



# CLUB GUIDANCE

It is important that as a club you have your Policies, Procedures and Practices in order. The Football Association of Wales (FAW) has developed the following guidance to ensure clubs have the necessary materials in place and readily available should they need to be referred to at any point. Please refer to the **FAW Safeguarding Kit Bag** for further guidance and templates.

## CODE OF PRACTICE

A club must have a Code of Practice in place which should recognise the following four key principles with regards to the relationship between coaches and players:

**RIGHTS;  
RELATIONSHIPS;  
RESPONSIBILITIES (PERSONAL STANDARDS);  
AND  
RESPONSIBILITIES (PROFESSIONAL STANDARDS).**

As a club you must outline the importance of relationships, decide upon what is acceptable/unacceptable; amend and regularly update to ensure the information given is relevant; and ensure compliance with codes of conduct.

**Further guidance is given on the FAW Safeguarding & Child Protection Workshop as well as in your Safeguarding & Child Protection guidance workbook.**

## CLUB SAFEGUARDING POLICY\*

You will find a sample of a Club Safeguarding Children Policy in the FAW Safeguarding Kit Bag, which can be personalised so that it is relevant to your club. It is imperative that this Policy is formally adopted by your club and either displayed on your club's noticeboard/website or is alternatively made readily available.

## EQUALITY STATEMENT

Every club must demonstrate their commitment to the principles of the equality of opportunity. No participant, volunteer, job applicant or employee of the club shall receive less favourable treatment on any grounds. There should be no barriers to participation or training, with all those wishing to participate being able to do so openly. Your club's Equality Statement must be included in your Club's Constitution.

## CODES OF CONDUCT\*

It's important to remember that good practice must be demonstrated at all times. One way of promoting good practice

and reminding individuals of their responsibilities is to get all appropriate parties to sign-up to Codes of Conduct. As part of its "Behind the Line, Behind the Team" campaign, the FAW has already produced and made available various Codes of Conduct for Coaches, Managers and Volunteers; Parent/Guardians; and players, which you shall be able to personalise for your club. To re-enforce the message, it is advisable that all concerned individuals sign up to these at the beginning of every season.

## ANTI-BULLYING POLICY\*

All incidents or suspicions of bullying must be taken very seriously. The FAW has an Anti-Bullying Policy in place which you must adopt and endorse where possible. A sample Club version is available in the FAW Safeguarding Kit Bag. Be sure to make clear that bullying is not accepted or tolerated at your club, and any suspected cases of bullying will be acted upon.

## COMPLAINTS AND DISCIPLINARY PROCEDURES\* (for breaches in codes of conduct)

Clear philosophies about expected levels of behaviour and standards should limit the number of complaints received. Most complaints can be dealt with by referring to club policies and codes of conducts. For when this is not sufficient, a procedure must be implemented.

It is therefore important that your club has clear and robust Complaints and Disciplinary Procedures in place in order to re-enforce the FAW Codes of Conduct and adequately deal with any potential breaches.

The FAW recommends a gradual approach, in that sanctions build up or that a combination of lighter sanctions are issued in accordance with the breach in question. It is easier to add to a sanction once a decision has been made rather than reverse it; for example extending the length of the exclusion.

**\*TEMPLATES AVAILABLE IN THE FAW SAFEGUARDING KIT BAG.**