



# Respect



## Club Philosophy & Zero Tolerance Policy

### HOCKERING FOOTBALL CLUB

#### **Welcome to Hockering Football Club**

Founded in 2017 Hockering Football Club strives to be a forward thinking and inclusive club. We do not and shall not discriminate on the basis of race, colour, religion, gender, gender expression, age, national origin, disability, marital status or sexual orientation in any of our activities or operations.

We will not tolerate abuse or discrimination of any kind.

We aim to work with and support our Players, Volunteers, Coaches and Members in personal development to attain their full potential.

In our infancy we have developed our own identity on and off the pitch. We have created a supportive, safe, friendly, and challenging environment that allows our Players to express themselves both on and off the football pitch.

We encourage our players to play without fear and to be creative. Our Coaches have removed negative language from our team talks and from our pitch side feedback during games. We aim to always maintain a positive and supportive environment for all.

We must at all times respect the rules of the game, The opposition players, coaches and volunteers. Spectators and Match Officials. We must also ensure we support and respect our own teammates and volunteers.

By supporting players from our Youth teams, we hope to create a successful development programme that will allow us to have a clear pathway to adult football allowing us to not only develop but retain players.

We are Hockering Football Club

#### **Zero Tolerance**

Parents, Carers and Coaches can have a huge influence on a child's enjoyment in football. It is your responsibility to ensure you abide by the rules set out by the club.

#### **Hockering F.C**

Will report to the Police, League and County FA any form of inappropriate language, threatening behaviour and abuse from or to any Spectator, Player, Match Official or Club Official, before during or after Matches or training sessions.

#### **Hockering F.C**

Reserve the right to ask at any time any individual demonstrating any actions deemed to conflict with this policy to move away from the side-lines or pitch and when necessary to leave the club premises.

#### **Hockering F.C**

Acknowledges that every child, young person, or adult who plays or participates in football should be able to do so in an enjoyable and safe environment, all of the above should be acknowledged and protected from poor practice and all forms of abuse.

The Club will also report any form of abuse via Social media and Telephone in accordance with the County FA policy.

Those in breach of the above policies may be asked to meet with the committee or leave the club, in some circumstances the individual may also be reported to the Football Association or County Welfare Officer.

Hockering F.C has a Zero tolerance policy to discrimination of any kind.



# Respect



## Safeguarding Children Policy and Procedures

HOCKERING FOOTBALL CLUB

### Football Club Safeguarding Children Policy

Hockering Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

The key principles of The FA Safeguarding Children Policy are that:

- 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, disability, race, sexual orientation, faith, or belief.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

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

Hockering Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual, or emotional harm and from neglect or bullying.

It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers, and we will:

- specify what the role is and what tasks it involves
- request identification documents
- as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- ask for and follow up with 2 references before appointing someone
- where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All current Hockering Football Club members working in eligible roles, with children and young people - such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice.

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

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

Hockering Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about an adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com) or alternatively by going direct to the Police, Children's Social Care, or the NSPCC.

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

Hockering Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of **Respect**, poor practice, and abuse amongst club members.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

**Respect** codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by Hockering Football Club. In order to validate these **Respect** 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 County FA in more serious circumstances.

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The FA's policy on Disclosure and Barring Service CRCs is subject to change. CRC information and guidance can be found at [www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks](http://www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks)

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

If you are worried about a child, then you need to report your concerns to the Club Welfare Officer. If the issue is one of poor practice the Club Welfare Officer will either:

- Deal with the matter themselves or
- Seek advice from the CFA Welfare Officer.

If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Social Care.

If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.

If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:

- Contact your CFA Welfare Officer directly.
- Contact the FA Safeguarding Team on 0800 169 1863 or [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)
- Contact the Police or Children's Social Care
- Call the NSPCC 24 hour Helpline for advice on 0800 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

NB – The FA's Safeguarding Children Policy and Procedures are available via [www.TheFA.com/football-rules-governance/safeguarding](http://www.TheFA.com/football-rules-governance/safeguarding) – click on 'Raising Awareness – Best Practice Downloads', the Policy and Procedures document is within the resources area. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop.

Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

Further advice on Safeguarding Children matters can be obtained from:

**Hockering Football Club Welfare Officer**

Pat Bowe

T: 07818182770

E: [welfareofficer@hockeringfc.com](mailto:welfareofficer@hockeringfc.com)

County Football Association's Welfare Officer

T: 07777607567

E: [Ken.D'Rosario@NorfolkFA.com](mailto:Ken.D'Rosario@NorfolkFA.com)

- [www.TheFA.com/football-rules-governance/safeguarding](http://www.TheFA.com/football-rules-governance/safeguarding)
- Emailing – [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)
- The FA Safeguarding Children general enquiry line 0845 210 8080



# Respect



## Anti-Bullying Policy

HOCKERING FOOTBALL CLUB

### Statement of Intent

We are committed to providing a caring, friendly, and safe environment for all our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and anyone who knows that bullying is happening is expected

This club is committed to playing its part to teach players to treat each other with respect.

### What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- **Emotional** being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g. hiding football boots/shin guards, threatening gestures).
- **Physical** pushing, kicking, hitting, punching or any use of violence.
- **Sexual** unwanted physical contact or sexually abusive comments.
- **Discrimination** comments, jokes about disabled people, sexist comments.
- **Verbal** name-calling, sarcasm, spreading rumours, teasing.

### Cyberbullying

This is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders' can easily become bullies themselves by forwarding the information on. There is a growing trend for bullying to occur online or via texts – bullies no longer rely on being physically near to the young person.

### Trolling

This is the name given to posting deliberately offensive comments on people's social media pages aimed at causing upset and distress. This type of behaviour could result in legal action.

### Our Commitment

Hockerling Football club commits to ensure our website websites and/ or social networking pages are being used appropriately and any online bullying will be dealt with swiftly and appropriately in line with procedures detailed in this policy.

### 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.

Hockerling Football Club has a responsibility to respond promptly and effectively to issues of bullying:

### Objectives of this Policy

- All club members, coaches, officials, and parents should have an understanding of what bullying is.
- All club members, coaches, officials, and parents should know what the club policy is on bullying and follow it when bullying is reported.
- All players and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported.
- Bullying 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 club sessions.
- Becomes withdrawn anxious or lacking in confidence.
- Feels ill before training sessions.





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## Anti-Bullying Policy for Hockering Football Club

- 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 behaviors may indicate other problems, but bullying should be considered a possibility and should be investigated.

### Bullying as a result of any form of discrimination

Bullying because of discrimination occurs when bullying is motivated by a prejudice against certain people or groups of people. This may be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability, or ability.

Generally, these forms of bullying look like other sorts of bullying, but in particular it can include:

- Verbal abuse – derogatory remarks about girls or women, suggesting girls and women are inferior to boys and men, or that black, Asian and ethnic minority people are not as capable as white people; spreading rumours that someone is gay, suggesting that something or someone is inferior and so they are "gay" – for example, "you're such a gay boy!" or "those trainers are so gay!" Ridiculing someone because of a disability or mental health related issue, or because they have a physical, mental or emotional developmental delay. Referring to someone by the colour of their skin, rather than their name; using nicknames that have racial connotations; isolating someone because they come from another country or social background etc.
- Physical abuse – including hitting, punching, kicking, sexual assault, and threatening behaviour.
- Cyberbullying – using online spaces to spread rumours about someone or exclude them. It can also include text messaging, including video and picture messaging.

Discrimination is often driven by a lack of understanding which only serves to strengthen stereotypes and can potentially lead to actions that may cause women, ethnic minorities, disabled people, lesbian, gay, bisexual or transgender people, or people who follow specific religions or beliefs, to feel excluded, isolated or undervalued. Ensure that club members know that discriminatory language and behaviour will not be tolerated in this club.

- If an incident occurs, members should be informed that discriminatory language is offensive and will not be tolerated. If a member continues to make discriminatory remarks, explain in detail the effects that discrimination and bullying has on people. If it is a young person making the remarks their parents should be informed just as in any breach of the clubs Code of Conduct and this Anti-Bullying policy.
- If a member makes persistent remarks, they should be removed from the training setting in line with managing challenging behaviour and the Club Welfare Officer or club officials should talk to them in more detail about why their comments are unacceptable.
- If the problem persists, the member should be made to understand the sanctions that will apply if they continue to use discriminatory language or behaviour.
- Consider inviting the parents/carers to the club to discuss the attitudes of the youth member in line with the procedures detailed in this policy.

### Procedures

1. Report bullying incidents to Welfare Officer or a member of the clubs committee.
2. In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer and possibly to The FA Case Management Team.
3. Parents should be informed and will be asked to come into a meeting to discuss the problem.
4. If necessary and appropriate, the police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.



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## Anti-Bullying Policy for Hockering Football Club

### Recommended club action

If the club decides it is appropriate for them to deal with the situation, they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a small panel (made up from Chairman, Club Welfare Officer, Secretary, committee members) should meet with the parent 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.
3. The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If 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.
5. In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

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

1. The County Welfare Officer should always be informed and will advise on action to be taken where appropriate; this may include action by The FA Safeguarding Team.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach. The FA's Safeguarding Children Education Programme may be recommended.
3. More serious cases may be referred to the Police and/or Children's Social Care.

### Prevention:

- The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
- All club members and parents will sign to accept the constitution upon joining the club.
- The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

This policy is based on guidance provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via [www.kidscape.org.uk](http://www.kidscape.org.uk)

You may also wish to access any of the following websites designed to give advice and guidance to parents and children who are faced with dealing with bullying:

Guidance for parents/carers  
[www.anti-bullyingalliance.org.uk/](http://www.anti-bullyingalliance.org.uk/)  
[www.stonewall.org.uk](http://www.stonewall.org.uk)  
[www.bullying.co.uk](http://www.bullying.co.uk)

Guidance for young people  
[www.youngstonewall.org.uk/](http://www.youngstonewall.org.uk/)  
[www.childline.org.uk](http://www.childline.org.uk)

We would like to thank the ASA who have shared their Anti Bullying Policy for Clubs and to Stonewall's guidance from which this recommended FA Club Anti Bullying Policy has been developed.



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## Social networking, Websites, Mobile phone and Email communications

### HOCKERING FOOTBALL CLUB

#### Summary of Best Practice Guidance

The FA's intention and responsibility is to safeguard children and young people involved in football. As with other leading world brands The FA uses Facebook, YouTube and Twitter as a way of getting messaging across to the widest audience possible.

Alongside the very beneficial aspects of modern communication technologies we have to recognise that there are also increased risks to children and young people. These risks must be appropriately managed.

Everyone involved in football must recognise that the responsibility to safeguard exists both on and off the field of play.

This guidance has been developed in response to requests for advice.

It is essential that clubs, parents, members and players make informed decisions about how they use the internet, mobile phone and email communications.

Clubs and leagues that set up websites have a responsibility to ensure safeguards are in place. Coaches, officials, referee mentors and those in a position of responsibility in clubs and leagues must ensure they communicate responsibly.

The FA recommends that texting is not used as the primary method of communication between adults and child/young people in football.

If it is decided that the most effective way of communicating to young people is via a social networking site then the club is strongly advised to set up an account in the name of the club and explicitly for use by named members, parents and carers solely about football matters e.g. fixtures, cancellations and team selection. At no time should there be any personal communications, 'banter' or comments.

Clubs are responsible for ensuring all content hosted on their websites, social network areas and any associated message boards or blogs abide by the Rules and Regulations of The Football Association.

Clubs and leagues should appoint appropriate adults to monitor the content of their websites. Social networking is a cost-effective way to communicate and easy to set up, but labour intensive to run.

Children and young people should be advised by their coaches, parents/carers and CWO to always tell an adult they trust about communications that make them feel uncomfortable or where they've been asked not to tell their parent/carer about the communication.

The FA has developed a series of guidance to encourage best practice when communicating with and about children and young people; the following range of best practice guidance is available to you via the downloads area of [www.TheFA.com/footballsafes](http://www.TheFA.com/footballsafes)

1. Social networking, websites, mobile phones, and email communications.
2. Running a website - Do's and Don'ts
3. Responsible use of Social Networking sites.
4. Communicating responsibly with Young Leaders, Coaches and Referees Under 18.
5. Using Texts and Emails with U18s – Do's and Don'ts
6. Guidance for parents/carers - Responsible use of text, email, and social networking sites.
7. Guidance for U18s using: Club Web Pages, Social Networks, Email and Texts.

#### Acknowledgements

The FA would like to acknowledge that the development of this guidance has been assisted by guidance written by the Amateur Swimming Association, England and Wales Cricket Board, Child Protection in Sport Unit and Child Exploitation Online Protection Centre.





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## Club Rules

### HOCKERING FOOTBALL CLUB

#### 1. The Club Shall be called

**Hockering Football Club** (the "Club").

#### 2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members, and community participation in the same.

#### 3. Status of Rules

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

#### 4. Rules and Regulations

(a) 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, for the time being in force.

(b) No alteration to the Club Rules shall be effective without written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(c) The Club will also abide by The FA's Safeguarding Children Policies and Procedures; Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

#### 5. Club Membership

(a) 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.

(b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The FA and Parent County Association shall be given access to the Membership Register on demand.

#### 6. Annual Membership Fee

(a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable. The fee shall be set by the Committee at the AGM before each new season.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

#### 7. 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. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

(b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.

(c) 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").

#### 8. Club Committee

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Admin Secretary and up to five (5) other members, all elected at an Annual General Meeting ("AGM").





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## Club Rules

### HOCKERING FOOTBALL CLUB

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than one (1) position of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Secretary, or in their absence the Vice Secretary, the quorum for the transaction of the business of the Club Committee shall be three (4).

(c) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(d) 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. The Club Committee shall hold not less than four (4) meetings per year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.

(f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(g) 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.

#### **9. Annual and Extraordinary General Meetings**

(a) An AGM shall be held in each year to:

(i) receive a report of the activities of the Club over the previous year.

(ii) receive a report of the Club's finances over the previous year.

(iii) elect members of the Club Committee; and (iv) consider any other business.

(b) Nominations for election of members as Club Officers or as 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. 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.

(c) 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. Business at an EGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member at their last known address written 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.

(e) The quorum for a General Meeting shall be Five (5).

(f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.

(g) 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.



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## Club Rules

### HOCKERING FOOTBALL CLUB

#### 10. Club Teams

At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

#### 11. Club Finances

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.

(c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

(d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(e) The Club may also in connection with the sports purposes of the Club:

(i) Sell and supply food, drink and related sports clothing and equipment in line with current legislation.

(ii) Employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present.

(iii) Pay for reasonable hospitality for visiting teams and guests; and

(iv) Indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

(f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.

(g) The Club shall prepare an annual "Financial Statement" in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to the FA.

(h) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the "Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.

(i) 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.

(j) 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. The Club shall, on request, make a copy of any Conveyance available to the FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

(k) 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.



# Respect



## Club Rules

### HOCKERING FOOTBALL CLUB

#### 12. 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 members present.

(b) 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.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them related to community sports. At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team.







# Respect



## Privacy Policy

### HOCKERING FOOTBALL CLUB

The information we ask you to provide includes details required to operate Hockering Football Club and enter teams into Norfolk County FA Affiliated Leagues. It will include but is not limited to:

- Any personal details about you, such as full name, date of birth, home address, email address, and contact telephone numbers.
- For medical reasons' we will also ask you to provide details of any illnesses or conditions that you suffer from so that coaches are aware and can respond fully to your needs.
- We collect information using the club's registration form which we ask you as a player to complete and pass back to your team manager.

The information we collect from you is used to run the club and its teams responsibly.

- Information is retained by the club and used by the team managers to run the teams. This includes registering players with Norfolk FA and local football leagues.
- Information will also be used for contacting you to organise training sessions and most importantly making sure that you are aware of fixtures, venues and kick-off times.
- Certain information e.g. names will be used by the club treasurer to create a register to monitor and establish payment of club registration fees.
- The club officials and managers may keep records relating to fines that players accumulate when penalised in the course of a football match.
- Medical information will be used by qualified first aiders to provide treatment in the event of injury or illness.

During the course of the football season we could pass on personal information about you to the following organisations.

- Hockering Football Club is affiliated to the English Football Association (FA) and is required to register all players with Norfolk County FA. We also enter teams to play in the Central South Norfolk League, Norfolk Combined Youth Football League and Norfolk Womens and Girls Football League.

The information we collect will be passed to the FA and leagues so that you are registered to play football.

These organisations provide oversight and governance of football clubs and ensure they operate fairly and properly within policies they implement.

- When teams are entered into tournaments or events, the organisers of those events will require basic information about the teams entered such as the full names and dates of birth of players.
- We will be obliged to disclose personal data that we hold if for any reason we are contacted by the Police and summonsed to provide information relating to an ongoing investigation

The General Data Protection Regulation (GDPR) gives you the right to see personal information we hold about you. If you want copies of this information, please send us a written request with the following:

- Your full name, address and contact mobile phone number.
- The name of the team and the team manager you play for.
- Details of any specific information you require.

Please send your written request, proof of identity and address to:

Hockering Football Club, 73 Heath Road, Hockering, Dereham, NR20 3JA

We will respond to your request in one calendar month.



# Respect



## Privacy Policy

HOCKERING FOOTBALL CLUB

### Track and Trace

If a person within Hockering Football Club has COVID-19 or symptoms of the virus they will be sent home, as will other individuals who have had contact with this individual and who may be at risk. We would notify individuals about a risk, and in many instances that will be sufficient.

We hold a lot of data, and it may be necessary for us to share that data on request from NHS Test and Trace workers. We will do this and will play our part in making this process as effective as possible. It is likely that we will be asked to provide contact details if a case or suspected case of Coronavirus arises in our club. There is an obligation to support the government planning.

We will provide details as requested in order to do this. We will be sharing data on the basis that this is a Public Duty (see below) and, in the case of any health data, it is necessary for the public interest, as set out. Please be assured that we will keep a record of information that we share. This Privacy Notice should be read alongside the other GDPR and Data Protection documents on our website. If you have any questions, please contact the club chairman.

# NHS

## Test and Trace

### NHS Test and Trace and the Law

The law on protecting personally identifiable information, known as the General Data Protection Regulation (GDPR), allows Public Health England to use the personal information collected by NHS Test and Trace. The section of the GDPR that applies is:

Article 6(1)(e) – ‘processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller’ As information about health is a special category of personal information, a further section of the GDPR applies:

Article 9(2)(i) – ‘processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare’ Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without people’s consent where this is in the public interest. This is known as ‘Section 251’ approval and includes the use of the information collected by NHS Test and Trace to help protect the public from coronavirus. The part of the law that applies here is Section 251 of the National Health Service Act 2006 and the associated Health Service (Control of Patient Information) Regulations 2002

**NHS**

**We must keep on protecting each other.**

**HANDS** **FACE** **SPACE**

**STAY ALERT > CONTROL THE VIRUS > SAVE LIVES**