



PREPARE - PROTECT - PROSPER

Hilton Harriers Club Handbook

PREPARE - PROTECT - PROSPER

Chairman's Foreword

Welcome to Hilton Harriers Football Club.

Hilton Harriers is much more than a football club. It is a community built on respect, inclusion, and opportunity - where players, parents, coaches, volunteers, and supporters all play a part in creating something special.

Since our founding in 1992, the club has grown significantly in size and reach, but our core values have never changed. We exist to give people of all ages and abilities the chance to enjoy football in a safe, supportive, and positive environment. Everything we do is guided by our commitment to developing not just better footballers, but better people.

This Club Handbook is an important part of that commitment. It sets out the standards, expectations, and policies that help us operate responsibly, protect our members, and ensure that Hilton Harriers remains a club we can all be proud of. By working together and following these guidelines, we create an environment where players can thrive, volunteers feel supported, and the wider community benefits.

As the club continues to grow, we remain focused on sustainability, quality, and continuous improvement - always looking for ways to strengthen our coaching, our facilities, and our culture.

Thank you for being part of the Hilton Harriers family.

Your contribution, in whatever form it takes, helps shape the future of the club.

Martin Walker

Chairman,
Hilton Harriers Football Club

Welcome to Hilton Harriers Football Club

Founded in 1992, Hilton Harriers Football Club began with a simple idea: a small group of children in Hilton who wanted to play football. With the support of three parents, a second-hand kit, and permission to train on a local school field, the club was formed. From those humble beginnings, Hilton Harriers has grown into one of the largest and most inclusive grassroots football clubs in the region.

Today, Hilton Harriers FC provides football opportunities to over 500 members, ranging in age from 5 to 60, across boys', girls', women's and men's teams. In the 2025/26 season, the club will field 37 teams competing in locally constituted leagues, supported by a strong and committed volunteer workforce.

At the heart of the club are its people. What began as a handful of volunteers has grown into a team of over 100 FA-qualified coaches, all trained in safeguarding, first aid and fully DBS checked. Hilton Harriers FC is a formally constituted club, overseen by an active committee that includes parent representation, ensuring the club remains well-governed, transparent, and community focused.

Helping Young People Grow

Our aim is not simply to develop footballers, but to help young people grow as individuals.

Players learn how to train safely, respect the laws of the game, behave positively towards others, and represent the club with pride both on and off the pitch. We place strong emphasis on respect, teamwork, responsibility, and enjoyment.

Clear expectations are set through our Codes of Conduct for players, coaches, and parents, all of which are outlined in this handbook alongside the club's policies. These standards help create a safe, positive, and supportive environment for everyone involved.

Membership at Hilton Harriers FC is open regardless of ability, gender, background, race, or belief. We provide open weekly training sessions for players of all abilities and proudly run inclusive football groups, offering regular opportunities for children and young adults with learning or physical disabilities to enjoy the game.

Quality, Standards, and Recognition

Hilton Harriers has a long-standing commitment to quality and best practice. In 2002, the club became the first in Derbyshire to achieve the FA's Charter Standard award. Fast forward to today, and we are proud holders of the FA's 3-Star Accreditation, placing us among a small percentage of grassroots clubs nationally recognised for excellence in coaching, safeguarding, administration, and inclusion.

The club has also been selected by Derbyshire FA as one of just five clubs to pilot the FA's Thriving Community Club programme. This initiative provides tailored support and guidance to help strengthen our club culture, develop our coaches – which in turn gives better input to our players, build stronger partnerships with the local community, and plan sustainably for the future - reinforcing our ambition to offer the best possible football experience for everyone. Along with being a key community hub for the local residents.

Our Home: The Mease Pavilion

Working in partnership with Hilton Parish Council and South Derbyshire District Council, Hilton Harriers successfully secured Football Foundation funding to build the Mease Pavilion, which opened in September 2007. Fully managed by the club, the Pavilion is the home of our teams and a valued community asset, used regularly by Hilton residents and businesses as well as the football club.

Our Motto:

Prepare • Protect • Prosper

This motto underpins everything we do:

- **Prepare** – Train with purpose, plan for success, and develop players, coaches, and volunteers with care.
- **Protect** – Safeguard our people, our values, and the spirit of the game.
- **Prosper** – Grow together as a club and community, celebrating success on and off the pitch.

Get Involved

Every Grass Roots Football Club is only as good as its people, we strive to attract and develop all our volunteers and players, so whether you are a player, parent, coach, volunteer, or supporter, you are part of the Hilton Harriers family.

If you are interested in joining the club, please complete the Enquiry Form via the club website.

We encourage all members to familiarise themselves with this handbook, which sets out the standards, expectations, and policies that help keep Hilton Harriers FC safe, inclusive, and thriving.

Hilton Harriers Football Club –

Growing players, Growing friendships, Growing community.



Contents

Forward.....	2
Intro.....	3
Contents	6
Version Control	7
Club Constitution & Regulations	8
Safeguarding Children Policy	16
Club Equality & Anti-Discrimination Policy	20
Anti Bullying Policy	21
Coaches Child Protection Policy Guidelines	23
Club Official Recruitment Policy	24
Club Officials Code of Conduct	25
What Parents & Players Can Expect From the Club & Officials	27
Club Parents / Guardians & Spectators Code of Conduct	28
Club Players Code of Conduct	30
Fa Code of Conduct	32
Privacy Statement	33
Appendices	35

Version Control

Version	Date	Reason for Issue
1	4 th November 2001	First Draft Version for Review
2	3 rd January 2002	Second Draft for review by Solicitors
3	8 th January 2002	Third Draft After Solicitors Recommendations
4	11 th February 2002	Final check completed and Introduction added
5	7 th March 2002	Addition of Anti-Bullying Policy
6	8 th May 2002	Addition of FA Chartered Status
7	21 st June 2004	Updated Logo's
8	7 th September 2004	Updates required to rules for CASC application and FA Charter Development Club application
9	25 th August 2006	Updates on welcome and constitution agreed at the Ex AGM
10	6 th June 2008	Update on Welcome and changes to constitution
11	18 th October 2009	Updates to codes of conduct
	6 th January 2011	Update welcome
12	26 August 2018	Updated welcome & Web Registration
13	22 July 2018	Inclusion of Privacy Policy Inclusion of Parents handbook Updated Appendix
14	18 September 2023	Change of Committee structure
15	11 December 2023	Changes made after dissolution of Mease Committee
16	11 November 2024	Change of Committee Structure
17	26 th January 2026	Change of Committee Structure Updates on club rules Updated appendix

The contents & layout of this handbook is the sole work & property of Hilton Harriers Football Club.

No part of this handbook may be reproduced, stored in a retrieval system, or transmitted, in any form or by means, electronic, mechanical, photocopying, recording or otherwise without the prior express written permission of the Hilton Harriers Football Club Committee.

Club Constitution & Regulations

1. Name

The Club shall be called Hilton Harriers Football Club or abbreviated to HHFC (the "Club").

2. Objectives

The objectives of the Club are to:

- Undertake football activities for all children of primary school age and above, as well as adults and disability groups in Hilton and surrounding rural districts.
- To promote football as a sport, and encourage participation by providing access to coaching and facilities.
- To encourage good sportsmanship, to ensure good manners are observed and respect is held, for their peers, coaches, the opposition and officials.
- To enter teams into the appropriate FA Registered leagues where possible.
- To arrange social activities for its Members.
- To be a key local community asset - a sustainable venue which local businesses and residents are able to use for activities other than Football, cementing our club as a true local asset for everyone.

3. Status of Rules

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

3.1 Rules and Regulations

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

4. Club Membership

- The Club shall exercise discretion in the numbers of members it accepts for training in order to comply with the health and safety guidelines published by the FA.
- The members of the Club shall be those persons listed in the register of members (the Membership Register), which will be maintained by the Club Secretary.
- Membership shall consist of all Parents/Guardians of the children attending football activities and such other persons who have completed a Club Registration form and are accepted as members by the Club. A Register of all members attending football activities will be kept and maintained by the Club Secretary/Managers.
- Any person wishing to be a member must fill out the Clubs Registration form and return it to the Club Committee. Membership is at the sole discretion of the Club. All memberships must be renewed at the beginning of the season.
- Membership will be accepted by the Club Secretary following agreement with the appropriate Manager.
- Membership will not be unreasonably refused except in case of:
 - Prior expulsion from the club
 - Non-availability of places due to health and safety constraints
 - Majority vote of club committee following any objection to membership being offered.
- In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- The Football Association and Parent County Association shall be given access to the Membership Register on demand.

5. Annual Membership Fee

- There is a Membership fee for Members, payable annually on application or renewal of membership.
- The Annual Membership fee figure is set annually at the AGM and will only be set at a level reasonably necessary to fulfil the objects of the Club.
- The Registration fee shall be non-refundable
- A 50% discount will be applied to the second and subsequent member from an individual family registered.
- Free Club Membership will be granted to any member applying confidentially to two of the Club Secretary, Chair or Treasurer and requesting free membership. Reasons for such a request should include, but are not limited to:
 - Financial means
 - Family Circumstances

6. Resignation and Expulsion

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

7. Club Committee

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

- Chairperson
- Club Secretary
- Club Treasurer
- Club Welfare Lead
- Club Development Lead
- Club Partnership Lead
- Parent Lead
- Hilton Parish Council Representative (Associate Member)
- South Derbyshire District Council Representative (Associate Member)

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

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

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

Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting (AGM) unless otherwise resolved at a Special General Meeting (SGM).

One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club.

Decisions of the Club Committee shall be made by a simple majority of those attending the meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Club Secretary. The quorum for the transaction of business of the Club Committee shall be three. Decisions of the Club Committee meetings shall be entered into the minute record of the Club, to be maintained by the Club Secretary.

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

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

7.1 Safeguarding Subcommittee

A permanent subcommittee made up of:

- Club Welfare Officer
- Chairperson
- Club Secretary
- One other nominated committee member

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

7.2 Discipline – Subcommittee

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

A subcommittee made up of:

- The Club Secretary
- The Chairperson
- One other nominated committee member
- And league representatives (if league related)

The committee will convene, when necessary to respond to any private and confidential matters relating to match day discipline issues and any other breaches in the club rules.

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

8. Annual and Special General Meetings.

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

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

a simple majority. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote.

- The Club Secretary, or in their absence a member of the Club Committee, shall enter minutes of General Meetings into the Club records.

9. Club Teams

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

All teams should play in the Club's officially sanctioned kit supplied to them. Home colours are Orange tops, Black bottoms and Black socks unless there is a clash of colours with the opposing team at an away fixture, when they will wear the away/training kit. Away colours are Blue top, Blue Shorts and Blue socks (unless that team use the home Black shorts and Black socks).

All team Managers and Coaches will wear the Clubs officially sanctioned kit. This is a Grey top and tracksuit bottoms along with matching coats and t-shirts depending on the weather conditions. This is to clearly identify Club officials to other persons present at a football related activity.

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

10. Club Finances

A bank account has been opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairman, Club Secretary and the Treasurer. No sum of money shall be drawn from the Club Account except by the Treasurer.

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

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

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

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

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

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

On their removal or resignation, a Custodian shall execute a conveyance in such form as is published by The Football Association from time to time to newly – elected Custodians or the

existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting (SGM) shall be convened as soon as possible to appoint another Custodian.

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

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

11. Club Communications

Club Communications – Our Approach

Good communication is essential to running a safe, well-organised and forward-thinking football club. At Hilton Harriers we use a mix of meetings, digital platforms and self-service tools to make sure managers, volunteers, players and parents stay informed, supported and connected.

Our aim is simple: the right information, to the right people, at the right time - with as little friction as possible.

How We Communicate

11.1 Quarterly Managers' Meetings

We hold Managers' Meetings every quarter, alternating between in-person and virtual sessions. These meetings keep managers up to date on both short-term plans and long-term club strategy, and often include guest speakers to support learning, development and inspiration.

11.2 WhatsApp

WhatsApp is our primary tool for day-to-day operational communication.

We use:

- An All-Managers group for club-wide updates
- Sub-groups (such as The Mease and Back Lane) for location-specific messages

This ensures messages reach the right people without overwhelming everyone.

11.3 Team Fee Pay Platform

Our Team Fee Pay platform is not just for collecting fees — it also allows us to communicate directly with players and parents, ensuring important financial and club messages are delivered consistently and securely.

11.4 Facebook

Facebook is our main public-facing social channel, used to:

- Share club news and success stories
- Promote events and activities
- Celebrate players, teams and volunteers
- Engage with the wider Hilton community

11.5 Club Website

Our website is the club's main public information hub and includes:

- Details of all HHFC teams
- How to join the club
- The Mease Pavilion and facilities
- Find us and contact us
- A growing library of public-facing documents, including:
 - Club Handbook
 - Managers' Handbook
 - Policies, guidance and key club information

11.6 Managers' Digital Assistant

Our new Managers' Digital Assistant - a self-service support tool that allows managers to:

- Get answers instantly
- Access guidance without emailing or calling
- Search the Managers' Handbook
- Find policies, processes and forms quickly

This helps reduce admin and ensures everyone is working from the same, up-to-date information.

Why this matters - Clear, consistent communication is one of the foundations of a safe, successful and well-run football club.

With hundreds of players, dozens of teams and a large volunteer workforce, it is essential that important information is shared accurately and on time. Without strong communication, safeguarding processes can fail, compliance can be missed, and volunteers can become overwhelmed or frustrated.

Our communications approach is designed to:

- Protect players by ensuring safeguarding, welfare and compliance messages reach the right people
- Support managers and volunteers by making information easy to find and reducing unnecessary admin
- Prepare the club for growth by keeping everyone aligned on what is happening now and where we are heading
- Build trust with parents, partners and the wider community through clear and transparent public communication

By using the right channels for the right purposes, Hilton Harriers creates a club that is easier to run, safer for young people, and more enjoyable for everyone involved.

We will regularly review how we communicate and what are the best platforms to use. For us to achieve our objectives in this key area.

12. Dissolution

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

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

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

13. Safeguarding Children Policy

Hilton Harriers FC Child Protection Officers

The Club has a child welfare officer who has completed the Safeguarding children/Welfare officer's courses run by the FA. They also have contact with the Derbyshire FA child welfare officer, they are:

Hilton Harriers Welfare Officer - Claire Ecclestone – 07734 468372 or welfareofficerhiltonharriers@gmail.com

Derbyshire County FA Welfare Officer – Jenny Blewitt – 01332 361422

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

NON-ACTION IS NOT AN OPTION IN CHILD PROTECTION

13.1 Hilton Harriers Football Club acknowledges its responsibility to safeguard the welfare of every child and young person and is committed to providing a safe environment for all. We recognise that a child is anyone under the age of 18 and subscribe to The Football Association's (The FA) Safeguarding Children Policy and Procedures. Hilton Harriers Football Club endorses and adopts the following key safeguarding principles:

- the child's welfare is, and must always be, the paramount consideration.
 - all children and young people have a right to be protected from abuse regardless of their; age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity;
 - all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
 - working in partnership with other organisations, children and young people and their parents/carers is essential.

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

13.2 Hilton Harriers Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that the FA's Safeguarding Children Regulations (see [The FA Handbook](#)) apply to everyone in football whether in a paid or voluntary capacity, including coaches/managers, volunteers, match officials, helpers on club tours, or medical staff or other club officials/helpers.

13.3 We endorse and adopt The FA's Safer Recruitment guidelines and we will:

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

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

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

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

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

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

13.5 We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players and parents/carers should be able to access our anti-bullying policy and know that incidents will be dealt with appropriately. Incidents need to be reported to the CWO and in cases of serious bullying the CFA Designated Safeguarding Officer may be contacted.

13.6 Codes of conduct for Players, Parents/ Spectators, Officials and Coaches (as required by the CPSU Safeguarding Standards) have been implemented by Hilton Harriers Football Club in order to police these codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances.

13.7 Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility if you are worried about a child, it is important that you report your concerns – no action is not an option.

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

- Contact the Police or Children's Social Care;
- Call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk.

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

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

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

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

13.9 Changing rooms and showering facilities

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

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

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

The FA's Safeguarding Children Policy and Procedures (including the anti-bullying policy) are available via:

[Section 1 - football's safeguarding framework - Safeguarding | The Football Association](#)

The FA's Safer Recruitment guidance is available via:

[Section 3 - safer recruitment and DBS Checks - Safeguarding | The Football Association](#)

14. Club Equality & Anti-Discrimination Policy

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

14.2 Hilton Harriers in all its activities will not discriminate or in any way, treat anyone less favourably on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The club will ensure it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in and enjoy its activities. Hilton Harriers will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs. This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

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

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

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

15. Anti-Bullying Policy

15.1 STATEMENT OF INTENT

We are committed to providing a caring, friendly and safe environment for all our members, so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Hilton Harriers Football Club. If bullying does occur, all club members and parents/carers should be able to tell their club about this and know that incidents will be dealt with promptly and effectively by the club.

We are a **TELLING** club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any committee member. Hilton Harriers Football Club is committed to playing its part to teach players to treat each other with respect.

15.2 WHAT IS BULLYING?

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

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

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

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

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

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

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

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

- Racist: Targeted at ethnicity, skin colour, and language, religious or cultural practices.
- Homophobic, Bio phobic and/or Transphobic: Targeted at actual or perceived sexuality and/or gender.

- Sexual and/or sexist: Sexual and/or sexist behaviour that is intended to cause offence, humiliation or intimidation.
- Disablist: Targeted at an impairment or special educational need.
- Targeting any 'difference': Bullying behaviour can also be targeted at 'looks', weight and height, colour of hair, wearing glasses or braces, acne, psoriasis and eczema, scars, marks or conditions of the face or body, body odour, poverty, gifts and talents or family situation (e.g. divorce, bereavement, homelessness).

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

15.10 PROCEDURES

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

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

16. Coaches Child Protection Policy Guidelines

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

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

16.2 Everyone should be aware that as a rule - it does not make sense to:

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

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

16.4 Adults should never.

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

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

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

16.7 If you accidentally hurt a child or young person and he/she seems distressed in any manner, or appears to be sexually aroused by your actions, or misunderstands or misinterprets something you

have done. Then you should report any such incident as soon as possible, to another colleague, and make a brief written note of it. Parents / Guardians should be informed of the incident.

17. Club Official Recruitment Policy

17.1 Recruitment and Selection of Officials & Volunteers

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

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

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

18. Club Officials Code of Conduct

All Officials of Hilton Harriers Football Club, in whatever capacity, must always abide by the following:

18.1 Obligations towards the Game & Match Officials

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

18.2 Obligations towards the Players

- You must respect the rights, dignity and worth of each and every person. Treat each and every person equally within the context of the sport.
- You should emphasise enjoyment and fun as well as encouraging your players to play by the rules.
- You must place the well-being and safety of each player above all considerations, including the development of performance.
- Explain exactly what you expect of players and what they can expect from you.
- Ensure all parents/carers of all players under the age of 18 understand these expectations.
- You must develop an appropriate working relationship with each player based on mutual trust and respect.
- You must not exert undue influence to obtain personal benefit or reward.
- You must encourage and guide players to accept responsibility for their own behaviour and performance.
- You should support all efforts to remove verbal and physical abuse from children's sporting activities.
- You should never be abusive, sneer or use sarcasm against a child for making a mistake.
- You should always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the laws of the game, behaviour contrary to the spirit of the laws of the game or relevant rules and regulations or the use of prohibited substances or techniques.
- You must co-operate fully with other specialist's (e.g. other coaches, officials, doctors, physiotherapists) in the best interests of the player.
- You must consistently display high standards of behaviour and appearance.
- You must never use or tolerate inappropriate language.
- You should never be alone with any child
- Abide and Understand the Club Goalpost Safety Guidelines (the-fa-handbook-2025-26--october-14-2025-update.pdf section 37)

- You should check that all equipment and playing areas are safe for the children and MUST be inspected prior to play. ALL potential or real safety breaches MUST be rectified or safety established before play can commence. ALL such incidents MUST be reported in writing to the Club Secretary within 5 days of the incident.
- You must be aware of people, other than the supporters, who are taking photos or videotape of the teams and if need be, question why they are doing so.

18.3 Obligations towards the Team

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

18.4 Obligations towards the Club

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

18.5 Sanctions

I understand that if I do not follow this Code, one or more of the following actions may be taken by my club, County FA or The FA I may be:

- Required to meet with the club, league or County Welfare Officer.
- Required to meet with the club committee.
- Monitored by another club coach.

- Required to attend a FA education course.
- Suspended by the club from attending matches.
- Suspended or fined by the County FA.
- Be required to leave by the club.
- My FACA (FA Coaches Association) may be withdrawn.

19. What Parents & Players Can Expect from the Club & Officials

19.1 Your Manager or Coach will:

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

19.2 Your Manager or Age Group Lead will:

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

20. Parents / Guardians & Spectators Code of Conduct

Relax and enjoy watching your child play!

We all have a responsibility to promote high standards of behaviour in the game. This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment. Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything - play your part and always abide by the following: -

20.1 Obligations towards the Game & Match Officials

- Always respect the match officials' decisions & encourage the players to respect the opposition, referee and match officials.
- Avoid criticising the Referees and their decisions; please, suffer in silence if you feel a mistake has been made, WE ARE NOT ALL PERFECT!

20.2 Obligations towards the Players

- Never force a child to play football – But when he/she does play, please try and attend, because although they will not admit to doing so, all players enjoy the opportunity of demonstrating to their parents /guardians how well they can play.
- Avoid criticising a player for making a mistake – mistakes are part of learning.
- Encourage a child to play by the rules.
- Remember that children play for FUN, playing football for their enjoyment – NOT YOURS!
- Please make sure your child comes prepared for training i.e. wearing appropriate clothes for the weather, has a raincoat if the conditions change, has plenty of fluids especially in hot weather and can you please apply any sun protection cream when needed.
- Applaud effort and good play as well as success.
- Parents or Guardians wishing to photograph or video the children do so on the understanding that it is for their personal home use and no other.

20.3 Obligations towards the Team

- Do not question a Managers or Referees fairness or ability. Remember children learn by example.
- Your child is accepted for training with Hilton Harriers Football Club, on the basis that the Parents / Guardians act in a reasonable and courteous manner both to the Managers, children and parents of your child's team, as well as the other teams Managers, parents and players.
- Let the coach do their job and not confuse the players by telling them what to do.
- Do not insist that your child should be given a place or particular position, as this is the decision of the Managers.
- If you do wish to discuss anything with your child's Manager / Coach, then please can you wait and speak to them after training/match has finished or in private, not in front of the children. If you wish to speak to a Manager outside of their club duties, please make a mutually convenient appointment.
- Please inform your child's manager/ coach if there is any change in your child's health or medication.

20.4 Obligations towards the Club

- Parents & Supporters must not engage in social media in a way that might bring them into disrepute with the club or the FA. Examples may include posting or engaging in posts involving criticism of the club, players, club or match officials or opponents, likewise no images of club activities should be posted online.
- Applaud good football – by either team!
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.
- Parents or Guardians should never smoke near to the edge of the pitch or training area. Anyone wishing to smoke must find an appropriate area away from the children.
- Please always be courteous when dealing with club coaches, managers, officials and other volunteers, respecting their privacy whilst away from club activities. Verbal or physical abuse to club officials will not be tolerated.
- Remain outside the field of play and within the Designated Spectators' Area (where provided).
-

20.5 Sanctions

I understand that if I do not follow this Code, one or more of the following actions may be taken by my club, County FA or The FA I may:

- Be issued with a verbal warning from a club or league official.
- Be required to meet with the club, club committee' league or CFA Welfare Officer.
- Be obliged to undertake an FA education course.
- Be obliged to leave the match venue by the club and or be requested by the club not to attend future games.
- Be suspended or have my child's club membership removed and be required to leave the club.
- In addition: The FA/County FA could impose a fine and/or suspension on the club.

21. Players Code of Conduct

All Players at Hilton Harriers Football Club must always abide by the following.

Team players are chosen solely on merit, but a large degree of self-selection occurs; in as much as those who really want to play; make sure they regularly attend practice sessions. A player cannot expect to be selected for the start of a game' if he or she does not come to practice.

21.1 Obligations towards the Game - A Player should:

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

21.2 Obligation towards One's Own Team - A Player should

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

21.3 Respect towards Opponents - A Player should:

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

21.4 Respect towards the Match Official - A Player should:

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

21.5 Sanctions

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

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted or be suspended from training or be required to leave the club.
- In addition:
- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct.
- The FA/County FA could impose a fine.

22. FA Code of Conduct – Links to official FA documents

22.1 The Respect codes of conduct are in place to ensure that everyone involved within an FA Charter Standard club or league is playing their part to give the players a positive experience. We have individual Respect codes of conduct for:

- Young Players
- Adult Players
- Coaches, Team Managers and Club Officials
- Spectators and Parents/Carers
- Match officials

All of the official Codes of Conduct FA documents are available to view and download here
[Play your part - Code of Conduct - Respect | The Football Association](#)

23. Privacy Statement

23.1 Hilton Harriers Privacy Notice

Hilton Harriers take your privacy very seriously.

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

23.2 What personal data we hold on you?

Personal data means any information about an individual from which that individual can be identified.

We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members.

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

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian. Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.

23.3 Why we need your personal data?

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

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

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

Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR.
Processing membership forms and payments/ subs	Performance of a contract
Organising events such as training and matches	Performance of a contract
Sending out match or Club information and updates	Performance of a contract
Sharing data with coaches, managers or officials to run training sessions or enter events	Performance of a contract
Sharing data with leagues we are in membership of, county associations and other competition providers for entry in events	Performance of a contract

Sharing data with committee members to provide information about club activities, membership renewals or invitation to social events	The Club has a legitimate interest to maintain member and participant correspondence for club community purposes.
Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority or the Football Foundation	The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants and its members.
Publishing match and league results	Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with the consent of parent/guardian
Sending out marketing information such as newsletters and information about promotions and offers from sponsors	Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent.
To ensure we understand possible health risks	Consent. We will only process details on your medical history with your consent.

24. Appendix: FA Safeguarding Resources

This FA page contains a comprehensive library of safeguarding and welfare guidance, policies and templates for clubs, volunteers and parents. All of these documents are free to download and help everyone understand how football keeps young people safe. You can access the full directory here:

[https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory \(www.thefa.com\)](https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory)

Below is a summary of the most relevant resources and how they can be useful for parents and carers:

24.1. Safeguarding Policies and Procedures

- FA Safeguarding Strategy – outlines the national approach to keeping children safe in football.
- Football's Safeguarding Children Policy – the core safeguarding rules that all clubs follow.
- Grassroots Policy & Procedures – practical application for community clubs.
- Editable Policy Templates – clubs can adapt these to local needs.

These help parents understand the standards every club must meet. (www.thefa.com)

24.2. Reporting and Support

- How to report a safeguarding concern – clear steps if you are worried about a child's welfare.
- Safeguarding referral form – official form for reporting concerns.
- Support guidance – advice on what to do if an allegation is made, or if a child discloses abuse.

This ensures parents know how to raise concerns and where to find help. (www.thefa.com)

24.3. Safer Recruitment and DBS Information

- Guidance for recruiting volunteers safely – ensuring people working with children are suitable.
- DBS (Disclosure & Barring Service) – explains who needs checks and why they matter.
- Eligibility of Roles & handling of certificates.

These pages explain safeguards around adults working with youth players. (www.thefa.com)

24.4. Welfare and Behaviour Guidance

- Appointing a Welfare Officer – outlines the role and responsibilities of the club's safeguarding lead.
- Welfare Officer Code of Conduct – expectations on behaviour and professionalism.
- Ratios / Physical Contact / Managing Challenging Behaviour – practical behaviour guidance.
- Providing a Positive Welcome – how clubs create a friendly, supportive environment.

These help parents understand how welfare is supported through club practice. (www.thefa.com)

24.5. Digital and Young People Guidance

- Safeguarding in the digital world – guidance on online safety and club digital communication.
- Know Your Rights (16-17 year olds) – information aimed at older youths.
- Inclusive safeguards such as supporting deaf and disabled children.

These are useful for modern challenges parents and players may face. (www.thefa.com)

24.6. Parent-Specific Resources

Within the directory you'll also find:

- Questions parents and carers should ask when joining a club.
- Photography & filming children guidance to protect privacy.
- Tips to ensure your child's online safety and signs to look out for if you're worried.
These are practical tools to help parents actively participate in keeping football safe.
(www.thefa.com)

24.7 How Parents Can Use These Resources

- Get informed: Look at the parent-specific guidance to understand key safeguarding expectations and responsibilities.
- Ask questions: Use the "Questions you should ask" guidance when engaging with club staff.
- Know how to act: Keep the reporting guidance handy so you know what to do if something doesn't feel right.
- Support club practice: Encourage your club to use the policy templates to maintain high safeguarding standards.