

Kingston Colts is a local football club for local people. It strives to include and nurture young players, providing not just football but also personal skills which will help them in life. This is done by volunteers and is dependent on the support of all involved, from players through to parents, coaches, those helping with administration and leagues within which we seek to play.

We continue to try and work in compliance with FA recommendations as to how a club should be run (which can be challenging given our size). Where we fall short, please do contact a member of staff or the welfare officer to discuss how this can be addressed. We need your help, effort and patience to make us the best we can be.

#### **Club membership:**

The Club's Management Committee sets the annual membership fee. Any fee shall be payable on a successful application of membership.

Players may not participate in league matches unless they have been registered to the Oxford Mail Youth League (OMYFL) or the Witney & District Youth League (WDYFL) and have paid their fees.

#### **Parental involvement:**

The club invites all offers of help, and the task can be matched to the individual. It is run by volunteers, with costs kept to a minimum to ensure it remains accessible to as many as possible. Any assistance is greatly appreciated, and it does make a difference to both the club and individual coaches. Please request a CRC from the welfare officer if you are willing to help on a regular basis.

#### **Parental support required to cater for specific needs:**

Where a player has specific needs, be these medical or behavioural, it is requested that either a parent or nominated adult be at both sessions and matches to ensure those needs are met, without detracting the coach from the team. It is not possible, as a club made up of volunteers and without statutory funding, to cater for all players without this additional support and to try to do so could lead to the team and coach being compromised. It is for parents to ensure the club is properly briefed as to what any specific needs might be.

#### **Informing the club of difficult circumstances:**

The club is aware that changing or challenging personal circumstances might affect both a player's attendance and their behaviour whilst at the club. Where relevant, please do contact the coach and / or welfare officer as soon as possible to ensure such situations can be handled appropriately and sensitively.

Similarly, please do contact the club where paying for subs is likely to prevent inclusion as help and funds are available to deal with this.

#### **Safeguarding of children:**

The club seeks to provide a safe, enjoyable and inclusive environment for all young people involved with the club, whether they are players, young referees or qualified coaches. If there is any cause for concern regarding the safeguarding of a player or volunteer, within or outside the club, please contact our welfare officer.

#### **Anti-bullying policy:**

The club is committed to providing a safe and caring environment within which all can train and play. Bullying of any kind at the club is unacceptable, be it of, or between players, volunteers, coaches or parents. We ask anyone who observes such behaviour to tell someone, be it one of the coaches or the welfare officer.

#### **Equal opportunity statement:**

Kingston Colts is committed to promoting a fair and open environment, where all individuals and groups are treated with respect and dignity. We will accommodate all wherever possible but may, in some circumstances,

be limited by the facilities we have at our disposal. Where there is cause for concern, please speak with your coach or contact the welfare officer.

**Transporting children to and from matches:**

It is the responsibility of the parent to organise transport for their children both to and from away matches. Where a coach provides a lift to a player, this amounts to a personal arrangement between parents as opposed to the coach assuming any formal responsibility.

**Club changing policy:**

Whilst an increasing number of girls are included within the teams, it is not always the case that club houses offer changing facilities for both boys and girls. As such, where away matches are concerned, it is recommended that players come changed and ready to play.

**The players' code of conduct:**

All players are being asked to sign a code of conduct as part of their registration process. This states what is considered acceptable behaviour and what is not. It is for the parents to support the club both in the example set and enforcing of this code.

**The disciplinary process:**

The club retains the right to raise the issue of remedy and / or withdrawal of a child from the club where the child is either disengaged, or their behaviour is disruptive and / or dangerous.

The club is aware that personal circumstances may cause a player to be absent or for their behaviour to fall short of what might normally be accepted (please see Informing the Club of Difficult Circumstances). However, a formal disciplinary route is needed and will be as follows:

- Request for the player to sit out for the rest of the session (verbal warning).
- Suspension from training / a match for a week (first written warning for repeated minor offences).
- Further suspension (final written warning in the event that the verbal and written warning have had no effect).
- Request for the player to be removed from the team and club.

Where a player misses repeated sessions and / or matches (without prior agreement with the coach) and other players are waiting to join the team, the player may be asked to resign their place in order that another may have it.

**Fines:**

There will be occasions in accordance with FA and OMYFL/WDYFL disciplinary procedures where the Club will have fines imposed upon it for inappropriate actions of its members, Officials, Parents, Guardians or Spectators.

The Club retains the right to pass on such fines to the offending person(s) where it deems necessary. Notice will be given to the offending person(s) of the fine imposed.

**Complaints:**

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Rules or Code of Conduct has been broken. They should report the matter to the Club's welfare officer, chairperson or another member of the committee.

Your report should include:

- Details of what, where and when the occurrence took place.
- Any witness statement and names.

- Names of any others that have been treated in a similar way.
- Details of any former complaints made about the incident, date, when and whom made.
- A preference for a solution to the incident.

The Club's management committee will sit for any hearings that are requested. Where necessary they may seek advice from the FA, Berkshire FA or the OMYFL/WDYFL.

#### **Social Media:**

We ask you as players, parents and carers to be aware of the following: -

[FA guidelines on social networking, websites, mobile phones and email communications](#)

[Guidance for parents/carers – responsible use of texts, email and social networking sites](#)

As a member of the club you are responsible for and need to abide by the FA Rules and regulations regarding comments you place online about the league, club, players, managers or match officials. It is against Club and FA rules to post comments that are or maybe conceived as offensive, insulting, abusive, threatening, racist, and discriminatory or any other reference that may cause offense or harm to others.

Any such comment made on club or league websites and/or social networking sites regarding officials may result in disciplinary action being taken in line with The FA's Disciplinary policies and procedures.

Following FA and League rules, results should not be published for fixtures involving Under 7's, Under 8's, Under 9's, Under 10's and Under 11's.

Should team managers/coaches feel that social media would benefit the running of their teams then accounts should be separate from any personal accounts and moderated by club personnel. They should be set up as closed team groups and photos and names may only be shared if consent has been obtained. Photos and names of children (other than your own) should not be shared on personal accounts.

#### **Photography and Video:**

The club will seek overall consent for photos to be used (or not, as the case may be). Where a photo is posted or published, the individual will not be named unless specific consent has been granted.

The club requests that any parental photos of players are for their own use and are not shared by whatever means, including social media.

#### **Data protection:**

At Kingston Colts we take your privacy very seriously. You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

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

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

We will only use personal data for the purpose for which it has been specifically provided and it will only be kept while you are a member of Kingston Colts FC. During this time, it will be held securely.

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 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.

<b>Purpose/Processing Activity</b>	<b>Lawful Basis for processing under Article 6 of the GDPR.</b>
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.

#### **Who we share your personal data with**

When you become a member of the club, your information, coach or player 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.

Parents are requested to ensure that the club is informed of any changes to this data and if you wish to enquire about what information is held by the club about your child, please contact the secretary.

Useful club contacts:

Welfare Officer: [welfareofficer@kingstoncolts.co.uk](mailto:welfareofficer@kingstoncolts.co.uk)

Secretary: [secretary@kingstoncolts.co.uk](mailto:secretary@kingstoncolts.co.uk)

Chair: [chair@kingstoncolts.co.uk](mailto:chair@kingstoncolts.co.uk)

Treasurer: [treasurer@kingstoncolts.co.uk](mailto:treasurer@kingstoncolts.co.uk)