KIRKFIELD UNITED FOOTBALL CLUB

GOVERNANCE DOCUMENT

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INCIDENT REPORTING

Any breaches of club policies must be reported directly to the club using the Incident reporting form on TeamFeePay. No disciplinary action should be issued until the matter has been discussed with the Child Welfare and Protection Officer, who will advise the appropriate course of action. Once an agreed response has been reached, timely conversations must be held with all impacted individuals to ensure clarity, transparency and support throughout the process.

SECTION 1 — SAFEGUARDING POLICIES

1.1 Child Protection Policy

Purpose

To ensure the safety and wellbeing of all children involved in the club's activities and to comply with Scottish FA and PVG safeguarding requirements.

Scope

Applies to trustees, committee members, coaches, volunteers, parents, and any adult involved in club activities.

Policy Statement

The club is committed to creating a safe, positive environment where children can enjoy football free from harm, abuse, or neglect. Safeguarding is everyone's responsibility.

Key Principles

- The welfare of the child is paramount.
- All children have equal rights to protection.
- All concerns will be taken seriously and acted upon promptly.
- The club will follow Scottish FA and statutory guidance.

Roles & Responsibilities

Welfare Officer

- Lead safeguarding contact.
- Maintain PVG records.
- Manage concerns and liaise with authorities.
- Ensure training compliance.

Coaches & Volunteers

- Complete their PVG checks.
- Attend safeguarding training, where appropriate

- Report concerns immediately.

Recognising Abuse

Includes physical, emotional, sexual abuse, neglect, bullying, exploitation, and online harm.

Reporting Concerns

- Report immediately to the Welfare Officer.
- If a child is at immediate risk: contact Police Scotland (999).
- Do not investigate yourself.
- Record concerns using the club's safeguarding incident form.

Responding to Disclosures

- Listen calmly.
- Do not promise confidentiality.
- Reassure the child.
- Report to the Welfare Officer.

PVG & Recruitment

- All regulated roles require PVG membership.
- No individual may work with children until cleared.

Training

- All coaches must complete Scottish FA Child Wellbeing training.
- Welfare Officer must complete advanced safeguarding training.

Review

Annual review.

1.2 Anti-Bullying Policy

Purpose

To prevent bullying and ensure a safe, inclusive environment.

Definition

Bullying is repeated behaviour intended to hurt, intimidate, or humiliate another person.

Forms of Bullying

- Physical

- Verbal
- Social exclusion
- Online/cyber
- Targeting protected characteristics

Policy Statement

The club has zero tolerance for bullying. All incidents will be investigated and addressed promptly.

Reporting

- Players may report to coaches or Welfare Officer.
- Parents may report directly to the Welfare Officer.
- Anonymous reporting is permitted.

Investigation Process

- Welfare Officer leads investigation.
- Statements gathered from involved parties.
- Temporary measures may be put in place to protect children.
- Outcome communicated to parents.

Sanctions

- Education and behaviour plans
- Temporary suspension
- Removal from the club (for severe or repeated cases)

Support for Victims

- Welfare Officer check-ins
- Adjustments to training environment
- Referral to external support if needed

Review

Annual review.

1.3 Photography & Video Policy

Purpose

To protect children from inappropriate photography and misuse of images.

Consent is asked for on sign up to TeamFeePay and is visible to all coaches.

Rules

- Consent required from parents for any photography or video.
- No images may be posted on social media without club approval.
- No tagging of children in posts.
- No identifying information (school, address, etc.) may accompany images.
- Live streaming requires explicit parental consent.

Prohibited Actions

- Taking photos in changing rooms.
- Close-up images of individual children without consent.
- Sharing images in private WhatsApp groups without approval.

Club Responsibilities

- Maintain a list of children who cannot be photographed.
- Ensure photographers are supervised.

Review

Annual review.

1.4 Transport & Travel Policy

Purpose

To ensure safe travel arrangements for training, matches, and events.

General Principles

- Parents are responsible for transporting their own children unless otherwise agreed.
- Coaches should avoid transporting children alone.
- If transporting a child is unavoidable:
    - Parent must give written consent.
    - Child sits in the back seat.
    - Journey details must be shared with Welfare Officer.

Away Matches & Tournaments

- Travel plans must be communicated in advance.
- Adequate supervision ratios must be maintained.
- Emergency contact details must be accessible.

Minibus/Coach Travel

- Seatbelts must be worn.
- Children must not sit in front seats.
- At least two adults must be present.

Review

Annual review.

1.5 Injury & Concussion Policy

Purpose

To ensure safe management of injuries and compliance with Scottish FA concussion guidance. Players medical status is recorded by parents on TeamFeePay on registration and should be maintained by parents as appropriate.

Injury Management

- All teams must have a first-aid trained coach.
- First-aid kits must be checked monthly.
- Injuries must be recorded using the club's incident form.

Concussion Protocol

- "If in doubt, sit them out."
- Player must be removed immediately if concussion is suspected.
- No same-day return to play.
- Parent must be informed immediately.
- Player must follow a graduated return-to-play programme.
- Medical clearance required for serious cases.

Emergency Procedures

- Call 999 for serious injuries.
- Inform Welfare Officer within 24 hours.

Review

Annual review.

SECTION 2 — CONDUCT & BEHAVIOUR POLICIES

2.1 Parent & Spectator Code of Conduct

Purpose

To ensure a positive, respectful, and safe environment for all players, coaches, referees, and volunteers. Parents agree to this code of conduct on sign up to TeamFeePay

Scope

Applies to all parents, guardians, carers, and spectators attending training, matches, tournaments, or club events.

Policy Statement

Parents and spectators play a vital role in supporting young players. Their behaviour must reflect the club's values, charity status, and safeguarding responsibilities.

Standards of Behaviour

Parents and spectators must:

- Encourage all players, not just their own child.
- Respect referees, coaches, and volunteers.
- Avoid shouting instructions at players.
- Never use offensive, aggressive, or discriminatory language.
- Stay behind designated spectator lines.
- Follow all safeguarding rules.
- Support the club's development-focused philosophy.

Prohibited Behaviour

- Confronting referees or coaches.
- Entering the pitch during play.
- Arguing with other parents.
- Posting negative comments about children, coaches, or teams online.
- Consuming alcohol or drugs at youth football events.

Matchday Expectations

- Arrive on time.
- Ensure children have appropriate kit and hydration.
- Inform coaches of injuries or wellbeing concerns.

Breaches & Sanctions

- Verbal warning
- Written warning
- Temporary suspension from attending matches
- Permanent exclusion from club activities (for severe or repeated breaches)

Review

Annual review

2.2 Player Code of Conduct

Purpose

To promote respect, teamwork, discipline, and enjoyment of football. Parents and Players agree to this code of conduct on sign up to TeamFeePay

Scope

Applies to all players registered with the club.

Policy Statement

Players represent the club at all times. Their behaviour must reflect the club's values and commitment to child wellbeing.

Standards of Behaviour

Players must:

- Show respect to teammates, opponents, referees, and coaches.
- Attend training regularly and arrive on time.
- Wear appropriate kit and equipment.
- Try their best at all times.
- Follow coaching instructions.
- Report injuries or wellbeing concerns.
- Support teammates and avoid negative comments

Prohibited Behaviour

- Bullying or exclusion
- Swearing or abusive language
- Deliberate fouling or dangerous play
- Damaging club or facility property
- Sharing inappropriate content online
- Disrespecting referees or opponents

Training Expectations

- Bring appropriate footwear and hydration.
- Participate fully unless injured.
- Inform coaches of absences in advance.

Matchday Expectations

- Display sportsmanship.
- Accept referee decisions.
- Shake hands with opponents and officials.

Breaches & Sanctions

- Verbal warning
- Behaviour plan
- Temporary suspension
- Removal from the club (serious or repeated breaches)

Review

Annual review.

2.3 Coach Code of Conduct

Purpose

To ensure coaches uphold the highest standards of professionalism, safeguarding, and player development.

Scope

Applies to all coaches, assistant coaches, and team volunteers.

Policy Statement

Coaches are role models and must act in the best interests of every child.

Standards of Behaviour

Coaches must:

- Hold appropriate Scottish FA qualifications.
- Maintain PVG membership.
- Complete safeguarding training.
- Prioritise player wellbeing over winning.
- Communicate respectfully with players and parents.
- Promote equal playing opportunities.
- Encourage enjoyment and development.
- Maintain professional boundaries.

Prohibited Behaviour

- Shouting aggressively at players
- Favouritism or exclusion
- Using mobile phones during sessions
- Transporting children without consent
- Communicating privately with children online
- Consuming alcohol or drugs before or during sessions

Training Responsibilities

- Plan structured sessions.
- Ensure equipment is safe.
- Maintain attendance records.
- Manage injuries appropriately.

Matchday Responsibilities

- Promote sportsmanship.
- Manage substitutions fairly.
- Communicate calmly with referees.
- Ensure all players feel valued.

Breaches & Sanctions

- Verbal or written warning
- Suspension from coaching

- Removal from the club
- Reporting to Scottish FA (if required)

Review

Annual review.

2.4 Social Media & Communications Policy

Purpose

To protect children, maintain professionalism, and safeguard the club's reputation.

Scope

Applies to coaches, volunteers, parents, players, and anyone communicating on behalf of the club. The status of consent to social media usage for each player is maintained on TeamFeePay.

Policy Statement

Social media must be used responsibly and safely. The club will not tolerate misuse that harms children or damages the club's reputation.

Rules for Coaches & Volunteers

- No private messaging with children.
- Use only official club channels for communication.
- WhatsApp groups must include parents for all youth players.
- No posting images of children without consent.
- No sharing sensitive information.

Rules for Parents & Spectators

- No negative comments about children, coaches, referees, or teams.
- No posting match results for age groups where results are not officially recorded.
- No tagging children in photos.

Rules for Players

- No cyberbullying.
- No sharing inappropriate content.
- No posting videos of teammates without consent.

Club Responsibilities

- Maintain official social media accounts.

- Remove inappropriate content.
- Respond to safeguarding concerns.

Breaches & Sanctions

- Removal of posts
- Temporary communication restrictions
- Suspension from club activities
- Reporting to authorities (if safeguarding concerns)

Review

Annual review.

2.5 Complaints & Disciplinary Policy

Purpose

To provide a fair, transparent process for resolving concerns and managing misconduct.

Scope

Applies to all members, parents, volunteers, coaches, and trustees.

Policy Statement

The club is committed to resolving complaints promptly, fairly, and respectfully.

Complaints Process

1. **Informal Stage**
    - Raise concern with coach or Welfare Officer.
    - Attempt resolution through discussion.
2. **Formal Stage**
    - Submit complaint in writing to the Secretary.
    - Acknowledgement within 7 days.
    - Investigation led by a designated committee member.
    - Outcome provided within 21 days.
3. **Appeal Stage**
    - Appeal submitted within 7 days of outcome.
    - Trustees review case.
    - Final decision issued.

Disciplinary Process

- Investigation of alleged misconduct.
- Opportunity for individuals to respond.
- Decision based on evidence.
- Sanctions proportionate to severity.

Possible Sanctions

- Warning
- Behaviour plan
- Suspension
- Removal from club
- Reporting to Scottish FA or authorities

Review

Annual review.

SECTION 3 — FOOTBALL OPERATIONS POLICIES

Section 3 applies in conjunction with PLAYER REGISTRATION PROTECTION & COACH ACCESS POLICY and COACH & VOLUNTEER AND HELPER REGISTRATION AND VETTING POLICY

ALL MATCHDAY AND TRAINING SESSIONS MUST BE ATTENDED BY 2 PVG COACHES. THESE MUST INLCUDE A MIN 1.2 SFA QUALIFICATION AND A FIRST AIDER.

3.1 Coaching Standards Policy

Purpose

To ensure all coaching within the club is safe, consistent, development-focused, and aligned with Scottish FA standards.

Scope

Applies to all coaches, assistant coaches, team administrators, and volunteers involved in football delivery.

Policy Statement

The club is committed to providing high-quality coaching that prioritises player wellbeing, enjoyment, and long-term development.

Minimum Requirements for Coaches

All coaches must:

- Hold or be working toward Scottish FA coaching qualifications appropriate to their age group.
- Maintain PVG membership.
- Complete Child Wellbeing & Protection training.
- Attend club induction training.
- Commit to ongoing CPD.

Coaching Expectations

Coaches must:

- Plan structured, age-appropriate sessions.
- Promote equal opportunities and inclusive participation.
- Provide positive, constructive feedback.
- Prioritise safety and wellbeing.
- Model respectful behaviour at all times.
- Communicate clearly with parents and players.

Session Delivery Standards

- Sessions must be planned in advance.
- Equipment must be checked for safety.
- Sessions must start and finish on time.
- Coaches must maintain attendance records.
- Injuries must be recorded and reported.

Matchday Standards

- Promote sportsmanship and respect.
- Manage substitutions fairly.
- Communicate calmly with referees.
- Ensure all players feel valued regardless of ability.

Breaches & Sanctions

- Verbal/written warning
- Suspension from coaching
- Removal from role
- Reporting to Scottish FA (if required)

Review

Annual review.

3.2 Team Selection & Playing Time Policy

Purpose

To ensure fairness, transparency, and consistency in team selection and playing time across all age groups.

Scope

Applies to all teams, coaches, and players.

Policy Statement

Selection decisions must be based on development, effort, attendance, attitude, and wellbeing — not solely on ability.

General Principles

- All players should receive meaningful playing time.
- Selection must be communicated respectfully.

- Coaches must consider player development over results.
- No child should be excluded without clear justification.

Playing Time Expectations

Non-competitive age groups (SFA small-sided formats):

- Equal or near-equal playing time for all players.

Competitive age groups:

- Playing time should still be fair and development-focused.
- No player should be consistently benched without explanation.

Selection Criteria

- Attendance and commitment
- Effort and attitude
- Tactical understanding
- Physical readiness
- Behaviour and respect
- Safety considerations (injury, fatigue)

Communication with Parents

- Coaches must explain selection decisions when requested.
- Discussions must be calm, respectful, and away from matchday pressure.

Breaches & Sanctions

- Review by Head of Football
- Coaching support or retraining
- Disciplinary action for repeated unfair practice

Review

Annual review.

3.3 Training & Matchday Risk Assessment Policy

Purpose

To ensure safe environments for all football activities.

Scope

Applies to all training sessions, matches, tournaments, and events.

Policy Statement

Risk assessments must be completed regularly and acted upon immediately.

Training Risk Assessment Requirements

Coaches must check:

- Playing surface condition
- Weather conditions
- Equipment safety
- Goalpost stability
- Surrounding hazards
- Emergency access routes
- First-aid kit availability
- Player medical statues as captured on TeamFeePay

Matchday Risk Assessment Requirements

- Pitch inspection before warm-up
- Referee consultation if needed
- Clear spectator areas
- Safe technical areas
- Emergency procedures confirmed
- Player medical statues as captured on TeamFeePay

Recording & Reporting

- Significant hazards must be reported to the Welfare Officer or Facilities Manager.

Emergency Procedures

- Coaches must know emergency exits and meeting points.
- Serious incidents must be reported within 24 hours.

Review

Annual review.

3.4 Equipment & Asset Management Policy

Purpose

To ensure club equipment is safe, well-maintained, and fairly distributed.

Scope

Applies to all teams, coaches, and volunteers.

Policy Statement

The club will provide safe, appropriate equipment and maintain an accurate inventory of all assets.

Equipment Provided by the Club

- Balls
- Cones, bibs, markers
- Goals and nets
- First-aid kits
- Home and away kits (if no sponsorship)
- Training equipment
- Specialist equipment (GK gloves, agility ladders, etc.)

Team Responsibilities

Teams must:

- Care for equipment appropriately.
- Report damage immediately.
- Store equipment safely.
- Complete annual inventory checks.

Replacement & Repairs

- Requests submitted via MS Forms.
- Treasurer approves based on budget.
- Club funds repairs and replacements.

Kit Management

- Kits remain club property.
- Teams must maintain kit condition.

- Lost or damaged kit may incur replacement costs.

Asset Register

- Club maintains a digital asset register.
- Updated annually.

Review

Annual review.

3.5 Matchday Operations Policy

Purpose

To ensure matchdays run smoothly, safely, and in line with club values.

Scope

Applies to all home and away matches.

Pre-Match Responsibilities

Coaches must:

- Confirm pitch booking.
- Arrive early to set up.
- Complete pitch inspection.
- Ensure first-aid kit is available and review player medical statuses on TeamFeePay
- Communicate meeting times to parents.

During Match Responsibilities

- Manage substitutions fairly.
- Promote respect and sportsmanship.
- Address inappropriate behaviour immediately.
- Maintain safe technical areas.

Post-Match Responsibilities

- Debrief players positively.
- Pack away equipment.
- Report injuries or incidents.
- Communicate next training session.

Referee Relations

- Coaches must treat referees with respect.
- Any concerns must be raised calmly after the match.
- Abuse of referees is strictly prohibited.

Review

Annual review.

3.6 Player Pathway & Development Policy

Purpose

To support long-term player development across all age groups.

Scope

Applies to all players and coaches.

Policy Statement

The club aims to provide a clear, supportive pathway from early years to youth football, focusing on enjoyment, learning, and progression.

Development Principles

- Player-centred coaching
- Age-appropriate learning
- Equal opportunities
- Focus on technical, physical, social, and psychological development
- Avoid early specialisation

Progression

- Movement between teams must be based on development needs.
- Coaches must communicate progression decisions with parents.
- No player should be pressured to move teams.

Review

Annual review.

SECTION 4 — FINANCE POLICIES

4.1 Financial Procedures Policy

Purpose

To ensure transparent, accountable, and charity-compliant financial management across the club.

Scope

Applies to trustees, committee members, coaches, team administrators, volunteers, and anyone handling or requesting club funds.

Financial Principles

- Transparency
- Accountability
- Separation of duties
- Charity compliance
- Consistency across all teams
- Protection of volunteers
- Clear audit trail

4.1.1 Financial Roles & Responsibilities

Trustees

- Hold ultimate responsibility for financial governance.
- Approve annual budgets and major financial decisions.
- Ensure compliance with OSCR and HMRC.
- Oversee Gift Aid claims and grant compliance.

Treasurer

- Maintains digital accounts and bookkeeping.
- Performs monthly bank reconciliation.
- Produces quarterly financial reports.
- Oversees centralised fee collection.
- Manages team allocations and approved payments.
- Ensures secure storage of financial records.

Committee

- Approves spending above defined thresholds.
- Reviews financial performance quarterly.
- Oversees grant applications and major purchases.

Team Administrators

- Manage team-level fundraising accounts.
- Submit MS Forms funding requests.
- Provide receipts for any reimbursed expenditure.

4.1.2 Banking & Cash Handling

Bank Accounts

- The club operates **one central bank account** for all official income and expenditure.
- No personal bank accounts may be used for club funds.
- Online banking must use **dual authorisation**.

Cash Handling

- Cash handling should be minimised.
- Any cash collected must be deposited within **7 days**.
- Cash payments to coaches or volunteers are prohibited unless formally approved.

4.1.3 Income Management

Monthly Player Fees

- All fees belong to the club, not individual teams.
- Fees are collected centrally via TeamFeePay.for 12 months
- The club distributes a **monthly team allocation** to each team to cover expected costs. These will be paid for 10 months (Not June and July)
- Arrears should be monitored by Head Coach and Committee

4.1.3.1 Fees

- Teams no longer eligible for youth discount: £40 per month
- Teams eligible for youth discount: £30 per month

- Players training only: £20 per month

- Sibling Discount: 2nd Child onwards receive a £10 discount per child. This is applied via Team Fee Pay. Fees will not be less than £20 per child.

4.1.3.2 Monthly Fee Allocation

- Teams receive a fixed monthly allocation based on expected costs.
- Allocation levels are reviewed annually.
    - Training Costs: Training undertaken on Club Nights will be centrally paid. This aligns to 2 hours per week.

    - The equivalent cost per hour will be paid to teams who do not utilise training nights to cover the cost of alternative training locations.

    - Teams will receive the equivalent of 2 match day costs (Pitch x 2 hours, Referee x 2) and 2 additional referee costs per month. This applies where these costs are incurred. Teams playing at central venues will not receive these.

    - A discretionary supplementary float will be applied each month for teams who incur matchday costs.

    - Monthly Fee Allocation will be paid for 10 months (June and July excluded) Any costs during June and July should be paid via any excess funds held or requested from float or requested as per section 4.1.4

    - £20 per registered player on TFP will be provided for end of year presentations / awards.

    - Additional requests for funding can be made per section 4.1.4.

Team Fundraising Income

- Teams may conduct fundraising activities, including sponsorship for strips
- Team fundraising must be kept **separate** from club central funds.
- Team fundraising may only be used for team-specific enhancements (tournaments, additional kit, social events).
- Teams must maintain simple digital records.

Grants & Sponsorship Income

- All grants and sponsorships, excluding strip sponsorship, are applied for **centrally**.
- Restricted funds must be tracked separately.

- Sponsorship agreements, excluding strips, must be approved by Trustees.

Gift Aid Income

- The club will claim **Gift Aid at 40%** on eligible fees.
- Parents must complete HMRC-compliant Gift Aid declarations.
- Gift Aid income is treated as unrestricted club income unless otherwise stated.

4.1.4 Expenditure & Purchasing

Additional Expenditure Requests

- Any expenditure beyond the monthly allocation must be submitted via MS Forms.
- Requests must include:
    - Purpose
    - Cost estimate
    - Benefit to players
    - Supporting documentation
- Approval is required before spending occurs.
- Approved funds are transferred to the team or paid directly to suppliers.

Club-Funded Expenditure

The club centrally funds:

- Home and away kits, if no sponsorship can be obtained
- First Aid Kits
- Training Equipment
- Additional pitch hire
- Matchday expenses
- League fees
- Coach education (subject to COACH AND VOLUNTEER TRAINING INVESTMENT POLICY)
- Training Pitch Fees
- Funding for end of season awards.

4.1.5 Record Keeping & Reporting

Record Keeping

- Treasurer maintains digital financial records.
- All receipts must be submitted within **14 days**.
- Teams must maintain simple fundraising records.
- Financial documents must be retained for **6 years**.

Reporting

- Monthly bank reconciliation.
- Quarterly financial reports to Trustees.
- Annual accounts prepared for AGM and OSCR.

4.1.6 Financial Controls & Risk Management

Controls

- Two-signatory rule for payments.
- No cash withdrawals unless approved.
- No loans to individuals or teams.
- Conflicts of interest must be declared.

Risk Management

- Fraud prevention measures.
- Regular financial reviews.
- Independent annual examination.

4.1.7 Audit & Review

- Annual independent financial review.
- Policy reviewed every 12 months

4.2 Fundraising & Sponsorship Policy

Purpose

To ensure all fundraising and sponsorship activity is transparent, ethical, and compliant with charity regulations.

Team Fundraising Rules

- Teams may run fundraising activities (raffles, bag-packing, events).
- Funds must be kept separate from club central funds.
- Team fundraising must be used for team-specific enhancements.
- Teams must maintain simple digital records.

Club Fundraising Rules

- Club-wide fundraising must be approved by Trustees.
- All income must go through the central bank account.
- Funds must support charitable purposes.

Sponsorship Rules

- Sponsorship agreements must be approved by Trustees.
- Sponsors must align with club values (no alcohol, gambling, or adult content).
- Sponsorship funds must be recorded and acknowledged.

Review

Annual review

4.3 Grant Funding Policy

Purpose

To ensure grant applications are coordinated, compliant, and aligned with club priorities.

Rules

- All grant applications must be submitted centrally by Trustees or the Treasurer.
- Teams may not apply for grants independently.
- Grant conditions must be followed precisely.
- Restricted funds must be tracked separately.
- Reports to funders must be completed on time.

Review

Annual review.

4.4 Gift Aid Compliance Policy

Purpose

To ensure the club maximises Gift Aid income while complying with HMRC rules.

Rules

- Gift Aid claimed at **40%** on eligible fees.
- Parents must complete HMRC-compliant declarations.
- Records must be stored securely for 6 years.
- Only eligible payments may be claimed.
- Treasurer oversees claims.

Review

Annual review.

4.5 Data Protection / GDPR Policy

Purpose

To ensure personal data is handled securely and lawfully.

Rules

- Only essential data is collected.
- Data stored securely and accessed only by authorised individuals.
- No sharing of data without consent.
- Parents may request access to their child's data.
- Data breaches must be reported immediately.

Review

Annual review.

SECTION 5 — CHARITY COMPLIANCE POLICIES

5.1 Charity Trustee Responsibilities Policy

Purpose

To ensure all trustees understand and fulfil their legal duties under the Charities and Trustee Investment (Scotland) Act 2005 and OSCR guidance.

Scope

Applies to all trustees of the club.

Policy Statement

Trustees are responsible for ensuring the club operates exclusively for its charitable purposes, manages its resources responsibly, and complies with all legal and regulatory requirements.

Core Trustee Duties

Trustees must:

- Act in the best interests of the charity.
- Ensure the charity's activities advance its charitable purpose.
- Comply with the constitution and governance policies.
- Manage finances responsibly and transparently.
- Ensure proper accounting records are kept.
- Submit annual returns and accounts to OSCR.
- Avoid conflicts of interest.
- Ensure safeguarding and welfare obligations are met.
- Ensure the charity does not place individuals at undue risk.
- Protect the charity's reputation.

Operational Responsibilities

- Attend trustee meetings.
- Review financial reports quarterly.
- Approve major expenditure and contracts.
- Oversee risk management.
- Ensure compliance with HMRC Gift Aid rules.
- Approve grant applications and sponsorship agreements.

Training & Induction

New trustees must receive:

- A trustee induction pack
- OSCR trustee guidance
- Overview of club finances
- Overview of safeguarding responsibilities
- Overview of risk management procedures

Review

Annual review by trustees.

5.2 Conflict of Interest Policy

Purpose

To ensure decisions are made in the best interests of the charity and not influenced by personal interests.

Scope

Applies to trustees, committee members, coaches, and volunteers.

Policy Statement

Conflicts of interest must be declared, recorded, and managed transparently to protect the charity's integrity.

Definition

A conflict of interest occurs when an individual's personal, financial, or professional interests could influence their decision-making.

Examples

- A trustee's business supplying club equipment.
- A coach approving funding for their own child's team.
- A volunteer receiving personal benefit from club expenditure.

Declaration Process

- Conflicts must be declared at the start of meetings.
- Declarations must be recorded in the conflict register.
- Individuals with conflicts must withdraw from related decisions.

Management

- Trustees decide how to manage each conflict.

- Options include:
    - Exclusion from discussion
    - Exclusion from voting
    - Seeking external advice
    - Replacing the decision-maker

Breaches

Failure to declare conflicts may result in:

- Removal from trustee or committee role
- Disciplinary action
- Reporting to OSCR (in serious cases)

Review

Annual review.

5.3 Reserves Policy

Purpose

To ensure the charity maintains appropriate financial reserves to protect its long-term sustainability.

Scope

Applies to trustees and the Treasurer.

Policy Statement

The club will maintain financial reserves to ensure stability, manage risk, and support future development.

Reserve Levels

The club aims to hold reserves equivalent to:

- **3–6 months of core operating costs**, including:
    - Pitch hire
    - Insurance
    - League fees
    - Equipment replacement
    - Essential coaching costs

Purpose of Reserves

Reserves may be used for:

- Emergency expenditure
- Unexpected drops in income
- Major equipment replacement
- Strategic development projects
- Safeguarding essential services

Restrictions

Reserves must **not** be used for:

- Team-specific enhancements
- Non-charitable purposes
- Personal benefit
- Unapproved expenditure

Monitoring

- Treasurer reports reserve levels quarterly.
- Trustees review reserve strategy annually.

Review

Annual review.

5.4 Financial Controls Statement

Purpose

To ensure strong financial controls that protect the charity from fraud, mismanagement, and financial risk.

Scope

Applies to trustees, Treasurer, committee members, coaches, and volunteers.

Policy Statement

The club will maintain robust financial controls to ensure transparency, accountability, and compliance with charity law.

Core Controls

- **Dual authorisation** required for all payments.
- **No cash withdrawals** unless approved by trustees.
- **No personal bank accounts** used for club funds.

- **Monthly bank reconciliation** by Treasurer.
- **Quarterly financial reporting** to trustees.
- **Annual independent examination** of accounts.
- **Segregation of duties** (collection, approval, payment).
- **MS Forms approval workflow** for additional expenditure.
- **Asset register** maintained and reviewed annually.

Income Controls

- All fees collected centrally via TeamFeePay.
- Team fundraising kept separate from club funds.
- Grants and sponsorships tracked as restricted funds when required.

Expenditure Controls

- Monthly team allocations approved annually.
- Additional expenditure requires MS Forms approval.
- Receipts must be submitted within 14 days.
- No loans to individuals or teams.

Fraud Prevention

- Immediate reporting of suspicious activity.
- Trustees investigate concerns.
- External auditors consulted if required.

Review

Annual review.

5.5 Charity Reporting & Compliance Policy

Purpose

To ensure the club meets all reporting obligations to OSCR, HMRC, and other regulatory bodies.

Scope

Applies to trustees and Treasurer.

Policy Statement

The club will maintain accurate records and submit all required reports on time.

OSCR Reporting Requirements

- Annual return
- Annual accounts
- Trustee annual report
- Notification of changes (trustees, constitution, address)

HMRC Requirements

- Gift Aid claims
- Maintenance of Gift Aid declarations
- Reporting of financial irregularities (if required)

Record Keeping Requirements

- Financial records kept for 6 years
- Safeguarding records kept according to statutory guidance
- Minutes of meetings kept for 6 years
- Conflict of interest register maintained

Review

Annual review.

SECTION 6 — RISK MANAGEMENT POLICIES

6.1 Health & Safety Policy

Purpose

To ensure all club activities are delivered in a safe environment that protects players, coaches, volunteers, and spectators.

Scope

Applies to all training sessions, matches, tournaments, events, and club-related activities.

Policy Statement

The club is committed to providing safe facilities, equipment, and practices. Health and safety is everyone's responsibility.

General Principles

- All activities must be planned with safety in mind.
- Risks must be identified and mitigated.
- Coaches must act immediately if a hazard is identified.
- Children must never be placed at unnecessary risk.

Club Responsibilities

- Maintain safe equipment and facilities.
- Ensure coaches receive basic first-aid awareness.
- Provide first-aid kits to all teams.
- Ensure emergency procedures are in place.
- Maintain insurance coverage.

Coach Responsibilities

- Conduct pre-session safety checks.
- Ensure equipment is safe and appropriate.
- Manage injuries according to club policy.
- Record incidents using the club's reporting form.
- Ensure safe supervision ratios.

Parent Responsibilities

- Ensure children arrive with appropriate clothing and hydration.
- Inform coaches of medical conditions.
- Follow safety instructions at matches and training.

Review

Annual review.

6.2 Emergency Procedures Policy

Purpose

To ensure clear, consistent actions during emergencies such as serious injuries, illness, fire, or environmental hazards.

Scope

Applies to all coaches, volunteers, and team administrators.

Policy Statement

All adults involved in club activities must know how to respond quickly and safely in an emergency.

Emergency Response Steps

1. **Assess the situation**
    - Ensure the area is safe.
    - Do not move injured players unless necessary.
2. **Call emergency services if required**
    - Dial 999.
    - Provide clear details (location, nature of injury, access points).
3. **Administer first aid**
    - Only within your level of training.
    - Use club first-aid kit.
4. **Contact parents immediately**
    - Provide accurate information.
    - Advise if hospital attendance is required.
5. **Record the incident**
    - Complete the club's incident report form.
    - Submit to Welfare Officer within 24 hours.

6. **Follow-up**
    - Welfare Officer checks on player wellbeing.
    - Review incident to identify improvements.

Fire or Facility Emergencies

- Follow venue evacuation procedures.
- Coaches must lead players to designated assembly points.
- Conduct headcount and ensure all players are accounted for.

Extreme Weather Procedures

- Suspend activity during lightning, severe storms, or unsafe conditions.
- Move players to shelter immediately.
- Cancel sessions if conditions pose risk.

Review

Annual review.

6.3 Risk Assessment Policy

Purpose

To ensure all football activities are risk-assessed and hazards are managed effectively.

Scope

Applies to all training sessions, matches, tournaments, and events.

Policy Statement

Risk assessments must be completed regularly and acted upon immediately.

Types of Risk Assessments

- **Training risk assessments**
- **Matchday risk assessments**
- **Event risk assessments**
- **Facility risk assessments**
- **Equipment risk assessments**

Training Risk Assessment Requirements

Coaches must check:

- Playing surface condition

- Weather conditions
- Equipment safety
- Goalpost stability
- Surrounding hazards
- Emergency access routes
- First-aid kit availability

Matchday Risk Assessment Requirements

- Pitch inspection before warm-up
- Referee consultation if needed
- Clear spectator areas
- Safe technical areas
- Emergency procedures confirmed

Recording & Reporting

- Risk assessments must be logged digitally.
- Significant hazards must be reported to the Welfare Officer or Facilities Lead.

Review

Annual review.

6.4 Risk Register Policy

Purpose

To maintain a central record of all significant risks faced by the club and ensure they are monitored and mitigated.

Scope

Applies to trustees and committee members.

Policy Statement

The club will maintain a risk register covering operational, financial, safeguarding, reputational, and compliance risks.

Risk Categories

- **Safeguarding risks** (e.g., inadequate PVG checks)
- **Financial risks** (e.g., fraud, loss of income)
- **Operational risks** (e.g., unsafe facilities)

- **Reputational risks** (e.g., social media misuse)
- **Compliance risks** (e.g., failure to meet OSCR requirements)

Risk Register Requirements

Each risk must include:

- Description
- Likelihood
- Impact
- Mitigation measures
- Responsible person
- Review date

Monitoring

- Trustees review risk register quarterly.
- Updates made after incidents or major changes.

Review

Annual review.

6.5 Insurance Policy

Purpose

To ensure the club maintains adequate insurance coverage for all activities.

Scope

Applies to trustees and committee members.

Policy Statement

The club will maintain insurance appropriate for a Scottish charity youth football club.

Required Insurance

- Public liability insurance
- Employer's liability insurance (if applicable)
- Personal accident insurance for players
- Equipment insurance
- Trustee indemnity insurance

Responsibilities

- Treasurer ensures policies are renewed annually.
- Trustees review coverage to ensure adequacy.
- Claims must be reported promptly.

Review

Annual review.

6.6 Incident Reporting & Investigation Policy

Purpose

To ensure all incidents are recorded, investigated, and used to improve safety.

Scope

Applies to coaches, volunteers, team administrators, and trustees.

Policy Statement

All incidents must be reported promptly and investigated thoroughly.

Incident Types

- Injuries
- Near misses
- Safeguarding concerns
- Facility hazards
- Behavioural incidents
- Equipment failures

Reporting Process

- Complete incident report form within 24 hours.
- Submit to Welfare Officer or Facilities Lead.
- Serious incidents must be escalated to trustees.

Investigation Process

- Review incident details.
- Interview relevant individuals.
- Identify root causes.
- Implement corrective actions.

Review

Annual review.

SECTION 7 — VOLUNTEER MANAGEMENT POLICIES

In conjunction with COACH & VOLUNTEER AND HELPER REGISTRATION AND VETTING POLICY

7.1 Volunteer Policy

Purpose

To ensure all volunteers understand their roles, responsibilities, and the standards expected of them while supporting the club's charitable purpose.

Scope

Applies to all volunteers, including coaches, team administrators, committee members, event helpers, and matchday assistants.

Policy Statement

Volunteers are essential to the club's success. The club is committed to supporting volunteers, providing clear guidance, and ensuring a safe, positive environment for everyone involved.

Volunteer Principles

Volunteers must:

- Act in the best interests of the club and its charitable purpose.
- Follow safeguarding, conduct, and health & safety policies.
- Maintain professional boundaries with children.
- Treat all players, parents, and fellow volunteers with respect.
- Represent the club positively at all times.

Club Responsibilities

The club will:

- Provide clear role descriptions.
- Offer training and support.
- Ensure volunteers are covered by insurance.
- Maintain a safe working environment.
- Recognise and value volunteer contributions.

Review

Annual review.

7.2 Volunteer Agreement

Purpose

To set out expectations for volunteers and ensure they understand their responsibilities.

Agreement Content

All volunteers must agree to:

- Follow the club's safeguarding policies.
- Maintain PVG membership if working with children.
- Attend required training.
- Communicate respectfully and professionally.
- Report concerns immediately.
- Follow club procedures for finance, conduct, and risk management.
- Uphold the club's values and charitable purpose.

Signing Process

- Volunteers sign the agreement during induction.
- A digital copy is stored securely.
- Renewed annually or when roles change.

Review

Annual review.

7.3 Volunteer Recruitment & Vetting Policy

Purpose

To ensure volunteers are recruited safely and appropriately, especially those working with children.

Scope

Applies to all volunteer roles.

Recruitment Steps

1. **Role identification**

    - Clear description of responsibilities.
2. **Application**
    - Basic volunteer application form.
3. **Interview/meeting**
    - Informal discussion with committee member.
4. **PVG check**
    - Mandatory for regulated roles.
5. **Reference check**
    - For coaching and safeguarding roles.
6. **Induction**
    - Introduction to club policies and expectations.

PVG Requirements

- No volunteer may work with children until PVG clearance is confirmed.
- Welfare Officer maintains PVG records.

Review

Annual review.

7.4 Volunteer Training & Development Policy

Purpose

To ensure volunteers have the knowledge and skills required to fulfil their roles safely and effectively.

Training Requirements

- **Safeguarding training** for all volunteers working with children.
- **First-aid awareness** for coaches.
- **Scottish FA coaching qualifications** for coaching roles.
- **Induction training** for all volunteers.
- **Finance procedure training** for team administrators.

Ongoing Development

- Access to CPD opportunities.
- Support from senior coaches or committee members.
- Annual review of training needs.

Review

Annual review.

7.5 Volunteer Conduct Policy

Purpose

To ensure volunteers uphold high standards of behaviour and professionalism.

Standards of Conduct

Volunteers must:

- Act respectfully and responsibly.
- Follow safeguarding rules at all times.
- Maintain confidentiality.
- Avoid conflicts of interest.
- Communicate clearly and positively.
- Avoid inappropriate language or behaviour.
- Follow club policies and procedures.

Prohibited Behaviour

- Aggressive or abusive behaviour.
- Bullying or intimidation.
- Private communication with children.
- Misuse of club funds.
- Sharing confidential information.
- Discriminatory behaviour.

Breaches & Sanctions

- Verbal warning
- Written warning
- Removal from volunteer role
- Reporting to authorities (if safeguarding concerns)

Review

Annual review.

7.6 Volunteer Support & Recognition Policy

Purpose

To ensure volunteers feel valued, supported, and appreciated.

Support Provided

- Access to training.
- Clear communication channels.
- Regular check-ins with committee members.
- Opportunities to provide feedback.

Recognition Methods

- Annual volunteer appreciation event.
- Certificates or awards.
- Public acknowledgement on club channels.
- Priority access to CPD opportunities.

Review

Annual review.