

PITFOUR FOOTBALL CLUB

MEMBERS HANDBOOK 2016



Introduction

The aim of **Pitfour Football club** is to promote grass roots football by playing in a friendly safe environment that fosters fun and fair play. This begins in the small sided Fun-Fours game as preparation before progression to the 11-a-side game, which is played in a more competitive environment.

At all levels we will endeavour to encourage cooperation, respect for others, loyalty, acceptance of rules and decisions, personal responsibility, self discipline and the need for team work, irrespective of sex, race, colour or religion.

We are based at St Madoes, Perth-shire, which is reached from the A90 Perth - Dundee road, at the Glencarse turning.

Our Officials and Coaches are all volunteers who undergo appropriate S.Y.F.A. Coach Education Courses.

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1. MISSION STATEMENT

PITFOUR FOOTBALL CLUB AIMS TO PROVIDE FACILITIES FOR AND TO PROMOTE PARTICIPATION IN THE AMATEUR SPORT OF FOOTBALL IN THE CARSE OF GOWRIE, PERTHSHIRE.

MEMBERSHIP OF THE CLUB SHALL BE OPEN TO ANYONE INTERESTED IN FOOTBALL REGARDLESS OF ABILITY, SEX, AGE DISABILITY, ETHNICITY, NATIONALITY, SEXUAL ORIENTATION, RELIGION OR OTHER BELIEFS.

MEMBERSHIP IS ONLY LIMITED BASED ON THE AVAILABILITY OF ADEQUATE FACILITIES.

2. CLUB OFFICIALS

1. ELECTED CLUB EXECUTIVE/OFFICIALS 2016

Position	Name	Email	Phone
Officials			
Chairman	Kevin Alexander	chairman@pitfourfc.co.uk	07739760170
Secretary	Morag Reid	secretary@pitfourfc.co.uk	07951212369
Treasurer	Ruth Alexander	treasurer@pitfourfc.co.uk	07787824521
Player Protection Officer	Michelle Henderson		07795170360
Facilities Co-ordinator	Richie Davie	facilities@pitfourfc.co.uk	07914050210

2. ROLES & RESPONSIBILITIES

1. Co-Chairperson

- Responsible for managing the Committee and the affairs of the club.
- Chair committee meetings so that all business is completed and that all decisions are properly understood and recorded
- Oversee and guide all decisions taken by the club Committee.
- Oversee the work of all club officials/members.
- In conjunction with the secretary, prepare and present the AGM Report
- Liaise with the Secretary over the agenda for each meeting and approve the minutes before they are circulated.
- Be familiar with the constitution, club rules, committee procedures and National Governing Body rules and regulations.
- Liaise with the Treasurer to approve that the expenditure of club funds are spent appropriately in the best interests of the club.
- Represent the club at local, regional and national events.
- Ensure that all coaching staff qualifications are kept up to date, by maintaining the register of coaching qualifications
- Produce & manage the clubs development plan to strengthen the future capability of the club, it's members & facilities.
- Develop the skills of the coaches by ensuring they adhere to all SFA/League qualification requirements
- Liaise with Treasurer about expenditure for coach & first-aid development & training.
- Pitch allocation for all training & matches

2. Secretary

- The focal point for all club correspondence
- Player & team registration with the SFA & league associations
- Affiliating the club to appropriate bodies. i.e. Sports Council, SFA etc
- Manage and maintain the club register of coach development & education
- Organising and booking coaching & match facilities, transport etc
- Attending league or association meetings
- Organising the club AGM and other club meetings
- Representing the club at outside meetings

3. Treasurer

- Responsible for the club finances
- Deal efficiently and effectively with all invoices and bills
- Keep up to date records of all the financial transactions
- Ensure that funds are spent properly
- Issue receipts and record all money received
- Attend committee meetings, prepare reports and present accounts to auditors
- In agreement with the other club officials, plan the annual budget
- Monitor the budget throughout the year, and prepare annual accounts for AGM
- Help prepare any statutory documents that may be required e.g. VAT returns, PAYE, grant aid reports etc.

4. Player Protection Officer

- Ensure that the clubs' Player Protection Policy are updated to reflect any new SYFA policy requirements
- Ensure the Child Protection and Health and Safety procedures are communicated and understood by all club members.
- Coordinate any training associated with Child & Vulnerable Adult Protection requirements
- Coordinate all club member disclosure records for external scrutiny Establish and maintain the complaints procedures.
- Attend relevant good practice and Child Protection courses Be familiar with latest Child Protection legislation. Understand the National Governing Body Child Protection procedures, rules and regulations.
- In the event of a complaint being made, ensure that the complaints procedures are met and see the procedures through to the final decision.

5. Fundraising Co-ordinator

- Co-ordinate fund raising events on a regular basis
- Assess & apply for appropriate grants or other forms of financial assistance from organisations such as sportscotland, Sports Council, Local Authorities etc
- Secure sponsorship opportunities with private companies
- Ensure events are properly licensed with Local Authorities etc
- Promote fund raising events in the local press with the help of the club Secretary

6. Publicity Co-ordinator

- Take responsibility for publicising the club and its events
- Liaise with the other Committee members to promote the club
- Build a list of local media contacts
- Produce press releases to promote and publicise the club through the local press and club website
- Produce a periodic newsletter to communicate to club members achievements and future events
- Keep an archive of all press cuttings

7. Volunteers

- Under the direction of the coach or club officials, assist in the setup of any activities to help achieve the aims of the session, whether it be practising skills or game playing.
- Abide by the Code of Conduct and adhere to all club policies – player protection, fair play and equal opportunities to all members.
- Take responsibility for ensuring that all equipment is correct and is kept in good working order.
- Be aware of and follow the procedures for recording accidents.
- Be aware of the club's Health and Safety policy and Emergency Procedures.

3. CLUB CONSTITUTION

2. CLUB STRUCTURE & OPERATION

1. The club shall be known as "Pitfour Football Club".
2. The objects of the club shall be to arrange association football matches & social activities for all its members.
3. These rules (the club rules) form a binding agreement between each of its club members.
4. The club shall have the status of an Affiliated Member of the Scottish Youth Football Association by virtue of its affiliation / membership of the Scottish Football Association. The rules & regulations of the Scottish Youth Football Association, or any league or competition to which the club is affiliated shall be deemed to be incorporated into club rules. This will include full adherence to the Scottish Youth Football Association Player Protection Policy.
5. Club membership is open to all, regardless of age, gender & religion.
6. Any adult person wishing to become a Committee / Team manager may apply in writing to be nominated by the committee. Any fee involved will be born by the applicant. Election to membership shall be at the sole discretion of the Club committee.
7. Any training fee payable by each club member shall be determined annually by the Club Committee. These fees are set on a non-discriminatory and fair basis that will not pose a significant obstacle to people participating. Fees shall not be repayable.
8. The Club Committee shall have the power to expel a committee member when in their opinion; it would not be in the interests of the club to remain a member. There shall be no appeal procedures. This will be confirmed in writing.
9. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.
10. The Club Officers shall consist of Chairman, Treasurer, Secretary, and Player Protection Officer.
11. The Club Committee shall consist of the Club Officers and a minimum of two other club members.

12. Each Club Officer and Club Committee member shall hold office from the date of appointment until the next Annual General Meeting, when their post must come up for re-election, unless otherwise resolved at a Special General meeting. One person may hold no more than two (2) positions of Club Officer at any time. The Club committee shall be responsible for the management of all the affairs of the Club. The quorum for the transaction of business of the Club Committee shall be Four (4) two of which must be Club Officers.
13. The Club Committee shall have the power to amend or enhance the Club Constitution in their efforts to respond to improved standards of club management, with any changes decided at a Committee meeting and passed by a unanimous majority.
14. The Chairman, or in his/her absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolution shall be passed by a simple majority. In the event of an equality of votes the Chairman of the meeting shall have the casting vote.
15. The Club Secretary, or in his/her absence a member of the Club Committee shall enter Minutes Book of the Club.
16. Any member or Officer may call meeting of the Club Committee by giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall hold not less than three (3) meetings a year.
17. Apart from Rules and Regulations of the Associations to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the club rules.
18. As players approach the end of the SFA youth Player Pathway, the club officials and team manager will actively engage with Amateur football clubs across the Carse of Gowrie to enable players to transition from youth to the adult amateur game.

3. ANNUAL AND SPECIAL GENERAL MEETING

19. An Annual General meeting (AGM) shall be held each year and coincide with the start of the new football season. This meeting should be no later than the 31st Aug to:
 1. Receive a report of the Club's activities over the previous year.
 2. Receive a report of the Club's finances over the previous year.
 3. Elect the members of the Club Committee.
 4. Consider any other business.
20. Members will be elected to the committee by being proposed by one and seconded by another member of the club, and approved by a simple majority of the remaining club members.
21. A Special General Meeting (SGM) may be called at any time by the Committee clearly stating the purposes for which the meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
22. The Secretary shall contact each member at his/hers last known address written notice of the date of a General Meeting together with the resolutions to be proposed.

4. CLUB FINANCES

23. The income and assets of the Club (the Club property) shall be applied only in furtherance of the objectives of the Club. All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.
24. A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be from the Club Chairman, Club Secretary, Player Protection Officer and Club Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two (2) of the three (3) designated and deposited in the Club Account.
25. The Club Committee shall have the power to authorise the payment of remuneration and costs to any member of the Club and to any other person or persons for services rendered to the Club.
26. The Club shall prepare an annual Financial Statement in such form as published by the Scottish Football Association.
5. The Club Property, other than the Club Account shall be vested in not less than two (2) and no more than (5) custodian's i.e. team managers, club coach etc. and one of which must be the Treasurer (the custodians), who shall deal with the Club property as directed by decisions of the Club Committee and entry into the Minute Book shall be conclusive evidence of such a decision.

5. DISSOLUTION

27. A resolution to dissolve the Club shall only be undertaken at an Annual General Meeting (AGM) or Special General Meeting (SGM), and shall be carried by a majority of the members present.
28. The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
29. Any surplus assets remaining after the discharge of contractual debts and liabilities of the Club shall be transferred to a registered charity, or sports governing body for use by them in related community sports. Exercised by the Club Committee at that time.

4. CODES OF CONDUCT

2. GENERAL PRINCIPLES OF GOOD CONDUCT

30. The Club has established a required standard of behaviour from all interested parties in the club. These rules serve to reinforce the sense of alliance and cooperation among the members of our football family.

10. Play to Win

Winning is the object of playing any game. Never set out to lose. If you do not play to win, you are cheating your opponents, deceiving those who are watching, and also fooling yourself.

3. Play Fair

Playing fair requires courage and character. It is also more satisfying. Fair Play always has its reward, even when the game is lost. Playing fair earns you respect, while cheats are detested. Remember: It's only a game. And games are pointless unless played fairly.

4. Observe the laws of the game

All games need rules to guide them. The rules of football are simple and easy to learn. Make an effort to learn them, so you understand the game better. This makes you a better player. It is just as important to understand the spirit of the rules.

5. Respect Opponents, Teammates, Referees, Officials and Spectators

Fair Play means respect. Without opponents there can be no game, show them respect. You form a team where all members are equal. Referees are there to maintain discipline and Fair Play. Always accept their decisions without arguing, and help them to help you enjoy the game more. Officials are also part of the game and must be respected accordingly. Spectators give the game atmosphere. They want to see the game played fairly, but must also behave fairly themselves.

6. Accept Defeat with Dignity

Nobody wins all the time. You win some, you lose some. Learn to lose graciously. Don't seek excuses for defeat. Genuine reasons will always be self-evident. Congratulate the winners with good grace. Don't blame the referee or anyone else. Determine to do better next time. Good losers earn more respect than bad winners.

3. OFFICIALS – Code of Conduct

The Club expects all team officials to follow the following Code of Conduct:

1. Obligations towards the Game

- Set a positive example for others, particularly young players and supporters.
- Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
- Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- Show due respect to Match Officials and others involved in the game.
- Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- Not use or tolerate inappropriate language.

2. Obligations towards the Team

- Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
- Give priority to the interests of the team over individual interests.
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Show due respect for the interests of the players, coaches and officials, their own club/team and others.

3. Obligations towards the Supporters

- Show due respect for the interests of supporters.

4. Respect towards the Match Officials

- Accept the decisions of the Match Official without protest.
- Avoid words or actions which may mislead a Match Official.
- Show due respect towards Match Officials.

4. COACHES – Code of Conduct

The Club's team coaches are expected to comply with the following code of conduct:

- Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
- Coaches must adhere to all guidelines laid down by governing bodies.
- Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- Coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
- Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- Coaches must consistently display high standards of behaviour and appearance.
- Coaches must not use or tolerate inappropriate language.

5. PLAYERS – Code of Conduct

The Club expects all players to comply with the following Code of Conduct:

5. Obligations towards the game

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of gamesmanship and time-wasting.
- Not use offensive language.

6. Obligations towards one's own team

- Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
- Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

7. Respect for the Laws of the Game and competition rules

- Know and abide by the Laws, rules and spirit of the game, and the competition rules.
- Accept success and failure, victory and defeat, equally.
- Resist any temptation to take banned substances or use banned techniques.

8. Respect towards Opponents

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

9. Respect towards the Match Officials

- Accept the decision of the Match Official without protest.
- Avoid words or actions which may mislead a Match Official.
- Show due respect towards Match Officials.

10. Respect towards Team Officials

- Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
- Show due respect towards the Team Officials of the opposition.

11. Obligations towards the Supporters

- Show due respect to the interests of supporters.

6. PARENTS & SUPPORTERS – Code of Conduct

The Club recognises that Parents / Spectators have a significant influence on children's enjoyment and success in football. Whilst all our children play football because they first and foremost love the game - it's fun, it's important to remember that however good a child becomes at football within the Club it is important to reinforce that positive encouragement will contribute to:

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improving the child's skills and techniques.
- We expect that all parents / spectators within the Club are always positive and encouraging towards all of the children not just their own.

The Club will encourage parents / spectators to:

- Respect the rights, dignity and worth of every player and treat everyone equally
- Place the well being and safety of the player above the development of performance
- Encourage and guide players to act responsibly and to behave whilst participating in games or during club activities
- Encourage players to perform at all times within the laws of the game, and accept decisions.
- Consistently display high standards of behaviour.
- Immediately report inappropriate language, behaviour, or abuse by another parent or supporter
- Assist all coaches, officials, and other supporters in maintaining acceptable touchline conduct.
- Create an acceptable atmosphere during games and activities involving their children.

The club deems the following behaviour unacceptable and result in disciplinary action being taken:

- Abuse of anyone in a sexual, religious, or derogatory way.
- Intimidation of players, supporters, officials or coaches
- Acting in an aggressive manner towards or in relation to decisions made by coaches, officials at games or other activities.
- Action likely to be determined as abusive or aggressive to players, supporters, officials or coaching staff.
- Entering the field of play.
- Allowing their child to use inappropriate language

7. CLUB DISCIPLINARY PROCEDURE

31. To enable us to effectively and consistently manage discipline problems which may arise within the club, we have draw up a disciplinary procedure with the above Codes of Conduct as our primary point of reference.
32. We reserve the right to discipline any club member, official, manager, coach, supporter or Player for misconduct that is deemed inappropriate or abusive to another individual during any match, practice or club event. 'Misconduct' is defined as the carrying out of an offence considered to be in breach of club rules.
33. The following actions by members may be interpreted by the Club as following within this Code. Though should not to be considered as covering all possible offences:
 - o Discourteous, crude or offensive behaviour at a football game, training session, organised Club event or online social networking site.
 - o Conduct of an unsafe nature
 - o Offensive disregard for equipment or property
 - o Refusal to carry out reasonable instructions issued by Coaches, Officials or event organisers
 - o Failure to attend or participate in matches or events organised by the Club.
 - o Any other actions of similar gravity to the above, at the discretion of any Club or Team Official.
4. Repetition of an offence or failure to comply with any demands made in writing by the Club Disciplinary Panel will result in further action, and involve escalation of the offence, which can include expulsion without notice.
5. The Club Committee may only remove membership for good cause such as conduct or character likely to bring the club or sport into disrepute. An appeal against removal will be available to members.

34. To ensure objectivity Disciplinary matters will be reviewed by an external Disciplinary Panel appointed by the Club Committee. The Process for handling a Disciplinary Incident within the Club will be as follows:
35. To initiate the disciplinary process a formal written Disciplinary Report on the incident/misconduct must be submitted to the club secretary within 7 days of an incident occurring. Any verbal reports received will not be accepted under any circumstances.
36. Individuals accused of misconduct will be informed by the Club Chairman of the complaint and have the opportunity to respond.
37. Once the Committee has reviewed a complaint it will refer the complaint to the Disciplinary Panel.
38. The Disciplinary Panel will review each disciplinary report on an individual basis and decide which level of misconduct they feel has been committed, and the appropriate action. The disciplinary action must be approved by a three-quarters majority of the Club Officials.
39. The approved decision will be communicated to the appropriate individual.
40. Disciplinary action against Club members, can include expulsion without notice, depending on the severity of the offence of misconduct or breach of club rules. Repetition of any of the above offences or failure to comply with any demands made in writing by the Club Officials may result in further action, and involve escalation of the offence.

5. PLAYER PROTECTION POLICY

2. *Player Protection Policy*

The Club recognises and accepts its responsibility for the safety and welfare of all children and young people who come to it by protecting them from physical, sexual or emotional harm and from neglect or bullying.

The child's welfare is, and must always be the paramount consideration.

The Club accepts and will conform to the policies and procedures as defined by the Scottish Youth Football Associations Player Protection Policy.

The Club has in place a Designated Player Protection Officer who accepts responsibility for monitoring all Club procedures in relation to child protection issues.

All club officials, team coaches, first aiders, and the Player Protection Officer will be subject to the SYFA code of practice which requires participation in the Disclosure Scotland certification process.

Parents and children coming to the Club will be made aware of our player protection policy.

The key principles of this policy are as follows

- Take all reasonable steps, where possible, to protect all players and officials from harm or risk of harm during all club activities.
- Always act in the best interests of all players and club officials.
- Always treat all players and officials with respect and dignity irrespective of age, race, religion, gender, disability, or social background.
- Always make sure that any allegations or suspicions are recorded and acted upon.
- Report all incidents of abuse or concerns to the relevant protection officer.
- Always strive to have a minimum of two club officials in attendance during all club activities.
- Always have a trained first aider with a fully stocked first aid kit during all club activities.
- Always be punctual for all club activities.
- Always be open and honest with players and parents.
- Always encourage full participation in all activities.

3. *Photo – Code of Conduct*

Pitfour FC will fully adhere to the code of conduct as defined by the SYFA with regards to the use of photography within our club activities, and thereby create a safe environment for all our players and opponents.

12. Photography

- The Player Protection Officer will take care at all times to ensure that publication of any photographs or personal details do not place children at risk.
- Anyone wishing to use photographic/film/video equipment must firstly obtain the approval of both competing clubs. This approval will require proof of identification to be produced and recording of the photographers' details.
- Photography in changing rooms and associated areas is strictly not allowed.

2. Videoing

- Parental consent will be obtained if the club intends to make a training video.
- Performers and their parents/guardians will be made aware that this is part of the coaching program
- Care should be taken in the storing of such films.

3. Club Website

- No player's personal information, home address, e-mail address or phone number will appear on the club website.
- For any child under 16 years, written permission will be obtained from a child's parent/guardian before publishing his/her photograph on the website. The parent/guardian should also be given the opportunity to preview the material before publication.
- Children over 16 can give permission themselves for photographs.
- The content of pictures will be considered for good taste.

4. *Recruitment and Selection of Volunteers policy*

Pitfour FC will ensure all volunteers, coaches and officials are suitable to work with children, through applying appropriate controls via recruitment, screening, training and supervision.

4. Recruitment

- All applicants to our club will complete an application form.
- Applicants may be asked to attend interview.
- Applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.

5. Screening

- Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure check. Disclosures will be requested prior to the applicant taking up post.

6. Training

- The successful applicant will receive a copy of the Clubs Members Handbook, which will give an overview of the club and ensure they know its purpose, values, administration policies and structure.
- Relevant training and support will be provided on an ongoing basis, and will include information about their role and responsibilities, and opportunities for training and practice needed for the role.
- Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and will be regularly reviewed.

7. Supervision

- All staff and volunteers will have a designated supervisor who will provide regular feedback and support.
- Every member of staff and volunteers will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff/volunteer.

5. *Recruitment of Ex-Offenders Policy*

Pitfour FC will treat all applicants for positions within the club fairly and will not discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

The club will only request a Standard or Enhanced disclosure where it is necessary and relevant to the position sought (coach, first aider or official).

Where a position requires a disclosure we will make this clear to the applicant, along with any other information about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview, that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

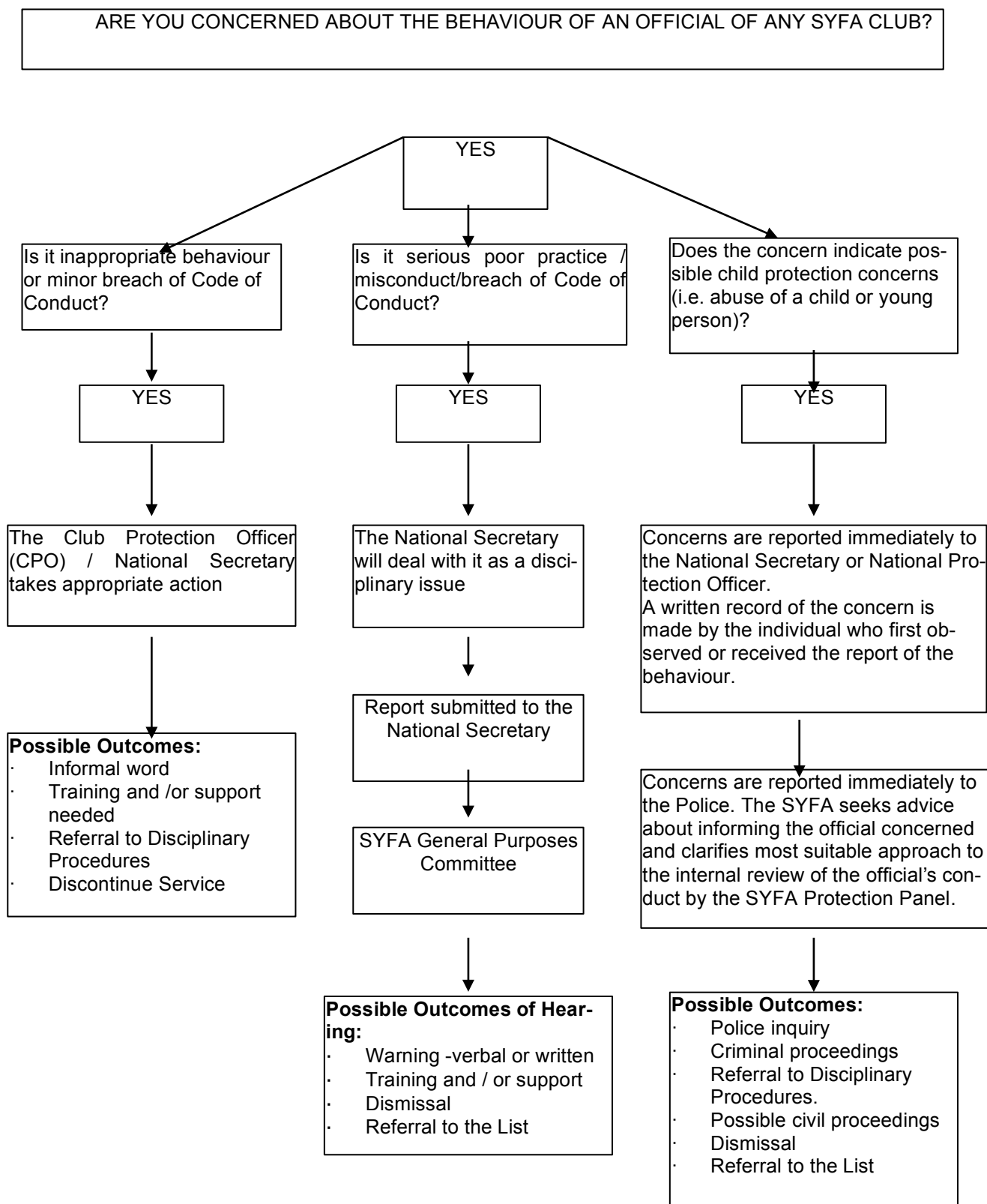
At interview or when receiving a disclosure which shows a conviction, we will take into consideration:-

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed.
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support.

6. Management of a Reported Player Protection Incident

Pitfour FC will fully adhere to the reporting process as defined within the SYFA Player Protection Policy, and adopt the following procedures should an allegation of child abuse be made against another member of the club.

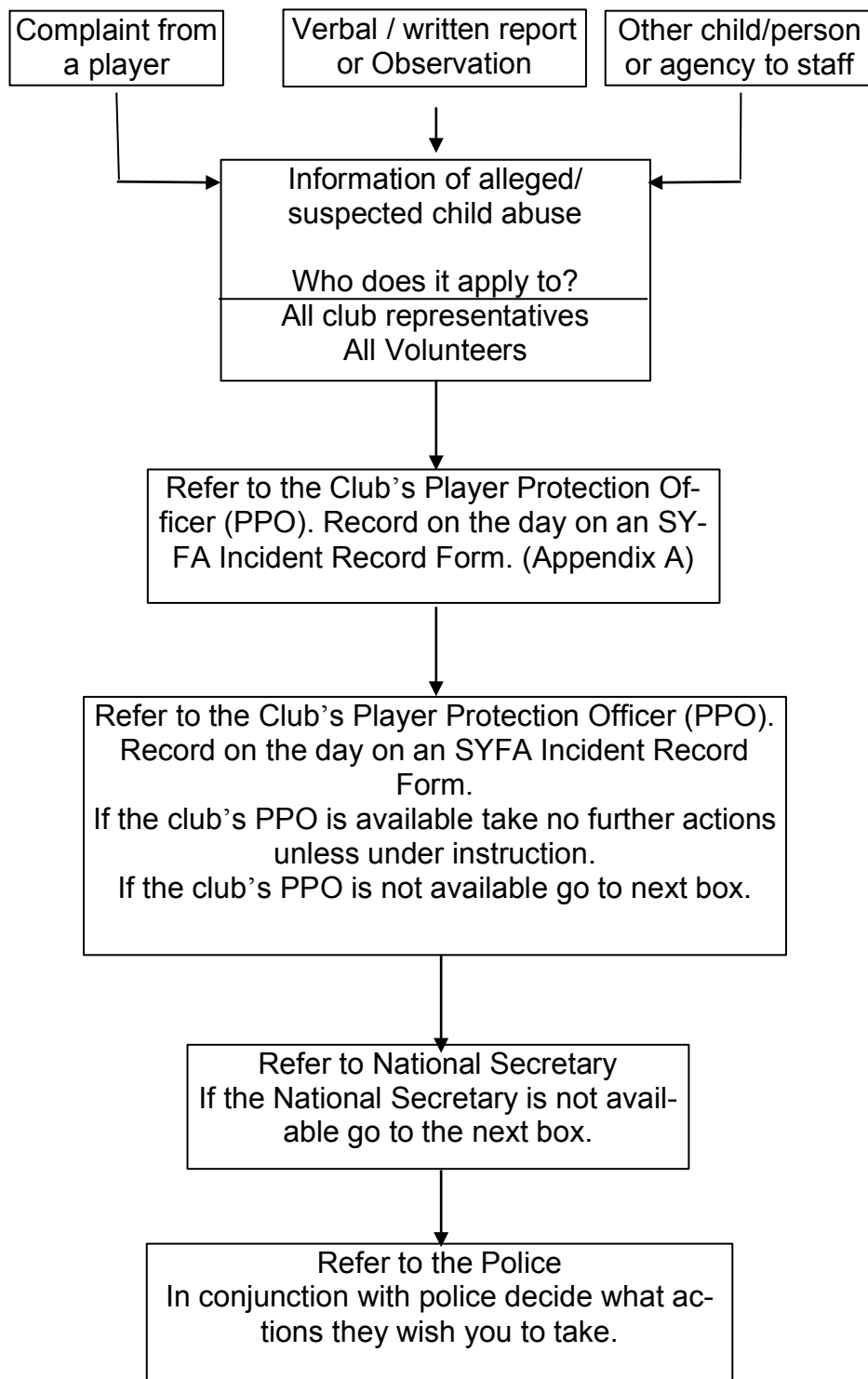


7. *Escalation Path for Reported Incidents*

The clubs Protection Process will operate in conjunction with, and is supported by the SYFA Player Protection Policy

Source

Type of Information



Action by Club
Representative
If allegation is
deemed bad practice

Action by Club
Representative
If allegation is
deemed to be possible
Abuse

Action by
Club Representative

Action by
Club Representative

8. Health and Safety Policy

Pitfour Football Club is committed to ensuring a safe environment for all players, volunteers and coaches. It will promote standards of health, safety and welfare within football and will ensure compliance with all relevant statutory provisions. The Club will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all reasonable and practical measures are taken to avoid risk. Safe practices will be adopted and continuous improvement will be sought through periodic audits and reviews.

Appropriate instruction and training will be provided together with adequate resources to ensure that the successful management of health and safety is carried out within the Club and that this policy is collectively implemented. This policy together with arrangements and procedures, will be reviewed regularly and revised as necessary.

To support our Health & Safety responsibilities we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club
- Create a safe environment by putting health & safety measures in place as identified by the assessment
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development
- Ensure that all members are aware of, understand and follow the club's health & safety policy
- The Clubs Player Protection Officer and 1st Aiders duties will include health and safety responsibilities
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members thru the clubs 'Members Handbook'
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times
- Report any injuries or accidents sustained during any club activity or whilst on the club premises
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

As a club member you have the duty to:

- Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
- Co-operate with the club on health & safety issues
- Correctly use all equipment provided by the club
- Not interfere with or misuse anything provided for your health, safety or welfare.

9. Injury and Accident Report

All accidents & incidents which result in injury must be recorded in writing by completing an Accident/ Incident report . See APPENDIX B

10. Risk Assessment

A formal and recorded process will be adopted to weigh up the suitability and safety of any club activity by identifying the hazards that could potentially cause harm and taking the appropriate precautions or actions required to prevent harm or injury. A 'Risk assessment report' should be undertaken when a club members or committee member notices anything which could pose a risk to health or safety. APPENDIX C

APPENDIX

A. SYFA Player Protection Incident Recording Form

This form must be completed as soon as possible after receiving information that may suggest that a player is at risk or there are concerns regarding possible abuse of a player.

1. Details of person making report

Name	
Position	
Contact telephone No.	
Address	

Postcode	

2.
2.

2. Details of player

Name	
Club Name and Age Group	
Date of birth (if known)	
Address	
Postcode	
Name of parent / guardian or carers	
Address of parent / guardian or carers (if different)	

3.
3.

3. Details of person about whom there is concern

Name	
Position	
Date of Birth	
Address & Postcode	

4.
4.

4. If you are reporting this alleged incident on behalf of someone else, please provide details of that person

Name	
Position	

Contact telephone No.	
Address	
Postcode	
Date person reported alleged incident	
Any other information that was supplied from this person about the alleged incident (Continue on separate sheet if required)	

5. Details of the alleged incident

Date of alleged incident	
Time	
Place	
Nature of the alleged incident	
Name and address of any further witness	
Continue on a separate piece of	

paper if required	
Any observations (Continue on separate sheet if required)	
Was the player asked what happened YES NO	
If YES, record all questions asked and the player's response using his/her own words. (Continue on separate sheet if required)	

6. Details of contact with parents / guardians / carers.
Note advice must be sought from the police.

Have the parents / guardians / carers been advised	YES	NO
If YES, by whom		

7. Details of action taken

Detail what action, if any, has been taken, by you, following receipt of this information. (Continue on separate sheet if required)	

8. Details of external agencies contacted

Police

Police station contacted	
Police officer and badge No.	
Contact telephone No.	
Advice received	

9. Other information

Record any other information you have about this matter. (Continue on separate sheet if required)	
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Signature

Print Name

Date

B. Incident and Accident Report

PITFOUR FC: INCIDENT/ACCIDENT REPORT FORM	
Name of Coach in charge:	
Location where incident/accident took place	
Name of injured player:	
Address of injured player:	
Nature of incident/accident and extent of injury:	
Full details of the action taken including any first aid treatment and name(s) of the first aider(s):	

PITFOUR FC: INCIDENT/ACCIDENT REPORT FORM

Were any of the following contacted:	Police Y N	Ambulance Y N	Parent/carer Y N
What happened to the injured person following the incident/accident?			
All of the above facts are a true and accurate record of the incident/accident.			
SIGNED: _____	DATE: ___/___/___		
NAME: _____			

C.

C.

In the event of accident occurring through insufficient training or faulty equipment/facilities follow up action to include completion of Risk assessment form.

C. Risk Assessment Report

PITFOUR FC: RISK ASSESSMENT FORM

Date of Check:	
Name and position of person doing the check:	

PITFOUR FC: RISK ASSESSMENT FORM

PLAYING/TRAINING AREA

Check that the area and surroundings are safe and free from obstacles. Is the area fit and appropriate for activity?

YES
NO

If no, please outline unsafe equipment, who may be at risk and action taken, if any.)

EQUIPMENT:

Check that it is fit and sound for activity and suitable for age group/ability. Is the equipment safe and appropriate for activity?

YES
NO

If no, please outline the hazard, who may be at risk and action taken, if any.

PARTICIPANTS:

Check that the attendance register is up to date with medical information and contact details. Is/are, register(s) in order?

YES
NO

If no, please outline current state and action taken, if any.

PITFOUR FC: RISK ASSESSMENT FORM

SIGNED: _____

DATE: __/__/__

NAME: _____

D.

D.

