



Bayside Football Club

Club Handbook

Fun, Friendship & Football
 Established 2003
 Registered Charity: SC041746

www.baysidefc.co.uk

Version	Comments / Amendments	Approvals
Version 1.0 / 1.1	First Draft presented to Club Committee after development by a Committee Sub Group	06/09/15 - Handbook given minor amends following feedback by Club Committee and Version 1.1 approved as initial Club Handbook
Version 1.2 Drafted (23/10/17)	Amendments made to Section 4 to provide more definition and clarity to Clubs Player Pathway. Proposed by a Committee Sub Group. Amendments also made to Subscriptions levels following review decision by Club Committee	12/11/17 - Changes approved by Club Committee
Version 1.3 (Drafted 20/06/18)	A number of Amendments made as follows <ul style="list-style-type: none"> Section 10 relating to the new General Data Protection Regulations and highlighting the Clubs new Privacy Notice. Amended Child Wellbeing and Protection Section with new Appendices including Concern Reporting Procedure and new Code of Conduct Addition at Section 6.4 also made regarding Accident Reporting. Amends to Section 3 to reflect new Executive Committee structure 	
Version 1.4 (Drafted 28/08/24)	<ul style="list-style-type: none"> Revised Club Structure diagram added to Handbook Narrative re Trustees, Executive Committee and Co-ordinator roles added 	Changes made in light of votes passed at EGM of 25/8/24 regarding revised Club structure and increase to subscription rates.
Version 1.5 (Drafted 11/12/24)	<ul style="list-style-type: none"> Revised Subscription rates added Wording re PVGs and age restriction re Bayside Women's team added <ul style="list-style-type: none"> Updated Club badge added 	
Version 1.6 (Drafted 3/4/26)	<ul style="list-style-type: none"> Wording re breakdown of Subscription rates added Minor edits re grammar and spelling 	

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1. Introduction

1.1 Bayside Football Club

- 1.1.1 Bayside Football Club was established in 2003 by Stewart and Tracey Aitchison. Started initially with one boys age group, the club has grown significantly with representation now ranging from Minikickers (ages 4 & 5) through to an under 20s Male team at the top level tier of the club. Bayside FC also have a continually expanding Girls football section spanning primary and secondary school age groups and with an Adult Ladies team (strictly for female players aged 16+) at the top level tier.
- 1.1.2 Regardless of the age group, Bayside FC employ a clear motto of **'FUN, FRIENDSHIP & FOOTBALL'**. Bayside is a community focused club with the following objectives:
- a) To promote community participation in healthy recreation by providing facilities for playing football at all ages within the community ("*facilities" meaning land, buildings, equipment and organising football activities*): and
 - b) To support, develop, improve and promote football for members of the Club;
 - c) To promote the advancement of public participation in football as a sport;
 - d) To ensure all income is applied solely to these objectives.
- 1.1.3 Bayside FC is a registered charity (SC041746) and is a Scottish Charitable Incorporated Organisation (SCIO).
- 1.1.4 Bayside FC is also a Quality Mark Club, holding Platinum status as recognised by the Scottish Football Association and is proud of its continued development in providing a quality community service.

2. Constitution

2.1 Constitution

- 2.1.1 Bayside FC is a registered charity and is a Scottish Charitable Incorporated Organisation (SCIO).
- 2.1.2 In line with that status, the club has a detailed constitution to which it operates. This is a separate document to which this handbook complements.
- 2.1.3 Any changes of policy, process or rules as detailed in the constitution must be notified to SCIO as the governing body and following member's approval at a valid committee meeting.
- 2.1.4 Any changes of policy, process or rules as detailed in this handbook do not require such formal notification to SCIO, but amendments cannot be made without member's approval at a valid committee meeting.

3. Executive Committee & Key Roles

3.1 Management Committee

3.1.1 3 Charity / Club Trustees will operate above the Management Committee

As detailed in the constitution, the Club is managed by the Management Committee which includes the following roles:

- a. Chairman
- b. Vice-Chairman
- c. Club Secretary – Male section
- d. Club Secretary – Female section
- e. Treasurer

3.1.2 The Officers listed above form the Management Committee and shall be elected at the AGM. These Executive Officers are separately identified to allow them to appear on bank mandates and title deeds, to sign cheques and to take title of property on behalf of the Club.

3.1.3 In addition to the Management Committee there are a number of Club Coordinator roles which will serve for two years. These roles will have the responsibility of coordinating specific areas, and where necessary, chairing any sub-committee deemed necessary to carry out their role. They will ultimately report into the Management Committee:

- a. Heads of Male Section – 11s and Small Sided teams
- b. Heads of Female Section – 11s and Small Sided teams
- c. Facility Co - Ordinator
- d. Social Media Co - Ordinator
- e. Child Wellbeing Protection Officer
- f. Club Development Officer
- g. Coach Education Co-Ordinator

3.1.4 Team Head Coaches and Secretaries shall also be appointed by the Management Committee as a vacancy arises and will represent their Teams at meetings. They may appoint an assistant coach to represent the Team at meetings in their absence.

3.1.5 The Management Committee shall have full authority for the enforcement of all Club Policy, Process and Rules as detailed in the constitution and this handbook.

3.1.6 The Management Committee will deal with all complaints & disciplinary matters and shall have the power to suspend or expel any member deemed guilty of conduct prejudicial to the good name of the Club.

3.1.7 The Management Committee shall have the power to appoint a sub-committee as and when necessary, and shall receive reports from any sub-committee for the final sanction.

3.1.8 Voting rules and other pertinent parameters relative to the management committee are detailed in the club constitution.

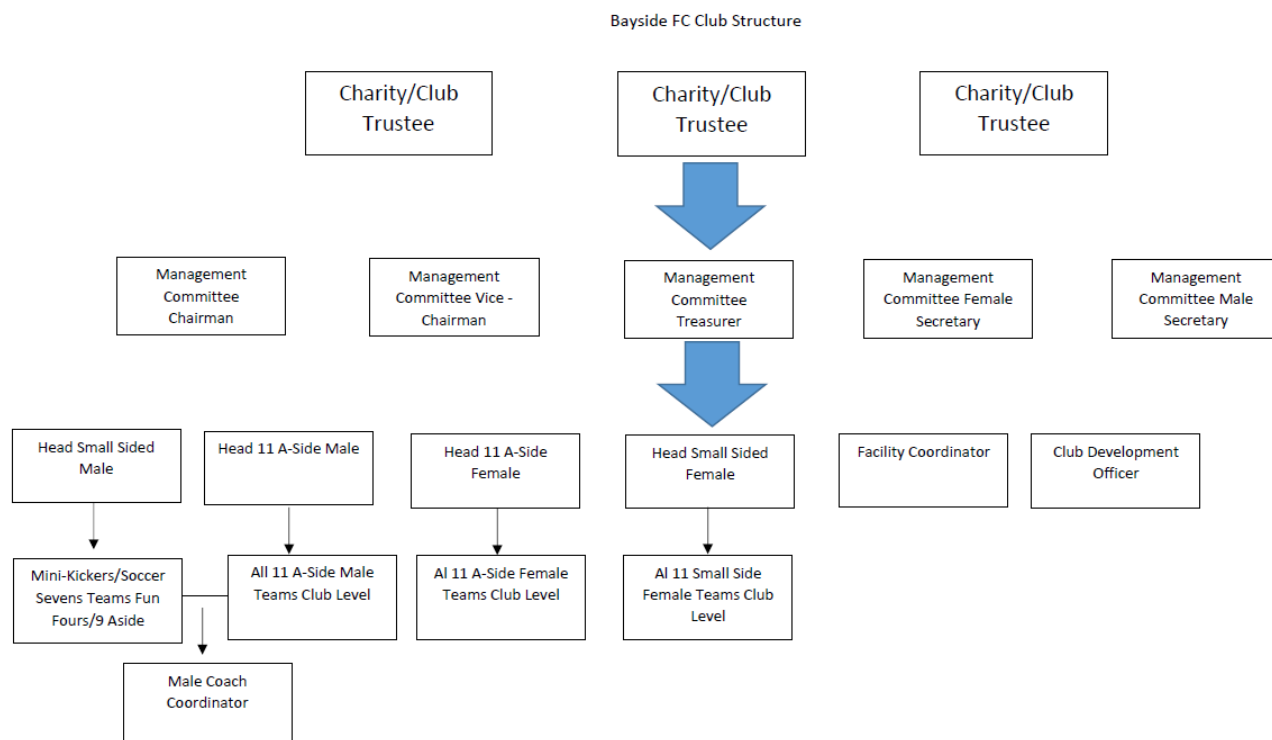
3.1.9 The Management Committee will meet once per year for an AGM and will otherwise meet on a quarterly basis, operating in a more strategic capacity for the interests of the club.

3.1.10 Operational Sub Committee Meetings may be held on a more regular basis to facilitate the regular running of the club under the following titles:

3.1.11 All age groups should be represented at their associated Sub Committee meeting and at the whole club Management Committee meetings to ensure they have awareness and input into decisions

affecting the Club. Attendance by each age group Head Coach/Secretary and Committee Members is expected to at least 75% of the required meetings in the calendar year.

3.1.12 The illustration below provides a graphic of the club management committee:



3.2 Key Roles

3.2.1 This section provides a brief narrative regarding the general activities undertaken by the key roles detailed in section 3.1:

- a) **Chairman** - The members will elect at the AGM a Chairman, who will preside over all Club affairs including progression of the Club Development Plan. The Chairman shall serve for a two-year term before re-election.
- b) **Vice-Chairman** - The Vice-Chairman will also be elected annually at the AGM and will assist the Club Chairman in managing wider club affairs, such as progression of the Club Development Plan.
- c) **Club Secretaries** - Will be responsible for the administration of the Club, and will chair meetings in the absence of the Chairman and Vice-Chairman. The Secretary will undertake the role of *Volunteer Officer* to ensure the Club complies with the Quality Mark standards.
- d) **Child Wellbeing Protection Officer** – The CWPO’s primary role is ‘to provide a safe environment for every player & official within the Club, and to protect them from harm, bullying, physical, sexual, verbal and emotional abuse; and to co-ordinate Child Protection and Welfare Policies within the Club in accordance with the requirements of the Scottish Youth Football Association’s *Roles and Responsibilities for Child Wellbeing Protection Officers*’.
- e) **Treasurer** - Will be responsible for the accounts and finances of the Club and to keep such bank accounts as required by the Club, and to present accounts at the AGM. Will supply to any person having reasonable cause any statement of account as required by the Rules of that person’s organisation with which the Club is registered. Will ensure that all the Club assets are covered by the necessary insurance and that the Club is insured for public liability.

- f) **Heads of Male Section** – Will be responsible for the coordination of matters affecting all Male age groups from Minikickers through to any adult male teams. This role involves responsibility for increasing standards and consistency across the male section and for taking forward and seeking resolution on any collective issues. Will chair a regular Male Section sub-committee meeting for the purposes of carrying out this role.
- g) **Heads of Female Section** – Will be responsible for the coordination of matters affecting all Female age groups from Minikickers through to any adult male teams. This role involves responsibility for increasing standards and consistency across the Female section and for taking forward and seeking resolution on any collective issues. Will chair a regular Female Section sub-committee meeting for the purposes of carrying out this role.
- h) **Head of Community Development** – Will be responsible for progressing the Clubs wider Community interests and involvement. This may include Minikickers, Midnight Football League, Schools Ambassadors, Walking Football etc.
- i) **Social Media Co-ordinator** – Will be responsible for club wide communications, including overview and management of the Club Website and Club Level Social Media. Will in addition provide advice to teams on application of their own 'Closed Group' social media sites. Will, where necessary, chair any relevant sub-committee meeting as required to carry out this role.
- j) **Facilities Coordinator** - Will be responsible for coordinating the clubs booking of training, match day and social events and where necessary, chair any sub-committee meetings as required to carry out this role.
- k) **Gift Aid Manager and Sponsorship & Grants Coordinator** – These roles are responsible for management of the clubs Gift Aid application and the pursual and management of any club wide sponsorship or grant opportunities. Will, where necessary, chair any relevant sub-committee meeting as required to carry out this role.
- l) **Kit & Equipment Coordinator** - Will be responsible for the sourcing and purchasing of any club equipment and putting in place a suitable audit regime to manage the maintenance and replacement of such equipment. Will also operate as the designated point of contact for the clubs approved Kit supplier. Will, where necessary, chair any relevant sub-committee meeting as required to carry out this role.
- m) **Coach Education Co-Ordinator** – Will be responsible for the coordination of coach education and development requirements within the club.
- n) **Event & Fundraising Coordinator** - Will be responsible for coordinating club wide social and fund-raising events and for providing advice to age groups for any team specific fundraising efforts. Will where necessary, chair any sub-committee meetings as required to carry out this role.
- o) **Head Coaches** – Will:
 - a. Be over eighteen years of age;
 - b. Have achieved appropriate Protection of Vulnerable Groups (PVG) accreditation
 - c. Be responsible for all assets and monies in their age groups control
 - d. Will be required to attain Level 1.3 Children's Coaching Award (for children aged 5 to 11 years) or Level 1.3 Youth & Adults Coaching Award (for children aged 12+) within 6 months of taking up a Head Coaches position. Failure to do so may result in the individual being asked to withdraw from their Head Coach role until such times as the appropriate coaching certificates are attained.
 - e. Will ensure that any coaches operating at for their team have appropriate minimum standard coaching qualifications.
 - f. Possess a relevant First Aid Certificate or ensure their age group has a sufficient number of First Aiders designated as per league rules.
- p) **Team Secretaries (1 per age group)** – Will be responsible for supporting the Head Coach in the operational running of an age group. This role will involve management of team joining packs, registration details, expenses and other matters in liaison with the Head Coach, Treasurer and Club Secretary.

3.2.2 **Coaches** – all other coaches assisting an age group will:

- a) Have achieved appropriate Protection of Vulnerable Groups (PVG) accreditation
- b) All coaches will be required to attain Level 1.1 Introduction to Coaching within 6 months of taking up a coaching position, and Level 1.2 Children's Coaching Certificate (for children aged 5 to 11 years) or Level 1.2 Youth & Adults Coaching Certificate (for children aged 12+) within 12 months. Failure to do so may result in the individual being asked to withdraw from their coaching role until such times as the appropriate coaching certificates are attained.
- c) Coaches may be asked to attend a relevant First Aid course
- d) Coaches will be expected to sign and comply with the Coaches Code of Conduct and any relevant League Rules.

4. Club Information, Player Pathway & Accident Reporting

4.1 Club Colours

- 4.1.1 The Clubs Match Day Home colours will be Sky Blue shirts and dark blue shorts and socks or as otherwise agreed by the Management Committee.
- 4.1.2 The Clubs Match Day Away colours will be Red Tops/Socks & Black Shorts or as otherwise agreed by the Management Committee
- 4.1.3 The Clubs Training Kit colours will be all Navy Blue or as otherwise agreed by the Management Committee

4.2 Teams Set-Up

- 4.2.1 A Head Coach and, where possible, an Assistant Head Coach will manage each team, supported by additional Coaches as may be required.
- 4.2.2 Each team should have a dedicated Team Secretary and Team First Aider. Other officials may be added as required (i.e. Team Fundraising Coordinator)
- 4.2.3 Each Age Group will have a maximum of 24 players operating under the Head Coach. This provides a manageable number aligned to the player pathway such as:
 - 5 x Fun Four Teams (recommended 4/5 players per team), merging to
 - 4 x Super Fives Teams (recommended 6 players per team), merging to
 - 2 x Soccer Sevens Teams (recommended 12 players per team), merging to
 - 1 x 11 Aside Team (Maximum of 20 registered players allowed)
- 4.2.4 In general, greater numbers than 24 in any age group should prompt the start-up of an additional squad managed under a new Head Coach. This is recommended in terms of pathway throughout term with the club to ensure smoothest transition between the staged playing transitions towards 11 aside. Exceptions can be considered where Deputy Head Coaches could be appointed to run sub teams, reporting into a Head Coach (i.e. in circumstances where there would be sufficient players and coaches to afford 2 x 11 aside teams).
- 4.2.5 All coaches/officials will be required to sign and adhere to the relevant 'Code of Conduct'.
- 4.2.6 All players will likewise be required to sign and adhere to the relevant 'Code of Conduct'.
- 4.2.7 Each player will be a paid up member of the Club.
- 4.2.8 In the event of internal misconduct of a player whilst representing the Club they shall be liable to such action as deemed necessary by their Head Coach and/or the Management Committee.

4.2.9 In the event of misconduct on the playing field or against the league association’s rules, the player will be subject to the outcome of that associations disciplinary decisions. The Club will not be held responsible for the actions of any individual.

4.3 Player Pathway

4.3.1 Bayside FC follows an ethos of Fun, Friendship and Football. Linked to that ethos is a clear Player Pathway which gives a clear position in terms of what can be expected for players involved with the club. In addition, the Club also has a Playing Philosophy document which provides greater detail on playing style the Club aspires to achieve across all its teams.

4.3.2 The Bayside Player Pathway is illustrated in the flowchart below:



4.3.3 In providing further definition to the above Player Pathway, and how it relates in application across the various League Associations etc. the following is provided for clarity on the Club approach and expectation.

Age Range	Practical/Guiding Considerations in Applying the Player Pathway
All Age Ranges	<ul style="list-style-type: none"> • The Head Coach has responsibility for ensuring that the Player Pathway is applied, directly or through other volunteers in all activities undertaken • It should be recognised that players develop at different stages and at different speeds and that this should be accommodated in application of the pathway and associated activities. • Head Coach and Coaches should utilise the training obtained from SFA, learning from Positive Coaching Workshops, Club Philosophy document and any other coaching development opportunities to ensure that sessions are positive and focused correctly for age range of the player. • It should be recognised that children (particularly in the younger age ranges) do not always interpret intended activities and communications exactly as applied by a coach or other volunteer. To work around this, communications should be clear and repeated to ensure understanding, and applied activities should be re-visited at different stages or applied in alternate ways to re-enforce learning/messages (i.e. learning to receive a ball can be achieved through application of varied drills). • The wider Equal Opportunities section of this handbook should be applied in terms of equal access to the club (safety and space availability permitting) and no person will be discriminated against in relation to the protected characteristics detailed in the Equality Act. • Where an issue arises, the Head Coaches decision should be respected as final. A complaints procedure is detailed elsewhere in this handbook for any

	<p>circumstances where there is an un-resolvable conflict with the Head Coaches decision.</p> <ul style="list-style-type: none"> • Particular to younger age groups, the Head Coach and Coaches should be aware that they are often viewed as Role Models and therefore have much wider responsibilities. As a community based club, Bayside seek to enhance a child's development wider than simply football coaching. For example, and through coaching, Bayside will seek to increase child confidence in communicating, working with others, teamwork and self motivation etc.
Age 6-9 (Female 6-8)	<ul style="list-style-type: none"> • In recognising that children develop at different stages, Bayside FC, in alignment with local league structures (i.e. Fife Soccer Sevens Development Association) will apply (where applicable) a tiering system to its subs teams within age group. When applying tiering, this should be done with flexibility to enable subsequent movement of a player up or down a tier commensurate with their relative development and progress. In applying a tiering approach the Head coach should ensure that all selection decisions are transparent and that the application and outcomes of a tiered approach are effectively communicated to all players and parents at all times. On this basis the Head Coaches decision will be seen as final and supported by the club. It is paramount that the reason for employing a tiering system (where appropriate) is to afford each player the most amount of time with the ball and it is widely recognised that participating with players of like ability (for stage player is at) is the best way to support this.
Age 9-12 (Female 8-11)	<ul style="list-style-type: none"> • The Pathways mention of Equal Opportunity at Training and Match Days will be applied explicitly at these ages where players will be given equal (not minimum) playing time. • At these young ages it is expected that a player signed with the Club will generally stay with the Club unless they seek to leave of own accord. This is by nature of the football being non-competitive at this age range. Exceptions to this would be where there are breaches of areas in this handbook, i.e. non-payment of subscriptions, or that there are behavioural challenges breaching the Code of Conduct expectations and therefore meaning the discipline procedures apply. In such case, or any other reasonable circumstance (i.e. repeated non-attendance which is preventing another player access) then this may lead to dismissal from the Club. In such cases it is essentially that communications with player and parent are clear, transparent and fairly applied.
Age 12-16 (Female 11-15)	<ul style="list-style-type: none"> • In difference from the younger section, there are a number of additional guiding rules applied by the different League Associations. These vary throughout the ages described as matches become more and more competitive. The additional rules include clear positions on squad sizes, registrations, number of players permitted to matches and minimum (not equal) playing time on match days. • In terms of match attendance, an example may include a stipulation that only 16 players can attend a match squad. With teams often having more registered players than that, it means decisions are required to leave some players out on match days. In this regard it will be the decision of the Head Coach regarding selections.
Age 16-18 (Female 15-17)	<ul style="list-style-type: none"> • In terms of 'game time' for any player attending a match day, league rules generally stipulate a minimum (not equal) period of playing time. This minimum time is gradually reduced to a no minimum position as games become even more competitive. In terms of the Player Pathway it should be noted that Minimum is different to Equal' and that is due to a graded change of emphasis balancing player development alongside building a competitive team. In terms of the Bayside Pathway the expectation is that players will be given at least the minimum playing time stipulated by the relevant league association. Where a non-competitive game takes place, it would be expected that increased playing opportunities occur. • It is expected that Head Coaches will be able to justify their selections, for Match Day Squads and in terms of Game Playing Time, based on assessment of player attendance, behaviour, endeavour, and commitment and of team positioning, playing style and tactical requirements. Over the course of a season, it would be expected that the whole squad of players get opportunities to participate in match days. It may be the case that a rotation process is applied if there is not a clear justification for selection.

	<ul style="list-style-type: none"> • Equal opportunity in all other circumstances (i.e. training) is expected as standard. • In terms of Whole Squad Selection/Registration, there is generally a League stipulation on Maximum Number of Players to be registered (normally 20-22). Whilst there is a maximum number of registered players, there is a practicality that means that as matches get more and more competitive a more restricted squad size may be more appropriate to ensure fair rotation and opportunity within a squad (rotating game time around a squad of 18 may be easier than around a squad of 22). • At these older age groups and with the league restrictions mentioned it generally becomes the case that a player decides each year whether they wish to sign/re-sign with the Club, and this will always remain an individual decision. In Club terms through, it is normally the basis of same squad of players that remain for re-signing in the follow on season. • Bayside are a club that takes pride in not being 'elitist' meaning that it will not seek to 'poach' players from other teams. The Club, in terms of accessibility will however always be open to be approached by players seeking to join and this will be appropriately considered relative to squad size and requirements. • Based on players rights to move on and the points mentioned above, squad sizes may fluctuate or require adjustment for various reasons and there will always be occasions where there is limited squad places meaning difficult decisions need to be made regarding the offering of a place for registration (i.e. too many squad players or too many players for the same position). Where this is the case, the Head Coach must make assessment based on player attendance, behaviour, endeavour, and commitment, and of team positioning, playing style and tactical requirements in offering a registered place. These decisions will also be made on the balance around the individual and collective team development, recognising that as games get more competitive there is a wider responsibility to the team than on any one individual. • It is important in any decisions made that they are justified and that clear communications take place with the individual players and their parents/guardians. • It is expected that the club will remain loyal to players that have been with the Club for some time however there may be occasions where a previously signed player is not assessed by the Head Coach as suitable for re-signing in the following season. Where this is the case it will generally be a decision based on fairness to the player in terms of likely match time as games become more and more competitive. Where this is the case, loyalty will mean the player is offered chance to remain training with the (team and afforded opportunity to continue pushing for a registered position, with a training plan if appropriate), or will be helped to find another Club if that is their wish.
Age 18+ (Female 17+)	<ul style="list-style-type: none"> • Beyond the general points already detailed, there are no additional considerations to apply for the Adult age groups.

5. Club Finance, Subscriptions, Fundraising & Sponsorship

5.1 Finance

- 5.1.1 The Club Treasurer will be responsible for ensuring the clubs compliance in terms of submission of reports as required to SCIO or auditors.
- 5.1.2 No Officer or member of the Management Committee shall act as auditor.
- 5.1.3 Official receipts for all monies received shall be signed by the Treasurer.
- 5.1.4 The Management Committee shall authorise cheques to be signed by at least two of its Officers.
- 5.1.5 All accounts and invoices received on behalf of the Club will be passed to the Treasurer for payment.

5.1.6 All monies received by the Treasurer will be paid into the appropriate account. Where applicable, Team coaches must supply a balance sheet to the Treasurer for all sundry income and expenditure applicable to their team. This should occur on a Monthly basis using the Club Expenses form to ensure that all income/outcome for the club is accounted for and where relevant informs any Gift Aid claim.

5.2 Subscriptions & Joining Fees

5.2.1 New players joining Bayside will be permitted 2 weeks free football to ascertain that joining the club is something they wish to commit to. Thereafter they will commit to paying a monthly subscription to the club.

5.2.2 In addition to the monthly subscription, players (per section 11j.3) will be required to wear Bayside Training Kit and as such a **£40 joining fee** will apply to cover such costs. This can be applied as a direct payment on joining to the Head Coach/Secretary who will make arrangements for Training Kit purchase, or as a direct order with the Clubs kit supplier, but only after consultation with the relevant Head Coach/Secretary.

5.2.3 Subscription levels will be payable monthly and will be reviewed annually at the AGM or as otherwise agreed by the Management Committee. From approval of this version of the Club Handbook, subscription levels are set as follows:

TEAMS	Monthly Cost
Small Sided Teams (Fun 4s, Super Fives, Soccer Sevens) training, no matches	£8.00*
Small Sided Teams (Fun 4s, Super Fives, Soccer Sevens) training, plus matches	£17.50*
All 9s training, plus matches	£20.50*
All 11s Teams (up to u18s) training, plus matches	£23.50*
Bayside FC Women's Adult Team training, plus matches	£31.50*

***Teams can increase their subscription rate in the MyClubHub app, over and above the level detailed in the table above, with the excess amounts raised allocated to their fundraising balance by liaising with the Club Treasurer on a monthly basis.**

5.2.4 Subscriptions received will be used for the settlement of Central Club outgoings and for wider club development as agreed by appropriate committee. Central Club outgoings relate to a designated list of costs that are determined to be centrally owned and include the following:

Central Club Costs

- Training facilities (on Astro all year round)
- Other facilities (i.e. Pitch Bookings/Changing Rooms)
- Coach Education (i.e. approved Training Courses such as First Aid, Player Protection, Coach Education Standards & Development Courses)
- SFA Registrations
- League Registrations
- SFA approved tournament registration costs (i.e. limit of 3 per year per team, with additional tournament registration costs and other costs associated with attending the tournaments covered from team fundraising)
- Standard Equipment Stocks (i.e. Minimum Standard New Team Equipment & Annual Replenishment of core stock)
- Player of Year Trophies
- Whole Club Event Costs (i.e. BBQ/Gala)
- Administration Costs (i.e. minimal printing, postage costs)

- Insurances
- Team Floats
- Referee Costs
- Christmas Selection Boxes (i.e. primary aged children only)
- Fines (only considered for settlement after review by management committee and in line with the clubs disciplinary policy)

Non Central Club Costs (i.e. Team Responsibility, generally covered by fundraising/sponsorship)

- Training Kits (generally covered by Joining Fee)
- Additional Training Wear
- Match Kits (normally purchased via Sponsorship)
- Bespoke Training (i.e. Coerver / Box Training)
- Player of the Year Event Costs (i.e. except Trophies and generally covered by ticket cost / fundraising, such as room hire, buffet, disco).
- Non Standard Equipment (i.e. additional to the standard equipment or annually refreshed equipment described later in this document)

All expenses whether Central or Non Central Club costs should be detailed as income/outgoing on the relevant expenses form and submitted to the Club Treasurer on a monthly basis.

5.2.5 The following policy applies in terms of the payment of subscriptions:

- A player will be entitled to two weeks free football at the commencement of their time with the club
- After the trial period, the player (or parent) will pay the set subscription amount via the MyClubHub smartphone app on a monthly basis; the regular payment date being the 1st of each month
- Where a player is found to have missed a monthly payment, the MyClubHub app will attempt to take payment 2 weeks after the regular payment date
- Where a player is found to have missed 2 consecutive months payment they will be restricted from playing for the club until a re-payment plan has been agreed.
- Where a player is found to have an outstanding balance and they have indicated desire to leave the Club, the Club will retain registration for the player, preventing their joining another team until such time that the balance is recovered. Any hold of registration should be followed by contact/liaison with the relevant association (i.e. SFA/SYFA/SWF) to ensure compliance with wider policy within each association. For example, the Associations are generally supportive of Clubs taking such action for Debt recovery and often have their own Debt Suspension policies.
- Hardship/Welfare - where a player is found to be unable to pay their subscriptions on the basis of a hardship/welfare situation, a confidential referral by the Head Coach/Secretary should be made to the Management Committee for consideration. In terms of such situations, the Management Committee may consider the individual circumstances and apply a) reduced payment plan or b) payment break, for an agreed period of time as deemed appropriate. Any such arrangement should be no longer than 6 months in duration before being reconsidered.

5.2.6 Where a player is found to not be paying subscriptions the Head Coach/Secretary should issue a warning that failure to correct any balance may lead to the player being asked to leave the club per the policy statement above. Any outstanding balance can be deposited directly to the account or if a reasonable sum, can be settled through staged payment as agreed between the Head Coach/Secretary and advised to the treasurer.

5.3 Grants / Fundraising

5.3.1 The Gift Aid, Grants & Sponsorship Coordinator will be responsible for whole club Grant opportunities (i.e. Gift Aid and Community Grants). In this regard they will coordinate any applications and seek information as may be required from other club officials. Any monies raised through Gift Aid or Whole Club Grant will be used for the wider interests of club development, with decisions made on any spend agreed by appropriate committee.

- 5.3.2 The Social & Fundraising Coordinator and/or other Committee Members may organise 'whole club' fundraising activities (i.e. Club Fun Day / Club BBQ) from which any funds raised will be for the wider interests of club development, with decisions made on any spend agreed by appropriate committee.
- 5.3.3 Fundraising is permitted at Team level where any activities used to generate funds are undertaken for the interests of that age group individually. For example, a specific Team may wish to fundraise to provide each player with a full tracksuit, bag, waterproof jacket, or may wish to fundraise to facilitate a full daytrip outing. In such cases, any fundraising obtained for individual Team purposes should be submitted to the club account and notified to the treasurer who will allocate against the relevant team for use at a time when required.

5.4 Sponsorship

- 5.4.1 The club as a whole may seek wider sponsorship for a number of purposes (i.e. to sponsor purchase of equipment, coaches clothing etc). Pursual and management of sponsorship in this regard is the responsibility of the Gift Aid, Grants & Sponsorship Coordinator and the wider Management Committee.
- 5.4.2 Individual teams may seek sponsorship for a number of purposes which would predominantly include Match Kit Sponsorship or Tracksuit Sponsorship. Any pursuit of such sponsorship will generally be progressed by the relevant Head Coach on a needs basis, but any move should involve consultation with the Gift Aid, Grants & Sponsorship Coordinator. The purpose of this consultation is that the Gift Aid, Grants & Sponsorship Coordinator may have identified a range of sponsors with intentions to enter into a commitment with the club.
- 5.4.3 As a general rule, Sponsorship arrangements will last for two years and in return for sponsorship Bayside will commit to bearing the sponsors name on any Match/Training Kit as appropriate, to share/advertise the sponsors detail via website and social media and in any paperwork, to invite and involve the sponsor in any relevant club activities and undertake any other reasonable sponsorship requests. As a general guide two year sponsorship packages in recent years have been a) £300 per Match Kit Sponsorship for Soccer Sevens Teams and £500 per Match Kit Sponsorship for 11 Aside Teams.
- 5.4.4 Sponsors should pay any monies to "Bayside FC" and should be passed to the Treasurer for settlement of account.
- 5.4.5 Where necessary, the Sponsorship & Grants Coordinator will be responsible for chairing a sub-Committee to handle sponsorship matters.
- 5.4.6 No person shall enter into any form of sponsorship deal without first discussing this with the Sponsorship Grants Coordinator or a member of the Management Committee.

6. Child Wellbeing & Protection, Health & Safety

6.1 Children's Rights and Child Protection Policies

- 6.1.1 The Club adopts a clear Children's Rights Policy and Child Protection Policy. These are detailed in full at the Appendices section of the Club Handbook

6.2 Child Wellbeing & Player Protection

- 6.2.1 The Club is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.
- 6.2.2 The Club Secretary will fulfil the role of Child Wellbeing and Protection Officer (CWPO) and ensure adherence to the Club's Children's Rights and Child Protection Policies although a number of other officials may undertake delegated responsibility (subject to attendance on recognised Player Protection Officer courses).
- 6.2.3 All Head Coaches and Secretaries must ensure assistance and compliance with the Club's Children's Rights and Child Protection Policies.
- 6.2.4 It is essential for everyone involved with Bayside FC adhere to the behavioural standards detailed in this Club Handbook, the Constitution and the Code of Conduct declarations (appendices). In addition and specific to Club's Children's Rights and Child Protection there is a **Child Wellbeing and Protection Safeguarding Guidance Document** which is included in the Appendix of this Club Handbook, and each Club Official/Coach should familiarise themselves with the contents of this.
- 6.2.5 The Child Wellbeing and Protection Officer (CWPO) will be responsible for dealing with Player Protection concerns at the club that cannot be resolved by the Head Coach, Secretary or other official. This individual will be well known to volunteers, parents and participants and will make him or herself readily available to handle any enquiries at Bayside FC. Full details and guidance on the **Procedure for Reporting and Child Wellbeing or Protection Concerns** is detailed in the Appendices to this Club Handbook.
- 6.2.6 Child Protection - Recruitment of Volunteers. Whilst the vast majority of people who work with children are well motivated there is a need to be careful in the selection procedure to screen out those who are not suitable. In recruiting volunteers the following procedure should be carried out:
- a) Confirm their identity
 - b) Ask how they think they can contribute to the development of the Club
 - c) Supply in writing any relevant skills or qualifications that maybe of benefit to their specific role within the Club
 - d) Ensure that they are willing to be vetted by Disclosure Scotland
 - e) Successful applicants will be at the discretion of the Committee
 - f) Applicants should be made aware of the Club's ethos, Child Protection Policy, Ant Bullying Policy, code of conduct and running procedures at the Club
 - g) Everyone at the Club should have a current copy of the Child Protection Policy
 - h) The Club shall encourage committee persons and coaches to better their qualifications in relation to their roles within the Bayside Football Club

6.3 SYFA / SFA / SWF Rules & Regulations

- 6.3.1 The Club shall have the status of a Club Member of the Scottish Youth Football Association (SYFA), Scottish Football Association (SFA) and Scottish Women's Football (SWF) as appropriate by virtue

of its membership of thereof. As such the Club will uphold the Rules and Regulations of the SYFA / SFA / SWF as appropriate, including the SYFA Player Protection Policies.

6.4 Anti-Bullying Policy

6.4.1 A copy of the Bayside FC Anti-Bullying Policy is provided in the Appendices Section of this Club Handbook

6.4.2 Bayside FC are committed to providing a caring, friendly and safe environment for all of its members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at the club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. Bayside is a *TELLING* club. This means that anyone who knows that bullying is happening is expected to tell an appropriate official or the club Child Wellbeing and Protection Officer.

6.4.2 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. 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 have a responsibility to respond promptly and effectively to issues of bullying.

Bullying can be:

- a) Emotional - Being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting (e.g. hiding football boots/shin guards, threatening gestures)
- b) Physical - Pushing, kicking, hitting, punching or any use of violence
- c) Racist - Racial taunts, graffiti, gestures.
- d) Sexual - Unwanted physical contact or sexually abusive comments
- e) Homophobic - Because of, or focussing on the issue of sexuality
- f) Verbal - Name-calling, sarcasm, spreading rumours, teasing.

6.3.3 Anti-Bullying – Expectations:

- a) All club members, coaches, officials and parents/carers should have an understanding of what bullying is
- b) All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- c) All players and parents/carers should know what the club policy is on bullying, and what they should do if bullying arises
- d) As a club we take bullying seriously. Players and parents/carers should be assured that they would be supported when bullying is reported
- e) Bullying will not be tolerated
- f) All club members, coaches, officials and parents/carers should have an appreciation of the signs and indicators of bullying.

6.4.4 Signs of Bullying. A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- a) Says he or she is being bullied
- b) Is unwilling to go to club sessions
- c) Becomes withdrawn, anxious, or lacking in confidence
- d) Feels ill before training sessions
- e) Comes home with clothes torn or training equipment damaged
- f) Has possessions go cwpo@baysidefc.org.uk 'missing'
- g) Asks for money or starts stealing money (to pay the bully)
- h) Has unexplained cuts or bruises
- i) Is frightened to say what's wrong
- j) Gives improbable excuses for any of the above.

Or, in more extreme cases, if a child:

- a) Starts stammering
- b) Cries themselves to sleep at night or has nightmares
- c) Becomes aggressive, disruptive or unreasonable
- d) Is bullying other children or siblings
- e) Stops eating
- f) 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.

6.4.5 What to do? – Coaches, Secretaries or Officials should seek to deal with any suggestions of bullying in a firm, fair and prompt manner. In all cases, reports of bullying incidents should:

- a) Be advised to the club Player Protection Officer
- b) In cases of serious bullying, the incidents will be referred to the SYFA / SFA / SWF as appropriate for advice.
- c) Parents/carers should be informed and will be asked to come in for a meeting to discuss the problem
- d) If necessary and appropriate, Police will be consulted
- e) The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly
- f) An attempt will be made to help the bully (bullies) change their behaviour
- g) If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

6.4.6 If the club decides it is appropriate for them to deal with the situation rather than onward referral then the following procedure should be followed:

- a) Reconciliation by getting the parties together. It may be that a genuine apology solves the problem
- b) If this fails or is not appropriate a small panel (made up from chairman, Player Protection Officer, secretary or other committee members) should meet with the parents/carers 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
- c) The same persons should meet with the alleged bully and parents/carers and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed
- d) 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
- e) In some cases the parent/carers of the bully or bullied player can be asked to attend 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
- f) 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

- a) The SYFA / SFA / SWF as appropriate should always be informed and will advise on action to be taken where appropriate
- b) More serious cases may be referred to the Police and/or Social Services.

6.5 Health & Safety / Accident (or Concern) Reporting

6.5.1 Bayside FC are committed to Health and Safety. Training and matches are undertaken at facilities that carry their own Risk Assessments relative to surfaces used and proactive consideration on safety grounds is taken by the relevant venue management and by Officials from Bayside FC who may cancel or adjust training/matches following Health and Safety considerations (i.e. inclement weather). Training sessions and all activities will be planned in advance, utilising equipment that is regularly checked with the health and wellbeing of participants always the primary consideration.

- 6.5.2 Whilst Bayside FC is committed to implementing measures to ensure safety and wellbeing, there will be occasions where accidents and incidents happen, particularly with the nature of Football as a sporting activity involving physical contact between players. Where an accident or incident occurs, the relevant supervising official will complete the Bayside FC Accident Form which should be submitted to the relevant Head Coach and copied to the Club Secretary (operating as Child Wellbeing and Player Protection Officer). The Head Coach and/or Club Secretary as appropriate should then investigate the accident/incident to identify any learning opportunities and to ensure any mitigating actions are taken (where identified) to minimise opportunity for any future similar incidents.

7. Equal Opportunities

7.1 Equal Opportunities

- 7.1.1 The Club operates on the basis of Equal Opportunities where no one is denied the right to equal access on the grounds of age, race, creed, colour, gender, disability, occupation, religion, sexual orientation or political persuasion or marital status or having or not having dependants. There is equality of opportunity in terms of the playing rights and the rights of members to attend general meetings, vote and hold office.
- 7.1.2 Whilst the Club will operate as per 7.1.1 above and will provide opportunities for any new players/officials to become involved with the club, there may be occasions (due to safe capacity) that immediate access for players may need put on hold (i.e. placement on a waiting list). Such a waiting list is not considered to cause conflict with access provided at the earliest available opportunity. In example of this, for the safety and protection of players attached to the club, a general guide to maximum squad limits and coach/player ratios is applicable (i.e. maximum squad size under the direction of a head coach is suggested at 24). A waiting list may therefore apply until a space becomes available. Where there are a number of persons on a waiting list consideration will be given to establishment of a new and separate team for the relevant age group under an additional/new Head Coach.

8. Conduct, Complaints, Discipline & Fines

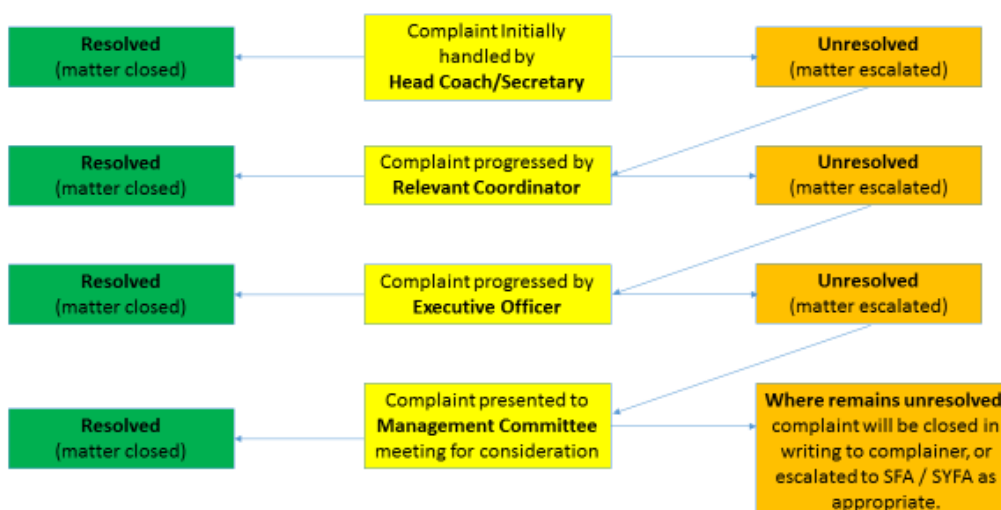
8.1 Conduct

- 8.1.1 All players, parents, coaches and officials will sign and agree to abide by the Code of Conduct. Where a person acts in breach of the Code of Conduct the following process should apply:
- a) The relevant Head Coach or Team Secretary should discuss the breach with the player, parent, coach or official. Each case should be considered on their own merits with outcomes appropriate to the circumstances (i.e. advice or verbal warning may be considered sufficient, or a temporary ban from playing a match or likewise may be appropriate).
 - b) Where a conduct issue cannot be resolved by the Head Coach or Team Secretary it should be escalated to either an appropriate Club Coordinator, or a member of the Executive Committee who likewise will consider the circumstances on a case by case basis. Each case should be considered on their own merits with outcomes appropriate to the circumstances (i.e. advice or verbal warning may be considered sufficient, or a temporary ban from playing a match or likewise may be appropriate).
 - c) Where a conduct issue is serious, the matter should be referred to the Executive Committee as a whole who will consider the circumstances. Each case again would be considered on their own merits with outcomes appropriate to the circumstances however the Executive Committee will have greater sanctions open to them including a temporary suspension from the club, the player, parent, coach or official being banned from the club or the matter being reported to the SYFA/SFA/SWF

8.2 Complaints & Discipline

- 8.1.1 Head Coaches and Secretaries will accept and act upon complaints from parents, players, and other coaches relating to the conduct of their players and coaching staff.
- 8.1.2 Where these cannot be resolved at that initial level they can be escalated when appropriate to the relevant Coordinator post.
- 8.1.3 Where a complaint cannot be resolved by the relevant coordinator, escalation can be made to the Executive Officers, who may address the complaint at a closed committee meeting.
- 8.1.4 The Management Committee will be ultimately responsible for handling all complaints and disciplinary matters.
- 8.1.5 Where necessary, guidance will be sought from the SYFA/SFA/SWF when handling the matter.
- 8.1.6 The following illustration provides an oversight of the complaints procedure:

Bayside Complaint Handling Flowchart



8.3 Fines

- 8.1.1 Fines can be issued by a League Association for a number of circumstances. They can be applied to a Team in relation to administrative matters (i.e. the non-submission of forms, incorrect completion of a team sheet, non-submission of fair play reports, non-attendance at meetings etc) or for conduct matters such as a 'yellow or red' card in a match.
- 8.1.2 All such fines are avoidable through awareness of the rules of league association, SYFA/SFA/SWF rules and adherence to the laws of the game. All coaches, officials and players must familiarise themselves with such rules and laws as ignorance cannot be considered an excuse.
- 8.1.3 In terms of fine settlement, where a fine is as a consequence of an individual error (i.e. violent conduct / inappropriate language resulting in a yellow/red card, or an official not submitting a required form per league rules) then the relevant individual will be responsible for settlement of the fine.
- 8.1.4 Where the circumstances of the fine have mitigating circumstances a brief report of the matter should be outlined to the Executive Committee for consideration of whether Central Club funds can cover the fine. Any fine settled by the club will be considered on a case by case basis.

9. Communications, Website & Social Media

9.1 Communications/Website/Social Media

- 9.1.1 The Club Secretary will maintain a central contact list (email and phone numbers) for all coaches, officials and secretaries. Head Coaches are responsible for the provision of contact details to the Club Secretary on the start of a new volunteer or where there are amendments as required.
- 9.1.2 Head Coaches and Secretaries will be responsible for maintaining a contact list (email and phone numbers) for all players in their team. This should be used for age group related messages and for dissemination of club wide messages.
- 9.1.3 It is expected that the Club Secretary, Coordinators, Head Coaches and Secretaries will provide regular updates to their members. This may be the output of committee or league meetings or for the arrangement of matches/events etc. Any communication that goes out on the name of Bayside FC is expected to be appropriate using correct language and to comply with the law and the clubs Equality statement. Any person transmitting messages that bring the name of Bayside into disrepute may be subject of the clubs disciplinary procedure.
- 9.1.4 The club will maintain a central website with contact details for each age group. The Club Secretary and Communications coordinator will maintain the club website and operate as administrators. Access to team specific pages will be provided by one of these postholder's to each relevant Head Coach/Secretary for their own upload/updating purposes.
- 9.1.5 The club may also maintain a whole club Facebook, Twitter or other social media page for the purposes of wider engagement. Such whole club social media will be administered by the Club Secretary or Communications Coordinator. Age groups will be permitted to run their own social media pages as it is recognised that this is a modern and effective means of communication. Where this is the case, paragraph 9.1.3 applies, and each Head Coach/Secretary should monitor and act as moderator in ensuring that the good name of Bayside FC is maintained.

10. Data Protection

10.1 Data Protection

- 10.1.1 Bayside FC is required to process relevant personal data regarding its members as part of its operation and shall take all reasonable steps to do so in accordance with the previous Data Protection Act 1998 and new General Data Protection Regulations which were introduced in May 2018. The Club have a Privacy Notice which is to be accessible to each member of the Club (players, parents/guardians, officials etc.).
- 10.1.2 Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. Processing may also include transferring personal data to third parties. This will only take place for purposes related to the running of the Club (i.e. SYFA, SFA, SWF and League Associations for registration purposes) and in such cases consent will be obtained before transmission (i.e. signatures are obtained for registration forms).
- 10.1.3 Where Bayside FC hold data this is generally in relation to accounts & records, administration of membership records including preparation of teamlines, fundraising and to ensure compliance with Player Protection Policies aligned to the SYFA / SFA / SWF. This is detailed in the Bayside FC Privacy Notice.
- 10.1.4 Bayside FC will comply with the Data Protection Act and General Data Protection Regulations which states that anyone processing personal data must comply with principles of good practice. These provide that personal data must be:
- a) Processed fairly and lawfully;

- b) Processed for limited purposes and in an appropriate way;
 - c) Adequate, relevant and not excessive for the purpose;
 - d) Accurate;
 - e) Not kept longer than necessary for the purpose;
 - f) Processed in line with data subjects' rights;
 - g) Secure;
 - h) Not transferred to people or organisations situated in countries without adequate protection.
- 10.1.5 Personal data held by Bayside FC may include (but is not limited to); names and addresses, bank details, attendance records, dates of birth and membership details. Bayside FC may, from time to time, be required to process sensitive personal data regarding a member, such as medical information for a participant's health and wellbeing. The data may be held in electronic or paper form.
- 10.1.6 Use and retention of member data by Bayside FC will be solely for the purposes of activity aligned to the Club. In general terms this means that the personal details described at 9.1.5 will be used for contact, registration, banking, player protection, safety and Club related record keeping. Club related record keeping will mean for example that relevant achievements, training, qualifications, courses attended, match results etc. may be appended alongside a members personal details.
- 10.1.7 Data of the kind described in this section will be retained securely and protected by officials associated with the club. In general terms, Head Coaches and Team Secretaries will be responsible for the protection of relevant data for their age groups. The Club Secretary (who will operate as the Club's Data Protection Compliance Officer), the Club Treasurer and other whole Club Coordinators will be provided access to team held data records for the purposes of undertaking activities associated with their roles (i.e. Club Secretary has access to SFA Database records relating to all registered players in the Club and the Club Treasurer may require certain information for banking purposes).

10.2 Data Security

- 10.2.1 Bayside FC will take reasonable steps to ensure that its officials will only have access to personal data relating to the members on which it is necessary for them to do so (i.e. Head Coaches/Secretaries will only have access to Data relating to their own age group).
- 10.2.2 All officials/volunteers will be made aware of this policy and their duties under the Data Protection Act and General Data Protection Regulations. Bayside FC will ensure that all personal information is held securely and is not accessible to unauthorised persons.
- 10.2.3 The length of time data is retained is detailed in the Bayside FC Privacy Notice. Bayside FC's management committee will ensure annual review of the length of time the Club keep personal data, will consider the purpose or purposes they hold the information for in deciding whether (and for how long) to retain it, will securely delete information that is no longer needed for this purpose or these purposes, and will update, archive or securely delete information if it goes out of date.

10.3 Disclosure of Information

- 10.3.1 When dealing with club related matters/enquiries, officials of the club should be careful about and not disclose any personal information held unless it is to a third party for purposes associated with the Club (i.e. league registrations etc as mentioned) and that this has consent of the subject of information where relevant. Details of where data may be disclosed is provided in the Bayside FC Privacy Notice. Club officials should not be bullied into disclosing personal information and any matters of concern should be reported to the Data Protection Compliance Officer.
- 10.3.2 Bayside FC may receive requests from third parties to disclose personal data it holds about its volunteers or members etc. The Club confirms that it will not generally disclose information unless the individual has given their consent in this regard. In addition, where Bayside FC receives a disclosure request from a third party it will take reasonable steps to verify the identity of the third party before making any disclosure.

10.4 Data Requests

- 10.4.1 A formal request from a data subject for information Bayside FC holds about them must be made in writing, signed and addressed to the Club Secretary who operates as the Data Protection Compliance Officer. Bayside FC will respond to the request within the statutory time limits aligned with the General Data Protection Regulations.

11. Equipment, Training & Match Kit

11.1 Standard Equipment

- 11.1.1 All purchases of equipment will be at the discretion of the Management Committee and must only be made by the Kit and Equipment Coordinator or other nominated individual to ensure consistency and overall control.
- 11.1.2 The Head Coach/Secretary of each age group should maintain a listing of all team equipment and submit a regular audit update form to the Kit and Equipment Coordinator who will keep a list of all Club equipment.
- 11.1.3 Each new team will be provided with a Standard Equipment set-up pack on commencement. The stocking of this Standard Equipment pack is detailed in the table below. Items marked with an ** will be re-stocked on a biannual basis or sooner if the circumstances dictate. All other items are expected to have longer lifespan with replacement requirements reported to the Equipment Coordinator on a needs basis.

STANDARD EQUIPMENT	COMMENTS (squad based on 24 players as detailed at section 4.2)
1 st Aid Kits**	One for training & one per match team
Training Balls (all season/surface)**	One per player in squad
Football Carry Bag	One per 10 balls
Large Cones	24 per squad
Small Cones	50 per squad
Flat Markers	24 per squad
Poles	12 per squad (if requested)
Training Bibs	One per player in squad
Pop Up Training Goals	Two pairs per squad
Whistle	One per coach
Water Bottles	One per player in squad with appropriate carrier

11.2 Additional Equipment

- 11.2.1 There is a significant array of additional football equipment including hurdles, ladders, player walls, rebounders etc. In the longer term and per the Club Development Plan, the Club hopes to be in a position to have a central stock of such items for use by all teams. In the interim period, any non-standard equipment will not be paid for from Central Club Funds. Teams may however wish to pursue team level sponsorship or carry out fundraising activities to purchase such items. That is to the discretion of the individual age group.

11.3 Training & Match Kit

- 11.3.1 Match Kits will be in the prescribed colours of the club and purchased via the agreed supplier. Match Kits will be funded and purchased through Sponsorship arrangements as described earlier in this document.

- 11.3.2 Training Kit will be worn by all players to show identity as part of the Club. In similarity to other community clubs (i.e. Karate, Scouts etc) responsibility to purchase the minimum training kit of T-Shirt, Shorts and Socks will be that of the new player/parent at the commencement of membership to the club.
- 11.3.3 Additional Training Kit and/or replacement kit will be the responsibility of the player/parent in terms of cost. That being said, a team may undertake fundraising activities to support the purchase of Training Kit for the whole team.
- 11.3.4 Training and Match Kits will be supplied by the Clubs designated supplier. To negotiate the best discount, a Kit Supply Sub Committee will be formed biannually led by the by the Kit and Equipment Coordinator. It is expected that such a sub-committee will look to negotiate a supply contract for training and match wear from an agreed manufacturer and this will likely lead to a 2 year contract with said supplier/manufacturer. Any contract agreed upon should be in the best interests of the Club in terms of Best Value, supply times and quality.

12. Appendices

- 12.1 Joining Pack – Letter Template**
- 12.2 Joining Pack – Registration Details Form**
- 12.3 Joining Pack – Data Capture Form (Restricted when Complete)**
- 12.4 Joining Pack – Standing Order Instruction**
- 12.5 Joining Pack – Gift Aid Declaration**
- 12.6 Joining Pack – Photograph Consent Form**
- 12.7 Joining Pack – Code of Conduct Form (Player/Parent/Supporter)**
- 12.8 Bayside FC – Children’s Rights Policy Statement**
- 12.9 Bayside FC – Child Protection Policy Statement**
- 12.10 Bayside FC – Anti Bullying Policy Statement**
- 12.11 Child Wellbeing & Protection – Safeguarding Best Practice & Guidance**
- 12.12 Child Wellbeing & Protection – Concern Reporting Procedure**
- 12.13 Code of Conduct Form (Coaches & Officials)**



BAYSIDE FOOTBALL CLUB

Joining Pack & Welcome Letter

Dear Parent/Guardian,

Thank you for your interest in Bayside FC. If you are in receipt of this letter and joining pack it is because your son/daughter has enjoyed their trial session of football training with us and they now wish to officially join (the first two weeks of training are free to see how they get on).

Although there is a lot of information included in this letter and joining pack the first thing we would say is please don't be put off by this. Most of the forms are straight forward to fill in and the idea is that by getting all the information from you at the beginning it saves coming back to you later on.

First of all some key information for you:

Training - Training takes place at Pitreavie. Players are required to wear shinpads and also asked to bring along a water bottle to training.

Matches – In addition to the weekly training session, Bayside teams participate in matches against other clubs. The format and season for these matches varies by age group.

Bayside Training Kit – At present the Club source sponsorship to purchase match day kits (colours of the club are blue). In terms of training kit wear there is a specific Bayside FC Training Kit worn by all ages and this is used as a clear sign of 'belonging to the club'. The wearing of the basic training kit (Shirt, Shorts and Socks) is mandatory (similar to Cubs/Scouts/Martial Arts Groups etc). Kit is supplied by Macron Dundee and orders are made by the Head Coach or Team Secretary. Your player will be allocated a 'Squad Number' and get their number added to the shirt. **A joining fee of £40 goes towards purchase of a full strip with printing for your son** and is either payable directly to the Head Coach/Team Secretary and includes the kit. Any additional kit required can be purchased at separate cost or will be issued following team fundraising activities.

Joining Pack Contents – The following is a description of what is included within this joining pack with all documents to be returned:

1. **Registration Details Form** – You are asked to provide both a mobile contact number and e-mail address (if available) in addition to any other contact details you may have. This is essential for health and safety reasons but also so that parents/guardians can be contacted quickly regarding training/match days and any cancellations etc. The primary method of communication with parents will be e-mail and text message.
2. **Data Capture Form** – This form is voluntary for completion and is not shared with anyone excepting the club official as part of the quality mark requirements. If completed it is to be returned with the Registration Details Form.
3. **Photograph Consent Form** - To be signed by parent/guardian and returned if in agreement.
4. **Player/Parent Code of Conduct Form** – To be signed by player/parent/guardian and returned.

Birth Certificate – In addition to completion of the forms contained with this joining pack, a photocopy of your son/daughter's birth certificate or passport is also required for player protection and league registration age verification purposes. This copy will be retained by the clubs Player Protection Officer and will be confidentially destroyed upon your son/daughter leaving the club.

League Registration – You will be asked to separately sign a League Registration form to enable participation in matches. This will be presented separately by the Head Coach/Team Secretary.

Additional information on Bayside FC including access to the Club documents can be found at the club website which is detailed at the foot of this letter. The website includes copies of the **Bayside FC Constitution and Bayside FC Club Handbook**.

Thank you in advance for your patience in completing these forms and we hope that your child really enjoys their time with Bayside. Completed forms should be returned to the Head Coach or Team Secretary as detailed below.



BAYSIDE FOOTBALL CLUB

REGISTRATION DETAILS

Name	
Date of Birth	
Address	
Home Number	
Mobile Number	
Email Address	
Emergency Contact 1 (inc name, email and contact numbers)	
Emergency Contact 2 (inc name, email and contact numbers)	
Allergies	
Medical Conditions	
School Attended / Occupation	
Signed (parental signature if U16)	
Date	

Data Capture Form

A. White		B Black - Black Scottish, Black English, Black Welsh, or other Black British	
1. Scottish	<input type="checkbox"/>	1. Caribbean	<input type="checkbox"/>
2. English	<input type="checkbox"/>	2. African	<input type="checkbox"/>
3. Irish	<input type="checkbox"/>		
4. Welsh	<input type="checkbox"/>		
5. Any other White background please write in:		3. Any other Black background please write in:	
C. Asian - Asian Scottish, Asian EnglishAsian Welsh, or other Asian British		D Chinese - Chinese Scottish, Chinese English, Chinese Welsh, or other Chinese British	
1. Indian	<input type="checkbox"/>	1. Chinese	<input type="checkbox"/>
2. Pakistani	<input type="checkbox"/>		
3. Bangladeshi	<input type="checkbox"/>		
4. Any other Asian background please write in:		2. Any other Chinese background please write in:	
E. Mixed Race		F. Other ethnic background	
		1. Gypsy Traveller	<input type="checkbox"/>
Please write in:		2. Any other background please write in:	

I give permission for the details from this monitoring form to be held on computer.

Signed	<input type="text"/>	Date	<input type="text"/>
Childs Name	<input type="text"/>	Age Group	<input type="text"/>



Bayside FC Photograph Consent Form

For the purposes of placement on the Bayside FC website, use in promotional materials, presentations, club officials may take photographs of players during games/training. Club Officials are all subject to PVG (Protection of Vulnerable Groups) and sign up to the player protection policy. It is however prudent for Bayside FC to seek consent from parents/guardians before such photographs are taken.

Name of Player _____

I agree that Bayside FC officials may take photographs of my son/daughter and for these images to be used by Bayside FC for club related purposes

Parents Signature _____

Date _____



CODES OF CONDUCT FOR PLAYERS, PARENTS & SUPPORTERS

Bayside Football Club fully supports the codes of conduct as introduced by the Scottish Football Association.

PLAYER'S CODE OF CONDUCT

- Play by the rules – the rules of your club and the laws of the game.
- Never argue with a referee or other official – without these people you can't play football.
- Control your temper - verbal abuse of officials and abusing other players doesn't help you enjoy or win any games.
- Be a team player – It's a team game, treat it that way.
- Treat all players as you would like to be treated – fairly.
- Co-operate with your coach, the referees and team-mates.
- Play for your own enjoyment & to improve your skills.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, team-mates and family if you do – & many such comments are actually now illegal.

PARENTS & SUPPORTERS CODE OF CONDUCT

- Remember that you are there for the participants to enjoy the game.
- Encourage participation but don't force it.
- Teach that enjoyment is more important than winning.
- Never ridicule mistakes or losses – supporters are there to support not downgrade.
- Lead by example and respect all players, coaches, referees and spectators – physical or verbal abuse will not be tolerated.
- Recognise all volunteers who are giving up their valuable time.
- Never publicly criticise referees – raise personal concerns with club officials in private.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your family and yourself if you do – & many such comments are actually now illegal.

By registering our/my child with the Bayside FC, we agree to abide by these principles. I/we support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions where warranted of any players, parents and or spectators for repeated or serious breaches of these codes of conduct.

PLAYER'S NAME: _____

(Print name)

(Signature)

(Date)

PARENT'S / GUARDIANS NAME: _____

(Print name)

(Signature)

(Date)

CHILDREN'S RIGHTS POLICY STATEMENT

BAYSIDE FC is fully committed to embedding a rights-based approach in Scottish football. We recognise and work within the general principles of the United Nations Convention on the Rights of the Child (UNCRC) for the best interests of the child, non-discrimination, participation as well as survival and development.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

BAYSIDE FC will:

- Respect the rights of children as paramount.
- Provide opportunities for every child interested to play football to gain a positive experience.
- Include and involve children in decision making, providing opportunities for children to be heard.
- Promote and implement policies and procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Promote and implement policies and guidelines to prevent and respond to bullying, ensuring they know what to do and who they can speak to if they need help.
- Require members of staff, volunteers and members of the club to adopt and abide by this policy.
- Train, support and supervise its volunteers and members of staff, to adopt best practice in embedding children's rights in Scottish football and promoting, protecting and respecting these rights to children.
- Respond to any concerns raised where a child's rights are being denied in Scottish football.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards in developing our child-rights based approach and include children's views in this process.

Review

This policy and associated policies, procedures and safeguards will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in legislation and guidance on children's rights or following any changes within **BAYSIDE FC**
- Following any issue or concern raised about children's rights being denied within **BAYSIDE FC**
- In all other circumstances, at least every three years.

CHILD PROTECTION POLICY STATEMENT

BAYSIDE FC is fully committed to promoting, supporting and safeguarding the wellbeing of all children in its care. We recognise the child's rights to protection as provided in Article 19 of the UNCRC: all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. 'Child protection' means protecting a child from child abuse or neglect, as stated within the National Guidance for Child Protection in Scotland 2014.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

BAYSIDE FC will:

- Respect the rights of children as paramount.
- Promote the rights and wellbeing of children by providing opportunities for them to take part in football safely.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Require members of staff and volunteers to adopt and abide by this policy and sign up to the Code of Conduct for Safeguarding Children's Wellbeing.
- Safely recruit and select individuals who will be working with children to ensure appropriate measures have been taken and risk assessed when needed.
- Train, support and supervise its members of staff and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risks.
- Respond to any allegations of poor practice, misconduct or abuse of children in line with procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards and include children's views in this process.

Review

This policy and associated procedures will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in legislation and guidance on the protection and safeguarding of children or following any changes within **BAYSIDE FC**
- Following any issue or concern raised about the protection and safeguarding of children within **BAYSIDE FC**
- In all other circumstances, at least every three years.

ANTI-BULLYING POLICY STATEMENT

BAYSIDE FC is fully committed to safeguarding the wellbeing of all children in its care. We understand that children's wellbeing can be seriously impacted by bullying behaviour. **(Club Name)** therefore recognises the information provided for children by respectme, Scotland's Anti-Bullying Service: 'Bullying is never acceptable; it doesn't make a child better or stronger to get through it and it should never be seen as a normal part of growing up. Bullying is a behaviour that can make a child feel frightened, threatened, left out and hurt. Something only has to happen once to make a child feel worried or scared to go to school or other places they enjoy going'.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

BAYSIDE FC will:

- Respect the rights of children as paramount.
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines.
- Require members of staff and volunteers to adopt and abide by this policy.
- Train, support and supervise its members of staff and volunteers to adopt best practice to prevent, reduce and respond to bullying.
- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of children of poor practice/misconduct or abuse caused by an adult's bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

Review

This Policy and guidelines will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in guidance on anti-bullying or following any changes within **BAYSIDE FC**
- Following any issue or concern raised about bullying within **BAYSIDE FC**
- In all other circumstances, at least every three years.

CHILD WELLBEING & PROTECTION SAFEGUARDS

The following safeguards are a combination of best practice and guidelines to support children and adults in a range of situations. Their purpose is to minimise risks that have been identified through previous experience and risk assessment. Not every situation can be prepared for, however the following are circumstances which need an informed approach and common sense applied. These include:

BEHAVIOURS:

- Managing Behaviour
- Physical Contact
- Sexual Activity
-

CELEBRATION & COMMUNICATION:

- Safe Use of Images of U18 Players
- ICT & Social Media

CHILDREN'S HEALTH:

- First Aid and Treatment of Injuries
- Responding to Allergies

PLANNING & ORGANISATION

- Adult to Child Ratios
- Collection by Parents/Carers
- Safe Use of Changing Facilities
- Transporting Children
- Trips Away from Home

Recognising that circumstances will always be different; these safeguards provide generic advice which can be applied as appropriately considered by the member of staff or volunteer who is responsible at a particular time or in preparation of a specific activity.

BEHAVIOURS

MANAGING BEHAVIOUR

From time to time members of staff and volunteers delivering football to children may be required to deal with a child's behaviour that they find challenging. These guidelines aim to promote good practice which can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions which must *never* be used by members of staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities which take into consideration the needs of all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff or volunteer should attempt to respond to behaviour by using techniques for which they have not been trained.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual player within that group. As part of a risk assessment, coaches should consider whether any members of the group have presented challenges in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where members of staff and volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to

adequately respond to any behaviour and to safeguard other members of the group and the members of staff and volunteers involved.

All those delivering activities to children should receive training on these guidelines and should be supported to address issues of behaviour through regular supervision.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one game etc). This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session.

Issues of behaviour and control should regularly be discussed with members of staff, volunteers, parents/carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group or team. It is also helpful to ask them what the consequences of breaking the 'agreement' should be. Experience shows that they will tend to come up with a sensible and working 'agreement'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the 'agreement' visible for reference during the activity.

Managing Behaviour

In dealing with children who display risk-taking or unacceptable behaviours, members of staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Making up - the act or process of making amends.
- Payback - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- Calming the situation - talking through with the child.
- Increased supervision by members of staff and volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Consequences e.g. missing an activity.

Adults and children shall never be permitted to use any of the following as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- The withdrawal of communication with the child.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Members of staff and volunteers should review the needs of any child on whom consequences are frequently imposed. This review should involve the child and parents/carers to ensure an informed decision is made about the child's future or continued participation in the group or team. Whilst it would always be against the wishes of everyone involved in the club, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may not be able to continue participating.

Physical Interventions

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Members of staff and volunteers should never behave in a way which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Members of staff and volunteers should consider the circumstances; the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the child and the nature of harm/damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time.
- Members of staff and volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or adults.
- Members of staff and volunteers shall never use physical intervention as a form of punishment.

Any physical intervention used should be recorded as soon as possible after the incident by the member of staff and/or volunteers involved using the Concern Recording Form (can be found on appropriate Affiliated National Association website), reported to and passed to the Child Wellbeing and Protection Officer as soon as possible. In terms of wellbeing indicators, safety and any others in relation to the circumstances would be highlighted in terms of their behaviour risking their wellbeing.

A timely debrief for members of staff and volunteers, the child and parents/carers should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional wellbeing of those involved has been addressed and ongoing support offered where necessary. Members of staff and volunteers, children and parents/carers should be given an opportunity to talk about what happened in a calm and safe environment. There should also be a discussion with the child and parents/carers about the child's needs and continued safe participation in the group, team or activity.

PHYSICAL CONTACT

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or a player who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Members of staff and volunteers should work with parents/carers and children to develop practiced routines for personal care so that parents/carers and children know what to expect. Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

SEXUAL ACTIVITY

Within football, as within other activities, sexual relationships do occur. It is important to address sexual activity both between children and between adults and children.

Sexual activity between children involved in football is prohibited during team events, in facilities and social activities organised by the club. Inappropriate or criminal sexual behaviour committed by a child may lead to the information being shared with the child's Named Person and may lead to reports being made to external agencies such as the police or social services.

Sexual interactions between adults and children (16+) involved in football raise serious issues given the power imbalance inherent in the relationship. Where a child is of the age of consent, the power of the

adult over that child may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a child's career.

Sexual activity between adults and children (16+) involved in football is prohibited when the adult is in a position of trust or authority (coach, trainer, official) where they have signed the Code of Conduct for Safeguarding Children's Wellbeing. Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action in accordance with the appropriate Affiliated National Association Disciplinary Procedures, which in the case of criminal behaviour must include contacting the police.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it to the police.

CELEBRATION & COMMUNICATION

SAFE USE OF IMAGES OF U18 PLAYERS

Photographs, films and video clips can be used to celebrate achievements, promote activities and keep people updated. Footage is also recorded for performance development and analysis reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

- **Bayside FC** will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated however the club has no power to prevent individuals photographing or filming in public places.
- **Bayside FC** reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated and in locations where the club FA has jurisdiction.

PERMISSION

Children and their parents/carers will be informed that the child may, from time to time, be photographed or filmed whilst participating in football. This could be for one of the following reasons:

- (i) Video footage for performance development
 - (ii) Media coverage of an event or achievement
 - (iii) Promotional purposes e.g. website or publication
- Written consent must be obtained from the child's parents/carers for children under 16 years old before any photography or filming takes place which can be captured on a Consent Form - U18 Players.
 - This consent will also be used for any accredited or professional photographers taking and using images of U18 players within the club.
 - Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication or use of the photographs/film would place the child at risk.
 - Young players who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

USE OF IMAGES AND INFORMATION

1. GENERAL:

- No unsupervised access or one-to-one photography or video sessions will be allowed unless this has been explicitly agreed with the child and their parents/carers.
- All photographic / videoring equipment must be switched off prior to going into changing rooms.
- No photographing or filming will be permitted in changing areas, bathrooms or sleeping areas.

- All images and accompanying information will ensure only appropriate personal details are shared publicly.
- When seeking to create action images try to focus on the activity rather than the individual.
- When seeking celebration images try to take group images rather than individual images.
- Ensure all those featured are appropriately dressed (a minimum of shirt and shorts).
- Images will not be shared with external agencies unless express permission is obtained from the child and their parents/carers.

2. TAKING OF IMAGES:

- All players, parents/carers, club volunteer and members of staff should sign to agree that they will follow and enforce these guidelines.
- During training, volunteers and members of staff will use **Bayside FC** equipment only for the purposes of taking photographs or video for player development or performance analysis. There should be no personal use of equipment, including mobile phones by anyone.
- External agencies need permission from the club to take any images during the training environment.
- For promotional, marketing or social networking use of images for club publications or online, members of staff will use club equipment only.
- For both safety and safeguarding reasons, players should not use mobile phones, tablets or photographic/videoing equipment during training or at match/event activities.
- Where images of U18 players are taken, agreement and arrangements can be in place for players and their parents/carers to be given copies but confirm not to upload any of these images or videos to their own or their child's social media or online platforms.
- The club may seek publicity to positively promote football, and young players receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. It is important for these players, their parents/carers and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions.

3. MATCHES / EVENTS:

- Any photography or videos taken should be restricted to immediate family members for private, non-commercial purposes and not put online on any personal social media or online platforms.
- External agencies need permission from the club to take any images during the match/event activities.

4. STORAGE AND RETENTION OF IMAGES:

- The club will ensure that all negatives, copies of videos and digital photograph files are stored in a secure manner. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images, negatives, copies of videos and digital photograph files will be reviewed at the end of each season to identify safe storage to restricted access archives or safe disposal of players' images.

5. MISUSE OF AN IMAGE:

- At any time the use of an image or information attached to it appears inappropriate, report the misuse of an image to the club Child Wellbeing and Protection Officer using the appropriate Concern Recording Form (can be found on appropriate Affiliated National Association website) as part of the Responding to Concerns about a Child Procedure.

CONCERNS

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the Child Wellbeing and Protection Officer. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported in line with the Responding to Concerns about the Conduct of an Adult Procedure.
- Where appropriate, concerns should also be reported to the police.

There are various ways in which we can celebrate and communicate using ICT and social media. Technology advances extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. Depending on the football activity that each child is involved with, the club may contact children and their parents/carers via text/email or possibly through social networking sites.

Our website hosts a range of information, photographs and videos which is available for all members of the public. However misuse of ICT and social media can also put children at considerable risk. There are some adults who seek to harm children have been known to use messaging or areas online to “groom” children.

For children the safeguarding risks of these technologies include:

- inappropriate access to, use or sharing of personal details (e.g. names, email addresses)
- unwanted contact with children by adults with wrongful/questionable intent
- being sent offensive or otherwise inappropriate material
- online bullying
- grooming for sexual abuse
- direct contact and abuse

For adults, risks involved include:

- their communication with children being misinterpreted
- potential investigation (internal or by statutory agencies)
- potential disciplinary action

1. TEXT / EMAIL

Members of staff and volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate. Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message. In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent/carer has provided on the child's behalf. Parents/carers should be offered the option to be copied in to any messages their child will be sent. Although consent is not legally required for young people aged 16 and 17 years, it is still recommended that parents/carers are informed of the intention to send their child(ren) emails or texts.

The following good practice is therefore required:

- All phone numbers/email addresses of children should be kept secure and confidential.
- The number of people with access to children's details should be kept to a practical minimum.
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation.

2. INTERNET / WEBSITE

The club may post information, photographs and videos on our website which is available to all members of the public. In terms of publishing anything that includes a child, the following good practice should be followed:

Permission

- Written parent/carer consent must be obtained for any child aged under 16 years old before publishing any information, photographs or videos of a child which can be captured on a Consent Form - U18 Players. If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes.

- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young players who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to the club.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

Concerns

- Any concerns or enquiries about publications or the website should be reported to the Child Wellbeing and Protection Officer.

3. SOCIAL NETWORKING SITES

Where the club allows mutual access to social networking sites:

Permission

- Obtain written permission from parents/carers of under 16s which can be captured on a Consent Form - U18 Players to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site.
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding the club or football issues.

Concerns

- Informal online "chat" with members around subjects outside football should be immediately discouraged. Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with Responding to Concerns about a Child Procedure and passed to the Child Wellbeing and Protection Officer.

4. INTERNET FORUMS

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children. Sites should be well monitored, and any offending comments removed. A member of staff or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered a breach of the Code of Conduct for Safeguarding Children's Wellbeing.

5. MOBILE PHONE CAMERAS / VIDEOS

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor.

The guidelines for Safe Use of Images of U18 Players should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is

important e.g. changing rooms, bathrooms and sleeping areas. No photographs or video footage should ever be permitted in such areas of personal privacy.

CHILDREN'S HEALTH

FIRST AID AND THE TREATMENT OF INJURIES

All members of staff and volunteers must ensure:

- Where practicable all parents/carers of children under the age of 16 have completed a Consent Form - U18 Players before their child participates in football.
- There is an accessible and well-resourced first aid kit at the venue.
- They are aware of any pre-existing medical conditions; medicines being taken by participants or existing injuries and treatment required.
- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- A Concern Recording Form should be completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant. The completed form should be passed to the Child Wellbeing and Protection Officer.
- Where possible, access to medical advice and/or assistance is available.
- A child's parents/carers are informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions.

CHILDREN WITH ALLERGIES

The club has a duty to be inclusive and to provide opportunities for children of all abilities and regardless of any medical conditions, disabilities or allergies which they may have. These guidelines focus on how members of staff and volunteers should respond to children with allergies, as they have a responsibility to ensure their wellbeing whilst they are attending their football activity. However, it is equally important that children with medical conditions or allergies are not unnecessarily excluded from taking part in activities with their peers and that reasonable steps are taken to accommodate their individual needs.

Parent/Carer Responsibility

When a child joins a football activity, parents/carers should:

- Ensure they complete the Consent Form - U18 Players accurately **and** also take the time to talk to the member of staff or volunteer about the specific needs of their child and how to address and accommodate these needs.
- Update the member of staff or volunteer of any change in circumstances.
- Consider a medic alert bracelet/watch for their child.
- Check the expiry date of adrenaline injectors and any medication regularly. An out-of-date injector may offer some protection, but this will be limited.
- Ensure if the child has a 'rescue pack' that, if necessary, this is given to the member of staff or volunteer. This may include antihistamines for mild reactions, possibly an inhaler and may have two adrenaline injectors for more serious reactions e.g. anaphylaxis.

Bayside FC Responsibility

Members of staff and volunteers should:

- Ensure the Consent Form - U18 Players for all children attending the football activity are available and up to date together with full details of the child's allergies
- Have a copy of the child's care plan for allergies and individual risk assessment
- Communicate with parent/carer and child directly

2. Where possible make sure that there is more than one member of staff or volunteer at the end of the football activity.
3. Members of staff and volunteers will know how to deal with being left alone with a child. Put preventative measures in place (points 1 and 2) and agree simple steps about how the situation should be dealt with if it arises. Although as a general rule we should not put ourselves in the position of being alone with a child there are exceptions and this situation is one of them. Remember the wellbeing and best interests of the child are paramount and have to take precedence, so leaving children alone is not an option.
4. Members of staff and volunteers should have access to a record of the child's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. You need this information to contact the adult responsible for the child and ask them to collect the child. If you are unable to contact anyone then you have to make a decision of whether to take the child home yourself (see point 5) or call the police (point 6).
5. If you are left alone with a child then transparency is the key. Keep a record of your actions (use the guidelines in [Transporting Children](#) and make sure that you inform the Child Wellbeing and Protection Officer and parents/carers as soon as possible.
6. When all else fails call the police.

SAFE USE OF CHANGING FACILITIES

One of the areas where children are particularly vulnerable at football facilities is the locker / changing / shower room. Limited changing facilities sometimes mean that people of all ages regularly need to change and shower during the same period.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised and a balance should be struck depending on the situation. In general it is better if one adult is not alone to supervise and extra vigilance may also be required if there is public access to the facility. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

The following guidelines should be followed:

- Wherever possible, adults should avoid changing or showering at the same time as children.
- Parents/carers need to be aware that on occasions, adults and children may need to share a changing facility.
- It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.
- While some activities may be restricted to changing rooms for the purposes of team talks, if at all possible another area should be considered for this. If there are no other options, it is best practice to wait until all children are fully dressed.

TRANSPORTING CHILDREN

Where it is necessary to transport children, the following good practice is required:

1. Where parents/carers make arrangements for the transportation of children to and from the activity, out with the knowledge of the club it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.

2. Where the club makes arrangements for the transportation of children the members of staff or volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:

- Ensuring that all vehicles and drivers are correctly insured for the purpose
- Ensuring the driver has a valid and appropriate license for the vehicle being used
- All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate
- An appropriate ratio of adults per child
- Ensuring drivers have adequate breaks

Where transport arrangements are being made overseas, members of staff and volunteers will be aware of the risk assessment and plans in place for transporting the children, then able to inform parents/carers.

3. When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.

4. Where practicable and planned, written parent/carer consent will be requested or included within the Consent Form - U18 Players if members of staff and volunteers are required to transport children:

- Agree a collection policy with parents/carers which will include a clear and shared understanding of arrangements for collection at the end of a football activity.
- Always tell another member of staff or volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.
- Call ahead to inform the child's parents/carers that you are giving them a lift and inform them of when you expect to arrive.

TRIPS AWAY FROM HOME (INCLUDING OVERNIGHT STAYS)

1. Designate a Child Wellbeing and Protection Officer for the Trip

Those in charge of the squad will be responsible for the safety and wellbeing of children in their care. It is essential that a member of staff designated as Child Wellbeing and Protection Officer coordinate the arrangements to safeguard the wellbeing of children during the trip. The Child Wellbeing and Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and wellbeing of children whilst away from home. A detailed itinerary will be prepared, and copies provided to the designated contact for the club and parents/carers, including the Child Wellbeing and Protection Officer contact details during the trip.

2. Risk Assessment

Potential areas of risk should be identified at the planning stage through a risk assessment, which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an ongoing process throughout the trip as unexpected situations can happen!

3. Travel Arrangements

Members of staff and volunteers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel overseas, organisers shall ensure they are aware of local procedures for dealing with concerns about the wellbeing of children and are familiar with the details of the emergency services in the location of the visit. Children should be informed of any local customs. For more details see Transporting Children.

4. Adult to Child Ratios

All trips away should be planned to involve at least two adults. The guidelines on Adult to Child Ratios will inform an assessment of the numbers of adults required to safely supervise the squad. Where

relevant those involved should be recruited and selected in accordance with the Appointment and Selection of Adults in Regulated Work with Children Procedure. Everyone travelling should be familiar with and agree to abide by the club's Child Wellbeing and Protection in Scottish Football Policies, Procedures and Safeguards.

5. Accommodation

Members of staff and volunteers should find out as much as possible about the accommodation and the surroundings at the planning stage to help identify all practical issues and allow time to address them in advance, in consultation with children and parents/carers where appropriate. The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges.
- Accommodation facility: health & safety of building confirmed by owners/providers.
- Sleeping arrangements: these will enable suitable sharing in terms of age and gender and appropriately located members of staff bedrooms for both supervision and ease of access in case of emergency. Parents/carers and children should be consulted in advance about arrangements for sharing where possible and appropriate.
- Appropriate safeguards where the same areas of the accommodation can be accessed by others
- Special access or adaptive aids required by members of staff or children.
- Environmental factors
- Personal safety issues

Exchange Visits / Hosting

Before departure, members of staff and volunteers should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/families, parents/carers and children themselves. These standards should include arrangements for the supervision of children during the visit. Host families should be appropriately vetted (adults should be PVG Scheme members) where possible or equivalent police checks undertaken, and references thoroughly checked. Members of staff, volunteers, parents/carers and children should all be provided with a copy of emergency contact numbers. Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

Residential at a Facility / Centre

Members of staff and volunteers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have policies on Child Wellbeing / Protection and Health & Safety. Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of children must be appropriately qualified and trained. Members of staff should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

6. Involving Parents/Carers

Where possible, a meeting should be held with parents/carers before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents/carers in advance of the trip along with sanctions for unacceptable behaviour. Parents/carers must complete a Consent Form - U18 Players and provide emergency contact details.

In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the Child Wellbeing and Protection Officer in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

7. During the Trip

Members of staff and volunteers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places. Members of staff and volunteers should have clear roles and responsibilities for the duration

of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland.

Members of staff should maintain an overview of the wellbeing of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know. Children should also know who they can talk to, or speak directly with the Child Wellbeing and Protection Officer if they have any worries or concerns while away from home.

8. After the Trip

Where appropriate, a debrief will take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

RESPONDING TO CONCERNS ABOUT A CHILD PROCEDURE

Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). This must be at the forefront of any concerns that are raised about a child. Their views must be considered based on the age and maturity of each child. They also have a right to privacy (Article 16, UNCRC) which is also important to consider when assessing if and at what stage information is shared and who with.

These procedures apply to all volunteers and staff involved in **BAYSIDE FOOTBALL CLUB** activities with children under 18 years old.

1. Best interests of the child

BAYSIDE FOOTBALL CLUB is committed to working in partnership with parents/carers whenever there are concerns about a child. Parents/carers have the primary responsibility for the safety and wellbeing of their children.

Where concerns are raised about a child, this will be considered in line with the wellbeing indicators and *may* be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and when relevant, consent gained from the child.

Confidentiality will not be maintained if it is assessed that a child is at risk or their wellbeing is being impacted in such a way that their right to be protected becomes more significant. Any incidents which cause concern about the wellbeing of a child should be recorded on the Concern Recording Form (can be found on appropriate Affiliated National Association website) and reported to **Bayside FC's** Child Wellbeing and Protection Officer as soon as possible. In line with early intervention, the principles of the Children and Young People (Scotland) Act 2014 and the Getting it Right for Every Child approach, appropriate and proportionate information may be shared with the child's Named Person.

2. Information regarding a concern about a child

Club volunteers or members of staff may be informed in different ways with regards to details of a concern about a child. This may be a direct disclosure by the child. In this situation follow section 4 in responding to that disclosure. The details may become clear due to the observation of a child, which is perhaps demonstrated in a change in their behaviour, appearance or nature. A third option could be information that is shared from another individual or organisation. A concern or possible abuse of a child may be observed by another child or adult.

Depending on the nature of the concern, observations or information from others, this may not need to be discussed with the child, instead the information recorded then reported. Advice should be sought from the Child Wellbeing and Protection Officer if there is any uncertainty about the appropriate course of action where there are concerns about a child's wellbeing which can be discussed by anonymising the child, therefore maintaining confidentiality if appropriate.

If the Child Wellbeing and Protection Officer is not available and an immediate response is required, the police and social work services must be contacted. They have a statutory responsibility for the protection of children, and they may already hold other concerning information about the child. Record any advice given, actions taken and the response by other agencies. At the earliest opportunity thereafter the Child Wellbeing and Protection Officer should be informed.

3. Concerns affecting a child's wellbeing

If a concern about a child is identified that affects one or more of their eight wellbeing indicators (SAFE, HEALTHY, ACTIVE, NURTURED, ACHIEVING, RESPECTED, RESPONSIBLE, INCLUDED), complete Part A of the Concern Recording Form (can be found on appropriate Affiliated National Association website).

When information is being recorded about a child, it is important that the child understands why we are recording their details and gain their consent where possible for further reporting of the concern. If a child recognises that people can help and support, and that this is the purpose of their details being shared, they will be more included and informed of the processes.

Where there is information or details in relation to the conduct an adult affecting a child's wellbeing, this should be recorded in Part B of the Concern Recording Form.

4. Child's right to be protected

Where the concern about a child's wellbeing suggests they are in need of protection, the information must be passed on with or without their consent for the purposes of their protection. Allegations of abuse must always be taken seriously. ***No member of (Club Name) shall investigate allegations of abuse or decide whether or not a child has been abused.*** False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.

What to Do if a Child Discloses Abuse

4.1 Respond

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the child.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the *possibility* that abuse may have occurred. Only use open-ended, non-leading questions e.g. What? When? Where? Who?
- Do not introduce personal information from either your own experiences or those of other children.

Avoid:

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.

- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

If you are concerned about the *immediate* safety of the child:

Take whatever action is required to ensure the child's immediate safety.

Pass the information immediately to the police and seek their advice.

4.2 Record

Make a written record of the information as soon as possible using the Concern Recording Form (can be found on appropriate Affiliated National Association website) completing as much of the form as possible. It is important that we include the contact details of the child's Named Person which will have been collated within their Consent Form – U18 Players.

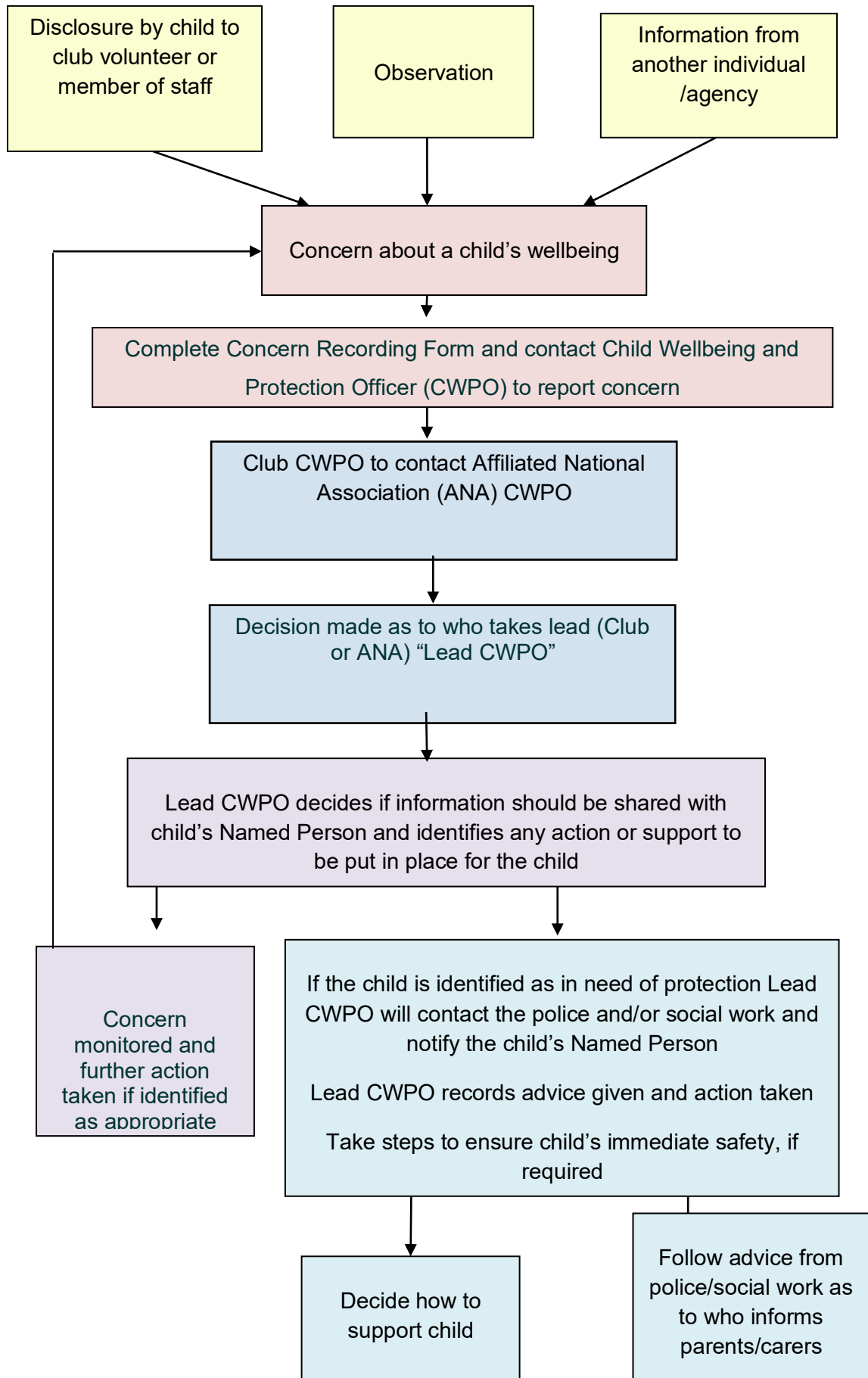
4.3 Report

Contact the Child Wellbeing and Protection Officer on **07454 823 003** to report the concern, then email the completed form to **cwpo@baysidefc.org.uk** as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. The club Child Wellbeing and Protection Officer will email the concern recording form to the appropriate Affiliated National Association. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

4.4 Sharing Concerns with Parents/Carers

Where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents/carers may place the child at further risk. ***In such cases advice must always firstly be sought from the Child Wellbeing and Protection Officer or the police/social work services as to who informs the parents/carers.***

RESPONDING TO CONCERNS ABOUT A CHILD PROCEDURE FLOWCHART



RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT PROCEDURE

In all cases where there are concerns about the conduct of an adult towards a child, the best interests and wellbeing of the child will be the paramount consideration. These procedures aim to ensure that all concerns about the conduct of an adult are dealt with in a timely, appropriate and proportionate manner.

No club volunteer or member of staff in receipt of information that causes concern about the conduct of an adult towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

At any point in responding to concerns about the conduct of an adult, advice may be sought from the police or social work services.

1. Initial Reporting of Concerns

Any concerns for the wellbeing of a child arising from the conduct of an adult must be reported to the club's Child Wellbeing and Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the Child Wellbeing and Protection Officer it must be reported to the Chairperson. In this situation, they will then take on the role and responsibilities as listed below of the Child Wellbeing and Protection Officer.

2. Recording and Reporting

Concerns must be recorded using the Concern Recording Form (can be found on appropriate Affiliated National Association website) as soon as possible. Contact the Club Child Wellbeing and Protection Officer on **(insert contact details)** to report the concern then email the completed form to **(insert email address)** as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. The club CWPO will email the concern recording form to the appropriate Affiliated National Association. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened). These records should be signed and dated by the relevant Child Wellbeing and Protection Officer. Where appropriate Affiliated National Association Disciplinary Procedures are invoked for club volunteers or members of staff, a written record will be made of all actions and reasons for decision.

3. Establishing the Basic Facts

Once the concerns have been reported, the Club Child Wellbeing and Protection Officer will:

- Conduct an initial assessment of the facts in order to determine the appropriate course of action.
- Consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern.

4. Conducting the Initial Assessment

The Club Child Wellbeing and Protection Officer will conduct the initial assessment.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine as far as possible at the initial stage if the adult's conduct was inappropriate behaviour, serious poor practice/misconduct or whether there is reasonable cause to suspect an adult's behaviour and conduct has been criminal. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern of criminal behaviour, the initial assessment will not form part of the disciplinary investigation.
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the club volunteer or member of staff *may* be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence *may* have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the club volunteer or member of staff is approached.
- An initial assessment of the basic facts may require the need to ask a child some basic, open-ended, non-leading questions *solely with a view to clarifying the basic facts*. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent from the parent/carer be obtained.

Possible outcomes of initial assessment:

- (i) No further action (facts do not substantiate complaint).
- (ii) Situation is dealt with under the appropriate Affiliated National Association Disciplinary Procedures for members of staff and volunteers.
- (iii) Child protection investigation (jointly by police and social work services).
- (iv) Criminal investigation (by the police). The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- (v) Civil proceedings (by the child/family who raised the concern).

5. Initial Assessment Supports Concerns about Poor Practice and/or Misconduct

The club Child Wellbeing and Protection Officer will deal with the concern in line with the Affiliated National Association Disciplinary Procedures for members of staff and volunteers. In the event of an investigation into the conduct of a volunteer or member of staff, all actions will be informed by the principles of natural justice:

- They will be made aware of the nature of concern.
- They will be given an opportunity to put forward their case.
- The club will act in good faith, ensuring the matter is dealt with impartially and as quickly as possible in the circumstances.

Pending the outcome of any investigation, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a volunteer or member of staff towards children. The club will share the concern with the appropriate Affiliated National Association CWPO. Any impact on a child's wellbeing caused by an adult's poor practice and/or misconduct will be passed on to the child's Named Person by the CWPO.

6. Initial Assessment Supports Concerns about Possible Criminal Behaviour

Where the initial assessment of information gives reasonable cause to suspect an adult's behaviour and conduct has been a criminal offence, the Child Wellbeing and Protection Officer will report the concerns to the police as soon as possible on the day the information is received. The Child Wellbeing and Protection Officer will make a written record of the name of the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

Referrals to the police will be confirmed in writing by the Child Wellbeing and Protection Officer within 24 hours. A copy of the Concern Recording Form (can be found on appropriate Affiliated National Association website) should be provided to the police on request. Appropriate steps will be taken to ensure the safety of the child(ren) or who may be at risk. The parents/carers of the child(ren) involved will be informed as soon as possible following advice from the police. Any impact on a child's wellbeing caused by an adult's possible criminal behaviour will be passed on to the child's Named Person.

Advice will firstly be obtained from the police about informing the volunteer or member of staff involved in the concerns. If the advice is to inform them, they will be told that information has been received which may

suggest an allegation of abuse or possible criminal offence. As the matter will be *sub judice* (i.e. under judicial consideration) no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the volunteer or member of staff.

The club and appropriate Affiliated National Association will take all reasonable steps to support a volunteer or member of staff against whom a concern has been raised.

7. Precautionary Suspension

Suspension is not a form of disciplinary action. The member of staff or volunteer involved may be suspended whilst an investigation is carried out. Suspension will be carried out by the appropriate Affiliated National Association in accordance with their Disciplinary Procedures. At the suspension interview the member of staff or volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the volunteer or member of staff in accordance with the Affiliated National Association's Disciplinary Procedures.

8. Disciplinary Investigation

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the Child Wellbeing and Protection Officer to make a decision whether to go ahead with disciplinary action.

9. False or Malicious Allegations

Where an investigation establishes an allegation or concern raised is false, unfounded or malicious:

- The volunteer or member of staff involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
- All records pertaining to the circumstances and investigation shall be kept confidentially.
- The Child Wellbeing and Protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances the Affiliated National Association will review the child's participation in football. It will be appropriate to have a discussion with the child (with parental/carer permission) in determining their views and opinions.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

10. Historical Allegations of Abuse

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who is still currently working with children. These procedures will be followed in the event of an allegation of historical abuse.

11. Protection of Vulnerable Groups (Scotland) Act 2007

a) The Affiliated National Association will refer to Disclosure Scotland the case of any member of staff or volunteer who (whether or not in the course of their role with the Affiliated National Association) has:

- harmed a child
- placed a child at risk of harm
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate conduct of a sexual nature involving a child, or
- given inappropriate medical treatment to a child.

AND as a result:

1. The Affiliated National Association has dismissed the member of staff or volunteer.
2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. The Affiliated National Association has transferred the member of staff or volunteer to a position in the Affiliated National Association which is not regulated work with children.
4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,
5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

The Affiliated National Association will also refer the case of a member of staff or volunteer where information becomes available after the member of staff or volunteer has:

- been dismissed by the Affiliated National Association,
- resigned, retired or been made redundant,
- been transferred to another position in the Affiliated National Association which is not regulated work with children; and,
- where the Affiliated National Association receives information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post.

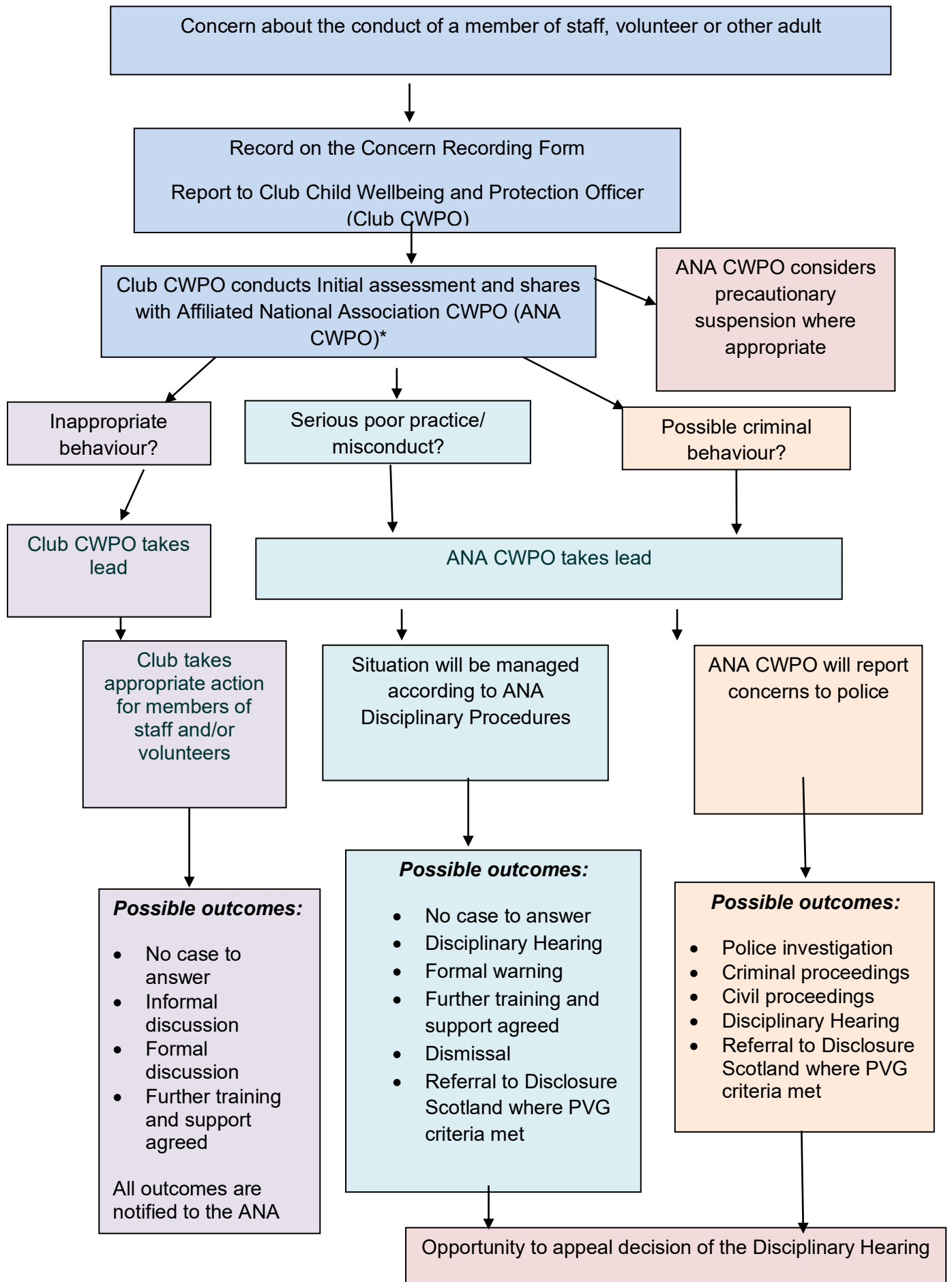
b) If Disclosure Scotland notifies the Affiliated National Association that a member of staff or volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Precautionary suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the best interests and wellbeing of children will be the paramount consideration.

c) If Disclosure Scotland informs the Affiliated National Association that an individual is barred, that member of staff or volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

12. Media

All media enquiries relating to the conduct of a volunteer or member of staff will be referred to the Affiliated National Association.

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT PROCEDURE FLOWCHART



BAYSIDE FC OFFICIALS & COACHES

CODE OF CONDUCT FOR SAFEGUARDING CHILDREN'S WELLBEING

This Code of Conduct details the standards and practice required by all **BAYSIDE FC** volunteers and members of staff, including verbal and non-verbal actions when involved in activities with children and young people. For the purposes of Child Wellbeing and Protection, we include all activities within **BAYSIDE FC** with children and young people under the ages of 18 years old.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with **BAYSIDE FC** Responding to Concerns about the Conduct of an Adult and/or Disciplinary Procedures.

GOOD CONDUCT

- Make football fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity, sensitivity and fairness (Article 2, UNCRC).
- Build balanced relationships based on mutual trust.
- Put the wellbeing and best interests of each child first before winning or achieving performance goals (Article 3, UNCRC).
- Support children to understand their rights in football and the safeguards put in place to protect them.
- Include children in decisions and activities affecting them wherever possible, respecting and taking seriously the views they contribute (Article 12, UNCRC).
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Always work in an open environment, wherever possible.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Involve parents/carers wherever possible.

PRACTICE TO BE AVOIDED

In the context of your role within **BAYSIDE FOOTBALL CLUB**, the following practice should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Excessive training and competition, pushing children against their will and placing undue pressure.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.
- Doing things of a personal nature for children that they can do for themselves.

UNACCEPTABLE CONDUCT

In the context of your role within **BAYSIDE FC**, the following practices are unacceptable:

- Failing to act on, record or acknowledge allegations or concerns raised by a child.
- Allowing bullying behaviour in any form between children to go on unchallenged.
- Displaying bullying behaviour or making inappropriate comments to a child causing emotional harm.
- Allowing children to swear or use sexualised language unchallenged.
- Engaging in sexually provocative games, including horseplay or touching a child in a sexually suggestive manner.
- Making sexually suggestive comments to a child, even in fun.
- Forming intimate emotional, physical or sexual relationships with children.
- Engaging in rough physical contact.
- Establishing inappropriate contact with children via social media either online or on mobile phones.
- Reducing a child to tears as a form of control.
- Inviting or allowing children to stay with you at your home.
- Sharing a room alone with a child.

Sign-up:

I have read and agree to abide by this Code of Conduct.

I have also read and agree to abide by *BAYSIDE FC's* Child Wellbeing and Protection in Scottish Football Policies, Procedures and Safeguards.

Name: _____

Signature: _____

Witnessed by: _____

Witness Signature: _____

Date signed: _____