

Hawks Football Club

Members Handbook

2023-2024

Constitution, Policies, Rules, and Codes of Conduct



Revision 1st September 2023

Dear Parents/Guardians & Players

We are pleased to welcome you to Hawks Football Club for the 2023/24 Season. As always, we are hoping for a fun and enjoyable football experience for all our youngsters and those associated with the club.

The Club was established to support youth football and sport, ensuring it is played within its rules and championing the Spirit of Sport, respect, and fair treatment of our young members.

We are a registered charity and an English Football accredited club.

One of our commitments is to strive to remain the best value club in the area with affordable prices for all.

We want to make a difference to Young People's lives and to be the Most Respected Grassroots Sports Club in the Area. We want to be the number one choice for anyone playing local football.

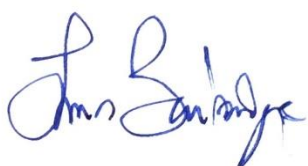
To help us and our club officials we have our Own "Hawks DNA", including a website which explains, who we are, how we play and how we coach and our values. Our Club website, constitution and handbook explain what we are about and what is important to us.

Our main commitments are the fair and equitable treatment of our young players, and we have a "player pitch time guarantee" so all our young players get to play in games and are treated equally. Our expectations are all players will get to play **a minimum** of 50% of pitch time in games.

We expect all our members to respect sports traditional values and make an important contribution to upholding these values and the associated Codes of Conduct set out in this Handbook.

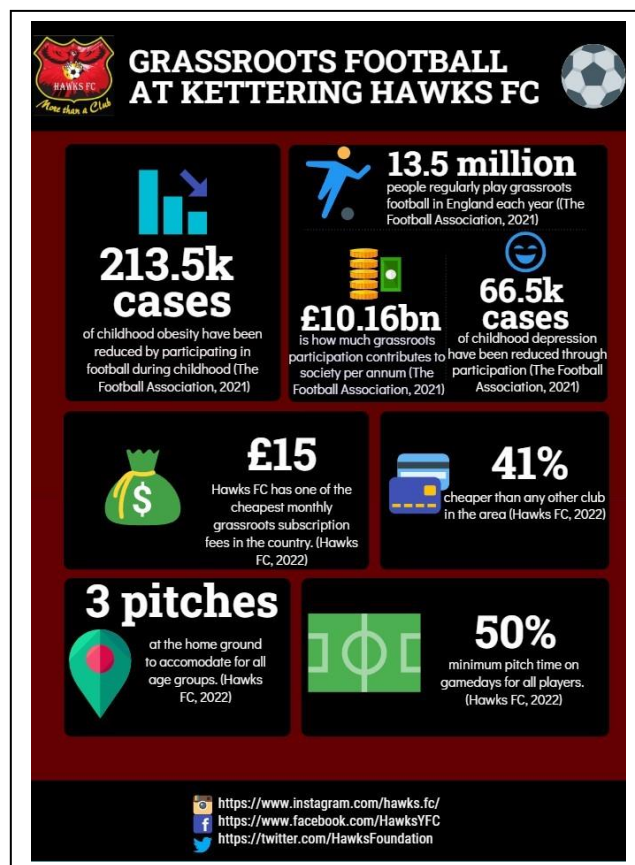
This Handbook 2023/24 contains our club constitution, policies, and details about how we are run.

For more information, please contact any of our committee and please visit the Hawks website: www.hawksfc.co.uk



James Bambridge
Chairman & Trustee
Hawks FC

1st September 2023.



OUR STORY

The original Hawks team was started with 8 youngsters aged 5 in 2008. They joined the Weetabix Youth Football League, in Kettering, Northants in 2009. The club moved to Kettering Sports Club in 2012 where we are still based. Hawks FC runs the football section of the wider Sports club. Hawks Football Club obtained charitable status a year later in 2015. We are affiliated under the Northamptonshire Football Association and are an English FA Accredited Club. We are an Northants FA approved "Right Minded" club linked to our strong values and support towards making grassroots football a child friendly place where children and young people can enjoy the game.

The club has strong values around participation. We make sure all youngsters get fair playing time and opportunities in our teams. The club has a Player pitch time guarantee to ensure all players are treated fairly. The club offers the best value for money football in the local area. In 2017 the club started developing a successful mini-soccer section and now attracts youngsters from the Kettering Leisure Village area for its younger age teams. The mini soccer section has 4 teams from aged 7 to 12 in the Weetabix league. In 2023 the Hawks Fusion U10s became the first team at the club to win a trophy.

The original Hawks Torcida team were the one remaining team of the 2008-09 league intake entry to complete the full 13 year youth football cycle from Under 6s to Under 18s in 2022 in the local area. They completed their youth grassroots football cycle with a ground-breaking and successful tour of Portugal in 2023. The Torcida team kept some of the original Hawks players who are still playing and are involved at the club. The three families connected with the establishment of Hawks are still actively involved in the running of the club ensuring its founding values remain strong.

The Club has its own DNA and 10 Core Values centred around setting high standards linked to how football can make a difference to young peoples lives. Hawks Teams like to play exciting football taking plenty of risks to score goals.

Hawks FC had very humble beginnings having formed with only £20. Today we play at our own club ground which is the envy of many local clubs with its beautiful pitches and top of the range UEFA goals and equipment. Our own ground and equipment means all year round football for all the clubs teams and youngsters.



HAWKS FOOTBALL CLUB

CHARITY BOARD OF TRUSTEES

Trustees, Founders, Life Members, Club Custodians

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|  Carla Bambridge Vice Chairman DNA & Club Values |  Luke Doughty Assistant Secretary Sports Club & Events |  James Bambridge Chairman & Secretary Treasurer & DNA |  Sarah Chandler Financial Controller |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|

FOOTBALL OPERATIONS TEAM 2023/24

Maximum of 5 General Reps who are Full Club Members plus Club Welfare Officer (only 2 Associate Reps are permitted)

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
|  Adam Doughty General Representative |  Paul McLaughlin Mini Soccer |  Simon Hawes Youth Soccer |  Marcus Lewis Welfare Officer |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|

FA LICENSED COACHING TEAM 2023/24

| | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|  James Bambridge UEFA C, Futsal L1 FA Youth Mod L2 |  Carla Bambridge Level 1 (U9s) |  John Gore Level 1 (U12s) |  Paul McLaughlin Level 1 (U7s) |  Simon Hawes Level 1 (U11s) |  Marcus Lewis Level 1 (U12s) |  Adam Doughty Level 1 |  Luke Doughty Level 1 |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|

HAWKS DNA & VALUES



THE HAWKS PITCH TIME GUARANTEE

AT HAWKS EVERY YOUNG PLAYER IS GUARANTEED
AN ABSOLUTE MINIMUM OF 50% PITCH TIME
IN EVERY GAME THEY PLAY AT OUR CLUB.

ALL PLAYERS WILL BE TREATED FAIRLY AND AS EQUALS

PLAYING IN DIFFERENT POSITIONS IS GOOD TO DEVELOP
THE ONLY POSITION WE HAVE IS "ON THE PITCH"



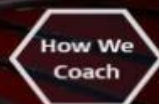
More than a Club



*Making a Difference
to young people's lives*

Play your part and support Hawks FC's Values & Club DNA

- **SPORTSMANSHIP** - Respect and Fair Play is expected.
- **PRIDE & IDENTITY** wearing the Red and Black Half and Half Shirt and badge
- **FAIRNESS** for Children including 50% minimum Pitch time – They are the ones that play.
- **ATTACKING, RISK TAKING & CREATIVE FOOTBALL**– We don't do "Clear it" or "Get Rid"
- **DEVELOPING BETTER PEOPLE** especially Young Leaders of the future
- **RESPECT & POSITIVE BEHAVIOUR** from all at the club
- **HIGH STANDARDS & INTEGRITY** in the way we work
- **SIDE BEFORE SELF** every time
- **LEGACY** – The only thing that changes is the size of the shirt - Leave it in a better place
- **MORE THAN A CLUB** – This is Our club - We want it to be the most respected in the area





This is to confirm that
HAWKS FOOTBALL CLUB

was entered on the Register of Charities on

8 January 2015

Registered charity number:

1159849

Rt Hon Baroness Stowell of Beeston MBE
Chair

Dr Helen Stephenson CBE
Chief Executive Officer

This certificate confirms that a charity has been entered on to the Register of Charities.
You can check a charity's current registration status by visiting the Register of Charities at
www.gov.uk/charity-commission



CHARITY COMMISSION
FOR ENGLAND AND WALES

Hawks FC - Charity Constitution

1. Name:

The Club shall be called Hawks Football Club (the "Club").

2. Objects

The Charitable Objects of the Club are:

- a) To advance the amateur sport of association football.
- b) To promote the principle of "Sport for All", with equality of opportunity regardless of ability or skill, in a safe environment played within the Spirit of Sport, Club Values as well as the Laws of the game.
- c) To act with fairness and integrity with the aim of setting high standards of conduct in the sport.
- d) To promote community participation in healthy recreation by providing facilities in the town of Kettering for playing Association football.
- e) To provide and assist in providing facilities for sport, recreation and other leisure time occupation of people who have need of such facilities because of their youth, age, infirmity or disablement, poverty, or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their conditions of life.
- f) To advance the education and wellbeing of children and young people whether or not undergoing formal education.

3. Powers

In furtherance of the Objects but not otherwise the Trustees & Club Committee shall have the following powers:

- (a) To raise funds and to invite and receive contributions.
- (b) To trade in the ordinary course of carrying out the Objects of the Club and carry on any other trade which is not a substantial and permanent trading activity, and which is not expected to give rise to taxable profits.
- (c) To buy, take on lease or exchange, hire or otherwise acquire real or personal property necessary for the achievement of the Objects and to construct, maintain and alter buildings or erections.
- (d) To sell, lease or dispose of all or any part of the property of the Club.
- (e) To borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed subject to such consents as may be required by law.
- (f) To employ such staff as are necessary for the proper pursuit of the Objects and to make all reasonable and necessary provision for the payment of pensions for staff and their dependents.
- (g) To invest monies of the Club not immediately required for its purposes in such investments, securities or property as may be thought fit subject to any consents or conditions as may be required by law.
- (h) To incorporate subsidiary companies to carry on any trade.
- (i) To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or of similar charitable purposes and to exchange information and advice with them.
- (j) To do all such other lawful things as are necessary for the achievement of the Objects.

4. Status of Rules

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

5. Club Rules and Regulations

- (a) Hawks Football Club shall be a section of Kettering Sports Club, its home venue, (hereafter referred to as "The Main Club") until such time as it decides under its constitution.
- (b) The Club and its teams shall play in a red half and black half coloured shirt with black shorts to identify it.
- (c) All club players shall wear club kit whilst playing at the club ground or representing it in matches.
- (d) So far as is consistent with the clubs status as a charity the members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates.
- (e) The Charity may amend any provision contained in this Constitution provided that:
 - 1) No amendment may be made that has the effect of making the Charity cease to be a Charity in law.
 - 2) No amendment may be made to alter the Objects Clause 2 if the change would not be within the reasonable contemplation of the members of or donors to the Charity and Charity Commission consent.
 - 3) No amendment may be made to Dissolution Clause 20 without consent of the Charity Commission.
- (f) The FA and the Parent County Association reserve the right to approve any proposed changes to the Rules.
- (g) The Club and its Members will also abide by The FA's Safeguarding Children Policies and Procedures; Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policies as shall be in place.
- (h) The Club and its Members shall abide by the clubs' own rules and processes outlined in the club handbook which is published and available all members and this constitution which is reviewed from time to time and published.
- (i) Subject to the following provisions the rules may be altered by a resolution passed by not less than two thirds present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alterations proposed.
- (j) Any resolution amending these Rules shall be sent to the Charity Commission within 21 days of it being passed.

6. Club Values

- (a) All Members of the Club must respect sports traditional values and make an important contribution to upholding these values and the associated Codes of Conduct set out in the club constitution, club rules and members' handbook.
- (b) The club aims to provide exceptional value for money for its members in terms of its Membership Costs to make the club as inclusive as possible.
- (c) The Clubs 10 Values and Beliefs are:
 - 1. SPORTSMANSHIP - Respect and Fair Play is expected.
 - 2. PRIDE & IDENTITY wearing the Red and Black Half and Half Shirt and badge.
 - 3. FAIRNESS for Children including 50% minimum Pitch time – They are the ones that play,
 - 4. ATTACKING, RISK TAKING & CREATIVE FOOTBALL – We don't do "Clear it" or "Get Rid".
 - 5. DEVELOPING BETTER PEOPLE especially Young Leaders of the future
 - 6. RESPECT & POSITIVE BEHAVIOUR from all at the club
 - 7. HIGH STANDARDS & INTEGRITY in the way we work.
 - 8. SIDE BEFORE SELF every time
 - 9. LEGACY – The only thing that changes is the size of the shirt - Leave it in a better place.
 - 10. MORE THAN A CLUB – This is Our club - We want it to be the most respected in the area.

7. Classes of Membership

- (a) The following classes of membership shall be available for application which may vary from time to time:
- Founder Member (Adult Membership with at least 5 continuous years membership)
 - Full Member (Adult Membership for Playing, Coaching or Volunteer staff)
 - Family Membership (Membership for Adults and Siblings of the same family)
 - Student Member (A Student of any age in Full time Education)
 - Associate Member (Non-Playing Member)
 - Honorary Life Member (Full Member of the Club for life, without further payment of subscription)
- (b) Voting Members are defined as any Founder Member, Full Member, Student Member aged 18 or above or Associate Member. To be able to vote membership fees must be fully up to date.
- (c) Founder Members of the Club are defined as anyone who is a current member and has been a member for at least 5 continuous years in any of the following three categories.
- (1) any current fully paid-up Full Member OR
 - (2) any current fully paid-up Student Member aged 18 or above or
 - (3) an Honorary Life Member
- (d) An Associate Member is defined as a person who does not participate in a playing capacity for the club in competition events organised under the club's county FA affiliation but has an active role in the club as a volunteer. Any Associate Member must have applied for Associate Membership and paid the relevant Membership Fee. Only 2 Associate Members are permitted to serve on the Club Committee at any one time.
- (e) Following the recommendation of the General Committee, the Committee may appoint as an Honorary Life Member any person who has given outstanding service to the Club. An Honorary Life Member shall for the purposes of these Rules be deemed to be a Full Member of the Club for life, without further payment of subscription. At no time, however, shall there be more than fifteen Honorary Life Members.
- (f) It should be noted that Parents or Guardians of Student Members are not classed as Club Members nor hold any Voting rights unless they are Full Members or Associate Members of the club.
- (g) All members in all categories are required to comply with the club rules and are subject to the provision of Clause 11 (Resignation & Expulsion)

8. Membership Fees

- (a) Membership fees and subscriptions for different classes of membership payable by each member shall be determined from time to time by the Club Committee and set at levels that will not preclude open membership.
- (b) Annual Membership Fees are due on 1st June each calendar year and shall be paid within 30 days.
- (c) The Treasurer shall be responsible for collecting the annual membership fee from all members and shall pay over any element to the "Main Club" upon receipt of a demand for such payments which are due.
- (d) Any fees shall be payable on a successful application for membership by each member.
- (e) Fees shall not be repayable.
- (f) Any member who leaves the club for any reason part way through a membership cycle shall be liable for any fees due at that time and will be invoiced for these and the replacement value of any unreturned club property or kit.
- (g) The Club Committee shall have the authority to levy further subscriptions or fees from the members as are reasonably necessary to fulfil the objects of the Club.
- (h) In addition to the Membership fee, playing members shall make a monthly subscription in the form of a donation to cover the clubs operating costs which shall be paid by bank transfer each month to the club's bank account.
- (i) Should a member's monthly subscription fall into arrears by two payments they shall be suspended from playing until the matter is resolved.
- (j) Should a member's monthly subscription fall into arrears by three payments then the club shall refer to Rule 11b.

9. Club Membership

- (a) The Trustees have authority and absolute discretion to refuse Membership or a renewal of Membership where it would be contrary to best interests of the sport or the good conduct and interests of the Club without assigning any reason for such refusal.
- (b) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary, approved by the Trustees, and held on the Clubs Membership System. The register will be renewed annually on 1st June.
- (c) Membership shall become effective upon an applicant's name being entered in the Membership Register and the sign on fee being paid.
- (d) Every club member must be a member of the Main club.
- (e) The FA, Parent County Association and Main Club shall be given access to the Membership Register on demand.
- (f) The Club may have different classes of membership on a non-discriminatory and fair basis.
- (g) Memberships are renewed annually each year on 1st June by request and payment of any annual fee.
- (h) No person shall be entered onto the club register until the annual membership fee is paid.
- (i) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- (j) Any person over the age of 18 who wishes to become a member must complete a Membership Application Form and sign all clubs' consents and complete the payment authority for the Membership Sign On and ongoing monthly fees. This can be completed on our Online Club Register.
- (k) The Parents or Guardian of a person under the age of 18 who wishes to become a member must complete a Membership Application Form on behalf of the minor and sign all clubs' consents and complete the payment authority on their behalf. This can be completed on our Online Club Register. The Minor only applying will be entered on the club register as a member.
- (l) Parents or Guardians of children are not members unless they complete an associate application for approval.
- (m) The Club may hold a waiting list for membership if spaces are not available due to teams being at maximum capacity and an applicant request being added to the waiting list.
- (n) For persons on the club waiting list should any space become available it should be offered in an order of priority based on the length a person is on the waiting list and the availability of a spaces in the age group of the applicant. The person on the waiting list the longest shall be offered the first space.
- (o) In the event of a member's resignation or expulsion they shall be removed from the Membership Register.
- (p) Appeals against refusal of a membership application may be made in writing to the General Secretary. A meeting of the Trustees shall be convened to decide on such matters and a decision made by a majority vote with the Chair of the Trustees meeting having any casting vote.
- (q) Any member who is expelled or resigns from Hawks Football Club shall no longer be a member of the "Main Club".
- (r) Any member who is expelled or resigns from the "Main Club" shall no longer a member of Hawks Football Club.

10. Club Teams

- (a) The Club and its teams shall play in a red half and black half coloured shirt with black shorts to identify them.
- (b) All club players shall wear club kit whilst playing at the club ground or representing it in matches.
- (c) At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for the Team Managers role in each of the Club's football teams who shall attend the AGM.
- (d) The appointed Team Manager shall be responsible for managing the affairs of the team.
- (e) The appointed Team Manager may be asked to present to the Club Committee verbally at Committee Meetings.
- (f) The appointed Team Manager shall present prior to the AGM a written report of the activities of the team in the previous season and its future for the following season. All teams must send a representative to the AGM.
- (g) In the event of a Club Team failing to complete the season the club may take any necessary and reasonable steps to recover all property and assets held by the team and its members.
- (h) If a team or its members fail to return club property, owe funds, or have funds due to be owed during the remainder of the season from commitments they have entered then the members of that team shall be jointly and severally liable for any debt or amounts outstanding.

11. Resignation and Expulsion

- (a) 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 his / her resignation.
- (b) A member whose annual membership fee or further subscription is more than three months in arrears shall be deemed to have resigned his membership of the Club and shall be removed from the membership register.
- (c) The Club Trustees shall have the absolute discretion and authority to remove a member, or the parent or guardian of a member for good cause such as conduct or character likely to bring the Club or sport into disrepute or a breach of club rules without assigning a reason.
- (d) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property"). In the event of resignation or expulsion the club has the power to recover any funds owed or due and club property. The club shall take any steps required to protect its finances.
- (e) In the event of any member breaking any club rules as set out in the club handbook or being in breach of the constitution a subcommittee shall meet to decide on any sanctions which shall be applied.
- (f) If a Parent or Guardian of a member is removed from the club under the provision of Clause 11 it would follow that their child who would be considered a member may need to be also removed from the Membership register.
- (g) A meeting shall be convened of three Trustees or the General Secretary, Chairman & Welfare Officer to decide on matters of expulsion. A decision shall be made by a majority vote with the Chair of the meeting having a casting vote.
- (h) Any appeal against expulsion shall be made to the Club Trustees to consider writing within 7 days.
- (i) The Appeal sub-committee shall consist of 3 independent committee members.
- (j) The members of the appeal committee shall include any club Trustees who are independent of the sub-committee who decided on the expulsion. The Appeal committee shall have the power to recommend the expulsion decision is reviewed by the full club committee.
- (k) In this event of a decision review being needed, a full club committee meeting shall be called to consider the matter and a vote called which shall be passed by a majority of those present. The Chair of the meeting shall have a casting vote in the event of deadlock.
- (l) Any member who is expelled or resigns from Hawks Football Club shall no longer be a member of the "Main Club".
- (m) Any member who is expelled or resigns from the "Main Club" shall no longer a member of Hawks Football Club.
- (n) A member's FA registration may be unreleased due to an outstanding debt and any relevant parties informed.

12. Club Trustees

- (a) The Trustees of the Club act as ambassadors for Hawks FC and are responsible for the long-term strategy of the Club as set out in the role profile of the position. The Trustees shall complete the Fit and Proper Person checklist and will maintain as up to date any required background checks or training requirements.
- (b) The Trustees have absolute discretion and final decision-making powers on all the clubs' affairs under the constitution. This includes the club's values, financial affairs, governance, membership, and charity commission requirements and dissolution.
- (c) Save as provided for in the Rules and Regulations of the FA, the Parent County Association and any applicable Competition, the Trustees shall have the absolute authority to decide all questions and disputes arising in respect of any issue concerning the Club Rules including Clause 11 and Clause 20 of the constitution.
- (d) The Trustees are appointed until and unless they resign from their position, and they have the power to appoint further Trustees. A simple majority of Trustees must approve the request for a new trustee to be appointed.
- (e) The minimum number of Trustees shall be two. The maximum number of Trustees permitted shall be seven.
- (f) If the Trustees see fit, they can request specific support including external support for matters requiring specific advice or support regards the club business.
- (g) The Trustees hold permanent positions on the club committee unless they resign from the position.
- (h) In the event of a Trustee not engaging with the club or attending any form of meeting for a 12-month period they would be considered to have resigned from their position unless the remaining trustees were aware of extenuating circumstances. In these circumstances they will be removed from the Charity Commission register.
- (i) The Trustees have the power to invite a person to join the club committee. A simple majority of Trustees must approve the decision.

13. Club Committee

- (a) The Club Committee shall be responsible for the day-to-day football operations of the Club.
- (b) The Club Committee shall be responsible to report and advise the Board of Trustees regards the club's day to day operation at committee meetings. They may request help from the Trustees as and when required.
- (c) The Club Committee shall consist of at least three individuals and not more than twelve and shall include the following Club Officers: Trustees of the Club, Chairperson, Vice Chairperson, Treasurer, General Secretary, Welfare Officer and up to five (5) General Representatives all elected at an Annual General Meeting ("AGM").
- (d) A Committee Member may also be a Trustee.
- (e) All members of the club committee must be Voting Members of the club under the membership categories.
- (f) The club committee shall not have more than 2 Associate Members as General Representatives at any one time, all other members of the club committee must hold a minimum full membership of the Club.
- (g) Excepting the Club Trustees each Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM").
- (h) Any person wishing to apply for a committee position shall submit a nomination for a post, seconded by two people to the Trustees at least 7 days prior to the date of the AGM.
- (i) The Trustees may decide to seek additional references and information regards the persons suitability to join the club committee which may include background checks.
- (j) Subject to a simple majority of committee members agreeing and with the Club Chairman having the casting vote if required they shall recommend any nomination received to join the club committee to the Trustees to agree prior to a proposal to the AGM for vote and new person in post. The Trustees under the provision of their powers in Clause 12 may approve or decline the request.
- (k) A person may hold no more than two (2) positions at any time.
- (l) An outgoing member of the Club Committee may be re-elected annually without a proposer.
- (m) In the event of no new nominations for positions on the club committee prior to the AGM the Club Committee shall be proposed at the AGM to be voted into post on block.
- (n) Any vacancy on the Club Committee which arises between AGMs may be proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and recommended to the Trustees for consideration by a simple vote. The proposal to appoint will need approval by the club Trustees under their powers in Cause 12.
- (o) The position of a Club Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.
- (p) Club Committee members shall be indemnified out of the assets of the Club in relation to any liability properly incurred by him or her in that capacity. The Club will provide indemnity insurance to cover this risk.

14. Committee Meeting (CM)

- (a) The Club Committee shall meet quarterly and hold not less than four (4) meetings per year.
- (b) The Club Committee has the discretion to invite Team Managers and Coaches to the club committee meetings if appropriate to report on the activities within their teams but only those with voting powers shall be able to vote on committee decisions.
- (c) Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting.
- (d) The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie on any decisions.
- (e) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee.
- (f) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (g) Meetings of the Club Committee shall be chaired by the Chairman or General Secretary or in their absence the Vice-chair.
- (h) The quorum for the transaction of the business of the Club Committee shall be three (3) Voting Members.

15. Annual General Meeting (AGM)

- (a) The AGM shall be held in June or July each year.
- (b) The quorum for an Annual General Meeting shall be five (5) Voting Members.
- (c) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair.
- (d) At the AGM there shall be a report on:
 - 1) The Activities of the Club over the previous year.
 - 2) The Clubs Charitable activities over the previous year
 - 3) The Clubs sporting activities over the previous year
 - 4) The Club's finances over the previous year.
 - 5) The election of members of the Club Committee.
 - 6) The considering of any other business.
- (e) Each fully paid-up member present with a membership category holding voting rights shall have one vote.
- (f) 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.
- (g) Nominations for the election of members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. The Trustees in line with their powers shall consider the nomination for recommendation to the AGM.
- (h) Any notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- (i) The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club and make these available to all members.
- (j) All teams are required to send a representative to the AGM to report of their activities. If a team is not represented at the AGM for any legitimate reason, then consideration shall be made on whether that team shall be entered into the team register for the following season.

16. Extraordinary General Meeting (EGM)

- (a) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members, stating the purposes for which the Meeting is required, and the resolutions proposed.
- (b) An EGM may be for any business.
- (c) The Secretary shall send to each member at their last known address or email address notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

17. Limitation of Private Benefit

- (a) Except as provided below no part of the income and property of the Club may be paid or transferred directly or indirectly, by way of distribution, bonus or otherwise by way of profit to the members of the Club.
- (b) No Club Committee member may receive any remuneration or other benefit in money, or money is worth from the Club. This shall not prevent any payment in good faith by the Club to a member:
 - 1) any payments in his, her or its capacity as a beneficiary of the Club.
 - 2) reasonable and proper remuneration for goods and services supplied to the Club except in relation to payment for playing for the Club's teams which is not permitted.
 - 3) interest at a reasonable and proper rate on money lent to the Club.
 - 4) any reasonable and proper rent for premises let to the Club.
 - 5) the reimbursement of expenses properly incurred by him or her when acting on behalf of the Club.
 - 6) reasonable and proper premiums in respect of indemnity insurance for members of the Club Committee.
 - 7) a payment under the indemnity provision contained in Rule 9 above to a Club Committee member.
 - 8) No Club Committee member shall take part in any decision or be present at any meeting at which payment to him or her is considered.

18. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account").
- (b) All monies payable to the Club shall be deposited in the Club Account only.
- (c) No Teams shall hold separate bank accounts for running their operation.
- (d) The Club hold funds in its Unrestricted Account for day-to-day operations.
- (e) The Club holds funds in its Restricted Account which are ringfenced for specific purposes.
- (f) The designated account signatories to the bank mandate shall be at least two approved committee members or Trustees including the club treasurer.
- (g) The club bank account shall have dual signing arrangements.
- (h) No sum shall be drawn from the Club Account unless authorised by two bank signatories.
- (i) Two persons from the same family household shall not be able to counter sign any bank transactions.
- (j) The bank account signatories may pay for goods or services related to the running of the club by individual Debit Card or via online bank transfer up to the value of £250 in the Clubs name provided the other signatories has been notified and have both approved the transaction.
- (k) The authorised bank signatories shall countersign or approve all grant or funding applications applied for in the name of the club.
- (l) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member (although a Club shall not remunerate a member for playing) and to any other person or persons for services.
- (m) The Club Property shall be applied only in furtherance of the Objects of the Club.
- (n) Details of all transactions will be entered into the clubs accounting records.
- (o) The Club shall keep accounting records for recording the fact and nature of all payments and receipts to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities.
- (p) The Club must retain its accounting records for a minimum of six (6) years.
- (q) The Club shall prepare an annual "Financial Statement" that shall be available for The FA for Charity Commission.
- (r) The Financial Statement shall be approved by members at a General Meeting and signed by the Club Trustees.

19. Club Property & Custodians

- (a) 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.
- (b) The Custodians should hold Founder Membership positions under the Membership Categories.
- (c) One Custodians shall be the Club Treasurer.
- (d) Entry in the Minute Book shall be conclusive evidence of such a decision to be a Custodian.
- (e) The Custodians shall not be Custodian Trustees within the meaning of the Public Trustee Act 1906.
- (f) The Custodians who shall act as holding Trustees and deal with the Club Property as directed by decisions of the Club Committee and Trustees.

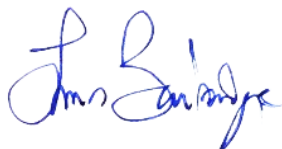
- (g) The Club Property and Assets shall be vested in not less than two (2) and not more than four (4) custodians. (the "Custodians").
- (h) In the event of the club being dissolved under the provision of Clause 20 (Dissolution) the remaining account balance after the payment of any liabilities or debts shall become a club asset.
- (i) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee.
- (j) The Club shall, on request, make a copy of any Conveyance available to the FA.
- (k) On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians.
- (l) If there is only one surviving Custodian, an EGM shall be convened as soon to appoint another Custodian.
- (m) 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.

20. Dissolution

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the eligible voting members present.
- (b) In the event of a resolution to dissolve the club not being passed by the committee but the club not having sufficient committee members and Trustees to continue with the running of the club under the provisions and rules within the constitution the Trustees shall have the power to decide on the matter of the dissolution resolution by a simple vote
- (c) 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.
- (d) Upon dissolution of the Club any assets remaining after the discharge of the proper debts and liabilities of the Club shall be dealt with by the club custodians and trustees.
- (e) The Trustees and Custodians shall gift or transfer any remaining assets to a charity with similar purposes associated with the Football Association, a Not-for-profit football club, other charitable institution or institutions having objects similar to the Club as the members of the Club may determine or failing that shall be applied to some other charitable purpose.

The Hawks Football Club's Constitution was adopted by the Club Committee on 6th December 2014, amended on 9th May 2021 and amended 14th March 2022

Signed:



.....
**James Bambridge – Trustee
General Secretary**



.....
**Carla Bambridge – Trustee
Vice- Chairman**



.....
**Sarah Chandler – Trustee
Chairman**



.....
**Luke Doughty - Trustee
Club Welfare Officer**

Dated: 14th March 2022

INSURANCE COVER



Evidence of Cover

To whom it may concern

POLICY NUMBERS: Liabilities: PLON99/0088191 Directors & Officers: PLON99/0088193
INSURED: Affiliated members including Clubs, Leagues and Referees of The Northamptonshire Football Association Ltd
PERIOD OF INSURANCE: 1 July 2023, or date of affiliation, whichever is the later, to 30 June 2024, both dates inclusive
STEPS INSURED: Adult/Open Age Football and other Football derivatives Step 5 and below (Men's)
Youth Football and other Football derivatives Tier 3 and below (Women's)
All Steps
UNDERWRITTEN BY: Sportscover Europe Ltd on behalf of Allianz Global Corporate & Specialty number under contract number B0750RNAFL1803666
RETRO ACTIVE DATE: 1 May 2015

| PUBLIC & PRODUCTS LIABILITY | |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Limit of Indemnity | £10,000,000 any one occurrence in respect of Public Liability £10,000,000 in the aggregate in respect of Products Liability |
| Player Legal Defence Costs | £250,000 |
| Excess | £150 each and every claim for damage to Third Party Property; or £25 in respect of each and every claim for damage to glass/windows up to £2,000; or £150 in respect of each and every claim for damage to glass/windows over £2,000 |
| EMPLOYERS LIABILITY | |
| Limit of Indemnity | £10,000,000 any one occurrence and in the aggregate |
| Excess | £250 each and every claim |
| PROFESSIONAL INDEMNITY | |
| Limit of Indemnity | £10,000,000 any one occurrence and in the aggregate |
| Excess | £100 each and every claim |
| DIRECTORS & OFFICERS | |
| Limit of Indemnity | £5,000,000 any one occurrence and in the aggregate |
| Excess | £150 each and every claim |
| ABUSE | |
| Limit of Indemnity | £1,000,000 any one occurrence and in the aggregate |
| Excess | £150 each and every claim |

Principal Exclusions

Liability arising out of:

- a) Malicious or Criminal acts.
- b) Use of any mechanically propelled vehicle, aircraft, hovercraft or water-borne craft.
- e) Medical malpractice.
- f) Hiring out of Premises, Control of Property belonging to another party, certain property subject to policy wording.
- j) Player-to-Player Liability Excluded (Playing Risk Exclusion)
- k) Bouncy Castles, Inflatables, Hazardous Pursuits, Fireworks.
- l) Known Predator Exclusion

This summary is part of a full policy wording which is available on upon request. This document is issued as a matter of information only and is subject to the policy terms, conditions, limitations, exclusions and cancellation provisions.

SIGNED:

On behalf of Sportsguard and Underwriters
Thursday, 22 June 2023

DATED:



SCHEDULE OF INSURANCE

This schedule of insurance should be read in conjunction with the certificate of insurance.

| | |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| UNIQUE MARKET REFERENCE NUMBER | B6089HSA027N23AA |
| CERTIFICATE NUMBER | POL-15062310570175 |
| NAME OF INSURED | Weetabix Kettering & District Football League |
| INSURED SPORTS | Football |
| NUMBER OF TEAMS | To be advised |
| NUMBER OF PLAYERS | up to 4000 |
| INSURED PERSONS | All playing members including officials recorded on the team register prior to participating in team events and matches. |
| GEOGRAPHICAL LIMIT | United Kingdom |
| PERIOD OF INSURANCE | From: 27/08/2023 To: 26/08/2024 (both days inclusive - Greenwich Mean Time) |
| GROSS PREMIUM | £6,400.00 |
| INSURANCE PREMIUM TAX | £647.14 |
| NET PREMIUM | £5,752.86 |
| ADMINISTRATION FEES | To be advised |

DEATH FROM NATURAL CAUSES SECTION

Sportsguard has arranged the insurance against **death by natural causes** provided under this certificate with Quantum Leben AG.

PERSONAL ACCIDENT SECTION

Sportsguard has arranged the insurance against **bodily injury** caused by an **accident** provided under this certificate in accordance with the authorisation granted to it under a contract of delegated authority by Tokio Marine Kiln Syndicate 510 and 1880 at Lloyd's (the reference of the delegated authority agreement is as shown under the Agreement Reference above).

Hawks FC and Hawks and Supporters Foundation

1. Objectives

Hawks FC's objectives are:

- a) To advance the amateur sport of association football.
- b) To promote the principle of "Sport for All", with equality of opportunity regardless of ability or skill, in a safe environment played within the Spirit of Sport, Club Values as well as the Laws of the game.
- c) To act with fairness and integrity with the aim of setting high standards of conduct in the sport.
- d) To promote community participation in healthy recreation by providing facilities in the town of Kettering for playing Association football.
- e) To provide and assist in providing facilities for sport, recreation and other leisure time occupation of people who have need of such facilities because of their youth, age, infirmity or disablement, poverty, or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their conditions of life.
- f) To advance the education and wellbeing of children and young people whether or not undergoing formal education.

The Hawks and Supporters Foundation's objectives are:

- a) To act as an Independent Supporters committee to support and organise fundraising activities and social events that engage both the players and their families.

2. Hawks and Supporters Foundation's Beneficiaries

- a) The Foundation has nominated a "Beneficiary Club" where youngsters play sport in the Kettering area: Hawks Football Club and its associated team(s).
- b) The Foundation has the powers to support other Beneficiaries subject to approval by the Committee and in line with its Objectives. It is the aim of the Foundation that as it grows, it will be able to support teams in different age groups.

"MORE THAN A CLUB" - OUR VISION

- 1) To be the most respected Club in local grassroots sport
- 2) To build a strong reputation based on High Standards & Our Values of Pride, Identity & Belief
- 3) To support our young people's sporting, educational and cultural development to develop young leaders.
- 4) For Hawks FC to be the number one Football choice for all young people on the Kettering Leisure Village
- 5) To promote Association Football and other sporting activities within the Spirit of Sport & Laws of the Game
- 6) To promote the principle of Sport for All at our club in a fun and welcoming environment for everyone
- 7) To create a fantastic culture at our club linked to our motto "More than a Club".
- 8) To have the "Wow" Factor in terms of our facilities to attract young players and volunteers.
- 9) To start new age starter teams for reception aged children each year.
- 10) To develop a Legacy that will be the envy of the local football community.

Hawks FC Trustees & Club Committee 2023/2024

The Trustees

Hawks FC governance is strong with Charity Trustees and a General Committee which is elected annually at the AGM in line with the club constitution. We welcome people to get involved who can make a positive contribution to the club and its future. There is a Coaching Sub-group and Social Sub-Group which operate independently.

The Trustees and Full Life Members of the Club with their positions and voting authority are.

| | |
|-----------------|----------------------------------------------------------------|
| James Bambridge | Trustee, Life Member Chairman Treasurer & Club Custodian |
| Luke Doughty | Trustee, Life Member General Secretary & Club Custodian |
| Sarah Chandler | Trustee, Life Member Club Custodian & Financial Signatory |
| Carla Bambridge | Life Member, Vice Chairman, Club Values /DNA & Respect Officer |

The Trustees can invite general Representatives or Team Managers to attend meetings to update on club or team affairs. The club is allowed to have a maximum of 2 Associate Members (Non-Playing or Non-Coaching) who can also attend its committee meetings. Only full paid adults members can vote at committee meetings on procedural matters in line with the club constitution.

General Representatives - (Club Welfare Officer & Maximum 5 General Reps) – Non Voting

| | |
|-----------------|------------------------------------------|
| Marcus Lewis | General Representative - Welfare Officer |
| Adam Doughty | General Representative |
| Simon Hawes | General Representative – Team Manager |
| Paul McLaughlin | General Representative – Team Manager |

Football Coaching Team – Non Voting

| | |
|-----------------|----------------------------------------------------------------------------------------|
| Carla Bambridge | FA Licensed Coach - Level 1 |
| James Bambridge | FA Licensed Coach - UEFA C, FA Level 2, FA Youth Module - Level 2, FA Futsal - Level 1 |
| Mark Bambridge | FA Referee - Level 6 |
| Luke Doughty | FA Licensed Coach - Level 1 |
| Adam Doughty | FA Licensed Coach - Level 1 |
| John Gore | FA Licensed Coach - Level 1 |
| Simon Hawes | FA Licensed Coach - Level 1 |
| Marcus Lewis | FA Licensed Coach - Level 1 |
| Anni Lewis | FA Playmaker Coach |
| Paul McLaughlin | FA Licensed Coach - Level 1 |
| Vasu Shan | FA Licensed Coach – Level 1 |
| Nick Sutton | FA Playmaker Coach |
| Chris Tilley | FA Playmaker Coach |

Fundraising

The Committee will aim to organise fundraising events throughout the year. It will also aim to raise funds via sales of refreshments at match days, friendlies, and tournaments. The Club & Foundation will also apply for grants and look for sponsorship opportunities, whenever possible. The funds raised are to be spent on the costs arising from running the Football Club, new equipment, football kits and any other items or services the Foundation approves the purchase for. The purchase of items or services needs to be proposed to the Trustees by the Coaches, or a member of the Foundation or a Committee member. The purchase must be approved by the Trustees for the funds to be released.

Membership Fees – 2023/24 Season

Hawks FC incurs various running costs to enable Football matches and training sessions to go ahead. We will endeavour to make football as affordable as possible and spread this cost as evenly as possible over the course of the 12-month annual membership cycle which commences on 1st June each year.

The current Membership Fee is £210 per annum for league registered players which covers contributions to the Hawks FC Membership, Kettering Sports Club Membership, Insurances, Match Fees, Training Fees, FA Affiliation, League Membership, Player Registrations, Kit / equipment & Coaching. The Membership Fee will be reviewed annually at the AGM to ensure our costs are covered. The registered players and Licensed Coaches have an FA Online Player passport, which is kept by the club officials to present to match officials on match days.

The Membership £210 Annual Fee is charged as follows:

- £180 at **£15 per month standing order mandate (£180) - June to May.
- £30 Sign of Fee to cover Membership and Registration

****NB:** for “Training Only Players” the monthly fee is £10 per month plus the £30 sign on fee.

Members must have a standing order set up to join each season. The Fees will be in the form of a Donation to the club to allow us to claim Charitable Gift Aid on the amounts received subject to eligibility and consent for UK taxpayers.

Please Note: *If a player leaves the club part way through the membership period (1st June to 31st May) we will calculate whether all fees paid are on balance up to date and may invoice the player to recover any balances due if the club has incurred costs more than those collected. Any playing or training kit provided remains the property of Hawks FC and would need returning to us in a good condition or will be invoice for replacement costs. The club may hold any player registrations on its books until such time as any debt is settled and will inform the various football authorities and competitions of any unpaid debt. The club may charge an admin fee at its discretion if a debt needs recovering.*

Registration: If a player wishes to play for Hawks FC in any FA Approved Competition for that season, he/she is required to register with Hawks FC as a player, The FA, and any League. Players are expected to abide by the Club & League / Competition Rules and Codes of conduct as set out in this Handbook. We expect our players to play and train solely with the Hawks during the season unless permission is sought from the coaches, or a formal transfer request is made in line with League Rule 17. If a player chooses to train with another club whilst signed for the Hawks FC. we reserve the right to give 7 days’ notice to suspend his club membership.

Kettering Sports Club: Hawks FC is a sports section of Kettering Sports Club where we are based. The Sports Club is a private membership only club and was founded in 1885. The club owns the sportsground and clubhouse on Northampton Road. To be able to play and use the facilities at Kettering Sports Club all playing members & Coaches need to join Kettering Sports club as members. Any members may also request to join any of the other sections (Cricket, Riffle, Tennis, Hockey & Archery) without having to pay another Sports Club membership fee. The other sections may charge a section fee, which is used for the section’s running expenses. Parents/guardians may also join as non-playing or social members (Contact the Sports club for details).

The membership enables us all to use the Sports Ground, Clubhouse & Bar. The current annual fee charged for a child membership is £20 and Adults £75. There is a family Membership option. The fee contributes to the running costs of the Sports club which includes the Grounds and Clubhouse maintenance plus general running costs. Membership fee renewals are due in June each year and are collected once you confirm you wish to sign on for the next season. Hawks FC then pays the Sports club annually the membership fees on your behalf and you are added to the membership register. To use Hawks FC & Sports Club facilities, including being able to play games your fees must be up to date. Any member with unpaid fees will be requested to pay these within 14 days, if they are not paid the member will be suspended from football activities pending collection.

Playing Fees are collected as part of the monthly standing order. No training takes place at Easter, Xmas & during August.

Other fees may be charged from time to time to cover costs for attending events organised by the Club (e.g., Awards Ceremony, Summer Tournaments or Small Sided Leagues which have an entrance fee charged).

Referee Bursary Fund & Referee Fee Policy

We want to support the development of our young members who wish to referee or help coach at the club / league as part of our values commitment to *“Develop Better People especially our young leaders of the Future”*.

Referee Bursary Fund

To do this the club will accept a Bursary application to subsidise the cost of any relevant training course in return for a volunteering or refereeing commitment at the club. Any club member under the age of 19 can apply for the Bursary Funding which shall be considered by the committee.

Referee Commitment

As a first-choice club coaches should ask club members suitably qualified to referee games at the club. This is about developing our own people. If this is not possible due to availability, then other young referees at the club or in the local area should be offered the chance to officiate.

| Hawks FC – Club Referee Contacts | | | | |
|-----------------------------------------|------------------------|---------|-------------------------------------|-------------------|
| Mark Bambridge | FA – Qualified Referee | Level 6 | Open Aged Adults / All Junior Level | Tel: 07747 737371 |

Referee Fee Tariff

We expect the set league tariff to be paid to all referees officiating in games involving the club and this fee should be based on the correct length of the game and age group. If a referee is asked to extend the length of a game, he should be paid a higher fee based on the game length. Weetabix League Rules 23(E) confirms the following referee tariffs shall apply to league games and Hawks FC expects these to be paid for friendly fixtures involving the club.

Coaches should maintain a game log to claim back referee expenses from the club.

| | | | |
|--------|--------------------------|-------------------|------------------------------|
| (i) | Under 7-8 | (30 mins game) | £15 |
| (ii) | Under 9-10 | (40 mins game) | £20 |
| (iii) | Under 11-12 | (60 mins game) | £25 |
| (iv) | Under 13-14 | (70 mins game) | £30 |
| (v) | Under 15-16 | (80 mins game) | £35 |
| (vi) | Under 17-18 | (90 mins game) | £38 |
| (vii) | Hawks Mini Tournaments | (2 Hours on duty) | £40 |
| (viii) | Hawks Summer Tournament. | (All Day). | £75 + Food / Drink allowance |

For Home Fixtures at Hawks FC

The away team should be advised of the referee and fee and be asked to pay this to the referee before kick-off. Hawks FC will cover the cost of the Pitch fee. Referees for home games should be offered refreshments if possible, during and after the game as a gesture of goodwill. The team manager and team captain should meet the referee on arrival and introduce themselves and the club.

For Away Fixtures

Hawks FC coaches should offer to pay the referee the set tariff and ensure this is paid before kick-off.

Hawks Mini Tournaments

The away teams should be advised of the entry fee in advance and be asked to pay this by BACS to Hawks Football Club, Barclays Bank, Sort Code 20-05-74, Account 00605263. The club will reimburse the referee by bank transfer.

Rules & Policy Reviewed 1st June 2023.

Venues

1. Hawks FC Home Ground is Kettering Sports Club, Northampton Road, Kettering NN15 7JT.
2. During the Autumn/Winter season, training will take place on a 3G AstroTurf pitch.
3. From Easter to Autumn onwards, training takes place at the Hawks Football Club Home Ground at Kettering Sports Club.
4. Home matches for Teams aged Under 11 upwards will take place at the Kettering Sports Club
5. Away matches will take place at the opponent's home ground.
6. Mini Soccer League Games (under 7 – Under 10) take place at North Park, Bath Road, Kettering

Rules & Policy Reviewed 1st June 2023

Home Ground Rules

The Hawks home ground is located at the Kettering Sport Club, Northampton Road, Kettering. The ground is also used by all the other sports sections, which include Cricket, Archery, Riffle, Tennis and Hockey.

England Football are promoting Football as a “Health of the Nation” activity as such the Football area is **a NON-SMOKING and NON-VAPING** as children are present. The designated smoking / vaping area in the club car park.

For your safety and the safety of others:

- Be aware of other sports taking place when you arrive and do not approach if there is any risk of getting yourself or others hurt.
- The ground and clubhouse are also used from time to time by external groups including children’s clubs and holiday clubs where youngsters attend.
- If archery is taking place, you should not approach or enter the football area under any circumstances.
- Dogs **are not allowed on site.**
- Dog fouling spreads bacteria that can easily be picked up by our young people. Also, it is not very nice for our players and other members of the Cricket club, to play sport in a messy ground.
- Please ensure all rubbish including plastic bottles are placed in the recycle bins at the car park.
- Spectators are not permitted onto the Training area which is designated for club officials only.

During Winter, the club uses local facilities which we hire for our training. These venues are subject to their own rules, and we are required to sign a consent to ensure we abide by the site rules. Everyone attending external venues with the club is required to abide by their rules. Any breach would be considered a breach of club rules and subject to any sanctions as appropriate. These are mainly on school premises so include No Smoking and when using Astro facilities players are required to wear appropriate footwear such as not wearing metal studs.

Mini Soccer matches take place at the Central Venue at North Park. The league informs the club of venue rules relating to conduct, usage, and parking. League and club officials monitor this to ensure we respect the facilities and game are played in a child friendly atmosphere.

Anti-bullying and safeguarding of children.

Hawks FC is committed to Safeguarding children and Anti-bullying policies.

The children play football because they love the game. Also, the coaches, their assistants and all the people that make training and matches happen, are there for their own love of football and their fulfilment to be able to play a part in the children development as players. Therefore:

- We will not tolerate foul and abusive language.
- Match & club officials are always to be respected.
- We will inform opponent teams of our Ground Rules prior to matches, friendlies, or tournaments.
- We reserve the right to decide if guests shall be invited to attend the club for games.

Anyone attending our venue is reminded that the ground is **private property, and we are a private members club.**

As such anyone not respecting the ground rules **will be asked to leave** and be reported to the Club & Sports club committee as well as the County FA and any competition organisations or leagues, we enter.

The club reserves the right to report/ bar any individuals or teams in serious breach of the club or ground rules from visiting the club’s ground at future events whether these be Football or other Sports club related activities if it deems appropriate.

Rules & Policy Reviewed 1st June 2023

Respect Code of Conduct

Players

All Players are expected to abide by the FA RESPECT Codes and Club, League Rules and uphold our club values. Copies are handed to the players at the start of each season and are on display at the club.

Club members, coaches, and players, all have a responsibility to promote high standards of behaviour. Players have a big part to play. That is why the FA, and the Club asks every player to follow a Respect Code of Conduct.

When playing football, the Hawks Players will:

- Play for the enjoyment of the game - Football is fun and always play to the best of their ability.
- Play fairly - No cheating, complaining or waste time.
- Respect the team-mates, the other team, the referee, and coach/manager.
- Play by the rules, as directed by the referee.
- Shake hands with the other team and referee at the end of the game.
- Listen and respond to what the coach/team manager tells you.
- Talk to someone you trust or the Club Child Welfare Officer if you are unhappy about anything.
- Not engage in any play that is dangerous, like slide tackles
- Arrive at match venues no later than 30 minutes prior to kick off, for the pre-game passport check and warm up.

Players should understand that if they do not follow the Code of Conduct, any/all the following actions may be taken by the Club, County FA, or the FA.

Players:

- may be required to apologise to team-mates, the other team, referee, or coach.
- will receive a formal warning from the coach or the Club Committee
- may be dropped or substituted.
- may be suspended from training.
- may be required to leave the team.

In addition, the Club, County FA, or the FA may make the parents/guardians aware of any infringements of Code of Conduct.

In some cases, the FA/County FA could impose a fine, which will be passed on to their respective parents and the club may suspend a player from playing until this is settled in cases of serious misconduct.

Rules & Policy Reviewed 1st June 2023

Respect Code of Conduct

Spectators and Parents/Guardians

We all have a responsibility to promote high standards of behaviour in the game. Hawks FC is a private members club and has strong principles and values which we expect everyone at the club to uphold. We have a zero-tolerance stance on abusive or offensive behaviour at the club.

The club supports The FA's Respect programme and the Kick it Out Campaign to eliminate discrimination and abuse in the game to ensure football can be enjoyed in a safe, positive environment by all involved in the game such as Players, Match officials, Coaches, Club and League Officials.

Remember children's football is a time for them to develop their technical, physical, tactical, and social skills. Winning is not everything!

Always play your part and observe The FA's Respect Code of Conduct for spectators and parents/guardians.

Parents / Guardians or Spectators will:

- Remember that children play for FUN.
- Applaud effort and good play as well as success.
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area
- Let the coach do their job and not confuse the players by telling them what to do.
- Encourage the players to respect the opposition, referee, and match officials.
- Avoid criticising a player for making a mistake – mistakes are part of learning.
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour at the club to anyone.
- Report poor behaviour to club / match officials or a member of the Club's committee.

If a breach of the code takes place any or all of the following, actions may be taken by the Club Trustees, Committee, Team Managers, County FA, League, or the FA.

Parents / Guardians or Spectators may be:

- Issued with a verbal warning from a club, league, or FA Official.
- Issued with a formal written warning from a Club, league or FA Official.
- Required to meet with the Club, League, or County FA Welfare Officer
- Required to meet the Club Trustees
- Obligated to undertake an FA education course.
- Told to leave the match venue or training facility.
- Requested by the club not to attend future games.
- Suspended from the club for a period or have their membership ended.
- Required to leave the club along with any dependents and return any club items.

In addition:

The FA/County FA could impose a fine and/ or suspension on the club for failing to control spectators, which will be passed on to the parent/spectator in question. If this is the case this would need to be settled in full before a return to the club would be permitted.

Rules & Policy Reviewed 1st June 2023

Respect Code of Conduct

Coaches, Team Managers & Club Officials

The Hawks FC Coaching & Volunteer Team will be clear and consistent to develop our players and supporters' understanding of our club values and culture as well as our playing strategy. Our club philosophy is found clearly on our Hawks FC DNA Website and is very important to us.

HAWKS FC IS COMMITTED AS A KEY FUNDAMENTAL VALUE TO FAIRNESS & EQUALITY IN OPPORTUNITIES FOR ALL OF OUR PLAYERS

All coaches across all teams are expected to uphold the values of the club and policies and procedures in our Handbook to support our young players and our operation. We have a versatile team and specialist Coaches in Goalkeeping, Futsal, Girls Football and Level 2 Coaches as well as specialists in the FA Youth Awards. We expect our Coaches and volunteers to Play their part and support The FA's Code of Respect Code of Conduct, Safeguarding Campaigns and "we only do positive" campaign.

On and off the field, I will:

- Set High Standards for a great game.
- Be a positive role model for everyone.
- Always show respect to everyone involved in the game.
- Stick to the rules and celebrate the spirit of the game.
- Encourage fair play and high standards of behaviour.
- Always respect the Referee and encourage players to do the same.
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting, or abusive behaviour
- Be aware of the potential impact of bad language on others.
- Be gracious in victory and defeat.
- Respect the facilities home and away.
- Act with integrity and consistency
- Remember that children see things in a different way to adults.
- Attend any required training events or workshops required for the role.

When working with players, I will:

- Place the well-being, safety, and enjoyment of each player above everything.
- Never tolerate any form of bullying or discrimination and deal with it firmly
- Ensure all activities are suited for the players' ability and age.
- Work with others (e.g., officials, doctors, welfare officers, physiotherapists) for each player's best interests.
- I will make myself familiar with safeguarding practices & review guidance on physical contact (5.6) & Acceptable Behaviours When Working with Young People (5.7) documents on the safeguarding section of EnglandFootball.com.
- Ensure everyone is treated fairly in line and in line with our club values and policies.
- Ensure our minimum 50% pitch time commitment is upheld.

I understand that if I do not follow the Code, I may be:

- Required to meet with the club trustees, Club Committee, Club, or league Welfare officer.
- Suspended by the club from attending matches or Training.
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn.

Rules & Policy Reviewed 1st June 2023

MANAGING CHALLENGING BEHAVIOUR PROTOCOL

Hawks Football Club is based on mutual respect, support, and encouragement to bring out the best in everyone. All Players and Parents of under-18 players will all be provided with information about what we expect as a club and our codes of conduct, as well as information on who they should contact should they have concerns.

OUR COMMITMENT

- Set High Standards and maintain these for all.
- Clearly communicate expectations of behaviour for everyone connected with the club.
- Make clear what is considered acceptable practice at the club.
- Not tolerate poor practise or unacceptable conduct at the club from anyone.
- Share the club's process for responding to behaviour that is considered unacceptable.

ADDITIONAL NEEDS

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with their parents/carers and, where appropriate, the child to ensure that an appropriate approach is agreed.

RESPONDING TO CHALLENGING BEHAVIOUR

The type of behaviour and age of the child will determine the actions used, but we encourage the following:

- Continuing to praise appropriate behaviour of those positively completing the task/activity.
- Offering extra responsibility to a child to help refocus their energy e.g., leading a part of the activity.
- Reasoning with the child, including advising them about the consequences of their actions.
- De-escalating the situation, for example by talking with the child and distracting them
- Using a verbal reprimand (including advice on how to improve) – Yellow Card.
- Implementing a time out from the current activity – Sin Bin
- Implementing a temporary exclusion from the next task/activity – Red Card
- In the event of two players being involved ensure a handshake takes place or any required apology
- Requesting Parents remove the child from the training session in the event of a tantrum - Exclusion.

MISCONDUCT DURING MATCHES

Misconduct during matches may result in County FA disciplinary action. If this occurs, our club committee will be informed who will liaise with the County FA Designated Safeguarding Officer/ Discipline Officer regarding support at disciplinary hearings. If misconduct occurs during the game or there is a risk of it due to the behaviour and demeanour of the child, the following should take place:

- An immediate substitution and 15-minute time out by the coach with a reprimand and development discussion.
- The Coach must check on the player to ensure they in the correct frame of mind before allowing them play again. If a further issue is alerted, then the player will be removed for the rest of the game.
- If the player receives a Caution offence from the match official including Sin Bin offence, they will take no further part in the game. All fines will be the responsibility of parents to settle in full.
- Players cautioned will receive a minimum one week ban from matches and training in addition to any FA suspension imposed.
- A sub committee of the Welfare Officer, Team Coach & Chairman will discuss development actions for cascading within 7 days of any offences.
- Developments should include a discussion around the club DNA and expectations and include parents.
- Any discussions should be appropriate and proportionate based on the age of the player.

PHYSICAL INTERVENTION

It is important that club officials understand this to protect the child, their own position, and the reputation of our club. Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Physical intervention should be avoided unless necessary to prevent.

- a child injuring themselves or others,
- causing serious damage to property, or
- when working with children with an impairment that necessitates such intervention.

Reviewed 10th February 2024

Health & Safety Policy

Hawks FC recognises and accepts its responsibility to provide a safe and healthy environment for all its members and visitors, including Coaches, Players, Parents, Match Officials and wishes to ensure that no one will be, so far as is reasonably practicable, be put at risk.

Only Games, Events & Tournaments and Competitions approved by the Club Committee and published on the club's website, Team App or Competition Websites such as FA Full time will be deemed to be Hawks FC events.

We recognise that the Health and Safety Act places a general duty on everyone to exercise personal responsibility and care for the health and safety of themselves and others, and to co-operate fully in meeting its responsibilities under the Act.

Aim

We aim to ensure that all Coaches, Players, Parents, Match Officials, and visitors are safe. We will ensure that all are made aware of the appropriate measures that have been put in place and will undertake any training that is required.

Relevant Legislation

- Health and Safety at Work 1974
- And any relevant regulations that follow from the act, those referred to in the policy below.

Responsibilities

1. Hawks FC & Kettering Sports Club recognises its health and safety responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 and concomitant protective legislation including the Environmental Protection Act 1990 and the Regulatory Reform (Fire Safety) Order 2005, and to that undertakes Health and Safety Reviews and Risk Assessments
2. In accordance with its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR), the Hawks FC has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive/Local Authority/Funding Bodies (as is required by contractual obligation, legislation and regulation) including injuries and this is in addition to its statutory duty to keep an accident book available for inspection by an Inspector of the Health and Safety Executive/Local Authority.
3. In furtherance of these duties the Club proposes always to comply with its duties under Section 2 of the Health and Safety at Work Act and The Management of Health and Safety at Work Regulations 1992, Regulations 3 to 6, towards its Trustees, Coaches & Volunteers and, more particularly, so far as is reasonably practicable to:
 - Provide and maintain a safe place of work, a safe learning environment, safe systems of working, safe appliances for work and a safe and healthy working environment.
 - Provide such information and instructions as may be necessary to ensure the health and safety of all its service recipients and compliance with the Health and Safety Information for Trustees, Coaches & Volunteers Regulations 1989, the Personal Protective Equipment Regulations 1992, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Regulatory Reform (Fire Safety) Order 2005 and to promote awareness and understanding of health and safety throughout the workforce.
 - Ensure safety and absence of health risks in connection with use, handling, storage and transport of articles and substances.
 - Undertake annual review of site risk assessments.
 - Take appropriate preventative/protective measures including drug and alcohol testing of those workers whose impairment would adversely affect the Health and Safety of others.
 - Appoint competent personnel to secure compliance with statutory duties.
4. All Trustees, Coaches & Volunteers agree to comply with their individual duties under Section 7 of the Health and Safety at Work Act Regulation 12 of the Management of Health and Safety at Work Regulations 1992 and generally

to co-operate with the Hawks FC, to enable the Hawks FC to carry out his health and safety duties towards them. Failure to comply with health and safety duties and training received, regulations, work rules and procedures regarding health and safety, on the part of any service provider, can lead to dismissal from employment; in the case of serious breaches, or repeated breaches, dismissal may be instant without warning.

5. Prime responsibility for health and safety lies with the Trustees of the Hawks FC and that Hawks FC regards itself as bound by any acts and/or omissions of the Centre Trustees, or any or all of the Senior Trustees, giving rise to liability provided only that such acts and/or omissions arise out of and in the course of the Hawks FC's business, and prosecution of any or all of the Trustees shall not prevent a further prosecution against the Hawks FC.
6. In recognition of its duties under Section 6 of the Health and Safety at Work Act and the Consumer Protection Act 1987 towards its customers, the Hawks FC proposes (expressed as a normal term or condition of its trade in its terms or conditions of trade) always to supply machinery and parts which so far as reasonably practicable, are safe for normal operational use and free from foreseeable health and hygiene risks to customers. To that end the Hawks FC will provide customers, on an on-going basis, with such official and trade information, including relevant EC standards and British Standards relating to new and existing health and safety risks that may or indeed have come to its attention in the normal course of trade, and which can reasonably be obtained from the Health and Safety Executive/Local Authority, British Standards Institution, and the EC.
7. In recognition of its duties towards the general public and all lawful visitors to the Hawks FC's premises the Hawks FC regards the extent of its duties as compatible with Sections 2 and 5 of the Health and Safety at Work Act and the Occupiers Liability Acts 1957 and 1984, in particular where visitors are under a statutory duty to wear protective clothing or otherwise take reasonable precautions for their own health and safety, failure to do so will be regarded as breach of policy entitling the Hawks FC to take such measures as it considers appropriate including asking the visitor to leave the premises.
8. This policy has been prepared in furtherance of Section 2(3) of the Health and Safety at Work Act 1974 and binds all Trustees, Coaches & Volunteers in the interests of the Club and its Players & visitors. We request that our Every Member and visitors respect this policy, a copy of which can be obtained upon demand.
9. All Committee Members & First Aiders must complete the FA Online Safeguarding Course for committee members and keep these up to date. It is noted and accepted that The Football Association Regulations apply to everyone in football, whether in a paid or voluntary capacity, whether you are a volunteer, match official, helper on club tours, coach, club officials or medical staff.

Rules & Policy Reviewed 1st June 2023

Medical Emergency Action Plan

Hawks FC is a Chartered Standard Club and as such Licensed Coaches at the Club are required to hold in date FA Emergency Aid & Safeguarding qualifications. The club encourages all committee members to also undertake these qualifications to support the coaches. First Aiders will assist when required within the scope of their training and in these circumstances will be judged to have acted “reasonably” and in the Casualty’s best interests.

In football life threatening events occur infrequently however accidents and injuries do happen from time to time, and it is the responsibility of the trained 1st aiders to intervene and assist where necessary.

First Aiders should not underestimate their role in preventing player disability or even death resulting from a medical condition or sports injury.

The club has a medical emergency action plan this includes ensuring:

- Parents/ Guardian of all players will have supplied a Medical Consent Form authorising the Club to act to assist any player requiring attention.
- Parents/ Guardians of all players will have supplied the club with a Medical Declaration Form which includes Emergency Contact details, Doctors details and details of any pre-existing medical Conditions.
- Players must have immediate access to any medication they need (such as an inhaler) and will not be allowed to play or train unless this is available.
- An appropriately trained 1st aider will be available whenever Football Activity is taking place.
- A phone will be available to contact the Emergency Services during activity.
- An appropriately stocked 1st Aid kit will always be accessible.
- 3 Defibrillators are on site one held In the Football Building and two at the main clubhouse.
- 1st Aiders will remain full trained, and licenses are in date.
- Vehicle Access to the playing Area in case of an emergency
- Players will be told about General Safety awareness at the venues.
- Players will be told about safety whilst participating to ensure everyone can play with minimum risk of a sporting injury.
- An Injury report Form, or FA Head Injury Card is completed where necessary and is held in the Club records.
- In date Insurance will be held by the Club under the Northants FA Affiliation.
- An annual Risk Assessment of the Medical Emergency Action Plan takes place.

FIRST AIDER HELPER INFORMATION

| NAME | PHONE NUMBER | QUALIFICATION |
|-------------------|--------------|----------------------------------|
| Carla Bambridge | 07501 773068 | FA Emergency 1 st Aid |
| James Bambridge | 07598 275841 | FA Emergency 1 st Aid |
| Adam Doughty | 07871 076228 | FA Emergency 1 st Aid |
| Luke Doughty | 07983 572709 | FA Emergency 1 st Aid |
| John Gore | 07818 438054 | FA Emergency 1 st Aid |
| Simon Hawes | 07990 513846 | FA Emergency 1 st Aid |
| Marcus Lewis | 07875 685630 | FA Emergency 1 st Aid |
| Paul McLaughlin | 07522 813308 | FA Emergency 1 st Aid |
| Sophie McLaughlin | 07874 891841 | FA Emergency 1 st Aid |
| Nick Sutton | 07581 072197 | FA Emergency 1 st Aid |

DEFIBULATOR, FIRST AID EQUIPMENT & FACILITY

| ITEM | LOCATION |
|--------------------------|----------------------------------------------------------------------------------|
| DEFIBULATOR x 3 | Main Clubhouse - Behind the Bar. Football Hut in the Kitchenette, External Patio |
| 1 st AID KIT | On the Shelf in the Football Hut |
| 1 st AID ROOM | Clubhouse |

OTHER INFORMATION

| ITEM | LOCATION |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADDRESS | Hawks FC, Kettering Sports Club, Northampton Road, Kettering NN15 7JT |
| NEAREST HOSPITAL | Kettering General Hospital, Rothwell Road, Kettering NN16 8UZ |
| DIRECTIONS TO HOSPITAL | <p>DISTANCE 1 mile – 5 mins</p> <p>Leave the Club Car Park and drive along slip road and cross the small bridge.</p> <p>Turn right unto Lake Avenue and right onto Northampton Road at the T-Junction</p> <p>Drive under the Railway bridge then turn left (1st Exit) at the Roundabout onto Northfield Avenue</p> <p>Drive along Northfield Avenue and cross the 1st mini roundabout.</p> <p>At the next roundabout take the 1st exit left onto Rothwell Road</p> <p>Drive up the hill and the hospital in on the left-hand side.</p> <p>The Entrance is on the left and on entering the site turn immediate left to A&E.</p> |

Rules & Policy Reviewed 1st June 2023

Equality Policy

Hawks Football club adopts the FA's Equality Policy. The aim of this policy is to ensure that everyone is treated fairly and with respect and to encourage equal opportunities for all.

Hawks Football Club 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.

Hawks Football Club 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.

Hawks Football Club 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.

Hawks Football Club 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 to promote the eradication of discrimination and promote equality in football and sport.

Hawks Football Club is committed to a policy of equal and fair treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010. Hawks Football Club commits itself to the immediate investigation of any claims when brought to its attention, of unfair treatment or discrimination on the above grounds and where such is found to be the case, there shall be a requirement that the practice stops immediately, with sanctions imposed as appropriate.

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.

In addition to adopting the FA Equality Policy:

Hawks FC is also committed to promoting equality by treating people fairly and with respect, by recognising that differences may exist, by taking steps to address them and by providing access and opportunities for all members of the community to take part in and enjoy our activities.

Hawks FC has its own Hawks DNA, viewable on its website outlining its values around participation and opportunities. All coaches at the club are expected to give fair and reasonable playing time to all participants as equally as is possible within matches regardless of ability and the situations of games.

All children must be allowed at least a minimum 50% of playing time in games with an expectation that this is more.

Hawks FC will consider if necessary whether other club rules have been breached and will also act under its other policies and club constitution if needed.

In extreme cases, the Club reserves the right to exclude or suspend people from the club for a breach of this policy.

Rules & Policy Reviewed 1st June 2023

The Football Leadership Diversity Code

The Football Leadership Diversity Code will help clubs to better represent our modern and diverse society across the National League system, Women's pyramid, and grassroots football by seeking to tackle inequality and improve representation of historically underrepresented groups across senior leadership positions, wider team operations and coaching roles.

By signing this code, we commit to being Leaders in Football Diversity, ensuring that we promote and deliver the highest standards across our club, including:

CLUB LEADERSHIP

We commit that our club's leadership should reflect the diversity of our local community. We will achieve this by:

- Ensuring that our leadership reflects the local population in terms of gender, ethnicity, disability, and all other historically underrepresented communities.
- Ensuring equality of opportunity for all
- Carrying out selection based on merit, whilst seeking to source volunteers from a diverse pool of talent.
- Monitoring all protected characteristics, cultural and social backgrounds within our leadership

COACHING & SELECTION

We commit to ensuring diversity within our volunteer coaching workforce. We will achieve this by:

- Supporting individuals from all historically underrepresented groups and across age groups to become the next generation of coaches.
- Selecting coaches openly and encouraging people from a diverse range of backgrounds to coach within the club
- Monitoring the diversity of our coaches and working towards them reflecting our player base

CULTURE

We commit to continuing to strive for the most inclusive club culture. We will achieve this by:

- Having a 'Club Equality Policy' which promotes equality, diversity, and inclusion, adopted by all club members / players / officials as a condition of membership annually.
- Ensuring all club officials attend The FA's equality, diversity, and inclusion online offerings, refreshing this at appropriate intervals.
- Signposting all members to The FA's equality, diversity, and inclusion online training each season
- Ensuring that young people are involved meaningfully in our club (through a youth committee or other suitable mechanism) if our club provides a youth offering or youth teams.
- Monitoring our cultural progress through an annual club culture survey with a template provided by the FA.

REPORTING DISCRIMINATION

We commit to encouraging the reporting of discrimination. We will achieve this by:

- Distributing information on how to report discrimination to all club members, every season. This will include information on the importance of immediately notifying a match official of any incident that occurs on a match day.
- Acknowledging that in some instances, discriminatory abuse or behaviour may be a criminal offence. In these instances, we will be proactive and report this to the Police by calling 101.
- Reporting all incidences of discrimination immediately to our local County FA, Kick It Out or the FA

RAISING AWARENESS

We commit to raising awareness on the topic of equality, diversity, and inclusion. We will achieve this by:

- Using The FA's Diversity Code resources to promote our support and raise awareness with others.
- Making efforts to engage with local media and other local bodies to publicise our commitment to equality, diversity, and inclusion.
- Supporting The FA and other anti-discrimination body campaign

NOTES:

- Club Leadership means the club's committee or anyone who makes day to day decisions concerning the running of the club.
- Each club can receive a breakdown of local diversity data from their local County FA for comparison purposes.
- The FA will provide templates of recruitment resources for clubs to use • The FA will provide guidance on monitoring club diversity.
- The FA will provide a template for a Club Equality Policy
- The FA will provide online club officials diversity training accessible and trackable via FAN number.
- The FA will provide a template for an annual internal club culture survey.
- The FA will provide reporting resources and videos to clubs via online mechanisms.
- The FA will create digital Diversity Code promotional resources for clubs.
- The FA will assist in providing mechanisms to help monitor all the above measures, which aligns to the current League and Club accreditation process.

The above supporting mechanisms in place to support clubs with the Football Leadership Diversity Code may change over time to drive adoption of the code. Other protected characteristics mentioned above means all areas covered under the Equality Act 2010.

These are:

- Gender
- Ethnicity
- Disability
- Age
- Faith
- Sexual orientation
- Marriage or civil partnership
- Maternity/Paternity
- Gender reassignment

Rules & Policy Reviewed 1st June 2023

Safeguarding Children Policy (Youth Teams)

1. OUR RESPONSIBILITIES

As an England Football Accredited Club, Hawks Football Club acknowledges our responsibility to safeguard the welfare of every child and young person and are 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.

In addition to adopting the Football Associations Policy the club also has its own Anti-Bullying Policy and Safe Recruitment of Volunteers Policy.

Our Football Club endorses and adopts the following key safeguarding principles:

1. the child's welfare is, and must always be, the paramount consideration.
2. 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.
3. all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
4. working in partnership with other organisations, children and young people and their parents/ carers is essential.

Hawks Football Club acknowledges that every child or young person who plays or participates in football must be able to take part in an enjoyable and safe environment and be protected from poor practice, inappropriate behaviour, and abuse. This is the responsibility of every adult involved in our club, including the parents/carers of our players and we will effectively communicate this to our members throughout the season. Hawks Football Club commits to ensuring that children and young people have the right to take part, be heard and have their views and opinions taken into consideration when making club decisions and actions that concern them.

2. OUR ROLE

Hawks Football Club has a responsibility to safeguard 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.

3. SAFER RECRUITMENT

We endorse and adopt The FA's Safer Recruitment guidelines and where an individual is going to take on a specific role for the club we will:

1. Specify what the role is and what tasks it involves.
2. Request identification documents
3. As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
4. Ask for and follow up with 2 references before appointing someone.
5. Where eligible require an FA-accepted DBS enhanced with barred list Check, in line with The FA's current Safeguarding Children Policy and Regulations. Everyone working in eligible roles with children and young people, such as coaches/managers, first aiders and physiotherapists, are required to hold an in-date FA-accepted DBS enhanced with barred list Check as part of safer recruitment practice and we commit to managing this consistently with individuals in current roles and those new to role.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Football Club, guidance will always be sought from the County Football Association (CFA) Designated Safeguarding Officer (DSO).

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 football being used in the grooming of children.

4. OUR CLUB WELFARE OFFICER

Hawks Football Club has appointed a Club Welfare Officer (Youth Teams) ("CWO") in line with The FA's role profile who has completed the Safeguarding Children and Welfare Officer Courses. We commit to supporting the post holder to be involved with ongoing Welfare Officer training provided by The FA and/or CFA. Our CWO is the first point of contact for all parents/ carers and club officials regarding concerns about the welfare of any child or young person.

The role of the CWO and their contact information is widely communicated throughout the club. The CWO will liaise directly with the CFA DSO and will be familiar with the procedures for referring any concerns. The CWO will also play a proactive role in increasing awareness of respect, acceptable behaviours, how to deal with low-level concerns and how to report abuse.

We recognise the need for proportionality in appointing individuals to the role of CWO (Youth Teams) and where appropriate Assistant CWO (Youth Teams) to ensure visibility for our membership.

Where needed, we will appoint Assistant Club Welfare Officers (Youth Teams) to support the club and CWO to bring this policy to life and to drive safer working practice and a proactive culture as is necessary.

5. BULLYING

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.

All players and parents/carers will 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 repeated and/or serious bullying the CFA DSO may be contacted.

6. ACCEPTABLE BEHAVIOUR WHEN WORKING WITH YOUNG PEOPLE

Everyone who works or volunteers with children is responsible and accountable for the way in which they behave around and towards them. Every child has a right to be treated with respect and dignity. We always require adults within our club to exhibit acceptable behaviour.

We adopt The FA's 'Acceptable Behaviours guidance (5.7)'. Codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by our Club.

The club has clear actions it will take regarding breaches of the codes, 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.

7. REPORTING CONCERNS

In this Club, safeguarding is everyone's responsibility, and we know that inaction is not an option. If anyone is worried about a child, they must report their concerns to our CWO (Youth Teams).

Our CWO will manage low-level concerns and where necessary seek advice from the CFA DSO.

1. 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.
2. Our CWO will keep records of the actions taken and keep the CFA DSO informed. If at any time our CWO is not available, or the matter is clearly serious, all our members must be aware that they can:
3. Contact the CFA DSO directly.
4. Contact The FA's Safeguarding Team via Safeguarding@TheFA.com;
5. Contact the Police or Children's Social Care; and/or • Call the NSPCC Helpline (Monday to Friday 8am-10pm or 9am-6pm at the weekends) for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk.

In addition:

- *The Club will work co-operatively with the County FA on any compliance visits they make to the club.*
- *The Club will contact the County FA for guidance in the event of a conflict of interest linked to a concern raised about coaches or club staff.*
- *The Club will maintain a low-level concern log sheet to record warning flags against parents, coaches or officials which shall be reviewed on an ongoing basis to check if any matter needs escalating.*

8. WHISTLEBLOWING

Hawks 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 to 'whistle blow' by contacting The FA Safeguarding Team 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. We encourage everyone to know about The FA's Whistleblowing Policy and to use it when necessary.

9. OUR COMMITMENT

As an England Football Accredited Club, our committee understands and accepts the collective responsibility to adhere to our safeguarding children policy and procedures and to ensure that safeguarding is always an agenda item at our committee meetings.

All Coaches must hold an in-date Safeguarding and Emergency Aid Qualification and be required to renew these when required by the FA. Licensed Coaches will also be required to hold a clear DBS check as part of their License to Practise.

All Committee Members & First Aiders must complete the FA Online Safeguarding Course for committee members and keep these up to date.

It is noted and accepted that The Football Association Regulations apply to everyone in football, whether in a paid or voluntary capacity, whether you are a volunteer, match official, helper on club tours, coach, club officials or medical staff.

We commit to proactively sharing our policy, procedures and CWO contact details with our members.

Rules & Policy Reviewed 1st June 2023

Safeguarding Children Policy (Adult Teams with U18 Players)

OUR RESPONSIBILITIES

As an England Accredited Club, Hawks Football Club acknowledge our responsibility to safeguard the welfare of every child and young person directly connected with our club and are committed to providing a safe environment for all. #

We recognise that those aged 16/17 years-of-age are legally defined as children and therefore we have a responsibility to ensure appropriate safeguards are in place. As such we subscribe to The Football Association's (The FA) Safeguarding Children Policy and Procedures.

In addition to adopting the Football Associations Policy the club also has its own Anti-Bullying Policy and Safe Recruitment of Volunteers Policy.

Our 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.

Hawks Football Club 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 inappropriate behaviour and abuse. This is the responsibility of every adult involved in our club including the parents/carers of our players and we will effectively communicate this to our members throughout the season.

We commit to ensuring that young people have the right to take part, be heard and have their views and opinions taken into consideration when making club decisions and actions that concern them.

OUR ROLE

Hawks Football Club has a responsibility to safeguard 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.

SAFER RECRUITMENT

We endorse and adopt The FA's Safer Recruitment guidelines and where an individual is going to take on a specific role for the club 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.
- Where eligible require an FA- accepted DBS enhanced with barred list Check, in line with The FA's current Safeguarding Children Policy and Regulations.

Hawks Football Club members working in eligible roles with children and young people, such as coaches/ managers, first aiders and physiotherapists, are required to hold an in-date FA accepted DBS enhanced with barred list check as part of safer recruitment practice and we commit to managing this consistently with individuals in current roles and those new to role.

If there are concerns regarding the appropriateness of a club official who is already involved or who has approached us to become part of Football Club, guidance will be sought from the County Football Association (CFA) Designated Safeguarding Officer (DSO).

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 football being used in the grooming of children.

WHISTLE-BLOWING

Hawks 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 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.

Hawks Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it as necessary.

BULLYING

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. All players and parents/carers will be able to access our anti-bullying policy and know that incidents will be dealt with appropriately.

Incidents need to be reported in accordance with paragraph 7 below. In cases of repeated and/or serious bullying the CFA DSO may be contacted.

ACCEPTABLE BEHAVIOUR WHEN WORKING WITH YOUNG PEOPLE

Everyone who works or volunteers with children is responsible and accountable for the way in which they behave around and towards them and every child has a right to be treated with respect and dignity. We always require adults within our club to exhibit acceptable behaviour.

We adopt The FAs 'Acceptable Behaviours When Working with Young People; Guidance for Grassroots Football (5.7) available here. Codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by our Club.

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.

REPORTING CONCERNS

In this Club, Safeguarding is everyone's responsibility, and we know that inaction is not an option and if anyone is worried about a child it is important that they report their concerns to the Club Welfare Officer or a member of the Club committee, who will deal with reported concerns as follows:

1. The Club Welfare Officer ("CWO") or a member of the Club committee will manage poor practice and where necessary seek advice from the CFA DSO.
2. The CWO or a member of the Club committee will make referrals about more serious concerns to the CFA DSO, or in an emergency contact the Police or Children's Social Care.
3. 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.
4. The CWO or a member of the Club committee will keep records of the actions taken and keep the CFA DSO informed.

5. If the CWO or a member of the Club committee is not available at any time, 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 via Safeguarding@TheFA.com;
 - Contact the Police or Children's Social Care; and/or
 - Call the NSPCC Helpline (Monday to Friday 8am-10pm or 9am-6pm at the weekends) for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk.

OUR COMMITMENT

As an England Football Accredited Club, our committee understands and accepts our collective responsibility to adhere to our safeguarding children policy and procedures and ensure that safeguarding is always an agenda item at our committee meetings.

All Coaches must hold an in-date Safeguarding and Emergency Aid Qualification and be required to renew these when required by the FA. Licensed Coaches will also be required to hold a clear DBS check as part of their License to Practise.

All Committee Members & First Aiders must complete the FA Online Safeguarding Course for committee members and keep these up to date.

It is noted and accepted that The Football Association Regulations apply to everyone in football, whether in a paid or voluntary capacity, whether you are a volunteer, match official, helper on club tours, coach, club officials or medical staff.

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

Rules & Policy Reviewed 1st June 2023

Safe Recruitment of Volunteers Policy

Overview

The intentions of most people who work with children and young people in football are good. However, Hawks FC & the FA recognises its responsibilities to safeguard the welfare of all children and young people participating in football by providing a safe and enjoyable environment.

Sound recruitment and selection procedures will help to screen out those who are not suitable.

By adopting the points outlined in these guidelines, we will be putting in place the best possible practice to protect children and young people whenever a volunteer is sought to work with them.

We will take all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. In addition, our volunteer selection processes must be always consistent and fair.

We endorse and adopt The FA's Safer Recruitment guidelines and where an individual is going to take on a specific role for the club we will:

1. Specify what the role is and what tasks it involves.
2. Request identification documents
3. As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
4. Ask for and follow up with 2 references before appointing someone.
5. Where eligible require an FA-accepted DBS enhanced with barred list Check, in line with The FA's current Safeguarding Children Policy and Regulations. Everyone working in eligible roles with children and young people, such as coaches/managers, first aiders and physiotherapists, are required to hold an in-date FA-accepted DBS enhanced with barred list Check as part of safer recruitment practice and we commit to managing this consistently with individuals in current roles and those new to role.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Football Club, guidance will always be sought from the County Football Association (CFA) Designated Safeguarding Officer (DSO).

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 football being used in the grooming of children.

Our Recruitment Process has 8 steps.

1. Planning:

The first stage of any recruitment process involves planning. Hawks FC will decide upon the skills and experience that an individual would need to fulfil the requirements of the role. We will treat every applicant in a fair and consistent manner.

2. Advertising

To attract new volunteers, it may be necessary to advertise outside the club itself, for example - utilising the club website, newsletter / e-zine, social media (e.g., Twitter, club Facebook page), sports hall notice board, local school, may also be beneficial. The advertisement should reflect our Safeguarding Children Policy and it should contain the skills and experience required and the duties to be undertaken. However, it should not discriminate in terms of age, race gender or disability.

3. Application:

We will use an online application form to collect information on each applicant. Each applicant's information is then collected in a consistent way. At least two Committee officials should work together to consider all the application forms to ensure that they are scrutinised fairly and equitably. We will ask for identification documents to confirm the identity of the applicant and any relevant qualifications.

4. Meeting / Interview:

We will meet with everyone who has applied for the post or offered to volunteer before any decisions about taking them on are made. More than one official should be present. The meeting/interview will enable us to explore further the information provided in the application form. The questions to be asked should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations. Whilst it is important to gain information about an applicant's technical abilities, it is also necessary to explore their attitudes and commitment to child welfare.

5. References

At least two references should be requested from individuals who are not related to the applicant. One reference should be associated with the applicant's place of work or a former club and, if possible, one that demonstrates that the individual has been involved in sport, particularly children's football, previously. References should be followed up; ideally before they begin to work at the club or league. If you decide to let them volunteer before taking up the role, then they must not be left alone with children or young people at any time. If any references raise any concerns, we will contact The FA Safeguarding Children Department for advice and guidance.

6. Criminal Record Checks (CRCs)

CRCs are another tool in the recruitment procedure. A Disclosure and Barring Service Enhanced Check with or without Barred List, tells us about a person's recorded offences. It can indicate that a person is not a suitable person to work with children – for example: if they have a history of sexual offending. It may also tell The FA that further investigations are required – for example: if the person has a history of drug dealing or racist offending. Volunteers and others in football should be assured that Hawks FC and The FA will consider the Rehabilitation of Offenders Act (ROA), 1974 and only consider offences which we are entitled to in relation to the ROA Exceptions Order, 1975. Applications for CRCs should be dealt with by the Club Welfare Officer & General Secretary. If an applicant claims to have a DBS Enhanced check, the club should seek advice from The FA CRB or check the Online Safeguarding Service via Member Services.

7. Recruitment Decisions:

We will consider all the information we receive via the application form, confirmation of identity, the outcome of the take-up of references and whether the person is accepted by The FA following their Criminal Records Check. This information should then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept them into the club.

8. In Post:

It is important that once a new volunteer has started, we support them.

We will ensure they

- Are made aware of and sign up to the club's Safeguarding Children policy and procedures.
- Have read our Handbook and codes of conduct.
- Have attended the FA's Safeguarding Children Workshop, or that they update this.
- Have been referred to the Hawks DNA Website which outlines the club values.
- Are assigned a period of supervision/observation or mentoring to support the new volunteer.

Rules & Policy Reviewed 1st June 2023

Anti-Bullying Protection Policy

Statement of intent

Hawks FC is committed to providing a caring, friendly, and safe environment for all our members, so they can participate in football and other activities we support, in a relaxed and secure atmosphere this includes cyber-bullying of any player or member.

Bullying of any kind is unacceptable. If bullying does occur, members and/or parents should immediately report it to the Committee's Welfare Officer or any other member of the Club's Committee. Incidents will be investigated by the Senior Management Committee and be dealt with promptly and effectively. A warning notice will be issued to the person in question with the requirement that the practice stops. Sanctions may also be imposed as appropriate. In extreme cases, the Clubs will permanently suspend the member in question from the club.

We are a TELLING organisation. This means that anyone who knows that bullying is happening is expected to tell the Welfare Officer or any Committee member and provide any evidence requested.

What is bullying?

There is no legal definition of bullying. However, it's usually defined as behaviour that is:

- Repeated
- Intended to hurt someone either physically or emotionally.
- Often aimed at certain groups, for example because of race, religion, gender, or sexual orientation

Bullying can be:

- Emotional - being unfriendly, causing emotionally harm and physical harm, cyber-bullying, sending hurtful online messages, tormenting, (e.g., hiding football boots/shin guards, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence.
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of or focussing on the issue of sexuality.
- Verbal - name-calling, sarcasm, spreading rumours, teasing.

Why is it important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. The impact upon a child or young person can be devastating and, in some cases, affect all aspects of their life; in extreme circumstances it can lead to suicide threats or even attempts. We have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this policy

- Members, coaches, officials, and parents/guardians should understand what bullying is.
- Members, officials, and coaching staff should know what the policy is on bullying and follow it when bullying is reported.
- All players and parents/guardians should know what the policy is on bullying, and what they should do if bullying arises.
- We take bullying seriously. Players and parents/guardians should be assured that they would be supported when bullying is reported.
- Bullying of whatever type will not be tolerated.

Signs and indicators

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

- says he or she is being bullied.
- is unwilling to go to match / training sessions.
- becomes withdrawn anxious or lacking in confidence.
- feels ill before training sessions.
- comes home with clothes torn or training equipment damaged.
- has possessions go 'missing'.
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises.
- is frightened to say what's wrong.
- gives improbable excuses for any of the above.
- In more extreme cases:
- starts stammering.
- cries themselves to sleep at night or has nightmares.
- becomes aggressive, disruptive, or unreasonable.
- is bullying other children or siblings.
- stops eating.
- attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Reporting Procedures

1. Report bullying incidents to the Welfare Officer or a member of the Club's Committee or contact the CFA CPO
2. Welfare Office completes an Incident Reporting Form which is held in the Club records.
3. Evidence should be gathered including any online comments, interviews.
4. In cases of serious bullying, the incidents will be referred to the CFA CPO for advice and possibly to The FA Case Management System under the Safeguarding Policy
5. Parents should be informed and will be asked to come to a meeting to discuss the problem.
6. If necessary and appropriate, the Police will be consulted.

Recommended action.

If Hawks FC decides it is appropriate to deal with the situation and Bullying may have taken place, we will follow the procedure outlined below.

- Raise an incident Report and attempting to establish the facts which may involve Witness interviews.
- Advise Parents of all parties about the incident and keep them updated of any actions.
- The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly.
- Consider reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
- If this fails/is not appropriate, a small panel (made up from the Chairman, Child Welfare Officer, and member of the Senior Management Committee) should meet with the parent/guardian and child alleging bullying, to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
- The same three members should meet with the alleged bully and parents/guardians and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed by all as a true account.
- If after the meetings it is concluded bullying has in their view taken place, the individual should be warned and put on notice of further action i.e., temporary, or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- In some cases, the parent/guardian of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate.
- The Committee should monitor the situation for a given period to ensure the bullying is not being repeated.

- All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e., the warning.
- An attempt will be made to help the bully (bullies) change their behaviour.
- If mediation fails and the bullying are seen to continue, we will initiate disciplinary action under the constitution, Policies and Codes of Conduct

In the case of adults reported to be bullying anyone within the club under 18

- The CFA CPO should always be informed and will advise on action to be taken where appropriate.
- It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Child Protection and Best Practice awareness training may be recommended.
- More serious cases may be referred to the Police and/or Social Services.

Rules & Policy Reviewed 1st June 2023

Photography Policy & Guidelines

Hawks FC follows the FA Respect Guidelines “Celebrating Football Through Photographs & Video” Policy.

The FA has developed this guidance to help avoid the following potential Risks:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often incorrectly referred to as pornography sites)
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being ‘groomed’.
- The identification and locating of children in inappropriate circumstances which include:
 - (i) where a child has been removed from his/her family for their own safety.
 - (ii) where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases.
 - (iii) in situations where a child may be a witness in criminal proceedings; or
 - (iv) other safeguarding children concerns.

It is important to remember most images taken are appropriate and taken in good faith. If we take the following simple measures, we can help to ensure the safety of children in football. Filming as a coaching aid The FA advises that coaches using videoing as a legitimate coaching aid should make parents/carers and players aware that this will be part of the coaching programme. Care should be taken when storing the videos.

Common sense considerations to ensure everyone’s safety.

Do:

- share The FA’s guidance on taking images with all parents, carers, and members when they join the club.
- ensure the club has parental consent to use a player’s image if it is to be used in the public domain e.g., club website or newspaper article. This is essential in relation to point 3 below.
- ensure that any child in your club who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using a Consent Form, so that parents/carers can identify whether this applies to children in their care.
- focus on the activity rather than the individual.
- ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts)
- aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.

Do not:

- publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so, and you have informed the parents as to how the image will be used.
- use player profiles with pictures and detailed personal information on websites.
- use an image for something other than that which it was initially agreed, e.g., published in local press when initially produced for a clubhouse commemorative picture.
- allow images to be recorded in changing rooms, showers, or toilets – this includes the use of mobile phones that record images.

Remember

- It is not an offence to take appropriate photographs in a public place even if asked not to do so.
- No one has the right to decide who can and cannot take images on public land.
- If you have serious concerns about a possible child protection issue relating to the recording of images, then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk.
- The land or facility owner can decide whether photography and or videoing at football activities will be permitted when carried out on private land. However, you need to make this known before allowing individuals access to the private property. If they do not comply, then you may request that they leave.
- Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).

When commissioning professional photographers and the local media If you are commissioning professional photographers or inviting the press to cover a football activity, ensure you and they are clear about each other's expectations. The key is to plan and communicate early on.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Inform them of your club's commitment to safeguarding children and young people. Establish who will hold the recorded images and what they intend to do with them, e.g., place on a website for sale, distribute thumb nails to the club to co-ordinate sales.
- Issue the professional photographer with identification, which must always be worn.
- Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to safeguarding children concerns if their image is taken – remember this can be done by using a Consent Form at the start of the season.

Reporting

If you are concerned about the inappropriate use of images, please report this to your CFA Welfare Officer or to The FA Case Manager (contact details provided below).

To report potentially unlawful materials on the internet please contact:

The Internet Watch Foundation

Email: report@iwf.org.uk

Telephone: 01223 237700

Fax the hotline: 01223 235921

www.iwf.org.uk

The FA's Case Management Team

Email: case.management@TheFA.com

Telephone: 0207 745 47

Rules & Policy Reviewed 1st June 2023

Complaints Procedure

In the event of a complaint made to the club or any member/Parent or guardian feels that the Hawks FC Policies, Rules, or Code of Conduct has been broken the following procedures below should follow:

1. There should be a request for a written report/ letter/ email regards the matter sent to the Hawks FC General Secretary or another member of the Hawks FC Trustees. The Trustees will complete an Incident reporting Form which will be held in the club records. A sub-committee consisting of the Chairman, General Secretary, and Welfare Officer and /or an independent committee member to investigate any complaint.

The Investigation should include:

- Details of what, when, and where the occurrence took place.
- Any witness statement and names of people who saw any incident.
- A Genuine attempt to establish factual evidence rather than conjecture or opinion.
- A check to corroborate facts from all sources,
- Check names of any others who have been treated in a similar way.
- Check details of any former complaints made about the incident, date, when and to whom made.
- A preference for a solution to the incident.
- A firm but fair resolution if possible.
- Clear communication and record collection including recording of hearings with permission if needed.

2. The Trustees can request the Club Committee to sit for any hearings.

3. The Trustees and Club Officials with authority will have the power to act in accordance with the club rules and constitution and may.

- Warn as to future conduct any person found to have broken the Hawks FCs Policies or Codes of Conduct.
- Act in accordance with any Hawks FC Policies or Procedures specific to the alleged complaint
- Issue a Verbal Warning any person found to have broken the Hawks FCs Policies or Codes of Conduct
- Issue a Written Warning to any person found to have broken the Hawks FCs Policies or Codes of Conduct
- Issue a Final Warning to any person found to have broken the Hawks FCs Policies or Codes of Conduct
- Suspend from membership any person found to have broken the Hawks FCs Policies or Codes of Conduct.
- Terminate from membership any person found to have broken the Hawks FCs Policies or Codes of Conduct

Vexatious Complaints & Victimisation

We define unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with Hawks FC, hinder the provision of our services, or our consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

Hawks FC aims to ensure our complaints procedure has integrity and is free of unfair repercussions or victimisation. If at any point in the complaint process the Investigations Team considers that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter may be referred to the Club Trustees for appropriate action which may include a referral to a disciplinary committee for action against the complainant.

Hawks FC will also take all necessary steps to make sure that all parties involved in a complaint are not victimised, smeared, or harassed by anyone to preserve the integrity of the investigation which may include communication restrictions being imposed at our discretion.

Rules & Policy Reviewed 1st June 2023

Hawks FC Privacy Statement

Hawks 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 to you

Personal data means any information about an individual from which that individual can be identified, this can include email addresses, phone numbers and addresses.

We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members and this is held securely on the club's online registration system.

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 club uses "Team App" for this purpose and all members are required to register on this platform and renewal registrations annually by confirming data we hold is correct.

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 to 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. |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Processing membership forms and payments/ subs | Performance of a contract |
| organising 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 data with third party service or facility providers | 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. |
| Sharing anonymised data with a funding partner as condition of grant funding e.g., Local Authority | 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 written 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 including COVID Safety and Medical Needs | Consent. We will only process details on your medical history with your consent which includes NHS COVID-19 Track & Trace. |

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 and to leagues to register participants and the team for matches, tournaments, or other events, and for affiliation purposes. Personal Data is stored on our online registration system.

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 this includes all the clubs' systems which are protected on a need-to-know basis.

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 12 months 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 a member of the Committee.

Rules & Policy Reviewed 1st June 2023

Data Protection Policy

1. About this Policy

- 1.1 This Policy is to help Hawks FC in conjunction with the County Football Associations and football leagues deal with data protection matters. Our Policy is kept with our other club / County Football Association / football league policies and is made available and published to all members, volunteers and others who come into contact with personal data during their involvement with the club / County Football Association / football league.
- 1.2 Hawks Football Club (“we”, “our”, “us”) handle personal data about current, former, and on occasion prospective players [and their parents or guardians], volunteers, committee members, other and Sports Section Club members, referees, coaches, managers, contractors, third parties, suppliers, and any other individuals that we communicate with.
- 1.3 We may process personal data and recognise the need to treat all personal data in an appropriate and lawful manner, in accordance with the EU General Data Protection Regulation 2016/679 (**GDPR**).
- 1.4 Correct and lawful treatment of this data will maintain confidentiality within the Club and held on club approved systems to protect the rights of players and any other individuals associated with the Club.
- 1.5 This Policy sets out our data protection responsibilities and highlights the obligations of the Hawks FC which means the obligations of our employees, committee, volunteers, members, and any other contractor or legal or natural individual or organisation acting for or on behalf of the Club.
- 1.6 We are obliged to comply with this policy when processing personal data on behalf of the Club, and this policy will help you to understand how we handle personal data.
- 1.7 The Hawks FC Committee will be responsible for ensuring compliance with this Policy. Any questions about this Policy or data protection concerns should be referred to the committee.
- 1.8 We process volunteer, member, referee, coach, manager, contractor, committee, supplier, and third-party personal data for administrative, Club, Sports Club, Football Association & Weetabix League to other Competition entry management purposes. Our purpose for holding this personal data is to be able to contact relevant individuals on Club business and our legal basis for processing your personal data in this way is the contractual relationship we have with you. We will keep this data for 12 months after the end of your official relationship with the Club unless required otherwise by law and / or regulatory requirements. If you do not provide your personal data for this purpose, you will not be able to carry out your role or the obligations of your contract with the Club.
- 1.9 All the key definitions under GDPR can be found [here](#).

2. What we need

- 2.1 To assist with our compliance with GDPR we will need to comply with the terms of this policy. We have set out the key guidance in this section but please do read the full policy carefully.
- 2.2 To comply with the data protection principles (set out briefly in section 3 of this policy and in further detail below):
 - 2.2.1 We only process data in accordance with our transparent processing as set out in our Privacy notice.
 - 2.2.2 We only process personal data for the purposes for which we have collected it (i.e., if you want to do something different with it then please speak to a member of the club committee.
 - 2.2.3 We do not ask for further information about players and / or members and / or staff and / or volunteers without first checking with the Club committee.
 - 2.2.4 If we correct an individual’s personal data, we make sure that we can identify that individual and, where we have been able to identify them, make the relevant updates on our records and systems.
 - 2.2.5 We comply with our retention periods listed in our Privacy Notice and make sure that if we still have information which falls outside of those dates, that we delete/destroy it securely.
 - 2.2.6 We treat all personal data as confidential. If it is stored in electronic format, then we consider whether the documents themselves should be password protected to limit the number of people who have access to the information. We also consider the security levels of any cloud storage provider we use such as FA Whole Game System, FA Full Time, Hawks FC Team App. If it is stored in hard copy format,

then we make sure it is locked away safely and is not kept in a car overnight or disposed of in a public place.

- 2.2.7 If we use any electronic system for the storage of information, we commit to checking whether such a system is appropriately secure and complies with GDPR.
- 2.2.8 If we need to share personal data with anybody new or with a party outside the FA structure, then we will seek specific advice from the Football Association before doing so who will be able to check that the correct contractual provisions are in place and that we have a lawful basis to share the information.
- 2.2.9 If we receive a subject access request (or think somebody is making a subject access request for access to the information we hold on them) then the committee will convene as soon as possible because we have strict timelines in which to comply.
- 2.2.10 If you think there has been a data breach, then please speak to a committee member who will be able to help you to respond.
- 2.2.11 If you have any questions at any time, then please just ask a member of the Hawks FC Committee as we are here to help.

3. Data protection principles

- 3.1 Anyone processing personal data must comply with the enforceable principles of data protection. Personal data must be:
 - 3.1.1 processed lawfully, fairly and in a transparent manner.
 - 3.1.2 collected for only specified, explicit and legitimate purposes.
 - 3.1.3 adequate, relevant, and limited to what is necessary for the purpose(s) for which it is processed.
 - 3.1.4 accurate and, where necessary, kept up to date.
 - 3.1.5 kept in a form which permits identification of individuals for no longer than is necessary for the purpose(s) for which it is processed.
 - 3.1.6 processed in a manner that ensures its security by appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction, or damage.
- 3.2 We are responsible for and must be able to demonstrate compliance with the data protection principles listed above.

4. Fair and lawful processing

This Policy aims to ensure that our data processing is done fairly and without adversely affecting the rights of the individual.

- 4.1 Lawful processing means data must be processed on one of the legal bases set out in the GDPR. When special category personal data is being processed, additional conditions must be met.

5. Processing for limited purposes

- 5.1 Hawks FC collects and processes personal data. This is data we receive directly from an individual and data we may receive from other sources.
- 5.2 We will only process personal data for the purposes of the Club as instructed by the committee, the County FA, or the FA, or as specifically permitted by the GDPR. We will let individuals know what those purposes are when we first collect the data or as soon as possible thereafter.

Consent

One of the lawful bases on which we may be processing data is the individual's consent.

An individual may consent to us processing their personal data if they clearly indicate specific and informed agreement, either by a statement or positive action. Individuals must be easily able to withdraw their consent at any time and withdrawal must be promptly honoured.

Consents will be refreshed every season when we renew Membership Arrangements.

Explicit consent is usually required for automated decision-making and for cross-border data transfers, and for processing special category personal data. Where children are involved then the consent must be from the parent/guardian. Where consent is our legal basis for processing, we will need to keep records of when and how this consent was captured.

Our Privacy Notice sets out the lawful bases on which we process data of our players and members.

6. Notifying individuals

- 6.1 Where we collect personal data directly from individuals, we will inform them about:
 - 6.1.1 the purpose(s) for which we intend to process that personal data.
 - 6.1.2 the legal basis on which we are processing that personal data.
 - 6.1.3 where that legal basis is a legitimate interest, what that legitimate interest is.
 - 6.1.4 where that legal basis is statutory or contractual, any possible consequences of failing to provide that personal data.
 - 6.1.5 the types of third parties, if any, with which we will share that personal data, including any international data transfers.
 - 6.1.6 their rights as data subjects, and how they can limit our use of their personal data.
 - 6.1.7 the period for which data will be stored and how that period is determined.
 - 6.1.8 any automated decision-making processing of that data and whether the data may be used for any further processing, and what that further processing is.
- 6.2 If we receive personal data about an individual from other sources, we will provide the above information as soon as possible and let them know the source we received their personal data from.
- 6.3 We will also inform those whose personal data we process that we, the Club are the data controller regarding that data, and which individual(s) in the Club are responsible for data protection.

7. Adequate, relevant, and non-excessive processing

We will only collect personal data that is required for the specific purpose notified to the individual. We may only process personal data if required to do so in our official capacity as a Club and cannot process personal data for any reason unrelated to our Football duties. Hawks FC must ensure that when personal data is no longer needed for specified purposes, it is deleted or anonymised.

8. Accurate data

We will ensure that personal data we hold is accurate and kept up to date. We will check the accuracy of any personal data at the point of collection and at the start of each season. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data.

9. Timely processing

We will not keep personal data longer than is necessary for the purpose(s) for which they were collected. We will take all reasonable steps to destroy or delete data which is no longer required, as per our Privacy Notice.

10. Processing in line with data subjects' rights

- 10.1 As data subjects, all individuals have the right to:
 - 10.1.1 be informed of what personal data is being processed.
 - 10.1.2 request access to any data held about them by a data controller.
 - 10.1.3 object to processing of their data for direct-marketing purposes (including profiling).
 - 10.1.4 ask to have inaccurate or incomplete data rectified.
 - 10.1.5 be forgotten (deletion or removal of personal data).
 - 10.1.6 restrict processing.
 - 10.1.7 data portability; and

- 10.1.8 not be subject to a decision which is based on automated processing.
- 10.2 The Club is aware that not all individuals' rights are absolute, and any requests regarding the above should be immediately reported to the committee, and if applicable escalated to the County FA for guidance.

11. **Data security**

- 11.1 We will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.
- 11.2 We have proportionate procedures and technology to maintain the security of all personal data.
- 11.3 Personal data will only be transferred to another party to process on our behalf (a **data processor**) where we have a GDPR-compliant written contract in place with that data processor.
- 11.4 We will maintain data security by protecting the confidentiality, integrity, and availability of the personal data.
- 11.5 Our security procedures include:
- 11.5.1 **Entry controls.** Any stranger seen in entry-controlled areas should be reported.
- 11.5.2 **Secure desks, cabinets, and cupboards.** Desks and cupboards should be locked if they hold personal data.
- 11.5.3 **Methods of disposal.** Paper documents should be shredded. Digital storage devices should be physically destroyed.
- 11.5.4 **Equipment.** Screens and monitors must not show personal data to passers-by and should be locked when unattended. Excel spreadsheets will be password protected.
- 11.5.5 **Personal Devices.** Anyone accessing or processing Hawks FC's personal data on their own device, must have and operate a password only access or similar lock function, and should have appropriate anti-virus protection. These devices must have the Hawks FC personal data removed prior to being replaced by a new device or prior to such individual ceasing to work with or support the Club.
- 11.5.6 **Systems.** The club uses an agreed system for processing data and transmission of information called Team App. All communications must be made via our secure systems.

12. **Disclosure and sharing of personal information.**

- 12.1 We share personal data with Northants FA, Football Association and with applicable leagues and competitions using Whole Game System.
- 12.2 We may share personal data with third parties or suppliers for the services they provide, and instruct them to process our personal data on our behalf as data processors such as the Hawks FC Team App
- 12.3 Where we share data with third parties, we will ensure we have a compliant written contract in place incorporating the minimum data processor terms as set out in the GDPR, which may be in the form of a supplier's terms of service.
- 12.4 We may share personal data we hold if we are under a duty to disclose or share an individual's personal data to comply with any legal obligation, or to enforce or apply any contract with the individual or other agreements; or to protect our rights, property, or safety of our employees, players, other individuals associated with the County FA or others.

13. **Transferring personal data to a country outside the EEA**

We may transfer any personal data we hold to a country outside the European Economic Area (**EEA**), provided that one of the appropriate safeguards applies.

14. **Reporting a personal data breach**

In the case of a breach of personal data, we may need to notify the applicable regulatory body and the individual.

If you know or suspect that a personal data breach has occurred, inform a member of the committee immediately, who may need to escalate to the County FA as appropriate. You should preserve all evidence relating to a potential personal data breach.

15. Dealing with subject access requests

- 15.1 Individuals may make a formal request for information we hold about them. Anyone who receives such a request should forward it to the board/committee immediately, and where necessary escalated to the County FA for guidance. Nobody should feel bullied or pressured into disclosing personal information.
- 15.2 When receiving telephone enquiries, we will only disclose personal data if we have checked the caller's identity to make sure they are entitled to it.

16. Accountability

Hawks FC must implement appropriate technical and organisational measures to look after personal data, and is responsible for and must be able to demonstrate compliance with the data protection principles.

Hawks FC must have adequate resources and controls in place to ensure and to document GDPR compliance such as:

- providing fair processing notice to individuals at all points of data capture.
- training committee and volunteers on the GDPR, and this Data Protection Policy; and
- reviewing the privacy measures implemented by the Club, FA, League.

17. Changes to this policy

We reserve the right to change this policy at any time. Where appropriate, we will notify you by email.

18. Summary

Hawks FC and our Football administrators need to ensure that they protect the data they process as required by the Data Protection Act, 1998. Any data breach will be dealt with under the Clubs policies and procedures.

'Processing' under the Act includes obtaining, recording, or holding data or carrying out any operation or set of operations on the data including disclosure, consultation, alteration, and destruction of data. Processing therefore covers a wide range of activities such as sending an email, looking at data on a screen mobile device or opening and reading a paper file. The Data Protection Act applies to all individuals within the Club. It protects individuals from personal data being used inappropriately or recorded inaccurately and it provides everyone with a framework to achieve good standards for handling information.

On request, individuals can ensure that the content of information about them is correct and the purpose for which the information will be used is clear. Representatives within the Club who control information on computer, in paper files, on mobile devices, video or in other media will ensure that the information is processed fairly, is accurate and secure, and is used for a specific purpose.

We hold our membership records electronically on our Team App and encourage all members to ensure these are kept up to date and renewed annually by electronic signature.

Rules & Policy Reviewed 1st June 2023

Communications Policy

Communication is essential for sharing club news and information with our members and ensuring running Hawks FC is run in an efficient way and safe way. Communications will be timely, appropriate, and related to club business only.

The club has a social media consent form which is optional for our members to sign when joining and follows the FA rules to provide accountability and control over material published.

What we will do

We use of electronic tools to communicate with our members is only via our Hawks FC Team App.

Our communication policy protects members privacy, maintain clear boundaries, and ensures that bullying, exclusion, and harassment does not occur and protects the against reputational damage to the club.

All communications will be moderated by our Welfare Officer and Trustees to provide accountability and control over material published by Hawks FC, its officials, members and connected parents and guardians on all its media and communications channels. This includes the Clubs Team App, Hawks FC website, Hawks DNA and any related discussion groups or social media websites, such as Facebook, Instagram & Twitter.

All our club staff and team managers are required to only use our official communications Team App for messaging to parents and teams within the club to protect themselves and provide a clear and transparent audit trail that can be accessed by officials if needed to avoid damage to the club's image and reputation.

The club operates as one club and not individual teams which is why we use central communication via our Hawks Teams app only. We do not approve or endorse any external group communications set up such as Private Messaging Groups to facilitate club activities, social media or messaging services via Text, email, or Messenger groups. These groups are unmoderated and could cause reputational damage to the club. Any use of the club's name or linking of these groups to the club or teams within the club is not authorised and would be considered a breach of club rules.

All communications must comply with our consents, codes of conduct, privacy, and data protection policies.

Responsible Communications

1. We treat all external messaging, social media postings, blogs, status updates and tweets as public comment.
2. Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
3. No personal information about our members will be disclosed.
4. No statements will be made that are misleading, false, or likely to injure a person's reputation.
5. No statements will be made that might bring our club into disrepute.
6. Abusive, discriminatory, intimidating, or offensive statements will not be tolerated.
7. Postings on our App should be linked to Hawks Football Clubs activities only.
8. Any Offending posts on social media or the club's app will be removed and those responsible will be blocked from the site.
9. Any member or connected parents or guardians and may face disciplinary action by the club under its constitution and rules which could lead to suspension or expulsion of the individual and its children from Hawks FC.

Team App & Website

Our website and Team App will include current information on competitions, social events, committees, policies, constitution, rules, and club news.

No offensive content or photos will be published.

If we intend to publish a photo of a child, we will take care not to provide identifying information and this will be within the club consents held and the FA Photography policy.

We will seek feedback from members to improve the information available on the site.

SMS and email

Whilst we acknowledge that on occasions Committee members, coaches and team managers may need to use SMS and email to communicate this is not our approved method and we expect this to be as an exception to protect ourselves and provide a clear and accountable audit trail of communications.

SMS messages should be short and about club/team matters only.

Email communication will be used when more information is required.

Communication via SMS involving children will be directed through their parents and no club member should directly text a minor.

What we expect

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members about the club, posting material on public websites connected to the club or sharing messages.

Electronic communication should be restricted to club matters and must not offend, intimidate, humiliate, or bully another person. They must not be misleading, false or damage the reputation of the club or another person. All communications linked to the club should respect and maintain the privacy of members.

Communications must not bring the club into disrepute or lead to a breakdown of trust.

Non-compliance

Members (including players, linked parents, and officials) may face disciplinary action for sending inappropriate electronic communication about the club, its officials or members or posting online content that breach our code of conduct, this communications policy or other associated club rules. Our Policies and procedures are outlined in our club handbook.

Under certain circumstances, cyber bullying (e.g., bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging, or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube, or Twitter) may be liable for defamation.

If the club is made aware of any unauthorised communication's that bring reputational damage or the risk of it against the club or members then action will be taken against and relevant parties which could include reporting to a higher authority, suspension from the club or termination of club membership.

Rules & Policy Reviewed 1st June 2023

MEMBERSHIP APPLICATION FORM

Child Member Details

| | | | | | | | |
|------------------------|--|-----|--|----------------------|------|--|--------|
| Surname | | | | First Name | | | |
| Home Address | | | | | | | |
| Post Code | | | | School | | | |
| Doctors Name | | | | Medical Centre | | | |
| Conditions / Allergies | | | | Medical Centre phone | | | |
| Date of Birth | | Age | | Gender (✓) | Male | | Female |
| Ethnicity | | | | Nationality | | | |
| Other Information | | | | | | | |

Parent or Guardian Details

| | | | | | | | |
|-----------------------------------|------|--|--|------------|-----|--|--|
| Surname | | | | First Name | | | |
| Home Address | | | | | | | |
| Post Code | | | | Telephone | | | |
| Relationship | | | | Email | | | |
| 2 nd Emergency Contact | Name | | | | Tel | | |

| Type of Annual Membership (please ✓) Membership Period is 1 st June to 31 st May. | | | | |
|--------------------------------------------------------------------------------------------------------------|--|--------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adult Fully Member | | Fee Paid £75 | | Monthly Fees are £15 a month payable by standing order to Hawks Football Club – 5 th Monthly. Barclays Bank – Account: 00605263. Sort Code: 20-05-74 |
| Student Member | | Fee Paid £30 | | |
| Associate Member (Non-Playing) | | Fee Paid £30 | | |

| Consents:(✓) | | | | | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|----|--|
| Medical | In the event my child is injured whilst participating in Football related activities and that I cannot be contacted on the Emergency contact numbers held by the club, I hereby give consent for my child to receive medical attention. First Aiders will assist when required within the scope of their training and in these circumstances will be judged to have acted “reasonably” and in the Casualty’s best interests. The club, its officials, coaches or first aiders will not be liable for any claim in these circumstances, and I waive the right to making any claim. | YES | | NO | |
| COVID Safety | I agree to support the Clubs COVID safety rules and will ensure I inform the club prior to attending any football activities by RSVP to our events on our App to support Track & Trace. I understand I may need to answer COVID Self Check questions before each session I attend, or I may not be able to participate. | | | | |
| Hawks App | I will sign up to the Hawks FC Team App | | | | |
| Photography | I consent to any photos of my child being used under the clubs Celebrating Photography through Football and social media Policy to be displayed on the Clubs Social Media channels. | | | | |
| Student Member Donations | I confirm I have set up a Standing order for £15 per month to cover the current annual membership fees of £180 with a reference added to my child's name. Payments are to be made to Hawks Football Club: Barclays Bank, Bedford. Account: 00605263. Sort Code: 20-05-74. | | | | |
| Non-Payments | I understand that if my membership lapses or I do not pay the clubs monthly subs my child will be unable to participate in any football related activities and under the club rules I may be asked to leave the club | | | | |
| Gift Aid | I am a UK Taxpayer and would like Hawks Football Club which I am aware is a registered charity to treat by monthly payments as donations. I permit them to reclaim Gift Aid on donations | | | | |
| Code of Conduct | I understand the Clubs Code of Conducts are important and we will abide by the Players Code of Conduct & Parents/ Guardians Code of Conduct. If I breach the Codes of Conduct. I may be subject to sanctions as outlined in these. | | | | |
| Private Ground Rules | I will abide by the club ground rules which are on display at the site and am aware that the club is private property. Smoking/Vaping, Pets or Swearing are not permitted at the club. Please remain off the playing areas and behind the parents’ barrier. Allow the Coaches to coach the children and do not instruct the players | | | | |

| Membership Declaration and Application to Join the Club | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| To be eligible to apply to join the activity ALL the following MUST apply (please (✓) Tick to confirm) | |
| I/We have agreed to all the club consents outlined above. | |
| I/We am aware that all Kit supplied to the players by Hawks FC remains the property of the club and shall be returned should I leave the club. Any unreturned kit will be invoiced for the cost of replacement and unpaid subs. | |
| I/We agree to abide by the Club Rules, Policies, Procedures, Consents and Codes of Conduct outlined in the Club Handbook which may change from time to time and are aware of the club values outlined in the Handbook which we have read. All Committee Members, Coaches, Parents and Players are subject to the club rules. | |
| Hawks FC is a section of Kettering Sports Club. We understand that we will be required to become a member of the parent club to participate in sporting activities including Football at the Club. | |
| All Children under the age of 13 should have a Parent or Guardian present at Football activities. "Drop and Go" is not permitted for children under 13 years of age and will result in a child not being able to participate. | |
| I/We would like to apply to be a member of Hawks Football Club. | |

By signing this form, you are confirming that the information provided within this document is correct.

| | |
|-----------------------------------|--|
| Child Full Name | |
| Child Signature | |
| Parents/Guardian Full Name | |
| Parent/Guardian Signature | |
| Dated | |

| Membership Application Approval |
|---------------------------------|
|---------------------------------|

| | | |
|------------------|--|--------------|
| Name | | Date: |
| Signature | | |
| Position | | |

Hawks Football Club Charitable Donation Form.

I want to make a regular donation to Hawks Football Club as per the details below.

| | |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Donor | |
| Address of Donor (For Gift Aid purposes) | Post Code: |
| To: | The Manager |
| Your Bank name: | |
| Your Bank address: | |
| Account name to be debited: | |
| Your Bank Account number: | |
| Your Bank Sort code: | |
| Payment Details The sum of (In numbers and words): | Fifteen Pounds per month - £15 per month To Hawks Football Club, Barclays Bank, Bedford Branch. Sort Code: 20-05-74, Account: 00605263 |
| Payment Start Date | |
| Frequency | 5 th Monthly |
| Expiry | Until Further Notice |
| BANK REFERENCE: (Name of Player) | |

Signature:

Date: