

# SCOTTISH FOOTBALL ASSOCIATION



## QUALITY MARK

## *CODES OF CONDUCT*

## VARIOUS POLICY TEMPLATES

## ***SCOTTISH FOOTBALL ASSOCIATION CODES OF CONDUCT***

The Scottish Football Association is justifiably proud of the long history that the game had played in this Country. The past 130 years have witnessed significant achievements and created lifelong memories for hundreds of thousands of people. To ensure that Scottish Football plays a significant part of our future for the next 130 years we need to be smarter about the way we preserve the traditions and values of our game.

One of the critical components of our game is the passion that people show for the team & club that they support. Whilst this passion is usually harnessed and used to support our game, it sometimes can boil over to create negative situations. We must all work together in the attempt to eliminate this negative passion. Codes of Conduct are an integral component of footballing activities and the following codes compliment the good work of the many football bodies in Scotland.

All Members of your club or association must adopt Member specific codes and the SFA encourages Members to be vigilant in enforcing such codes whether via support for those who constantly abide by the codes and / or penalties for those who fail to act in accordance with the codes.

Note that a Code of Conduct should support a club's constitution and may be used to replace what some clubs refer to as club rules. Secondly, Fair Play must be fundamental to the aims and objectives of the club, where it is crucial to ensure that all members, officials and volunteers abide by the rules, respect everyone and maintain high standards of sportsmanship at all times.

In ensuring that all members of the club are aware of the Codes of Conduct the club should promote the Codes by including them in club handbooks, welcome packs and newsletters where appropriate. It may also be useful for the club to produce separate codes of conduct for different target groups within the club, an example of which may be, a) coaches, b) junior members, c) officials & volunteers and d) parents / carers.

### **SFA STATEMENT**

The SFA values the role of sport and its contribution to overall human development by providing good quality footballing opportunities in a safe and positive environment. The SFA promote personal, professional, and social well-being through footballing experiences, regardless of an individual's socio-economic status, age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation. The SFA Codes of Conduct set minimum standards of best practice for all clubs, coaches, players, parents / carers and volunteers involved in football in Scotland. We must all aim to improve standards and protect the welfare and well being of everyone involved in Football, in particular young footballers and those who are vulnerable. We must all strive to embody values, virtues and standards of excellence appropriate to the club setting. Ultimately, we



must actively pursue our goals, realising the importance of our own, and our fellow participant's commitment to uphold ethical duties and social responsibilities to others.

..... **FOOTBALL CLUB (SAMPLE POLICY)**

**CODES OF CONDUCT FOR  
COACHES, PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS**

..... Football Club fully supports the codes of conduct as introduced by the Scottish Football Association.

**COACHES CODE OF CONDUCT**

- Allow all players, no matter their level of ability, the opportunity to play
- Respect the rights, dignity & worth of every player and treat everyone equally within the context of football.
- Always pursue fair play
- Prohibit use of camcorders and cameras unless parental consent has been provided
- Place safety and well-being of the player above the development of performance
- Be aware of the SFA's and the Club's Child & Vulnerable Adult Protection Policy and Procedures
- Ensure that coaching sessions are enjoyable, well-structured and focus on developing skills, decision making and a general understanding of the game
- Develop an appropriate working relationship with players based on mutual trust and respect
- Encourage players to accept responsibility for their own behaviour and performance
- Ensure that sessions and games are appropriate for the age, maturity, experience and ability of the individual
- Must consistently display high standards of appearance and behaviour
- Know where to find appropriate first-aid
- Hold a current membership list and have a register available at all activities.

By registering as a coach with .....FC I agree to abide by these principles. I support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions, where warranted, of any coaches, players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

**COACH'S NAME:** \_\_\_\_\_  
(print name) (signature)

**CLUB SECRETARY:** \_\_\_\_\_  
(print name) (signature)

**DATE:** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

..... **FOOTBALL CLUB (SAMPLE POLICY)**

**CODES OF CONDUCT FOR  
COACHES, PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS**

..... Football Club fully supports the codes of conduct as introduced by the Scottish Football Association.

**PLAYER'S CODE OF CONDUCT**

- Play by the rules – the rules of your club and the laws of the game.
- Never argue with a referee or other official – without these people you can't play football.
- Control your temper - verbal abuse of officials and abusing other players doesn't help you enjoy or win any games.
- Be a team player – It's a team game, treat it that way.
- Treat all players as you would like to be treated – fairly.
- Co-operate with your coach, the referees and team-mates.
- Play for your own enjoyment & to improve your skills.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, team-mates and family if you do – & many such comments are actually now illegal.

**PARENTS & SUPPORTERS CODE OF CONDUCT**

- Remember that you are there for the participants to enjoy the game.
- Encourage participation but don't force it.
- Teach that enjoyment is more important than winning.
- Never ridicule mistakes or losses – supporters are there to support not downgrade.
- Lead by example and respect all players, coaches, referees and spectators – physical or verbal abuse will not be tolerated.
- Recognise all volunteers who are giving up their valuable time.
- Never publicly criticise referees – raise personal concerns with club officials in private.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your family and yourself if you do – & many such comments are actually now illegal.

By registering our/my child with the .....FC we agree to abide by these principles. I/we support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions where warranted of any players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

**PLAYERS NAME:** \_\_\_\_\_  
(print name) (signature)

**PARENT/GUARDIAN'S NAME:** \_\_\_\_\_  
(print name) (signature)

**DATE:** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

..... **FOOTBALL CLUB (SAMPLE POLICY)**

**CODES OF CONDUCT FOR  
COACHES, PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS**

..... Football Club fully supports the codes of conduct as introduced by the Scottish Football Association.

**OFFICIALS AND VOLUNTEERS CODE OF CONDUCT**

- Consider the safety and well being of participants before performance
- Set a good example for others, in particular, young members of the club
- Follow the guidelines laid down by the Scottish Football Association and the Club
- Share knowledge and experience when invited to do so, in particular providing a safety-first approach
- Avoid all forms of gamesmanship
- Show respect to match official, coaches, players and other volunteers
- Always pursue fair play
- Prohibit use of camcorders and cameras unless parental consent has been provided
- Be aware of the SFA's and the Club's Child & Vulnerable Adult Protection Policy and Procedures
- Develop an appropriate working relationship with coaches, members, players and volunteers based on mutual trust and respect
- Encourage players to accept responsibility for their own behaviour and performance
- Must consistently display high standards of appearance and behaviour
- Know where to find appropriate first-aid
- Promote ethical principles

By registering as a volunteer with the .....FC I agree to abide by these principles. I support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions where warranted of any coaches, players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

**VOLUNTEER'S NAME:** \_\_\_\_\_  
(print name) (signature)

**CLUB SECRETARY:** \_\_\_\_\_  
(print name) (signature)

**DATE:** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

## **ADDITIONAL GUIDELINES FOR THE FOOTBALL CLUB**

(Adopted from guidelines issued by the NSPCC Child Protection in Sport Unit - 2005)

Here are some practical ways for your organisation to help safeguard the children and young people who take part in your activities:

- **Staff ratios**
- **Changing rooms**
- **Injuries and illness**
- **Collection by parents/carers**
- **Discipline**
- **Physical contact**
- **Participants with disabilities**

### **Staff ratios**

Staff/participant ratios should be based on the age of the children involved, the degree of risk the activity involves, and whether there are disability needs. The lower the age of the participants, the greater the need for supervision. If the activity is mixed gender, male and female staff should be available.

### **Changing rooms**

- When children and young people use changing rooms, they should be supervised by two members of staff. Adult staff should not change or shower at the same time using the same facilities. For mixed gender activities, separate facilities should be available for boys and girls.
- If a child feels uncomfortable changing or showering in public no pressure should be placed on them to do so. Instead, they should be encouraged to shower or change at home.
- If children with disabilities use your club make sure they and their carers are involved in deciding how they should be assisted. Ensure they are able to consent to the assistance that is offered.

### **Injuries and illness**

Your organisation should have guidelines and report forms for any injuries children sustain during activities. Where staff witness an injury the parents must be told as soon as possible. If the child needs medical attention you must arrange this immediately and inform the parents/carers as soon as possible.

You should always ensure you have up-to-date contact details at sports activities or events and information about any relevant medical conditions.

### **Collection by parents/carers**

Your organisation should develop and publicise policies about the collection of children and young people from sports activities. These policies should be based on the age of the children and the location, time and type of activity.

Make sure you receive permission from parents/carers for children and young people to participate in any of the games, competitions, training or practice sessions you run. You should provide a timetable of activities at the beginning of the season. You should also notify parents/carers of any changes to this timetable in writing.

### **Late collection of children**

Late collection of children by parents presents clubs and coaches with a potentially difficult situation. Your organisation should develop written guidelines for parents explaining your policy for dealing with late collection of children.

#### The guidelines should:

- Make clear that it is not your organisation's responsibility to transport children home on behalf of parents who have been delayed.
- Include a staff contact number and an instruction to parents/carers to phone if there is any likelihood of late collection.
- Ask parents to provide an alternative contact name or number for staff to use when they are not available on their usual number.

#### In cases of late collection, staff and volunteers:

### **SHOULD:**

- Attempt to contact the child's parent or carer on their contact number.
- Use the alternative contact name/number if necessary.
- Wait with the child/young person at the sport facility, with other staff/volunteers or parents present if at all possible;
- Remind parents/carers of the policy relating to late collection.



## **SHOULD NOT:**

- Take the child home or to any other location;
- Send the child home with another person without permission from a parent or carer.
- Ask the child to wait in a vehicle or sport facility with you alone.

## **Discipline**

When discipline is used it should be with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively to gain power or to embarrass or humiliate a child/young person.

Discipline should be used only to:

- Develop a sense of responsibility for behaviour;
- Develop respect for others and their property;
- Reinforce the rules or values of the sport;
- Reinforce positive behaviour or attitudes;
- Reinforce awareness of health and safety aspects of the activity.

## **Physical contact**

Many sports require a degree of physical contact between sports staff and children or young people. Coaches and staff may need to use it to instruct, encourage, protect or comfort. Your organisation should develop and publicise clear guidelines about physical contact so that adults and children/young people understand what are the appropriate types of touching and their appropriate contexts.

Physical contact during sport should always be intended to meet the child's needs NOT the adult's. The adult should only use physical contact if their aim is to:

- Develop sports skills or techniques;
- To treat an injury;
- To prevent an injury;
- To meet the requirements of the sport.

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency the adult should ask the child for permission.

The contact should not involve touching genital areas, buttocks or breasts.

Physical contact should not take place in secret or out of sight of others.

All injuries should be fully recorded by staff.

### Participants with disabilities

- Children or young people with disabilities should have the same rights and opportunities as others involved in sport to have fun and be safe. Their particular vulnerability to abuse or neglect requires sports clubs/organisations to take additional steps to safeguard them.
- Information relating to club policies and procedures should be fully accessible to children and young people with communication difficulties.
- Specialist training or advice should be sought by clubs/organisations that involve children/young people with disabilities in sport. For example, when staff need to guide blind or partially sighted children, training will help ensure that they use the most appropriate methods. If training is not available ask the child for advice or seek the advice of parents or carers.
- When transporting children with disabilities, the vehicles used should meet the needs of the children and be roadworthy. Appropriate and trained escorts should be in attendance in the vehicle.
- When children with disabilities are lifted or manually supported, the individual child should be treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training.

### Checklists for Away Travel

Communication with parents	<ul style="list-style-type: none"> <li>• Pick up times</li> <li>• Destination and venues</li> <li>• Competition details</li> <li>• Kit</li> <li>• Other requirements</li> </ul>
Transport	<ul style="list-style-type: none"> <li>• Journey times and stopping points</li> <li>• Supervision</li> <li>• Suitability, accessibility</li> <li>• Drivers checked</li> <li>• Insurance</li> <li>• Seat belts</li> </ul>
Supervision and staffing	<ul style="list-style-type: none"> <li>• Ratio of staff to athletes</li> </ul>

	<ul style="list-style-type: none"> <li>• Male/female</li> <li>• Specialist carers</li> <li>• Responsibilities</li> </ul>
Emergency procedures	<ul style="list-style-type: none"> <li>• First aid</li> <li>• Specific medical details</li> <li>• Reporting procedures</li> <li>• Home contact details</li> <li>• Athlete information</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>• Liability</li> <li>• Adequate cover</li> </ul>