

The Club's Policies and Codes of Conduct, include the Club Constitution, Job Roles and Descriptions for Club Officials, Committee Members, Volunteers, Team Managers and Assistant Managers. They also include the requirements set out by the FA for England Accredited Football Clubs and the FA Respect Programme.

Safeguarding Policy

Stowupland Falcons Football Club adopts the FA's Safeguarding Policy for Children and a copy of the policy can be found on the Club website. The template policy and supporting materials relating to safeguarding are available at: [Section 1 - football's safeguarding framework - Safeguarding | The Football Association \(thefa.com\)](https://www.thefa.com/section-1-football-safeguarding-framework)

Club Disciplinary Procedure and Process

1. All members of the Club shall exercise their rights, powers, duties and best endeavours to ensure that they conduct themselves so that the affairs and reputation of the Club are carried out in accordance with:
 - The Rules and Regulations of the Football Association and the County Football Association
 - The Rules and Regulations of the Competitions in which the Club competes
 - The Club's Constitution /Articles of Association, Codes of Conduct and Policies
2. The Club will adopt and adhere to the Codes of Conduct for Managers, Coaches, Players, Team Officials, Parents/Guardians, Carers and Spectators. These codes are issued to the respective people as required. As well as Job Roles and Job Descriptions, the Club Policies, the FA England Accredited requirements and the FA Respect Programme.
3. The Disciplinary Procedure is in place to ensure that members of The Club who fail to meet the agreed expectations are dealt with in a fair and open manner. In the case of breaches of the Code of Conduct, Club Policies, Job Roles and Descriptions, the FA Charter Standard Requirements and the FA Respect Programme the following will apply.
4. Player failing to meet the agreed expectations as mentioned above in 2
 - The Team Manager will raise individual issue with the appropriate Section Officer
 - The Team Manager will speak to the player and his/her Parents/Guardian (if player is under 18) regarding their behaviour
 - If the players behaviour continues to be in breach of the Club's Standards/Expectations, an interview with the player and the player's Parents/Guardian or Carer (if player is Under 18) will take place with the appropriate Section Officer and Manager, where a sanction may be implemented, which may include exclusion from The Club.
 - If a player is sent off for violent conduct, spitting or offensive, insulting or abusive language, in addition to any penalty set by the Suffolk FA, the Committee will review the case and may impose any additional sanctions.
 - In the case of all the issues above the Parents/Guardians, Spectator or Carer will also be asked to attend any meeting with any player or manager under the age of 18. The Club Child Welfare Officer will be asked to attend any of the meetings which include any player or manager under the age of 18.

5. Official failing to meet agreed expectations as mentioned above in 2

- An interview will take place with the Chairperson and Vice Chairperson who will have the authority to revoke membership of the Club. If the Club Official is the Chairperson or Vice Chairperson a subcommittee (made up of 3 members of the Club Committee which must include the Club Secretary) will conduct the interview that will then have the authority to revoke membership of the Club, after Committee approval

6. Team Manager/Assistant Manager/Coach failing to meet agreed expectations as mentioned above in 2

- An interview will take place with the appropriate Section Officer and Chairperson (or Vice chairperson in the chairperson absence) who will have the authority to take appropriate action. If the matter is reported to the Suffolk FA, The Club in addition to any penalty set by the Suffolk FA, may impose additional sanctions that could include exclusion from the Club and revoke membership of the Club.

7. Parent/Guardian, Spectator or Carer failing to meet the agreed expectations as mentioned above in 2

- An interview will take place with the appropriate Section Officer and Team Manager (or Team Assistant Manager in the Team Manager's absence) who will have the authority to take appropriate action. If the matter is reported to the Suffolk FA, The Club in addition to any penalty set by the Suffolk FA, may impose additional sanctions that could include exclusion from the Club and revoke membership of the Club.

8. Authority to suspend if required

- *If the failure to meet the agreed expectations as mentioned above in 2 is from a Player, Team Manager/Assistant Manager/Coach.* The Club Section Officers with authorisation from the Club Chairperson (Or Vice Chairperson in the Chairperson's Absence) has the authority to suspend the Player, Team Manager/Assistant Manager/Coach until such time that a Committee meeting can be held to impose any necessary sanction.
- *If the failure to meet the agreed expectations as mentioned above in 2 is from a Committee member (other than the Chairperson or Vice Chairperson).* The Chairperson or Vice Chairperson has the Authority to suspend the Committee member until such time a Committee meeting can be held to impose any necessary Sanction.
- *If the failure to meet the agreed expectations as mention above in 2 is by the Chairperson or the Vice Chairperson.* The Club Secretary together with at least 2 other Committee members has the authority to suspend the Chairperson or Vice Chairperson until such time that a Committee meeting can be held to impose any necessary sanction.

9. Any member found guilty of failure to meet the agreed expectations as mentioned above in 2 and is found to be in breach of the Clubs Disciplinary Procedure the Club Committee, Chairperson, Vice Chairperson, Section Officers or Club Secretary as mentioned above have the authority to impose any of the following sanctions:

- a. An informal warning as to future conduct
 - b. A formal warning as to future conduct
 - c. Suspension from Playing/Managing competitive fixtures
 - d. Suspension from Membership/Position
 - e. Removal of Membership/Position (can only be carried out by Chairperson in consultation with Vice Chairperson or vote from Committee if necessary)
10. Sanction e, Removal of Membership, can only be imposed once any County FA or FA charges have been concluded or no charge exists.
 11. The Member or Members have the right to appeal the outcome to the Club Committee decision. An appeals Board will be established by the Committee consisting of three people who may include an independent Club member from outside the Committee.
 12. In addition to the sanctions set out above, any fine imposed on the Club because of a Member by the County Football Association will be repaid to the Club by that Member.
 13. All actions carried out under the Club's Disciplinary Procedure must be reported in writing to the Club Secretary and Chairperson. The Club Secretary will then record the incident and outcome and could be used if futures occurrences of failure to adhere to the Club's Code of Conduct, Club Policies, Job Roles and Descriptions, the FA England Accredited requirements and the FA Respect Programme, happen while a member of the Club.

Complaints Procedure

1. In the event that any Member feels he or she has suffered discrimination in any way or that the Club policies, rules or Code of Conduct have been broken, they should report the matter to the Club Secretary, or a Committee member.
2. The report should include:
 - Details of what, when and where the occurrence took place
 - Any witness statement and names
 - Names of any others who have been treated in a similar way
 - Details of any former complaints made about the incident, date, when and to whom made
 - A preference for a solution to the incident.
3. The Chairperson or Vice Chairperson will appoint a party to investigate the complaint, which will consist of a minimum of 2 Committee members of which one must be the relevant Section Officer and if the incident involves any member under the age of 18, the Club Welfare Officer. If the incident involves a member of the Committee, the Chairperson or Vice Chairperson will head up the investigation. If the incident involves the Chairperson or Vice Chairperson the Club Secretary will head up the investigation.
4. Once the investigation has been completed, the Committee will convene to discuss complaints and will issue a formal outcome of their deliberations. This may include conflict resolution and or action against individual(s) including removal of membership.
5. The Club's Committee will have the power to;
 - Change the outcome of a disciplinary outcome
 - Warn as to future conduct
 - Suspend from membership

- Remove from membership any person found to have broken the Club Policies, Club Codes of Conduct, the FA England Accredited requirements and the FA Respect Programme, or failed to fulfil the required standards of the Job Roles and Job Descriptions

Equality and Anti-discrimination policy

Stowupland Falcons 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 everyone, equally.

Our commitment is to confront and eliminate discrimination whether by reason of age, gender, gender re-assignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

We will treat everyone equally and without discrimination, including:

1. The advertisement for volunteers.
2. The selection of candidates for volunteers.
3. Courses.
4. External coaching and education activities and awards.
5. Football development activities.
6. Selection for teams.
7. Appointments to honorary positions.

Stowupland Falcons Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Stowupland Falcons Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole

All members are expected to abide by the requirements of the Equality Act 2010. Specifically discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Stowupland Falcons Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the

practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

Anti-bullying policy

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our Club. The Club endorses the anti-bullying policy of The FA a copy of which is available on the Club's website. The template policy can be found on the FA website (refer to our Child Protection Policy for further information and links to the policy documents)

Privacy Policy

Stowupland Falcons Football Club ("we", "our", "us") takes your privacy very seriously. Please read this Privacy Policy carefully to see how we will treat the personal information that you provide to us either when using our website (the "Site") or in other circumstances when we collect data from you (including via email). We will take reasonable care to keep your information secure and to prevent any unauthorised access or use of it. We process all information in accordance with applicable UK data protection legislation.

We may change this Privacy Policy from time to time and the change will take effect once the revised Privacy Policy is available on the website. Therefore, please refer to this Privacy Policy each time you submit your personal information.

The information you provide

We may ask you to provide information to us or collect data from you on different occasions, including at a number of points on the Site, such as when you:

- e-mail enquiries, contributions or your views to us;
- enter competitions;
- register to receive or download information, newsletters or other documentation; or
- purchase goods or services from us.

The information that you are asked to provide will vary depending on the reason for the collection. In some instances, for example, if you purchase goods or services from us, the provision of certain information will be mandatory.

Please note that if you choose to participate in any discussion forum on the Site you may disclose personal information about yourself to other participants. If you do so this is at your own risk.

How we use the information

We will use your personal information:

- to respond to your enquiry;
- to acknowledge any contribution that you may make;
- to send information to you, from the Club or the Club's Sponsors (where applicable);
- for other reasonable purposes for which you have provided such information.

We would like to send you Club information by e-mail. By providing your information you are agreeing to the Club contacting you in this manner to provide you with such information in accordance with the terms of this Privacy Policy.

If you do not wish to receive any of the above information or be contacted by us in accordance with the above, please ensure you tick the box on the player registration form, the Club will follow the guidelines as set out by the FA in regards to GDPR.

Sharing information

We do not share your information with anyone apart from the Stowupland Sports and Social Club and The FA for player registration purposes. We only provide data for player registration purposes to data processors who maintain similar policies regarding data protection to those that the Club itself uses.

Protection of information

We are committed to protecting your privacy and we implement various security measures in relation to our processing and transfer of personal data. However, the nature of the Internet is such that the data may in some circumstances flow over networks without full security measures and could be accessible to unauthorised persons.

Cookies

When you visit the Site, we may collect, process and use information about you which may not personally identify you but which may be helpful for improving the operation of the website. Such information may be collected through "traffic data" and may entail the use of "cookies", "IP Addresses" or other numeric codes used to identify your computer. You can delete cookies or configure your computer to reject them, although this may disable the Site's ability to manage individual sessions.

Links

The Site may contain links to other sites. Please be aware that we are not responsible for the privacy practices of these sites. We encourage our users to be aware when they leave the Site and to read the privacy statements applicable on those sites. This Privacy Policy does not apply to information collected on third parties' sites.

Your right to access the information

You have the right to access the information that the Club holds about you in accordance with the Data Protection Act 2018. In order to do this please make a written application to the Secretary, contact details can be found on the Site. The Club may require you to provide verification of your identity and to pay an administrative fee (which is currently £10) to provide a copy of the information that it holds.

Updating your information

In the event that there is a change to your personal information for example your contact details, please let us know of this by updating your details online (where this facility is available) or writing to the Secretary so that we can keep your information up to date and accurate.

Contact us

If you have any queries about this Privacy Policy please speak to the Club Secretary.

Photography and Video

Football matches at Stowupland Falcons FC are played in a public arena and therefore under English Law, allows for photographs/recording to be taken/made. No one has right to decide who can or cannot take images on public land, therefore we provide the following points as a guide, and they are in line with the FA's guidelines document for taking images and recordings, which is available from our website.

Out of courtesy we do ask that photographers seek agreement of both Team Managers/Coaches prior to a youth match to take photographs, but we cannot enforce this.

You should inform your Team Manager/Coach if you do not want images of your child recorded. You must also inform the Club Secretary in writing prior to the match and although we cannot stop photographs or images being taken we will try and make sure we don't publish any of those images.

We always use an official Club photographer for a special event who has been DBS checked, and we may use these photographs for promotional purposes.

The Club will never knowingly identify a child without explicit written permission from their parent/carer.

If you have any serious concerns about a possible child protection issues relating to the recording of images then please speak to the Club Welfare Officer in the first instance.

Social Media

Guidance for Under 18's

Mobile technology is a key part of everyday life including how and where you can find information about football. Whether it's about professional teams you follow or your own team or club it's a great way to get and share information.

Within football we want you to use social networks, the internet, texts and email safely to get the information you need. We have produced the guidance below to keep us all safe and to ensure that we respect each other:

- Tell an adult you trust about any communications that make you feel uncomfortable or that asks you not to tell your parent/carer
- Know who from your Club should be contacting you and how they should be contacting you
- You can talk to the Club's Welfare Officer if you are unhappy about anything sent to you or said about you over the internet, social networking sites, text messages or via email
- Don't post, host, text or email things that are hurtful, insulting, offensive, abusive, threatening, or racist as this would go against football rules and could also be against the law
- Don't give out personal details including mobile numbers, email addresses or social networking account access to people you don't know well offline
- Facebook has different 'set up' guidelines for U18s to help to keep you safe – use them
- Even if you get on with your coach, manager, Club officials, adult referees or mentors, don't invite them to become your friends online, they have been asked not to accept such invitations
- Tell an adult you trust if an adult involved at your Club or within refereeing asks you to become their friend online and inform the Club Welfare Officer
- If you receive an image or message which you find offensive, threatening or upsetting tell an adult you trust. Make sure you copy and save the image/message elsewhere or print it off before you remove and destroy it because this may be needed as evidence

You can also report concerns directly to the Police by visiting www.clickCEOP.net

Guidance for Adults, including Coaches, Managers, Players, Officials, Parents and Carers

As a Club we use social media to communicate to our members and supporters. We only publish information and comment which is informative and supports our Club's aim.

We will take action against any individual who posts, hosts, texts or emails things that are disrespectful, hurtful, insulting, offensive, abusive, threatening, or racist as this would go against football rules and could also be against the law.

The Suffolk FA will investigate and fine Clubs for social media messages which are deemed to be unacceptable in any of the categories mentioned above, including comments about opposing teams, officials, or connected persons. As a Club we will seek to recover such fines from the individuals and may also take action to exclude the individual from our Club.

Please think before you click.

Fair Playing Time

Mini Football Policy Under 7's, 8s, 9s and 10s Mixed, Under 10s, 11s and 12s Girls

This policy is to run alongside the existing Stowupland Falcons Youth Club Philosophies and is specifically for Mini Football and its purpose is to direct our coaches to aid the development of our younger players in a manner that isn't driven by a win at all cost mentality – at the end of the day it is Non-competitive football.

POSITIVE LEARNING ENVIRONMENT

- Encourage players to be creative in both practice and games
- Remember mistakes will happen - however this is part of the learning process
- Let players make some of their own decisions – but discuss their decision making with them and advise / coach on alternative decisions - such as when to pass the ball, dribble etc.
- Let them know that their opinions count. Always explain your coaching and decisions to them – but encourage feedback and always question them on their understanding of your choices
- Create opportunities for players to explore, question and foster curiosity and imagination in your coaching methods. Perhaps ask them to adapt your coaching practices with any progression suggestions or even give them opportunity to devise coaching practices
- Allow ALL players to experience success and leadership. Over the season in the early years each player should experience being team Captain as this gives them a sense of pride and responsibility

LET THEM PLAY

- We promote **EQUAL** playing time for **ALL** with a provision that every player in a team receives a minimum of 50% game time, this is to encourage them all to develop. Obviously, this is subject to injury, behaviour, attendance – but **NOT** ability! Achieving 50% game time does not mean that every player must have 50% of **EVERY** game; you need to give your players the chance to develop at the level that is right for them as individuals. So that may mean that individuals get more (or less) time in specific matches, but this will be counterbalanced in other games so that over the course of the season they will have played at least 50% of total game time.

- Help players develop their game by rotating positions during training and game time. An attacker can learn by spending time as a defender for example – what movements does the attacker make to lose me; what can I do that when I play in attack?
- Ensure players are given the chance to just play a game of football during every training session
- Make sure ALL players are rotated so they spend time playing with other members of the squad. Every player must take a turn as substitute and being substituted – this is development football, and you can't develop as a player if you start as substitute every week.
- Squad sizes are to be determined by the manager however, at 5v5 (your initial squad) we consider this to be 10 players maximum. However, do not turn away players without providing the relevant contact details to the Club Chairman if your squad is full – we will look to run additional teams where possible.
- Minimise the number of substitutes you have on a match day to maximise game time – consider squad rotation if your numbers are too great by giving ALL players rest weeks however this must be done on a fair and even basis. Suggested match day squads – 5v5 – 8 players, 7v7 – 10 players, 9v9 – 12 players
- We do not encourage the playing of underage players at 5v5 or 7v7. In all cases the signing on of an underage player will be at the agreement of the relevant Youth Football Officer and will not be at the expense of a player at the correct age for the squad.
- Don't let the children's football become **dominated** by adults – whether this is team manager, coach or parents

Fair Playing Time

9 v9 Football – Under 11s and 12s Mixed and Under 13s, 14s Girls

This policy is to run alongside the existing Stowupland Falcons Youth Club Philosophies and is specifically for 9v9 Football and its purpose is to direct our coaches to aid the development of our younger players in a manner that isn't driven by a win at all cost mentality.

POSITIVE LEARNING ENVIRONMENT

- Encourage players to be creative in both practice and games
- Remember mistakes will happen - however this is part of the learning process
- Let players make some of their own decisions – but discuss their decision making with them and advise / coach on alternative decisions - such as when to pass the ball, dribble etc.
- Let them know that their opinions count. Always explain your coaching and decisions to them – but encourage feedback and always question them on their understanding of your choices
- Create opportunities for players to explore, question and foster curiosity and imagination in your coaching methods. Perhaps ask them to adapt your coaching practices with any progression suggestions or even give them opportunity to devise coaching practices

- Allow ALL players to experience success and leadership. Try not to restrict the Captain's arm band to one individual player, try to appoint captains through positive attitude in all aspects of the game.

LET THEM PLAY

- We promote **EQUAL** playing time for **ALL** with a provision that every player in a team receives a minimum of 50% game time to encourage them all to develop. Obviously, this is subject to injury, behaviour, attendance – but **NOT** ability! Achieving 50% game time does not mean that every player must have 50% of **EVERY** game; you need to give your players the chance to develop at the level that is right for them as individuals. So that may mean that individuals get more (or less) time in specific matches, but this will be counterbalanced in other games so that over the course of the season they will have played at least 50% of total game time.
- Help players develop their game by rotating positions during training and game time. An attacker can learn by spending time as a defender for example – what movements does the attacker make to lose me; can I do that when I play in attack?
- Ensure players are given the chance to just play a game of football during every training session
- Make sure ALL players are rotated so they spend time playing with other members of the squad. Every player must take a turn as substitute and being substituted – this is development football, and you can't develop as a player if you start as substitute every week.
- Squad sizes are to be determined by the manager however at 9v9 we consider this to be 14 players maximum. However, do not turn away players without providing the relevant contact details to the Club Secretary if your squad is full – we will look to run additional teams where possible.
- Minimise the number of substitutes you have on a match day to maximise game time – consider squad rotation if your numbers are too great by giving ALL players rest weeks however this must be done on a fair and even basis, Suggested match day squads would be 12 players.
- We do not encourage the playing of underage players. In all cases the signing on of an underage player will be at the agreement of the relevant Youth Football Officer and will not be at the expense of a player at the correct age for the squad.
- Don't let the children's football become **dominated** by adults – whether this is team manager, coach or parents

Fair Playing Time

11 v 11 (9v9 for some Girls games) Football – Under 13s, 14s, 15s, 16s and 18s Mixed, Under 15 and 16 Girls

This policy is to run alongside the existing Stowupland Falcons Youth Club Philosophies and is specifically for 11v11 Football and its purpose is to direct our coaches to aid the development of our players in a manner that isn't driven by a win at all cost mentality and to ready the players for Adult Football.

POSITIVE LEARNING ENVIRONMENT

Policies – updated February 2023

- Encourage players to be creative in both practice and games
- Remember mistakes will happen - however this is part of the learning process
- Let players make some of their own decisions – but discuss their decision making with them and advise / coach on alternative decisions, ask team mates to suggest other options.
- Let them know that their opinions count. Always explain your coaching and decisions to them – but encourage feedback and always question them on their understanding of your choices
- Create opportunities for players to explore, question and foster curiosity and imagination in your coaching methods. Perhaps ask them to adapt your coaching practices with any progression suggestions or even give them opportunity to devise coaching practices
- Allow ALL players to experience success and leadership. Try not to restrict the Captain's arm band to one individual player, try to appoint captains through positive attitude in all aspects of the game.

LET THEM PLAY

- We promote **FAIR** playing time for **ALL** with a provision that every player in a team receives a minimum of 25% game time this to encourage them all to develop, but also accept that ability and attitude on the pitch is now a major part of the game. Obviously, this is subject to injury, behaviour, attendance) - But **NOT** ability. Achieving 25% game time does not mean that every player must have 25% of **EVERY** game; you need to give your players the chance to develop at the level that is right for them as individuals. So that may mean that individuals get more (or less) time in specific matches, but this will be counterbalanced in other games so that over the course of the season they will have played at least 25% of total game time.
- Help players develop their game by rotating positions during training and game time. An attacker can learn by spending time as a defender for example – what movements does the attacker make to lose me; can I do that when I play in attack?
- Ensure players are given the chance to just play a game of football during every training session
- Make sure ALL players are rotated so they spend time playing with other members of the squad. Every player must take a turn as substitute and being substituted – this is development football and you can't develop as a player if you start as substitute every week.
- Squad sizes are to be determined by the manager however at 11v11 we consider this to be 18 players maximum. However, do not turn away players without providing the relevant contact details to the Club Secretary if your squad is full – we will look to run additional teams where possible.
- Minimise the number of substitutes you have on a match day to maximise game time – considered squad rotation if your numbers are too great by giving ALL players rest weeks. However, this must be done on a fair and even basis, Suggested match day squads would be 15 players.
- We do not encourage the playing of underage players. In all cases the signing on of an underage player will be at the agreement of the relevant Youth Football Officer and will not be at the expense of a player at the correct age for the squad.
- Don't let the children's football become **dominated** by adults – whether this is team manager, coach or parents

We actively encourage open dialogue within our Club. If you do have any concerns please speak to any member of the Committee if you are unable to speak to the individual concerned. If you believe a situation may be affecting a child, please speak to our Child Welfare Officer immediately

