



LETHAM FOOTBALL CLUB

POLICIES & RULES HANDBOOK

Version: 1.0

Applies to: Players, coaches, volunteers, committee members, parents/guardians and supporters

Review date: Annually

1. CODE OF CONDUCT POLICY

Letham Football Club expects everyone involved with the club to behave in a respectful, responsible and appropriate manner.

Players must:

- * Treat teammates, opponents, coaches, officials and supporters with respect.
- * Follow reasonable instructions from coaches and club officials.
- * Avoid abusive, threatening or discriminatory language.
- * Respect club facilities, equipment and opposition facilities.
- * Represent Letham Football Club positively both on and off the pitch.
- * Accept decisions made by referees and match officials.

Coaches and volunteers must:

- * Lead by example.
- * Treat all players fairly and respectfully.
- * Never use threatening, humiliating or abusive behaviour.
- * Maintain appropriate professional boundaries with players.

Parents and supporters must:

- * Encourage players positively.
- * Respect coaches, officials, opposition players and supporters.
- * Never enter the pitch or confront match officials.
- * Avoid shouting abuse or criticism at players.

Serious or repeated breaches may result in disciplinary action.

2. SAFEGUARDING POLICY

Letham Football Club is committed to protecting children and vulnerable people involved in football.

The club will:

- * Take concerns about the welfare of players seriously.
- * Ensure appropriate safeguarding procedures are followed.
- * Ensure relevant coaches and volunteers have appropriate safeguarding checks/training where required.

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- * Provide a safe environment for training and matches.
 - * Never tolerate abuse, neglect, exploitation or inappropriate behaviour.
 - * Report safeguarding concerns through the appropriate club and football governing-body procedures.

Anyone who has a safeguarding concern should report it to the club's designated safeguarding person or appropriate club official as soon as possible.

Important: Safeguarding concerns should never be ignored or dealt with informally.

3. EQUALITY & DIVERSITY POLICY

Letham Football Club welcomes people from all backgrounds.

The club will not tolerate discrimination based on:

- * Race or ethnicity
- * Nationality
- * Religion or belief
- * Gender
- * Sexual orientation
- * Disability
- * Age
- * Pregnancy or maternity
- * Social or economic background
- * Any other protected or personal characteristic

Everyone should have an equal opportunity to participate in football.

Discriminatory comments, gestures, abuse or behaviour may result in disciplinary action.

4. ANTI-BULLYING & HARASSMENT POLICY

Bullying and harassment are not acceptable at Letham Football Club.

Bullying can include:

- * Repeated insults or name-calling
- * Intimidation
- * Threats
- * Deliberately excluding someone
- * Physical bullying
- * Online bullying
- * Spreading rumours

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* Humiliating or embarrassing another person

Players should be encouraged to report bullying to a coach, parent/guardian or club official.

The club will investigate concerns fairly and take appropriate action.

5. DISCIPLINARY POLICY

The club may take disciplinary action when rules or policies are broken.

Possible actions include:

1. Verbal warning
2. Formal warning
3. Meeting with the player/parent/guardian
4. Temporary suspension from training or matches
5. Removal from a team
6. Suspension from the club
7. Termination of club membership

The seriousness of the incident will be considered when deciding the appropriate action.

Individuals will normally have an opportunity to explain their side of events before a disciplinary decision is made.

Serious incidents, including violence, abuse, discrimination or safeguarding concerns, may require immediate action.

6. ATTENDANCE & PUNCTUALITY POLICY

Players are expected to attend scheduled training sessions and matches.

Players should:

- * Arrive on time.
- * Bring the correct kit and equipment.
- * Inform their coach as soon as possible if they cannot attend.
- * Attend regularly where possible.
- * Be ready to participate when training begins.

Repeated unexplained absences or lateness may affect selection.

Coaches should also arrive prepared and on time for scheduled sessions.

7. SOCIAL MEDIA POLICY

Everyone representing Letham Football Club is expected to use social media responsibly.

Players, parents, coaches and volunteers must not:

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- * Post abusive or discriminatory content.
- * Threaten or harass other players, coaches, officials or supporters.
- * Share confidential club information.
- * Publish private information about another person without permission.
- * Bring the club into serious disrepute.
- * Post inappropriate photographs or videos of children without appropriate consent.

Disagreements involving the club should be raised through the appropriate club process rather than through public social media arguments.

8. HEALTH & SAFETY POLICY

The safety of everyone involved with Letham Football Club is a priority.

The club will take reasonable steps to provide safe:

- * Training sessions
- * Matches
- * Facilities
- * Equipment
- * Changing areas
- * Club activities

Players must:

- * Follow coaches' safety instructions.
- * Use equipment correctly.
- * Tell a coach about injuries or unsafe conditions.
- * Never deliberately put another person at risk.

Coaches should carry out appropriate checks before activities and respond appropriately to injuries and emergencies.

9. PLAYER WELFARE POLICY

Letham Football Club wants players to enjoy football and develop both on and off the pitch.

The club will promote:

- * A positive competitive team environment
- * Respect between players
- * Healthy lifestyles
- * Appropriate rest and recovery
- * Support for players experiencing difficulties
- * Open communication between players, parents and coaches

Players should feel able to speak to a trusted adult or club official if they are worried about something.

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No player should feel pressured to play through an injury.

10. ANTI-DOPING POLICY

Letham Football Club supports clean and fair sport.

Players must not knowingly use prohibited performance-enhancing substances or methods.

Players should:

- * Never take medication or supplements simply because someone claims they improve sporting performance.
- * Speak to an appropriate medical professional when unsure about medication.
- * Inform relevant medical professionals that they participate in competitive sport where appropriate.
- * Follow applicable anti-doping rules.

Any suspected doping matter will be dealt with under the relevant football governing-body procedures.

11. DATA PROTECTION & PRIVACY POLICY

Letham Football Club may need to collect personal information to operate the club.

This may include:

- * Name
- * Date of birth
- * Contact details
- * Emergency contact information
- * Registration information
- * Relevant medical information
- * Attendance information

The club will:

- * Only collect information that is reasonably required.
- * Keep personal information secure.
- * Limit access to people who need it for legitimate club purposes.
- * Avoid sharing personal information unnecessarily.
- * Handle information in accordance with applicable data-protection law.

Parents/guardians may be asked to provide consent where appropriate, particularly for younger players.

12. PHOTOGRAPHY & VIDEO POLICY

Photography and video can be used to promote and record Letham Football Club activities, subject to appropriate consent and safeguarding requirements.

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The club will take reasonable steps to ensure:

- * Appropriate consent is obtained where required.
- * Images are used for legitimate club purposes.
- * Images of children are handled responsibly.
- * Personal information is not unnecessarily published alongside images.
- * Anyone raising a legitimate concern about an image can contact the club.

Players, parents and supporters should not take or publish inappropriate images or videos of other people.

13. KIT & EQUIPMENT POLICY

Players are responsible for looking after club kit and equipment issued to them.

Players should:

- * Wear the required match kit.
- * Bring appropriate training clothing.
- * Keep boots and equipment in suitable condition.
- * Return club-owned equipment when requested.
- * Report lost or damaged club property.

Club equipment must not be deliberately damaged or misused.

Where equipment is lost or deliberately damaged, the club may ask the responsible person to contribute towards replacement costs, subject to the circumstances.

14. PARENT/GUARDIAN POLICY

Parents and guardians play an important role in creating a positive football environment.

Parents/guardians should:

- * Encourage their child positively.
- * Respect coaches and match officials.
- * Avoid giving tactical instructions from the sidelines unless asked to do so.
- * Never criticise or abuse players.
- * Support the development of all players.
- * Raise concerns calmly and through the correct club process.
- * Ensure their child arrives with appropriate equipment.
- * Inform the club of relevant medical or welfare information.

Parents and guardians must never enter the field of play during a match unless requested by an official.

15. COMPLAINTS POLICY

Letham Football Club aims to deal with complaints fairly and promptly.

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Complaints should normally be raised with the relevant coach or club official first.

A complaint should include:

- * The nature of the concern.
- * The date and location of the incident where possible.
- * The people involved.
- * Any relevant evidence or information.

The club will:

1. Acknowledge the complaint.
2. Gather relevant information.
3. Give appropriate people an opportunity to respond.
4. Make a decision where possible.
5. Communicate the outcome to the person who raised the concern, subject to confidentiality requirements.

Safeguarding concerns should be dealt with through safeguarding procedures rather than the ordinary complaints process.

16. MATCHDAY BEHAVIOUR POLICY

Everyone attending Letham Football Club matches is expected to behave appropriately.

Players:

- * Respect the referee.
- * Respect opponents.
- * Avoid unnecessary arguments.
- * Play fairly.
- * Shake hands or show appropriate respect after matches where required.

Coaches:

- * Behave professionally.
- * Avoid abusive or aggressive conduct.
- * Respect match officials.

Supporters:

- * Encourage the team positively.
- * Do not abuse players, coaches or officials.
- * Do not make discriminatory comments.
- * Do not enter the pitch without permission.
- * Follow instructions from club officials and venue staff.

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The club may ask individuals to leave a match or venue where their behaviour presents a risk or seriously breaches club standards.

17. TRANSFERS & PLAYER REGISTRATION POLICY

All player registrations and transfers must follow the applicable rules of the relevant football governing body and competition.

The club will:

- * Complete required registration procedures.
- * Provide accurate player information.
- * Obtain required permissions or documentation.
- * Treat players fairly during registration and transfer discussions.
- * Respect contractual, competition and governing-body requirements where applicable.

Players and parents/guardians should not make false statements or provide false documentation.

18. FINANCIAL POLICY

Letham Football Club will manage club finances responsibly and transparently.

The club will:

- * Keep appropriate financial records.
- * Use club funds for legitimate club purposes.
- * Approve expenditure through the appropriate club process.
- * Keep relevant receipts and records.
- * Handle membership fees and other payments appropriately.
- * Take reasonable steps to prevent fraud or misuse of club funds.

Any person handling club money must act honestly and responsibly.

Suspected financial irregularities should be reported to the appropriate committee member.

19. GENERAL CLUB RULES

In addition to the policies above, all members of Letham Football Club are expected to:

- * Represent the club positively.
- * Respect club property.
- * Follow reasonable instructions from authorised club officials.
- * Follow the rules of the relevant football competition and governing body.
- * Avoid behaviour that could seriously damage the reputation of the club.
- * Treat everyone involved in football with dignity and respect.
- * Raise concerns through the appropriate channels.

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20. POLICY ENFORCEMENT & REVIEW

These policies apply to everyone involved with Letham Football Club.

The club committee is responsible for overseeing these policies and may update them when necessary.

Policies should be reviewed at least annually or sooner where:

- * Football regulations change.
- * Legislation changes.
- * A significant incident occurs.
- * The club identifies a need for improvement.

Where a conflict exists between this handbook and the rules of the relevant football governing body or applicable law, the governing-body rules or law will take precedence.

PLAYER & MEMBER DECLARATION

By joining or participating in Letham Football Club, members agree to:

“Respect the club, respect my teammates, respect our opponents, respect officials, play fairly, behave responsibly and represent Letham Football Club