

Codes of Conduct Key Reminders

<p>Criminal Record CHECKED </p> <p> Disclosure & Barring Service</p>	<p>All helpers or assistant coaches that you use, must be agreed with the clubs committee in advance, and must have CRB checks done. This must be in place before they start helping/coaching</p> <p>Failure to complete the CRB check will result in that person not being able to assist you.</p>
 	<p>Ensure you have your parents and/or players contact details and any medical details.</p> <p>Use the club's health & contact form to collect this information and have it with you at training/match day.</p>
	<p>Communicate regularly and effectively with:</p> <p>Players & parents on training times, match details & club/league updates.</p> <p>Club committee with any queries/questions or issues that arise. Reporting of any on field infractions, accidents/incidents and responding to the committee in the desired timeframe when required.</p> <p>With other club volunteers on the clubs WhatsApp groups, notifying them of any fixture change that may affect them.</p> <p>Opposition if you are required to confirm the match details.</p>
	<p>As per FA safeguarding policy, under no circumstances should you or any parent take part in a youth (U18's) training session/match with your team.</p> <p>Please note if a participant is injured because of not adhering to this rule, it will not be covered by the club's insurance.</p>
	<p>Managing and maintaining your issued kit & equipment, feeding back to the relevant committee member if you require any top ups or replacements.</p> <p>Wearing your club attire when representing the club.</p>
	<p>Maintaining and updating your volunteer qualifications to be compliant with governing body requirements.</p> <p>Please note without valid qualifications, you may not be able to fulfill your role at the club after a certain time.</p>

As A Club Representative

- Communicate with the committee & other managers when required & in desired timeframe.
- Emergency health forms are filled out by each player, copies to be kept with the you & taken with you to each game/training session along with your first aid kit. The club welfare officer will have a copy of these via club membership form.
- Appoint a parent representative to your team (Seniors, 2 player representatives instead, one of which can be the captain).
- Ensure you have the appropriate club clothing, which can be ordered through the club treasurer. This clothing must be worn on a match & training days.
 - Any club clothing issued to you, that is lost must be replaced by you at your cost.
- Ensure you are added to the clubs WhatsApp groups for playing pitch sizes relevant to your team.
- To ensure that all competition and FA rules and regulations are abided by.
 - League paperwork requirements are met: Squad lists, match day cards, player registration, referee score card etc.
 - If the club is levied with fines by the league for any incorrect paperwork submission, or breaches of league or FA rules by me or my team's player's parents/spectators, the team/manager may incur these fines.
- Hold a Respect & codes of conduct briefing with your team's players & parents/supporters, enlisting the help of the club Welfare Officer if required.
- Conduct a training session at least once a week:
 - As per FA safeguarding policy, under no circumstances should you or any parent take part in a youth training session match with your team.
 - Please note if a participant is injured as a result of not adhering to this rule, it will not be covered by the clubs insurance.
 - All helpers or assistant coaches that you use, must be agreed with the clubs committee in advance and must have CRB checks done. This needs to be in place before they start helping/coaching
 - Failure to complete the CRB check will result in that person not being able to assist you.
- Equipment taken from football store cupboard is put back in correct place.
- Keep track of club issued kit & ensure its return when a player leaves the club or when requested back from a player.
 - This may mean arranging a convenient time for you to collect the kit from a player/players parents.
- Away/training kits, jackets, track suits & bags are funded by the team obtaining a sponsor; the club has a set design for away shirts and must be used if obtaining an away kit.
- Away/training kits are to be used for kit clashes only at away games and training (unless same sponsors for both home/awaykits). Home shirts must be worn at home games(unless you are playing another Anchorians team).
- Team equipment (including medical kit) must be ordered through the Treasurer or Chairperson.
- If you are approached by a parent from another Anchorians team about their child transfer to your team, please inform a committee member in the first instance. Do not engage in any further conversations, until the committee have informed you to do so.
- Any required expenditure needs to be put in writing to the Club Treasurer and Chairperson for approval before purchase is made. With any approved purchases receipts must be kept and handed to the Treasurer, who will

- reimburse you. (please note, failure to provide a receipt may mean the club not reimbursing you for the expenditure).
- Inform the club secretary immediately if the following takes place that involves any Anchorians team, its manager(s), coaches, player(s), parents/carers or supporters on a match day:
 - A verbal or physical altercation with the opposing team's Manager(s), coach, parent(s), player(s) or supporter(s).
 - A verbal or physical altercation with any match official or linesman, that results in the referee stopping play & speaking to the team manager or individual about their conduct.
 - The issuing of any Red or Yellow cards.
 - Serious injuries that may happen to ours or our opponents' players.
 - An Anchorians accident/incident form must be filled out for any of the above and sent to the Club Secretary & Welfare Officer on the day that the accident/incident taken place.
 - Attendance at managers meetings when requested, apologies must be given to the invitee in advance of the meeting if unable to attend.
 - If you are unable to attend either the parent or player rep or another member of the teams coaching staff should attend in your place.
 - Failure to have representation for your team in 2 consecutive meetings will result in you attending a meeting with the Club Management Committee.
 - Help promote & support the annual tournament, social events & presentation nights.

Qualifications

- Required qualifications are attained and kept up to date.
- The club will support you with additional qualifications if you show prolonged commitment to the club, this will be via the bursary scheme.
 - Any course that the club full or part fund for me must be attended, failure to attend (or finish the course), unless notice of cancellation is given in the desired cancellation timeframe prior to the course taking place, will result in me or my parent/carer being liable to pay any cancellation fee, the full cost of the course and reimburse the club with the funding they have paid towards the course.
- If you choose to stop coaching or leave the club within 1 calendar year of final qualification of a course(s), you will be liable to pay back the full cost of the course(s) or the funding the club has contributed towards the course, to the club.

Sponsors

- Every team must have a photo taken at least once every 2 seasons. Sponsors.
 - The clubs sponsorship team will liaise with you and the clubs photographer to arrange your team photo.
- If your team has a sponsor, please ensure you send into the clubs sponsorship team a bi-monthly report with what is happening with the team, match reports, photos etc..
- Where applicable some sponsors may have banners they have produced in-conjunction with the club, which need to be displayed on a match day.

Match Day's

If at home:

- Refer to the weekly fixture schedule issued by the fixture secretary that will confirm your kick off time, Pitch No and Referee.
- If applicable inform your opposing team in writing of the kick off time, within the required timeframe including facilities available to them at our club (toilets, changing rooms etc.), pitch no, your teams colours, parking requirements including maps, Covid Risk Assessments, Track & Trace document and Match Day Safety Guide
- Ensure you receive written communication back from opponents.
- Communicate to parents & players about details of match.
- Check goals meet the FA goalpost safety guidelines.
- Undertake a pitch inspection prior to your kick off to ensure it is fit for purpose, also due to any inclement weather. The clubs committee will undertake a pitch inspection first thing on a match day and inform of any cancellations via the WhatsApp groups.
- Ensure that spectators are standing behind the Respect barrier on the opposite side of the pitch. Nobody can stand behind the goals and only the teams management (3 max) can stand on the coaches side of the pitch.
- Depending on your kick of time you may need to set up your pitch on match day: goals, goal nets, corner flags (no slalom poles are to be used) & respect barriers.
- Alternatively, you may need to take the pitch down if you are the last game on a pitch.
- Ensure all rubbish is cleared from around your pitch and safely disposed of.
- If at home, confirm your appointed referee to Club Treasurer for them to make payment to the referee. On the odd occasion you may need collect a fee from the Club Treasurer at your training session.
- Ensure league match day paperwork is filled out and kept.
- League appointed match officials are offered refreshments at half time.
- Reporting match result to the relevant appointed official and/or record it on your leagues FA Full Time system, normally by 5pm on a match day.
- Record the match day details on your leagues FA Full Time system, normally by 9pm on a Wednesday following the match day.

If away:

- If applicable communicate in writing back to opponents of match details upon receipt.
- Communicate to parents & players about details of match: time, venue, directions etc.
- Ensuring match day paperwork is filled out and returned correctly.
- Ensure that no litter or mess is left by the team whether at matches or training.
- Reporting match result to the relevant appointed official and/or record it on your leagues FA Full Time system, normally by 5pm on a match day.
- Record the match day details on your leagues FA Full Time system, normally by 9pm on a Wednesday following the match day.
- If you wish to step down from your role or leave the club, all equipment issued to you must be returned. Confirmation of your decision must be put in writing to the Club Chairperson, relevant Vice Chairpersons & Club Secretary.

Anchorians & FA's Code of Conduct for managers & coaches is followed at all times, as detailed below:

On and off the field, I will:

- 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
- Ensure that the parents/carers & spectators adhere to the FA respect campaign and the codes of conduct they have signed.
- 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.
- Never smoke or consume alcohol in & around the field of play.
- Never engage in conversation with players/parents from other Anchorians teams, about joining your team.
- Not to engage in any chat or comments on any social networking site that could be deemed detrimental to the club, our players, match officials, other clubs & their players.

When working with players, I will:

- Follow the Anchorians Football Club ethos, every player plays, no matter their ability
- Remember that players play for Fun & Enjoyment
- Place the well-being, safety & enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me

- Ensure all parents/carers of all players under 18 understand these expectations
- Not shout or bellow at players constantly
- Never engage in or tolerate any form of bullying
- Not show unacceptable favouritism to any individual player.
- Never punish or belittle a player for losing a match or making mistakes.
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age & maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.
- Ensure every player play's and where possible has equal match time.

I understand that if I do not sign up to & undertake the roles, responsibilities & follow the code of conduct any/all of the following actions may be taken by the Anchorians football club, County FA, league or The FA:

- Required to meet with the Anchorians Football Club Committee
- Required to meet with the club, league or County Welfare Officer
- Monitored by another club coach
- Required to attend an FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the Anchorians Football Club.

In addition:

- My FACA (FA Coaches Association) membership may be withdrawn.

Club Privacy Notice

Anchorians FC (Club) ("we", "our", "us") take your privacy very seriously.

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

What personal data we hold on you

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

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

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

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.

Why we need your personal data

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

The reason we need participants' and members' personal data is to be able to run the football club and arrange matches; to administer memberships, and provide the

membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

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

Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR.
<i>processing membership forms and payments/ subs</i>	<i>Performance of a contract</i>
<i>organising matches</i>	<i>Performance of a contract</i>
<i>sending out match or Club information and updates</i>	<i>Performance of a contract</i>
<i>sharing data with coaches, managers or officials to run training sessions or enter events</i>	<i>Performance of a contract</i>
<i>sharing data with leagues we are in membership of, county associations and other competition providers for entry in events</i>	<i>Performance of a contract</i>
<i>sharing data with committee members on the Club & The Anchorians Association to provide information about club activities, membership renewals or invitation to social events</i>	<i>The Club has a legitimate interest to maintain member and participant correspondence for club community purposes.</i>
<i>sharing data with third party service or facility providers</i>	<i>The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Club, participants and its members.</i>
<i>sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority</i>	<i>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.</i>
<i>publishing match and league results</i>	<i>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 written consent of parent/guardian</i>
<i>sending out marketing information such as newsletters and information about promotions and offers from sponsors</i>	<i>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.</i>
<i>To ensure we understand possible health risks</i>	<i>Consent. We will only process details on your medical history with your consent.</i>

Who we share your personal data with

When you become a member of the Club, your information, if you are a coach or volunteer will be or if you are another participant may be (depending upon which league(s) your team plays in) entered onto the Whole Game System database, which is administered by the FA. We also pass your information to the County FA, leagues and The Anchorians Association to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club's data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data one year after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on Whole Game System is subject to their privacy policy so we advise you review that policy together with this notice. If you

would like your personal data to be deleted from Whole Game System then please contact them.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact The Club Secretary Jenny Longbottom by email, to anchoriansfcsecretary@gmail.com

Roles, Responsibilities, Rules & Regulations Declaration

The rules & regulations govern: the high standard of conduct expected by everyone connected with the club, this is to ensure that we as a club provide a fun & safe environment for our players to participate in. These rules & regulations act as a contract between the Managers/Assistant, Managers/Coaches, Volunteers and Anchorians Football Club that works together as one club. Before signing, please make sure you have read and understood our rules and regulations.

Any questions about the rules and regulations should be directed to the Chairperson, Vice Chair Persons or Club Secretaries.

By signing you are agreeing to abide by the rules and regulations of Anchorians Football Club.

Manager/Assistant Manager/Coach/Volunteer

I hereby agree to the rules detailed in this document and will behave in a manner that is expected of me whilst being a Manager/Assistant Manager/Coach or volunteer for Anchorians Football Club.

