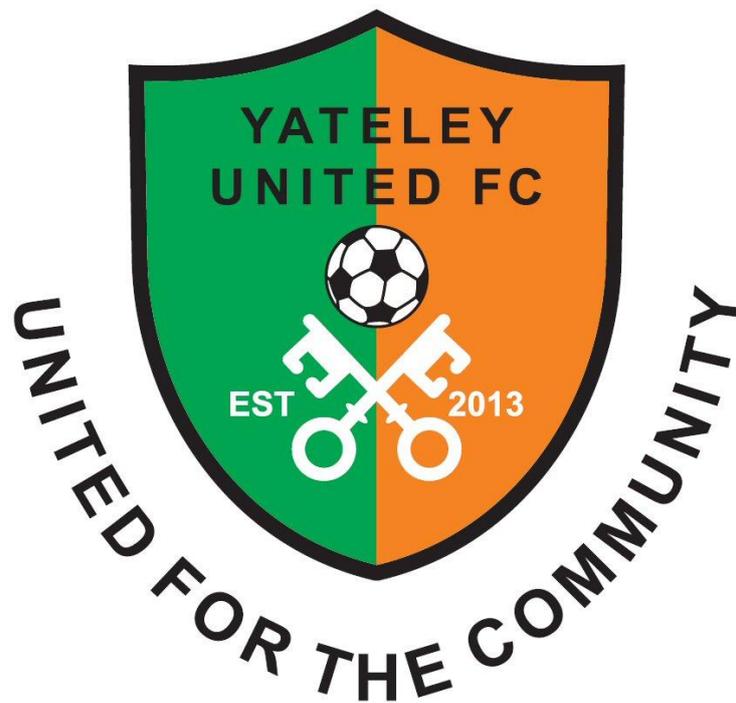


# SUPPORTING POLICIES



**2018/19 SEASON**



## Yateley United Football Club

### Anti-Bullying Policy

#### Statement of intent

**Yateley United Football Club** is committed to providing a caring, friendly and environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **TELLING** club. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

#### 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 and tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
- 🕒 **Physical** pushing, kicking, hitting, punching or any use of violence
- 🕒 **Racist** racial taunts, graffiti, gestures
- 🕒 **Sexual** unwanted physical contact or sexually abusive comments
- 🕒 **Homophobic** because of, or focussing on the issue of sexuality
- 🕒 **Verbal** name-calling, sarcasm, spreading rumours, teasing.

#### Why is it important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying.

Everybody has the right to be treated with respect.

Individuals who are bullying need to learn different ways of behaving. This 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, officials and coaching staff 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
- 🕒 comes home with clothes torn or training equipment damaged



- 🕒 has possessions go “missing”
- 🕒 asks for money or starts stealing money (to pay the bully)
- 🕒 has unexplained cuts or bruises
- 🕒 is frightened to say what’s wrong
- 🕒 gives improbable excuses for any of the above.

### **In more extreme cases**

- 🕒 starts stammering
- 🕒 cries themselves to sleep at night or has nightmares
- 🕒 becomes aggressive, disruptive or unreasonable
- 🕒 is bullying other children or siblings
- 🕒 stops eating
- 🕒 attempts or threatens suicide or runs away.

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

### **Procedures**

1. Report bullying incidents to the Club Welfare Officer or a member of the clubs committee or contact the County FA Welfare Officer.
2. In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team.
3. Parents should be informed and will be asked to come in to 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.

### **In the case of adults reported to be bullying anyone**

1. The County FA Welfare Officer should always be informed and will advise on action to be taken where appropriate.
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 Services.

### **Prevention**

1. 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.
2. All club members and parents will sign to accept the constitution upon joining the club.
3. 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.



### **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 three 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.



## Yateley United Football Club

### Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that **Yateley United Football Club** is equally accessible to them all.

**Yateley United Football Club** is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by, anyone who wants to participate in it.

**Yateley United Football Club**, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

**Yateley United Football Club** will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination.

This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. **Yateley United Football Club** will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

**Yateley United Football Club** is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

**Yateley United Football Club** is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equalities Act 2010.

**Yateley United Football Club** commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

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

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.



## Yateley United Football Club

### Complaints Procedure

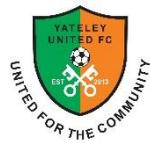
1. In the event that any member feels that he or she has suffered discrimination in any way or that any of the Club's Policies, Rules or Codes of Conduct has been broken, they should follow the procedures below:
  - They should report the matter to the Club Secretary or another member of the Committee.
  - The report should include:
    - Details of what, when and where the occurrence took place
    - Any witness statement and names
    - Names of any others who have been treated in a similar way
    - Details of any former complaints made about the incident, date, when and to whom made
    - A preference for a solution to the incident.
2. The Club's Management Committee will sit for any hearings that are requested.
3. The Club's Management Committee will have the power to:
  - Warn as to future conduct
  - Suspend from membership
  - Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.



## Yateley United Football Club

### Internal Club Disciplinary Process

1. All members of the club shall exercise their rights, powers, duties and best endeavours to ensure that they conduct themselves so that the affairs and reputation of the club are carried out in accordance with:
  - a) The Rules and Regulations of the Football Association and the County Football Association
  - b) The Rules and Regulations of the Competitions in which the club competes
  - c) The Club's Constitution /Articles of Association, Codes of Conduct and Policies
2. In addition to any action being taken by The FA, County Football Association or League, where a club member or the Club Committee has evidence that there is a non-compliance of 1a,b,c then the Club Committee should follow the Disciplinary Procedure as follows:
  - a) Any matter that may require investigation should be reported to the relevant Manager or Club Secretary.
  - b) The Club Secretary must present evidence of the non-compliance in writing to the Club Committee within 7 days of the non-compliance becoming apparent.
  - c) Where the non-compliance involves a club member or members then the Club Secretary, on behalf of the Committee must call those involved in writing detailing the non-compliance, with any evidence, to meet with the Club Committee to consider the non-compliance within 14 days of the Club Committee meeting detailed in point a.
  - d) The Club Committee may delegate such a meeting to a Sub Committee.
    - i. Any Committee or Sub Committee must have at least 3 Committee Members meet to consider the complaint
    - ii. In the case of a youth club, the Club Welfare Officer must be included in the Committee or Sub Committee.
  - e) At the meeting the Sub Committee or Club Committee should present the case. Where one club member is involved, the Club Member may bring one other member as support and may call witnesses in support.
  - f) The Sub Committee or Club Committee may call appropriate club members to give evidence and may include an invitation for non-club members to attend if the non-club member wishes to do so.
  - g) The Sub Committee or Club Committee shall then discuss the information and reach an outcome which must be communicated to the member or members concerned within 7 days of the meeting.
3. Any member found guilty of non-compliance of 1a,b,c then the Club Committee have the authority to impose any of the following sanctions:
  - a) An informal warning as to future conduct
  - b) A formal warning as to future conduct
  - c) Suspension from playing competitive fixtures
  - d) Suspension from Membership
  - e) Removal of Membership
4. Sanction 3e, Removal of Membership, can only be imposed once any County FA or FA charges have been concluded or no charge exists.
5. The member or members have the right to appeal the outcome to the Club Committee decision. An appeals Board will be established by the Full Committee consisting of three people which may include an independent club member from outside the Committee.
6. In addition to the sanctions set out in 3 above, any fine imposed on the Club because of a Member by the County football Association will be repaid to the Club by that Member



Produced by

**Yateley United Football Club**

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