



“The First FA Charter Standard Club in Derbyshire”

Affiliated to the Derbyshire County FA



Club Managers & Officials Handbook



Hilton Harriers FC

Introduction to Hilton Harriers Football Club

Hilton Harriers was established in 1992 as a result of a small group of children wanting to play football in Hilton. Through the efforts of three of the children's parents, a second hand kit and the local school allowing them to train on their grass, Hilton Harriers began.

Over the years, as the children grew older, more teams were formed. Since that first team, the club now provides access to football to over **500** members, boys and girls, men and women with ages ranging from 5 years to 60. As part of our development we have seen considerable change from the initial base of three teams:

- The club has grown from three willing volunteers to over **80** FA qualified coaches who all receive not just football training but safeguarding, first aid and are all Disclosure and Barring Service (DBS) checked.
- We are a formally constituted club and club committee including parent members.
- We offer organised football to Boys, Girls, Men, Ladies
- We have 2 all-inclusive football groups offering football to children and young adults with learning or physical disabilities
- We provide open weekly training sessions for our members, irrespective of ability.
- Membership is offered irrespective of ability, sex, race or creed.
- In the season 23/24 Hilton Harriers will have 40 teams in locally constituted leagues this year

In 2002 Hilton Harriers became the **first club in Derbyshire to attain the FA's charter standard mark**. The FA Charter Standard programme supported by McDonald's is a **kite-mark**, which recognises and rewards high quality levels of provision in clubs and league football. The kite-mark is awarded to clubs and leagues that are well run, sustainable and importantly place child protection, quality coaching and safety paramount.

The purpose of Hilton Harriers Football Club is to teach and promote the game of football to the local children of Hilton. The children are not taught just how to play the game, they also learn how to prepare themselves for sport, what equipment to use, how to exercise properly to prevent injury, how to play by the rules and laws of the game. We also place strong emphasis on their behavior towards everybody they meet within and when representing the club. Each member of the club receives a handbook, which contains the codes of conduct for children, coaches and parents as well as the club policies.

In partnership with Hilton Parish and South Derbyshire District Councils Hilton Harriers successfully applied to the Football Foundation to build the Mease Pavilion. After 5 years of hard work this great facility opened in September 2007 and is now fully managed by the football club.

The Mease Pavilion is the home to all of our teams; and 13 of the teams and also an important asset for the residents of Hilton and is used regularly as a meeting place for the local and business community.



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Version Control

Version	Date	Reason for Issue
1	4 th November 2001	First Draft Version for Review
2	3 rd January 2002	Second Draft for review by Solicitors
3	8 th January 2002	Third Draft After Solicitors Recommendations
4	11 th February 2002	Final check completed and Introduction added
5	7 th March 2002	Addition of Anti-Bullying Policy
6	8 th May 2002	Addition of FA Chartered Status
7	21 st June 2004	Updated Logo's
8	7 th September 2004	Updates required to rules for CASC application and FA Charter Development Club application
9	25 th August 2006	Updates on welcome and constitution agreed at the Ex AGM
10	6 th June 2008	Update on Welcome and changes to constitution
11	18 th October 2009	Updates to codes of conduct
	6 th January 2011	Update welcome
12	26 August 2018	Updated welcome & Web Registration
13	22 July 2018	Inclusion of Privacy Policy Inclusion of Parents Handbook Updated Appendix
14	18 September 2023	Change of Committee structure
15	11 December 2023	Changes made after dissolution of Mease Committee
16	11 November 2024	Change of Committee Structure

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Hilton Harriers FC

Club Constitution & Regulations

1. Name

The Club shall be called **Hilton Harriers F.C. (the Club)**

2. Objectives

The objectives of the Club are to:

- Undertake football training for all children of primary school age and above in Hilton and surrounding rural districts.
- To promote football as a sport, and encourage participation by providing access to coaching and facilities.
- To encourage good sportsmanship, to ensure good manners are observed and respect is held, for their peers, coaches, the opposition and officials.
- To enter teams into the local FA Registered leagues where possible.
- To arrange social activities for its Members.

3. Status of Rules

These Rules (the Club Rules) form a binding agreement between each member of the Club.

4. Rules and Regulations

- The Club shall have the status of an Affiliated Member Club of the Football Association by virtue of its affiliation to/membership of The Football Association. The rules and regulations of The Football Association Limited and parent County Association and any League or competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club rules.
- No alteration can be made to the Club Rules except at an Annual General Meeting (AGM) or Special General Meeting (SGM) called for this purpose. Alterations to the Club Rules shall receive the assent of two thirds of the Members present and the approval of the Parent County Association.
- The club will also abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
- All Coaches, Officials, Players and Parents/Guardians and Spectators will abide by the Clubs Codes of Conduct.

5. Club Membership

- The Club shall exercise discretion in the numbers of children it accepts for training in order to comply with the health and safety guidelines published from time to time by the F A.
- The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register), which will be maintained by the Club Secretary.
- Membership shall consist of all Parents/Guardians of the children attending training and such other persons who have completed a Club Registration form and are accepted as members by the Club. A Register of all children attending training will be kept and maintained by the Club Secretary/ Managers.
- Any person wishing to be a member must fill out the Clubs Registration form and return it to the Club Committee. Membership is at the sole discretion of the Club. All memberships must be renewed at the beginning of the season.



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- Membership will be accepted by the Club Secretary following agreement with the appropriate Manager.
- Membership will not be unreasonably refused except in case of:
 - Prior expulsion from the club
 - Non-availability of places due to health and safety constraints
 - Majority vote of club committee following any objection to membership being offered.
- In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- The Football Association and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- There is a Membership fee for Members, payable annually on application or renewal of membership.
- The Annual Membership fee figure is set annually at the AGM and will only be set at a level reasonably necessary to fulfil the objects of the Club.
- The Registration fee shall be no-refundable
- A 50% discount will be applied to the second and subsequent children from an individual family registered.
- Free Club Membership will be granted to any member applying confidentially to two of the Club Secretary, Chair or Treasurer and requesting free membership. Reasons for such a request should include, but are not limited to:
 - Financial means
 - Family Circumstances

7. Resignation and Expulsion

- If anybody is found to be breaking any of the above rules and regulations, the Club Committee shall have the power to expel a member, when in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal process.
- A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation.
- A member who resigns or is expelled shall not be entitled to claim any, or share of any, of the Clubs Property.

8. Club Committee

The affairs of the Club shall be managed by a Committee, which shall consist of the following Club Officers:

- Chairperson
- Club Secretary
- Treasurer
- Club Welfare Lead
- Procurement Lead
- Fundraising Lead
- Club Development Lead
- Mease Manager



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- Hilton Parish Council Representative (Associate Member)
- South Derbyshire District Council Representative (Associate Member)

Associate Members will attend Club Committee meetings, but will have no voting rights.

All of the Committee shall be elected at an Annual General Meeting (AGM).

An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee, which arises between Annual General Meetings (AGMs), 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.

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 a Special General Meeting (SGM).

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 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 **Club Secretary**. The quorum for the transaction of business of the Club Committee shall be three.

Decisions of the Club Committee meetings shall be entered into the minute book of the Club, to be maintained by the Club Secretary.

Any member of the Club Committee can call a meeting of the Club Committee by giving not less than 7 days' notice to all members. The Committee meetings will be held when necessary throughout the season.

Save, as provided for in the Rules and Regulations of the Football Association and the County Football Association, to which the Club is affiliated, the Club Committee, shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

8.1 Safeguarding Subcommittee

A permanent subcommittee made up of:

Club Welfare Officer
Club Welfare Officer Assistant
Chairperson
Club Secretary

The committee will convene when necessary, to respond to any private and confidential matters relating to safeguarding issues, player/club fines and breaking of GDPR rules.

8.2 Discipline – Subcommittee

Any matters of relating to match day discipline and sanctions shall be dealt with in the first instance by the Club Secretary.

A subcommittee made up of:

The Club Secretary
The Chairperson
And league representatives



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The committee will convene when necessary, to respond to any private and confidential matters relating to match day discipline issues.

Any items brought to the attention of the Club Secretary or the Discipline Subcommittee found to be relating to safeguarding, will be referred to the Club Welfare Officer immediately.

9. Annual and Special General Meetings.

The Annual General Meeting (AGM) will be held each year in the Summer Term to elect the members of the Committee and for presentation of the annual report and statement of accounts and any other business.

- Nominations shall be proposed and seconded by existing members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting (AGM), by notification in writing to the Club Secretary.
- A Special General Meeting (SGM) shall be called by the Secretary within 21 days of a written request signed by not less than 10 members or may be called by the Committee.
- Members shall receive 14 days' notice of the Annual General Meeting (AGM) and 21 days' notice of a Special General Meeting (SGM).
- The quorum for a General Meeting is 8 Members.
- The **Chairperson**, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed, by a simple majority. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote.
- The Club Secretary, or in their absence a member of the Club Committee, Shall enter minutes of General Meetings into the Minute Book.

10. Club Teams

Teams Managers (Level 1 minimum qualification) will be responsible for their team affairs. The Manager must make sure that he/she plus one other DBS qualified person attends every training session/match.

Each team/age group should appoint a Welfare Officer.

All teams should play in the Club's colours (orange and black) unless there is a clash of colours with the opposing team at an away fixture.

Team Managers should attend any meetings they are asked to attend by the Club Committee or one of the Subcommittees.

11. Club Finances

A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairman, Club Secretary and the Treasurer. No sum of money shall be drawn from the Club Account except by the Treasurer. The appointed member of each team will be responsible for the team monies and accounts and will provide an end of year account for the Treasurer at the final meeting before the AGM. All other monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.

The Treasurer shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club, up to £5,000.

Any payment/costs over £5,000 must be agreed by the Club Committee prior to work commencing, with a majority of the Club Committee in agreement.



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The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time. The financial year shall commence on 1st June.

The Club Property, other than the Club Account, shall be vested in not less than two and no more than four Custodians. One of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property, as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

On their removal or resignation a Custodian shall execute a conveyance in such form as is published by The Football Association from time to time to newly – elected Custodians or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting (SGM) shall be convened as soon as possible to appoint another Custodian.

The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties. The Club does not permit any distribution of club assets, in cash or kind to members or third parties. This does not prevent donations by the club to charities or to other clubs that are registered as Community Amateur Sports Clubs.

The club will ensure it has public liability insurance in place as per the FA recommended insurance policies and requirements.

11.1 Mease Pavilion Finances

The Club Committee will ensure all money is receipted and paid from the bank accounts in the name of The Mease Pavilion and the Mease Pavilion Sinking Fund.

Designated account signatories shall be the Treasurer, Club Chairman and Mease Manager.

Any payments drawn against The Mease Pavilion for less than £2,000 can be done so by the Treasurer.

Any payments/costs over £2,000 must be agreed to by the Club Committee prior to work commencing, with a majority of the Committee in agreement.

The Club Committee must agree an amount at each AGM to be taken from the Mease Pavilion current account, to be added to the Mease Sinking Fund. The Club Committee will decide what amount is to be moved at the end of the financial year.

The Sinking Fund is money set aside for major maintenance and/or replacement of the building/facility.

The financial year will begin on the 1st June and end on 31st May each year.

The Mease Pavilion is to be insured by the Parish Council (building) and Hilton Harriers FC (contents) annually.

All hire fees are to be agreed to by the committee and voted on at an AGM.

The Club Committee agree to send a quarterly statement of the Mease Pavilion accounts to the Landlord (Parish Council).

An audited statement of accounts will be presented by the Treasurer at the AGM.

If Hilton Harriers FC dissolves the assets of the Mease Pavilion will be held and ring fenced by the Parish Council.



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12. Dissolution

A resolution to dissolve the Club shall only be proposed at a Special General Meeting (SGM) and shall be carried by a majority of at least three-quarters of the Members present.

The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

Any surplus assets remaining after the discharge of the debts and liabilities of the Club, will not be distributed among the members of the club, but will be given or transferred to either the purposes of the sport's governing body for use in community related sport and/or the purposes of another CASC within the scheme and/or the purposes of a charity, which shall be decided upon by the members of the club.

[Ends.]

Safeguarding Children Policy

Hilton Harriers FC Child Protection Officers

The Club has child welfare officers who have completed the Safe guarding children/Welfare officer's courses run by the FA. They also have contact with the Derbyshire FA child welfare officer. They are:

Claire Ecclestone – 07734 468372 or welfareofficerhiltonharriers@gmail.com

Derbyshire County FA Welfare Officer – Jenny Blewitt – 01332 361422

If anyone has any concerns about a child or young person, or the behavior of an Adult, then please contact one of the above people or your child's Manager/Coach.

NON ACTION IS NOT AN OPTION IN CHILD PROTECTION

1. Hilton Harriers Football Club acknowledges its responsibility to safeguard the welfare of every child and young person and is 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. Hilton Harriers 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, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity;
 - all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
 - working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Hilton Harriers Football Club recognises that this is the responsibility of every adult involved in our club.

2. Hilton Harriers Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that the FA's Safeguarding Children Regulations (see The FA Handbook TheFA.com/football-rules-governance/lawsandrules/fa-handbook) apply to everyone in football whether in a paid or voluntary



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capacity, including coaches/managers, volunteers, match officials, helpers on club tours, or medical staff or other club officials/helpers.

3. We endorse and adopt The FA's Safer Recruitment guidelines and we will:
 - Specify what the role is and what tasks it involves;
 - Request identification documents;
 - As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them;
 - Ask for and follow up with 2 references before appointing someone; and
 - Where eligible require an FA- accepted DBS enhanced with barred list Check, in line with The FA's current Safeguarding Children Policy and Regulations.

All current Hilton Harriers Football Club members working in eligible roles with children and young people, such as coaches/managers and physiotherapists, are required to hold an in-date FA accepted DBS enhanced with barred list check as part of safer recruitment practice.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Hilton Harriers Football Club, guidance will be sought from the County Football Association (CFA). It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the DBS process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

4. Hilton Harriers Football Club supports The FA's Whistle Blowing policy (as described in this paragraph) which requires any adult or young person with concerns about an adult in a position of trust within football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC.

Hilton Harriers Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

5. Hilton Harriers Football Club have appointed several Club Welfare Officers (Youth Teams) ("CWO") in line with The FA's role profile who have completed the Safeguarding Children and Welfare Officers Workshop by the CWO. The post holders will be involved with ongoing Welfare Officer training provided by The FA and/or CFA. Any of the CWO's is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the CFA Designated Safeguarding Officer and will be familiar with the procedures for referring any concerns. The CWO will also play a proactive role in increasing awareness of respect, poor practice and abuse amongst club members.
6. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players and parents/carers should be able to access our anti-bullying policy and know that incidents will be dealt with appropriately. Incidents need to be reported to the CWO and in cases of serious bullying the CFA Designated Safeguarding Officer may be contacted.
7. Codes of conduct for Players, Parents/ Spectators, Officials and Coaches (as required by the CPSU Safeguarding Standards) have been implemented by Hilton Harriers Football Club in order to police these codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances.
8. Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.



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- If you are worried about a child then you need to report your concerns to the Club Welfare Officer
- If the issue is one of poor practice the Club Welfare Officer will either:
 - Deal with the matter themselves, or;
 - Seek advice from the County FA Designated Safeguarding Officer.
- If the concern is more serious – possible child abuse, where possible, contact the County FA Designated Safeguarding Officer first, then immediately contacts the Police or Children’s Social Care.
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the County FA Designated Safeguarding Officer
- If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
 - Contact your County FA Designated Safeguarding Officer directly;
 - Contact The FA Safeguarding Team on 0800 169 1863 or Safeguarding@TheFA.com;
 - Contact the Police or Children’s Social Care;
 - Call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk.

9. In this Club, safeguarding is everyone’s responsibility, and we know that inaction is not an option. If anyone is worried about a child, it is important that they report their concerns to the CWO, who will deal with reported concerns as follows:

- Our CWO will manage poor practice and where necessary seek advice from the CFA Designated Safeguarding Officer (CFA DSO).
- Our CWO will make referrals about more serious concerns to the CFA DSO, or in an emergency contact the Police or Children’s Social Care.
- We will ensure that if the child needs immediate medical treatment that we take them to a hospital or call an ambulance and tell them it is a child protection concern.
- Our CWO will keep records of the actions taken and keep the CFA DSO informed.

If at any time our Club Welfare Officer is not available, or the matter is clearly serious, all our members should be aware that they can:

- Contact the CFA DSO directly;
- Contact The FA’s Safeguarding Team on 0800 169 1863 or Safeguarding@TheFA.com;
- Contact the Police or Children’s Social Care; and/or
- Call the NSPCC 24-hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk.

10. Changing rooms and showering facilities

- **Separate facilities:** Where facilities are used by both adults and children at the same time there must access to separate changing, showering and toilet areas.
- **Showering protocol:** Adult staff/ volunteers must not change or shower at the same time as children and young people using the same facilities
- **Mixed genders:** For mixed gender activities, separate facilities must be available for boys and girls.
- **Supervision:** When children use changing rooms, they should be supervised by two members of staff/ volunteers. Older teenagers may not require any supervision however a club may wish to have an appropriately recruited adult within the vicinity of the changing facilities to ensure their welfare is monitored.
- **Being sensitive:** If a child feels uncomfortable changing or showering in public then no pressure should be placed on them to do so. Instead, they should be encouraged to do so at home.
- **Children with disabilities:** If children with disabilities use your club, make sure they and their carers are involved in deciding how they should be assisted. Make sure the child or young person is able to consent to the assistance that is offered.
- **Mobiles phones/photography:** The use of mobile phones and/or photographic equipment by club officials, members, parents and young people should be prohibited within areas where children and young people are changing/ showering.
- **No available facilities:** Where no changing facilities are available children and young people, parents and travelling clubs should be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. Tracksuits etc.



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Hilton Harriers Football Club Committee understands and accepts our collective responsibility to adhere to our safeguarding children policy and procedures.

We commit to ensuring our members are aware of and have access to our policies.

The FA's Safeguarding Children Policy and Procedures (including the anti-bullying policy) are available via: [TheFA.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework](https://www.thefa.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework)

The FA's Safer Recruitment guidance is available via: [TheFA.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks](https://www.thefa.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks)



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Club Equality & Anti-Discrimination Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that our club is equally accessible to all. Hilton Harriers is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

Hilton Harriers in all its activities will not discriminate or in any way, treat anyone less favorably on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The club will ensure it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in and enjoy its activities.

Hilton Harriers will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behavior, whether physical or verbal. The club will work to ensure that such behavior is met with appropriate action in whatever context it occurs. This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

Hilton Harriers is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

Hilton Harriers is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010. GFA commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

OUR COMMITMENT is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.



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Anti-Bullying Policy

STATEMENT OF INTENT

We are committed to providing a caring, friendly and safe environment for all our members, so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Hilton Harriers Football Club. If bullying does occur, all club members and parents/carers should be able to tell their 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. Hilton Harriers Football Club is committed to playing its part to teach players to treat each other with respect.

WHAT IS BULLYING?

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face-to-face or through cyberspace, and comes in many different forms:

Verbal: Name calling, persistent teasing, mocking, taunting and threats.

Physical: Any form of physical violence, intimidating behavior, theft or the intentional damage of possessions. This includes hitting, kicking and pushing.

Emotional: Excluding, tormenting, ridiculing, humiliation, setting people up and spreading rumours.

Cyberbullying: The misuse of digital technologies or communications to bully a person or a group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation. Examples of cyberbullying include:

- **Abusive comments**, rumours, gossip and threats made using digital communications and/or technologies - this includes internet trolling.
- **Sharing pictures**, videos or personal information without the consent of the owner and with the intent to cause harm or humiliation.
- **Hacking** into someone's email, phone or online profiles to extract and share personal information, or to send hurtful content while posing as that person.
- **Creating dedicated websites** that intend to harm, make fun of someone or spread malicious rumours.
- **Pressurising** someone to do something they do not want to such as sending a sexually explicit image.

Hilton Harriers Football Club commits to ensure our policies are being used appropriately and any online bullying will be dealt with swiftly and appropriately in line with procedures detailed in this policy.

People can be targeted for any reason, but people who bully others often target 'difference' and bullying can be a form of wider discrimination. For example, bullying behavior may be:

- **Racist:** Targeted at ethnicity, skin colour, and language, religious or cultural practices.
- **Homophobic, biphobic and/or transphobic:** Targeted at actual or perceived sexuality and/or gender.
- **Sexual and/or sexist:** Sexual and/or sexist behavior that is intended to cause offence, humiliation or intimidation.
- **Disablist:** Targeted at an impairment or special educational need.
- **Targeting any 'difference':** Bullying behavior can also be targeted at 'looks', weight and height, colour of hair, wearing glasses or braces, acne, psoriasis and eczema, scars, marks or conditions of the face or body, body odour, poverty, gifts and talents or family situation (e.g. divorce, bereavement, homelessness).



Hilton Harriers FC

Everybody has the right to be treated with respect and no one deserves to be a victim of bullying. Individuals who are bullying need to learn different ways of behaving. Hilton Harriers Football Club recognises its responsibility to respond promptly and effectively to issues of bullying.

PROCEDURES

1. Report bullying incidents to the Club Welfare Officer or a member of the club's committee.
2. In cases of serious bullying, the incidents will be referred to the County FA Designated Safeguarding Officer for advice and possibly to The FA Case Management Team.
3. Parents/carers should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, the police will be consulted.
5. The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behavior.

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



Hilton Harriers FC

Coaches Child Protection Policy Guidelines

It is possible to reduce situations in which abuse can occur and help to protect staff / volunteers by promoting good practice. The following are more specific examples of care, which should be taken when working within a sports context.

- Always be public and open when working with children or young people. Avoid situations where a teacher/coach and individual child or young person is completely unobserved.
- Always treat players in an open environment or, if treatment is required within a closed area, ensure parents/guardians are aware of this.
- Where appropriate, parents/guardians should take on the responsibility for their children or young people in the changing rooms. If groups have to be supervised in the changing rooms, always ensure that you work in pairs.
- Where there are mixed teams away from home, they should always be accompanied by a male and female coach/official.
- When working with children or young players of the opposite sex, coaches must agree with parents/guardians when, or if, it is appropriate to enter the changing area. It may be prudent to set a time, for example, 10 minutes before a game, when the coach could enter the room accompanied by parents/guardians, at least one of which must be the opposite sex.

Everyone should be aware that as a general rule it **does not make sense** to:

- Spend excessive amounts of time alone with a child/young person.
- Take children or young people alone on car journeys, however short!
- Take children or young people to your home where they will be alone.

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the organisation and/or the child's/young persons parents/guardians.

Adults should never.

- Allow or engage in rough, physical or sexually provocative games, including horseplay.
- Share a bedroom with a child or young person.
- Allow or engage in any form of inappropriate touching.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexual suggestive comments to a child or young person, even in fun.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or young people they can do for themselves.
- Invite or allow children or young people to stay with you at your home unsupervised.

It may sometimes be necessary for you to do things of a personal nature for children or young people, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and prior consent of parents/guardians and the children/young people involved.

There is a need to be responsive to a child's or young person's reactions, if a child or young person is fully dependent upon you, talk with him / her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact or lifting or assisting a child/young person to carry out particular activities.

If you accidentally hurt a child or young person and he/she seems distressed in any manner, or appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done. Then you should report any such incident as soon as possible, to another colleague, and make a brief written note of it.

Parents / Guardians should be informed of the incident.



Hilton Harriers FC

Club Official Recruitment Policy

Recruitment and Selection of Officials & Volunteers

Anyone may have the potential to abuse children or young people in some way and it is reasonable to expect that the Club Officials will take reasonable steps to ensure unsuitable people are prevented from working with children and young people. It is essential the same procedure is used consistently whether staff are paid or unpaid, part-time or full-time.

When undertaking pre-selection checks, the following should be included:

- **Application Forms.** All volunteers/staff seeking to work within football should complete an application form online, which has been designed to elicit the necessary information.
- Successful candidates should then be asked to complete a **Personal Disclosure application (DBS)**.
- **References.** At least two references should be taken – one associated with former work with children or young people and, where appropriate, one with previous sport involvement. These references must be followed up by a Club Official to ensure suitability and minuted at the next Club meeting where an application can be confirmed as a matter of record. If there has been no involvement with children / young people, or sports, then references should come from someone (not a relative) who has known the Applicant more than five years.



Hilton Harriers FC

Club Officials Code of Conduct

All Officials of **Hilton Harriers Football Club**, in whatever capacity, must abide by the following at all times:

Obligations towards the Game & Match Officials

- Set a positive example for others, particularly young players and supports.
- Promote and develop the team having regard to the interest of the players, supporters and reputation of the national game.
- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match official's decision without protest
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.
- Avoid words and actions, which may mislead a Match Official.
- Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- Avoid all forms of gamesmanship.
- Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- Not use or tolerate inappropriate language.

Obligations towards the Players

- You must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- You should emphasise enjoyment and fun as well as encouraging your players to play by the rules.
- You must place the well-being and safety of each player above all considerations, including the development of performance.
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand these expectations
- You must develop an appropriate working relationship with each player based on mutual trust and respect.
- You must not exert undue influence to obtain personal benefit or reward.
- You must encourage and guide players to accept responsibility for their own behaviour and performance.
- You should support all efforts to remove verbal and physical abuse from children's sporting activities.
- You should never be abusive, sneer or use sarcasm against a child for making a mistake.
- You should always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the laws of the game, behaviour contrary to the spirit of the laws of the game or relevant rules and regulations or the use of prohibited substances or techniques.
- You must co-operate fully with other specialist's (e.g. other coaches, officials, doctors, physiotherapists) in the best interests of the player.
- You must consistently display high standards of behaviour and appearance.
- You must never use or tolerate inappropriate language.
- You should never be alone with any child
- Abide and Understand the Club Goalpost Safety Guidelines (See Appendix)
- You should check that all equipment and playing areas are safe for the children and **MUST** be inspected prior to play. ALL potential or real safety breaches **MUST** be rectified or safety established before play can commence. ALL such incidents **MUST** be reported in writing to the Club Secretary within 5 days of the incident.
- You must be aware of people, other than the supporters, who are taking photos or videotape of the teams and if need be question why they are doing so.



Hilton Harriers FC

Obligations towards the Team

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.
- Make every effort to develop the sporting, technical and tactical levels of the Team, and to obtain the best results for the Team, using all permitted means.
- Give priority to the interests of the Team over individual interests.
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles.
- Show due respect for the interests of the players, coaches and officials, their own Club/Team and others.
- ALL accidents or incidents occurring during official club activities MUST be recorded on the appropriate official form (See Appendix) and handed to the Club Secretary within 5 days of the incident. This form must bear the signature of an adult who witnessed the entire incident or the affected Parent / Guardian.

Obligations towards the Club

- Ensure my qualifications as required by the club are kept up to date
- Provide the club with such information as they require on the coaches portal
- Ensure I attend such briefings and meetings as are required of me to ensure to good running of the club and my team
- Represent the club in a courteous and professional manner at all times
- Immediately report any potential safety issues to the club
- Keep safe any members personal data provided to me to conduct my duties within the club
- Immediately report and potential loss of any members personal data
- Destroy all said data when requested to do so or at the end of each season
- Remove any player personal data from my personal devices should any member leave the club

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA. I may be:

- Required to meet with the club, league or County Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend a FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.
- My FACA (FA Coaches Association) may be withdrawn



Hilton Harriers FC

What Parents & Players Can Expect From the Club & Officials

Your Manager or Coach will:

- Be a volunteer, giving up their time for free !
- Provide instruction in how you can help them (for instance constructing & clearing away goals for games, removing rubbish from side lines, providing refreshments)
- Treat everyone fairly
- Represent the club and its philosophy
- Have completed a Criminal records (or DBS) check every 3 years
- Have completed the minimum required training by the FA and the club, that is:
 - A minimum of a level 1 in Football Coaching Award (many of our coaches go onto level 2 or 3 !)
 - An FA Emergency First Aid course (refreshed every 3 years)
 - An FA Child Safeguarding course (refreshed every 3 years)
- **NOTE; Your registration fees contribute to volunteer training.**

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

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.

RESPECT

Your Manager or Age Group Lead will:

- Provide guidance on organisation and structure of your team and age group
- Provide you with a clear selection policy for organised matches
- Be clear and transparent about charges and what they are used for
- **NOTE Hilton Harriers is a not for profit organisation, nobody at the club is paid (coaches, officials or players) or takes expenses, all of the money paid by parents is used within the club !**



Hilton Harriers FC

Club Parents / Guardians & Spectators Code of Conduct

Relax and enjoy watching your child play!

We all have a responsibility to promote high standards of behaviour in the game. This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment. Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything. Play your part and abide by the following at all times. Your child is accepted for training with Hilton Harriers Football Club, on the basis that the Parents / Guardians act in a reasonable and courteous manner both to the Managers, children and parents of your child's team, as well as the other teams Managers, parents and players. The same applies to the responses to the Referees decisions; please, suffer in silence if you feel a mistake has been made, **WE ARE NOT ALL PERFECT!**

- Never force a child to play football – But when he/she does play, please try and attend, because although they will not admit to doing so, all players enjoy the opportunity of demonstrating to their parents /guardians how well they can play.
- Remember that children play for FUN, playing football for their enjoyment – NOT YOURS!
- Applaud good football – by either team!
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Always respect the match officials' decisions & encourage the players to respect the opposition, referee and match officials
- Do not question a Managers or Referees fairness or ability. Remember children learn by example.
- Encourage a child to play by the rules.
- Let the coach do their job and not confuse the players by telling them what to do
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.
- Parents & Supporters must not engage in social media in a way that might bring them into disrepute with the club or the FA. Examples may include posting or engaging in posts involving criticism of the club, players, club or match officials or opponents, likewise no images of club activities should be posted online
- Do not insist that your child should be given a place or particular position, as this is the decision of the Managers.
- If you do wish to discuss anything with your child's Manager / Coach, then please can you wait and speak to them after training/match has finished or in private, not in front of the children. If you wish to speak to a Manager outside of their club duties, please make a mutually convenient appointment.
- Please be courteous at all times when dealing with club coaches, managers, officials and other volunteers, respecting their privacy whist away from club activities. Verbal or physical abuse to club officials will not be tolerated.
- Please inform your child's manager/ coach if there is any change in your child's health or medication.
- Please make sure your child comes prepared for training i.e. wearing appropriate clothes for the weather, has a raincoat if the conditions change, has plenty of fluids especially in hot weather and can you please apply any sun protection cream when needed.
- Applaud effort and good play as well as success
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Parents / Guardians should never smoke near to the edge of the pitch or training area. Anyone wishing to smoke must find an appropriate area away from the children.
- Parents or Guardians wishing to photograph or video the children do so on the understanding that it is for their personal home use and no other.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA. I may:

- Be issued with a verbal warning from a club or league official
- Be required to meet with the club, club committee' league or CFA Welfare Officer
- Be obliged to undertake an FA education course
- Be obliged to leave the match venue by the club and or be requested by the club not to attend future games
- Be suspended or have my child's club membership removed and be required to leave the club

In addition:

- The FA/County FA could impose a fine and/or suspension on the club.



Hilton Harriers FC



Hilton Harriers FC

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:**

- 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 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



RESPECT

FOR ALL

**we ONLY
do
Positive.**



Hilton Harriers FC

Club Players Code of Conduct

All Players at Hilton Harriers Football Club must abide by the following at all times. Team players are chosen solely on merit, but a large degree of self- selection occurs in as much as those who really want to play make sure they regularly attend practice sessions. A player cannot expect to be selected for the start of, a game if he or she does not come to practice.

Obligations towards the Game - A Player should:

- Make every effort to develop their own sporting ability, in terms of skill, techniques, tactics and stamina.
- Give maximum effort and strive for the best possible performance during a game, even if your team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly younger players.
- Avoid all forms of gamesmanship and time wasting
- Never use bad or Un-sportsman like behaviour or language at any time during training or matches.
- Abide by the instructions of coach/team officials, provided they do not contradict the spirit of this code.
- Players must not engage in social media in a way that might bring them into disrepute with the club or the FA. Examples may include posting or engaging in posts involving criticism of the club, players, club or match officials or opponents, likewise no images of club activities should be posted online
- When playing football, I will:
 - Always play to the best of my ability
 - Play fairly – I won't cheat, complain or waste time
 - Respect my team-mates, the other team, the referee or my coach/manager
 - Listen and respond to what my coach/ team manager tells me
 - Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.
 - Show due respect towards the Team Officials of the opposition.
 - Know and abide by the laws, rules and spirit of the game and the competition rules – **Do Not Cheat.**
 - Accept success and failure, victory and defeat equally.
 - Resist the temptation to take banned substances or use banned techniques.
 - Be fair, show good sportsmanship and ensure that good manners are observed and respect is held for their peers, coaches, the opposition and officials.

Obligation towards One's Own Team - A Player should

- Make every effort consistent with Fair Play and the Laws of the game to help his/her own Team win.
- Resist any influence, which might, or might be seen to, bring into question his/her commitment to the Team winning.
- Support his/her team even when **not** playing.

Respect towards Opponents - A Player should:

- Shake hands with the other team and referee at the end of the game
- Treat opponents with due respect at all times, irrespective of the result of the game.
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards the Match Official - A Player should:

- Play by the rules, as directed by the referee
- Accept the decision of the Match Official without protest – the decision will not be changed
- Avoid words or actions, which may mislead a Match Official.
- Show due respect towards Match Officials – Thank them at the end of the game without them you would not have a game!

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA. I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted or be suspended from training or be required to leave the club.

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine.



Hilton Harriers FC

*Play your best.
Be your best.*

*Make sure you and everyone
around you has a good time
on and off the pitch.*



Hilton Harriers FC

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



RESPECT

*We ONLY
do
Positive.*





Hilton Harriers FC

Club Players Code of Conduct – Easy Read Version



GUIDANCE NOTES NUMBER:
10.12

THE FA's RESPECT CODE OF CONDUCT

FOR CLUBS

Version: 1.1
Published: DECEMBER 2019

**THIS IS AN EASY READ
DOCUMENT**

The FA's Respect Code of Conduct.

Adult Players.



**On and off the field
I will:**

Stick to the rules and
enjoy the game.



Always show respect to
everyone that is part of
the game.



Never join in with saying
bad things about the
referees. Accept the
referee's final decisions.



Be polite if I win or lose.
Shake hands at the end
of every game.



Not be rude, bully or
scare people.



Think about how bad
language will make other
people feel.



**If I do not follow this
Code, I may:**

Be asked to say sorry to
the person I have upset.



Get a final warning.



Have to go on a Football
Association course.



May not be allowed to train



Not be chosen for the team



Be asked to leave the club



Be asked to pay a fine.



RESPECT



Hilton Harriers FC

Footballstayinghome – Online Tips For Parents & Carers

FOOTBALLSTAYINGHOME – ONLINE TIPS FOR PARENTS/CARERS

We'd ask all parents/carers to be particularly vigilant and supportive of children's online activities at this time.

It's likely everyone in your household is spending more time online right now. It's a real asset for children of all ages whilst they can't meet up with friends, have a kick about or go to training with their team.

Chances are individually or as a family you've accessed apps you hadn't previously known existed. While social networking is proving to be really useful, it's important we all apply the principles of appropriate boundaries online. We'd ask all parents/carers to be particularly vigilant and supportive of children's online activities at this time.

So, please check out the information we have provided for coaches/managers. Is your child's coach/manager following The FA's 'Online Procedures for Coaches/Managers' (Guidance Notes 6.4)? Has the coach/manager asked you if your child can participate, have you been involved, do you need to be, does the session involve other players, is this invite from a coach/manager known to you? Where does your child mainly access online content at home?

There are new opportunities springing up online weekly if not daily – would you know if your child has either seen or been invited to access coaching advice/tips by someone that's not already connected to your child's club? There may be some new and helpful opportunities – but don't assume everyone

will have thought through the safeguards children need and deserve online.

Children motivated by boredom could start to engage with new groups or individuals and this in turn could make them vulnerable to those looking to groom young people.

Online grooming may be hard for parents/carers to recognise and groomers may specifically warn children not to talk to anyone about it. There are a number of signs to be aware of (although a lot of them are quite common amongst teens), but look out for increased instances of:

- Wanting to spend more and more time on the internet;
- Being secretive about who they are talking to online and what sites they visit;
- Switching screens when you come near the computer, tablet or phone;
- Possessing items – electronic devices or phones – you haven't given them;
- Using sexual language, that you wouldn't expect them to know;
- Becoming emotionally volatile.

Groomers often target young people by sending out friend requests on popular sites and platforms to see who responds. They may strike up a conversation to build

a relationship with a child and ask them to continue the chat privately.

In April 2020, the National Crime Agency (NCA) predicted an increase in online child sexual abuse during the Covid-19 pandemic. The NCA and UK policing arrested more than 500 child sex offenders and safeguarded about 700 children each month. To read more click [here](#).

Speak to your child about who they are talking to online and ensure they genuinely know the people with whom they are engaging.

If you need further specific help or advice, please go directly to the following sources of expert advice:



UK SAFER INTERNET CENTRE

<https://reportharmfulcontent.com/>

CEOP*

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

INTERNET MATTERS

<https://www.internetmatters.org/>

NETAWARE

<https://www.net-aware.org.uk/>

PARENTINFO

<https://parentinfo.org/>

THINKUKNOW

<https://www.thinkuknow.co.uk/>

If you have any concerns relating to someone in football, please talk to your Club Welfare Officer, or report this directly to The FA via safeguarding@TheFA.com

MENTAL HEALTH AND WELLBEING

Heads Up are an FA charity partner, aiming to tackle mental health in and out of the game.

Covid-19 is affecting different people for different reasons, and it's important for everyone to know that whatever you're going through, it's okay to talk about it.

We're all living through extraordinary times, and as a result we're all facing different challenges, stresses and pressures. It's important to remember that whatever you're going through and however it's making you

*Child Exploitation Online Protection Centre

feel, it's okay to talk about it – everyone reacts differently to different events, and often talking can be an important first step in helping you feel better.

It's also important to remember that our charity partners and other mental health charities in the UK are here for you and ready to give you the support and guidance you might need through this challenging time. To find out more about the tips being offered click [here](#).

Childline provides a range of online tools that young people may find helpful just now.

- Information about **Covid-19**;
- **Calm Zone** – activities to help let go of stress;
- **Games** to help take your mind off things;
- **Information and advice** on a range of topics including feelings, relationships, family and schools;
- Peer support **message boards**;
- **Childline Kids**, a website specifically for under-12s.

Childline can also give confidential help and advice calls to **08001111** are free or children can get support online via <https://www.childline.org.uk/get-support/>





Hilton Harriers FC

Appendices

1. HHFC Club Structure Diagram (Attached)
2. Coach and Volunteer Criminal conviction check application website:
<https://gbg.onlinedisclosures.co.uk/Registration/Registration>
3. Sample Parental Consent Form for Special Football Activities (attached)
4. Sample Club Accident / Incident Form (attached)
5. Club Official or Volunteer Application Process (attached)
6. FA Photography Guidelines (Attached)
7. FA Best Practice Guidance - Changing Rooms and Showering Facilities (Attached)
8. FA Communicating responsibly with Young Leaders, Coaches and Referees U18 (Attached)
9. FA Responsible use of Social media Guidelines (Attached)
10. FA Social networking, websites, mobile phone and email communications (Attached)
11. FA Using Texts and Emails with U18s - Do's and Don'ts (Attached)
12. FA Travel, Trips and Tournaments (Attached)
13. Goalpost Safety Guidelines

Further details at <http://www.thefa.com/football-rules-governance/safeguarding/best-practice-downloads>



Goalpost Safety Guidelines

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For safety reasons goalposts of any size (including those, which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
 - a. Portable goalposts must be secured by the use of chain anchors or appropriate anchor must secure portable goalposts weights to prevent them from toppling forward.
 - b. It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
 - c. Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
 - d. Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage. Do not carry cross bars alone.
3. It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks, which cannot be replaced.
4. Goalposts, which are “home made” or which, have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
5. Guidelines to prevent toppling:
 - a. Follow Manufacturer’s guidelines in assembling goalposts.
 - b. ii. Before use, adults should:
 - c. ensure each goal is anchored securely in its place
 - d. exert a significant downward force on the cross bar
 - e. exert a significant backward force on both upright posts
 - f. exert a significant forward force on both upright posts
 - g. These must be repeated until it is established that the structure is secure. If not, alternative goals/pitches must be used.

For reference, you should note that The FA and BSI have developed a standard for future purchases (PAS 36:2000), available from BSI. It is hoped this will be developed into a full British Standard in due course.

REMEMBER TO USE ALL EQUIPMENT, NOT JUST GOALPOSTS, SAFELY AT ALL TIMES.

CHILDREN SHOULD NOT BE ALLOWED TO CARRY THE GOALS



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Privacy Statement

Hilton Harriers Privacy Notice

Hilton Harriers take 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.

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.

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 events such as training and 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.



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	For instance the use of Membermojo for registration purposes.
Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority or the Football Foundation	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 the 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.

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 or if you are another participant 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.

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 3 years 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.

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 or have temporary adjustments required by a governing body, 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