



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

17/06/2024

Contact Name:	[REDACTED]
Position:	Grants Officer
Organisation:	Saltash United Football Club
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	Community Amateur Sports Club
Charity/Company number (if applicable)	Charity No: CASC CH3345 Company No: N/A
What geographical area does your organization cover?	Cornwall

How long has your organization been in existence?	January 1950
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last 5 Years?</p> <p>(Please list – continue on a separate sheet if necessary)</p>	29/01/2019	Showers	£1000	Y
	26/04/2023	Toilet Refurbishment Project	£1000	Y
<p>Please list the aims and objectives of your organization</p>	<p>Saltash United Football Club is registered as a Community Amateur Sports Club (non profit making), which is open to all the community. It offers the club facilities free of charge for anyone who wishes to hold functions such as weddings, birthday parties, meetings etc. It has 3 adult men's teams and one adult woman's team. It also has junior teams in the age groups 5-15 years totalling over 350 boys and girls. These teams are</p>			

	supplied with free food and drink after their games on a Saturday. This helps bond the local community within the sport and is good for exercise and well being.
What are the main activities of your organization?	Football is the Clubs main activity. The Club is also used for Social activities such as weddings, wakes, birthday parties, disabled discos, meetings, bingo, darts, quiz nights, entertainment evenings etc.

	Yes / No or N/A
Are you part of a religious group?	N/A
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

	Start Date	30 / 07 / 2024
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Project	Finish Date	02 / 08 / 2024
	Total Cost	£1215 (estimated)
	Grant Applied For	£ 840

Project title:	Widening and Replacing the Entrance door to the Clubhouse
Description of project (please continue on a separate sheet if necessary):	<p>The grant will go towards the complete replacement of the entrance door making it wide enough for wheelchair access</p> <p>There is a small amount of building work involved to achieve this which we are undertaking ourselves. (we are not sure of the cost of materials until we explore the existing opening)</p> <p>One of our sponsors is supplying the door at cost price which will help us immensely</p>
Where will the project/activity take place?	The project is to replace the entrance door at the Football Club

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	<p>I have estimated around 3650 people will benefit from this project.</p> <p>These include all Football players (men, women and children) who use the Club and people with disabilities (numbers unknown) who could never come into the Football Club for refreshments and drinks or watch games on our big screens.</p> <p>I have also tried to estimate the number of people who use the club in a social capacity for darts, bingo, parties, weddings, wakes, functions etc</p>
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	I have enclosed some pictures of our existing facilities as evidence

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>We have just completed our Toilet Project (photos attached) but they have stretched our finances somewhat and we are struggling to find the funds to complete the entrance due to the increased cost of materials</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>Bob Rowse will manage the project.</p> <p>We will measure the success of the project with increased footfall through the Football Club</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>We have to complete the project between 30th July and 1st August in time for the 2024/2025 season</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>The Football Club has its own safeguarding policy document along with other documents available to read on our website. www.saltashunited.co.uk</p> <p>I have enclosed a copy of this with the other document pack enclosed with this application</p>

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	I have enclosed one quotation for the work but to keep costs down we will be doing a portion of the work ourselves
How will you promote STC once application and project are complete?	On completion of the project a plaque will be mounted in the Football Club thanking all the organisations and volunteers who made this possible and announced by our Media Manager on our website, twitter, facebook and Instagram accounts

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Spar Community Fund	£400	/	

Please confirm the bank account your project is using is in the project's name/organization name	Yes it is
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4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	/
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	/
A letter head showing the organization's address and contact details	/
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	/
A copy of your organization's latest set of accounting statements (if any exist)	/
Copies of any letters of support for your project	
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	
Other (please list)	

If any of the above documents have not been enclosed, please give reasons why in the box below:

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.


I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the

organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:			
Print Name(s):			
Position(s):	Project Manager		
Date:	17/06/2024		

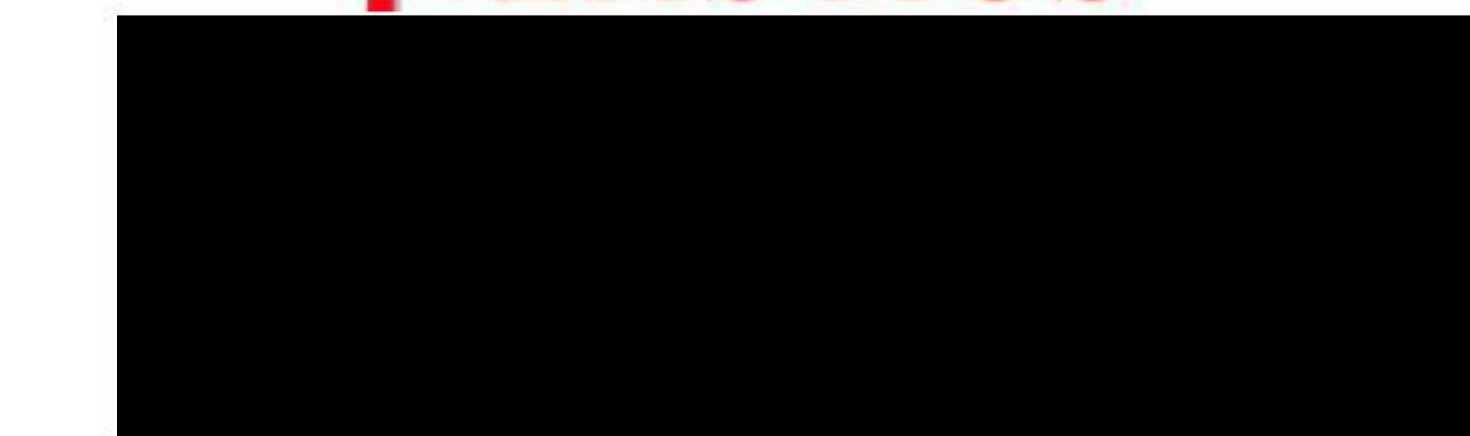
Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:
The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX or enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by	
Application reference	
Date to P&R Chairman/Vice Chairman	
Approved to go to Committee	
Committee date	
Decision/Minute number	
Amount awarded	
Application refused by P&R Chair or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	



Quotation to supply and Fit



Good afternoon,

As discussed over the phone with [REDACTED] here:

We can supply and fit the entrance door to Saltash F.C. at cost price to us and with NO fitting fee...

The cost will be £650.00 inc VAT.

Although verbally agreed over the phone, I will kindly ask you to respond to this e-mail with your confirmation to go ahead and place the order, so we can use the response for the contract.

Kindest Regards



Saltash United AFC & Social Club

Unaudited Accounts

31 May 2023

Saltash United AFC & Social Club
ACCOUNTANTS REPORT ACCA

Chartered Accountant's Report to Saltash United AFC & Social Club on the Unaudited
Financial Information of Saltash United AFC & Social Club for the year ended 31 May 2023

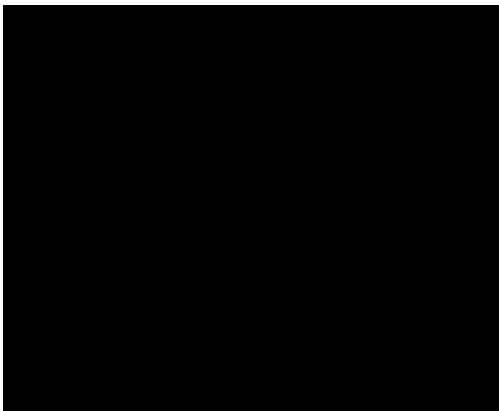
In accordance with the engagement letter dated 22 August 2016 we have prepared for your approval the financial information of Saltash United AFC & Social Club for the year ended 31 May 2023 which comprise the Profit and Loss account , the Balance Sheet and the related notes from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants , we are subject to its ethical and other professional requirements which are detailed at <http://accaglobal.com/en/member/professional-standards/rules-standards/acca-rulebook.htm>

This report is made solely to you in accordance with the terms of our engagement letter dated 22 August 2016. Our work has been undertaken solely to prepare for your approval the financial information of Saltash United AFC & Social Club and state those matters that we have agreed to state to you in this report in accordance with the guidance of ACCA as detailed at <http://acca.global.com/>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Saltash United AFC & Social Club for our work or for this report.

You have approved the financial information of Saltash United AFC & Social Club for the year ended 31 May 2023 and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.



Saltash United AFC & Social Club

PROFIT AND LOSS ACCOUNT

for the year ended 31 May 2023

	2023	2022
	£	£
Turnover	149,556	159,278
Cost of goods bought for resale or goods used	57,944	59,344
Total cost of sales	<u>57,944</u>	<u>59,344</u>
Gross profit	91,612	99,934
Other business income	22,651	10,975
Expenses		
Wages, salaries and other staff costs	64,881	74,084
Car, van and travel expenses	566	719
Rent, rates, power and insurance costs	19,410	22,336
Repairs and renewals of property and equipment	1,826	5,656
Phone, fax, stationery and other office costs	13,238	16,382
Advertising and business entertainment costs	1,152	1,256
Bank, credit card and other financial charges	992	1,683
Accountancy, legal and other professional fees	3,701	3,310
Depreciation and loss/profit on sale of assets	7,196	6,568
Other business expenses	-	258
	<u>112,962</u>	<u>132,252</u>
Net profit/(loss)	<u>1,301</u>	<u>(21,343)</u>

Saltash United AFC & Social Club

BALANCE SHEET

at 31 May 2023

	Notes	2023 £	2022 £
Fixed assets			
Equipment, machinery and vehicles	2	6,531	9,695
Other fixed assets	3	51,844	40,907
		<u>58,375</u>	<u>50,602</u>
Current assets			
Stock and work in progress		3,313	3,313
Bank/building society balances		3,877	8,555
Cash in hand		1,517	2,028
Other current assets and prepayments		-	1,089
		<u>8,707</u>	<u>14,985</u>
Current liabilities: Amounts falling due within one year			
Trade creditors		57	57
Loans and overdrawn bank account balances		-	-
Other liabilities and accruals		194	-
		<u>251</u>	<u>57</u>
Net current assets		<u>8,456</u>	<u>14,928</u>
Total assets less current liabilities		<u>66,831</u>	<u>65,530</u>
Long term liabilities: Amounts falling due after one year			
Loans and overdrawn bank account balances		35,470	35,470
Net business assets		<u>31,361</u>	<u>30,060</u>
Capital account			
Balance at start of period		30,060	51,403
Net profit/(loss)		1,301	(21,343)
Balance at end of period		<u>31,361</u>	<u>30,060</u>

for the year ended 31 May 2023

1 Accounting policies

Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Equipment, machinery and vehicles

	Plant & machinery	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 June 2022	14,650	46,667	61,317
Additions	-	666	666
At 31 May 2023	<u>14,650</u>	<u>47,333</u>	<u>61,983</u>
Depreciation			
At 1 June 2022	8,790	42,832	51,622
Charge for the year	2,930	900	3,830
At 31 May 2023	<u>11,720</u>	<u>43,732</u>	<u>55,452</u>
Net book values			
At 31 May 2023	<u>2,930</u>	<u>3,601</u>	<u>6,531</u>
At 31 May 2022	<u>5,860</u>	<u>3,835</u>	<u>9,695</u>

3 Other fixed assets

	Club House	Ground Improvements	Total
	£	£	£
Cost			
At 1 June 2022	48,295	76,333	124,628
Additions	-	14,303	14,303
At 31 May 2023	<u>48,295</u>	<u>90,636</u>	<u>138,931</u>
Depreciation/Amortisation			
At 1 June 2022	47,793	35,928	83,721
Charge for the year	84	3,282	3,366
At 31 May 2023	<u>47,877</u>	<u>39,210</u>	<u>87,087</u>
Net book values			
At 31 May 2023	<u>418</u>	<u>51,426</u>	<u>51,844</u>
At 31 May 2022	<u>502</u>	<u>40,405</u>	<u>40,907</u>

Saltash United AFC & Social Club
 DETAILED PROFIT AND LOSS ACCOUNT

for the year ended 31 May 2023

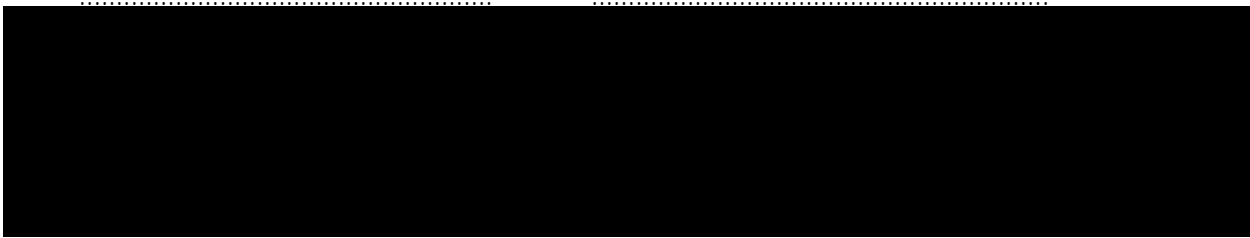
	2023	2022
	£	£
Turnover		
Sales	84,962	81,883
Gate receipts	12,269	28,183
Advertising and Grants	15,470	6,762
Vodafone Tower Net Receipts	1,375	744
Sundry Sales	8,410	3,575
Prize Money	1,147	1,441
Sponsorship	14,864	21,171
Tuck Shop Sales	11,059	15,519
Total Turnover	<u>149,556</u>	<u>159,278</u>
Cost of goods bought for resale or goods used		
Opening stock	3,313	2,278
Purchases	46,203	49,467
Closing stock	(946)	(3,313)
Cost of goods used	<u>48,570</u>	<u>48,432</u>
Advertising	4,898	8,520
League expenses	750	840
Fines	3,726	1,552
Total cost of goods bought for resale or goods used	<u>57,944</u>	<u>59,344</u>
Total cost of sales	<u>57,944</u>	<u>59,344</u>
Gross profit	91,612	99,934
Other business income		
Bank interest receivable	33	3
Rent receivable	1,554	1,471
Machines	-	383
Sundry income	21,064	9,118
	<u>22,651</u>	<u>10,975</u>
Wages, salaries and other staff costs		
Wages - regular	20,477	21,852
Players' and travel expenses	37,181	45,548
Officials Fees	4,990	4,988
Wages - casual	2,233	1,696
	<u>64,881</u>	<u>74,084</u>
Car, van and travel expenses		
Staff travel expenses	566	719
	<u>566</u>	<u>719</u>
Rent, rates, power and insurance costs		
Ground Maintenance and Training	7,262	11,411

Saltash United AFC & Social Club
 DETAILED PROFIT AND LOSS ACCOUNT

Rates	2,326	2,317
Heat and Light	8,537	7,253
Cleaning and PPE	1,285	1,355
	<u>19,410</u>	<u>22,336</u>
Repairs and renewals of property and equipment		
Kit and Equipment Rental	938	4,241
Equipment Maintenance	888	1,415
	<u>1,826</u>	<u>5,656</u>
Phone, fax, stationery and other office costs		
Insurance	2,890	2,985
Stationery & Office Supplies	431	2,451
Telephone	2,874	2,639
Trophies	30	13
Subscriptions	-	120
Licences	7,013	8,174
	<u>13,238</u>	<u>16,382</u>
Advertising and business entertainment costs		
Team Food	1,152	1,256
	<u>1,152</u>	<u>1,256</u>
Bank, credit card and other financial charges		
Bank and credit card charges	992	1,683
	<u>992</u>	<u>1,683</u>
Accountancy, legal and other professional fees		
Accountant's and bookkeeper's fees	2,494	2,930
Other legal and professional fees	1,207	380
	<u>3,701</u>	<u>3,310</u>
Depreciation and loss/profit on sale of assets		
Depreciation	7,196	6,568
	<u>7,196</u>	<u>6,568</u>
Other business expenses		
Sundry expenses	-	258
	<u>-</u>	<u>258</u>
Net profit/(loss)	<u>1,301</u>	<u>(21,343)</u>

We approve the accounts of Saltash United AFC & Social Club which comprise the profit and loss account, the balance sheet and the related notes. We acknowledge our responsibilities for the accounts, including the appropriateness of the applicable financial reporting framework as set out in Note 1 to the accounts, and for providing with all information and explanations necessary for their compilation.

On behalf of Saltash United AFC & Social Club



SALTASH UNITED AFC

PROFIT AND LOSS ACCOUNT

For the year ended 31 May 2023

	Notes	2023		2022	
		£	£	£	£
TURNOVER					
Gate receipts	10	12,269.17		28,182.60	
Advertising and grants	1	15,470.00		6,761.47	
Vodafone tower net receipt		1,375.00		744.47	
Sundry sales	9	8,410.32		3,574.79	
Prize money		1,146.00		1,440.50	
Sponsorship	7	14,863.21		21,171.35	
Other Income	8	<u>1,090.00</u>		<u>1,335.00</u>	
			54,623.70		63,210.18
EXPENSES					
Players and Travel Expenses	5	37,180.82		45,547.88	
Officials Fees		4,990.00		4,987.60	
Fines	2	3,726.00		1,551.60	
League Expenses		749.62		840.00	
Kit and Equipment rental	3	938.43		4,240.53	
Trophies		29.92		12.88	
Ground Maintenance and Training	4	7,261.99		11,410.61	
Advertising	6	4,897.50		8,520.00	
Legal fees		<u>1,206.88</u>		<u>380.00</u>	
			60,981.16		77,491.10
NET (LOSS)			<u><u>- 6,357.46</u></u>		<u><u>- 14,280.92</u></u>

Notes

- 1, This year grant monies have been received to cover the cost of various repairs and upgrades to the club and grounds
- 2, This year there were many fines
- 3, The Club has encouraged sponsors to buy the kit and reclaim the VAT
- 4, Last year money was spent on the roof canopy and pitch to bring it up to standard. As this has been regularly maintained, less money was required for maintenance this year.
- 5, Tighter controls have been made over player expenses and travel costs where possible have been kept to a minimum.
- 6, Advertising includes monies paid to J Sherwin relating to commission on board sales.
- 7, Sponsorship has seen a reduction this year, last year there was a lot of income from Waterways Drainage who became the stadium's title sponsor. However this year due to the economic climate monies given to the club have reduced. Another sponsor DL Lewis contributed about 35% of the total received, the rest from board advertising.
- 8, Other income consists of coach fees recharged to supporters, assisting with covering the cost of hiring a coach for away games.
- 9, Changes in the menu has helped boost the sale of hot food and drinks.
- 10, Due to the economic climate and the interest rate increase, putting strain on supporters pockets, there has been a drop in attendance at matches.

SALTASH UNITED SOCIAL CLUB

PROFIT AND LOSS ACCOUNT

For the year ended 31 May 2023

	Notes	2023		2022	
		£	£	£	£
TURNOVER					
Sales		84,962.24		81,882.94	
Tuck Shop		11,058.37		15,518.75	
Covid-19 Job Retention Scheme Grant		-		-	
		<u> </u>	96,020.61	<u> </u>	97,401.69
COST OF SALES					
Purchases		43,411.07		44,269.68	
Ullage		3,353.43		3,378.04	
Promotions		1,805.69		1,818.94	
		<u> </u>	48,570.19	<u> </u>	49,466.66
GROSS PROFIT			<u>47,450.42</u>		<u>47,935.03</u>
OTHER INCOME			21,561.62		9,639.83
TOTAL INCOME			<u>69,012.04</u>		<u>57,574.86</u>
EXPENSES					
Wages, salaries and other staff costs		22,709.64		23,548.32	
Car, van and travel expenses		566.14		718.98	
Rent, rates, power and cleaning	1	12,147.54		10,924.77	
Repairs and renewals of property and equipment		888.23		1,415.21	
Phone, fax, stationery & office costs		13,207.71		16,368.73	
Advertising & business entertainment costs		1,152.00		1,256.00	
Bank, credit card and other financial charges		992.31		1,682.80	
Accountancy, legal & professional fees		2,494.00		2,930.00	
Depreciation and loss / (profit) on sale		7,196.27		6,568.37	
Other business expenses		-		258.65	
TOTAL EXPENSES			<u>61,353.84</u>		<u>65,671.83</u>
NET PROFIT/(LOSS)			<u>7,658.20</u>		<u>- 8,096.97</u>

Post pandemic, trading levels have been returned to normal. In addition events like the World Cup have resulted in higher bar sales. The tuck shop has seen a dip in trade recently as supporters limit their spending in light of the living crisis. Expenses have been controlled tightly to ensure that the Club remains profitable. Price increases to cover costs will also have contributed to the increased turnover.

1, Due to the rise in utility prices lighting and heating costs have increased. Measure are in place to keep usage to a minimum however this in an increase that can't be easily managed.

Schedule for Your Commercial Combined Insurance Policy

Your Policy Schedule

Please keep The Schedule safe with Your policy.

The Schedule forms part of Your policy and replaces the previous Schedule(s).

This Schedule outlines your cover. Clauses and Conditions applying to your cover are detailed in the Clauses and Conditions Schedule and should be read and understood in conjunction with your policy wording.

For Property Damage and Business Interruption covers, Your Schedule refers to Risk Locations and Premises. Each Risk Location consists of one or more Premises.

Policyholder Details

The Policyholder	Committee, Trustees & Members for the time being of Saltash United AFC
Contact Address	Kimberley Stadium Callington Road Saltash
Postcode	PL12 6DX
The Business	Football Club

Policy Details

Policy number	100723456BDN/24/SALTUNI-01
Effective date	16/06/2024
Expiry date	15/06/2025
Annual premium (excluding Insurance Premium Tax)	£1,813.72
Insurance Premium Tax	£217.65
Total amount due	£2,031.37

Insurance Adviser Details

Your Insurance Adviser

Club Insure Limited, Romero House, 8 Airport West, Leeds LS19 7ZA



Certificate of Employers' Liability Insurance ^(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

Policy Number	100723456BDN/24/SALTUNI-01
Name of Policy Holder	Committee & Members for the time being of Saltash United AFC
Date of Commencement of Insurance	16/06/2024
Date of Expiry of Insurance	15/06/2025

We hereby certify that subject to paragraph 2:

- (1) the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
- (2) the minimum amount of cover provided by this Policy is no less than £5 million (c)

Signed on behalf of: **Aviva Insurance Limited** (Authorised Insurer)

A handwritten signature in black ink, appearing to read "J. Storah".

Authorised Signatory
Jason Storah
CEO, UK & Ireland General Insurance

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

It is recommended that you retain a copy of each Employers' Liability certificate issued to you

Your policy schedule

Your Management Liability Policy

Date of issue 19 June 2024

Important information about your policy

- We have used your completed proposal form and the information in this document to provide your insurance cover. You must check that the information is correct.
- If any of the information is incorrect we may change the terms and conditions, premium, or withdraw cover.
- You may cancel the policy within 14 days of receiving it if for any reason you are dissatisfied, or it does not meet your needs. You can find full details of how the policy may be cancelled in the policy wording.

Policy number
LS BDX6888109/24/SALTUNI-01

Policy wording version
AXA MLP Policy Wording for Charities,
Clubs & Associations 0921

What's enclosed

- Policy wording booklet
- Summary of cover

Your contact details

The insured

Trustees, Officers, Committee & Members for the time being in force at Saltash
United AFC

Address

Kimberley Stadium
Callington Road
Saltash
PL12 6DX

Your premium

Annual Premium	£325.00
Insurance Premium Tax at the current rate	£39.00
Total	£364.00

Your period of insurance

Date this policy starts	16/06/2024
Date this policy expires	15/06/2025
Renewal date	16/06/2025
Endorsement number	
Effective from	
Reason for issue	



redefining / standards



What you need to do next

- Please read this policy schedule to check the details are correct and that the level of cover meets your needs.
- You should read this information along with the policy wording.
- If you have any questions, need to change any of the details or would like to make further changes, please contact your insurance adviser.
- Please keep this schedule safely with your policy wording.

Your details

Type of company or organisation	Clubs
Business sector	Clubs
Income	£105,000.00

Your covers

Section		Limit of liability	Excess
Trustees' and Officers' liability	✓ covered	£250,000	£Nil
Employment practices liability	✓ covered	£250,000	£10,000 reducing to £2,500 providing you follow the advice provided by Radar
Clubs legal liability	✓ covered	£250,000	£5,000
Corporate Liability	✓ covered	£250,000	£Nil
Employee Dishonesty	✓ covered	£5,000	£500
Third Party Electronic Funds Transfer Cover	✓ covered	£5,000	£500

Change of details?

Please contact your insurance adviser if any of these details need to be changed.

Policy excess

In the event of a claim, you are responsible for the excess for the relevant section. The excess applies to each and every claim including defense costs

Employment practices liability excess

Your excess will reduce to £2,500 if you follow the advice of **Radar legal** for any matter that may lead to a claim under **your policy**.

Endorsements that apply to your policy

Any words in bold print are defined terms and you can find more information about these in your policy wording.

Crime cover amendment

Under the Company legal liability section of your Policy, cover is amended for the following sections as per the policy schedule:

- Employee dishonesty cover
- Telephone Fraud cover
- Third party electronic funds cover
- Third party fraud or forgery cover

The most we will pay under each heading of cover is as per the policy schedule for any one claim. This is also the most we will pay for all Employee Dishonesty, Third party electronic funds transfer, Telephone fraud and Third party fraud or forgery cover in any one period of insurance.

Under the Company legal liability section of your policy the excess as stated in the Policy schedule is amended to £500, in respect of Employee Dishonesty, Third party electronic funds transfer, Telephone fraud and Third party fraud or forgery cover.

An **endorsement** is a change to your policy terms and conditions which can either restrict your cover or provide you with extra cover.



Saltash United Association Football Club

Rules

**Kimberley Stadium
Callington Road
Saltash, Cornwall, PL12 6DX**

Clubhouse: 01752 845746

**The Management Committee of the
Saltash United Association Football Club
express the hope that you will enjoy and
make full use of the facilities of the Club**

Rules as agreed at Club General Meeting –July 2022

1. NAME

The name of the Club shall be Saltash United Association Football Club.

2. HEADQUARTERS

The Club's headquarters shall be situated on the Club's ground at Waterways Stadium, Callington Road, Saltash.

3. OBJECTS

The objects of the Club shall be:

- a. To develop, encourage, promote and provide facilities for the playing of association football and other sporting, social, educational and recreational activities.
- b. To promote fellowship between members and to provide a meeting place for its members & for visiting teams where suitable entertainment & amenities are available.
- c. To promote such fundraising schemes as may be required to meet Club's objectives.

4. MANAGEMENT OF THE CLUB

- a. Officers of the Club
 - i. The officers of the Club who shall be elected annually at the AGM or a Special General Meeting shall consist of the Chairman, Vice Chairman, the Hon. Club Secretary, the Hon. Treasurer, the First Team Football Secretary, and the Premises Manager.
 - ii. In addition, a President and Vice President of the Club may be elected at a General Meeting of the Club and he, she or they shall hold such Honorary Office for such periods as the Club in General Meeting may from time to time determine.
- b. Committees
 - i. The affairs of the Club shall be managed by a Management Committee which shall consist of the officers of the Club and no more than 11 other members of the Club (including

Trustees) who shall be elected at the Annual General Meeting or at a Special General Meeting called for that purpose. Five members shall be deemed necessary to form a Quorum.

- ii. If a casual vacancy occurs in the Management Committee by the death, resignation, suspension or expulsion of one of the members, the Management Committee can appoint another member of the Club to fill the vacancy and any member so appointed shall hold office until the next Annual General Meeting, but he/she shall then be eligible for re-election.
- iii. The Management Committee shall have the power to form sub-committees to deal specifically with finance and to direct any other of the specific activities undertaken in the normal running of the Club. It may also appoint a Bar Committee.
- iv. Meetings of the Management Committee shall take place at least once every two months. The Committee may adjourn and regulate its proceedings by a majority of the votes of those present at the meeting and, in the event of an equality of voting, the Chairman of the meeting shall have a second or casting vote.
- v. The Management Committee shall appoint a Welfare Officer who shall ensure that the club operates a safe, child friendly environment and promotes good practice in line with the relevant Child Protection Policy.

c. Trustees

- i. The Chairman shall nominate such of the officers or members as he thinks fit to be Trustees of the Club. The Trustees will make all such dispositions of the Club property and enter into such agreements in relation thereto as the Chairman may deem proper for giving security for the repayment of loans and interest.
- ii. The property and assets of the Club shall be invested in the Trustees.
- iii. The Trustees shall be entitled to attend Management Committee Meetings and may vote at such meetings.
- iv. The appointed Trustees shall hold office until such time as they shall by mutual consent with the Chairman, relinquish such office, at that time a replacement shall be appointed.

d. Nominations

- i. Nominations for officers of the Club and members of the Management Committee shall be made in writing and received by the Club Secretary not later than 7 days before the Annual General Meeting.
- ii. Nominations for the Club's solicitors and accountants shall be made at the Annual General Meeting.

e. Meetings

- i. An Annual General Meeting shall be held at least once in every year, normally early in July, provided that a period not exceeding 15 months shall elapse between such Annual General Meetings.
- ii. At least 21 days notice shall be given of the Annual General Meeting. Such notice to be posted in the Club house.
- iii. The business to be transacted at the Annual General Meeting shall be all matters required to be dealt with under the terms of these rules, the adoption of the Club accounts together with any other business relevant to the Club's affairs.
- iv. A Special General Meeting may be convened by the Management Committee at any time. Any members entitled to attend and vote at a General Meeting may also summon such a meeting or require one to be summoned at any time on reasonable notice, if a specified number of them joined to do so; the number required being not more than 30 nor more than one fifth of the total number of the members so entitled. Such requisition should state the purpose for which such a meeting is required. At least 14 days notice shall be given to all members stating the purpose of the meeting, such notice being displayed in the Club house.
- v. At a General Meeting of the Club voting will be confined to ordinary members over the age of 18 years and each such member shall be entitled to exercise one vote upon every question falling to be decided at such meetings.
- vi. The quorum of a General Meeting shall be 15 or 5% of the ordinary members or whichever shall be the lesser.

5. MEMBERSHIP

- a. Membership to the Football Club is limited to members of the Club Lotto Competition, Season Ticket Holders and Club Voluntary workers but subject to a review every January. There is no additional charge for membership. Each applicant must complete a form on which is written all their contact details and in the case of a Lotto member an additional Direct Debit Bank Mandate. These details are held on a database and controlled by the Secretary.
- b. All senior Football Players registered as players for the club shall be deemed Club members for the period of their registration. This shall include the three senior men's teams and the Women's team
- c. Life members shall be nominated from amongst the ordinary membership from time to time by the Management Committee, such nomination to be recommended at the next Annual General Meeting. Subject to approval of such recommendation, election to life membership shall be by the Management Committee or in General Meeting or by the Management Committee with other Club members added to it and convened for that purpose. An up-to-date list of all life members shall be maintained by the Membership Secretary. All life members shall pay no membership fee but shall be entitled to the full use of the Club facilities. The number of life members shall not be more than 5% of the total ordinary membership.
- d. Honorary Vice Presidents together with their wives/husbands shall be nominated from time to time by the Management Committee such nomination to be recommended at the next Annual General Meeting where a formal election shall be carried out. Honorary Vice Presidents together with their wives/husbands shall automatically become Members of the Club subject to the Honorary Vice Presidents fee.
- e. The Management Committee shall have the power to elect as Honorary members, members of other clubs for a period not exceeding seven days. The Management Committee also has the right to confer Honorary membership in special circumstances. Any person employed by the club in any capacity will be granted Temporary membership for the period of their employment.

- f. The Management Committee shall have the right to suspend from membership of the Club any member or to exclude any guest (introduced as provided for in Rule 6) or visitor for misconduct or violation of the Rules of the Club.

- g. Any person not eligible for ordinary membership but who is the wife or husband or a child of an ordinary member shall be eligible for family membership within the provisions of Schedule 7 of the Licensing Act 1964.

- j. Junior members under the age of 16 associated with Saltash United, Saltash United Juniors and Saltash Youth Football Clubs shall automatically become Junior members of the Club with no required subscription payable. They shall be entitled to use and enjoy the premises and facilities of the Club at the discretion of the Management Committee for the purposes of watching and playing football and other activities within the objectives of the Club. They will not be supplied with or allowed to consume intoxicating liquor on the premises. All those junior members under the age of 16 shall be permitted to use the Club premises up until 9.00pm.

- k. On a Match Day Children, under the age of 16 years, will be allowed in free as long as they are accompanied by a responsible adult, plays for the Juniors and at the discretion of the Gate Manager. The exception to this will be for entrance to the national FA Cup and FA Vase competitions where the concessionary rate applies in accordance with FA rules.

- l. The Club is non-profit making and any surplus income or gains will be reinvested in the club and does not permit any distribution of club assets, in cash or in kind to members or third parties. This does not prevent donations by the Club to charities or to other clubs that are registered as Community Amateur Sports Clubs.

6. GUESTS

Members shall be entitled to introduce guests to the Club, provided no person whose application for membership has been declined or who has been expelled from the Club shall be introduced as a guest.

7. VISITORS

There may be admitted to the Club premises persons other than members or their guests and intoxicating liquor may be sold to such persons by or on behalf of the Club for consumption on the premises and not elsewhere provided sales of intoxicating liquor to persons other than members or their guests may only take place.

- a. On the occasion of a sporting or other fixture being held at the Club premises with teams from other Clubs or organisations provided that the only persons to whom intoxicating liquor may be sold on such occasions are members or supporters of such teams and the officials connected with the event.
- b. On the occasion of any other function approved by the Management Committee provided that no more than 12 such functions be held in each year. Details of these functions to be notified in writing to the Police Licensing Officer at Divisional Headquarters not less than 48 hours before the event.

8. SUBSCRIPTIONS

- a. Club Lotto members shall pay a monthly fee, via Direct Debit Bank Mandate which shall enter them into the monthly Lotto draw. The club shall distribute the monthly winning numbers by means of the Club web-site, Club Social media accounts, Club notice boards and Matchday programmes. Winners of Lotto prizes should claim from the club Treasurer. Failure to pay the Direct Debit shall eliminate that member from the Lotto and club membership shall cease.
- b. Season Ticket members shall pay a one-off annual fee for their season ticket, prior to the commencement of the football season, which provides entry to all First Team league matches at a reduced rate. The Season Ticket does not include entrance for Cup competitions for which normal entry fees will apply. The Season ticket shall provide Club membership for the duration of the close-season following the completion of the season for which the ticket applies.

- c. Any member reserving ticket(s) in respect of any function organised or assisted by the Club, shall be liable for payment in full for such tickets in the event of non-attendance at the function in question, unless the Club Secretary is notified of such non-attendance not less than 7 days prior to the date of the function.
- d. A list of the names and addresses of all members of the Club shall be available for inspection at any time.

9. CLUB HOURS

- a. The Club Premises shall open for such hours as the Management Committee shall from time to time determine.
- b. The permitted hours for the supply and sale of intoxicating liquor shall be subject to the Licensing Acts, be such hours as the Management Committee shall from time to time determine. Changes to the Club's permitted hours shall not become operative until the Clerk to the Justices has been informed of the alterations. The Chief Officer of Police for the area should also be informed.

10. PERSONS UNDER THE AGE OF 18 YEARS

No person under the age of 18 years shall be supplied with or allowed to consume intoxicating liquor on the premises.

11. CONDUCT OF MEMBERS

- a. Members shall at all times conduct themselves in a proper and seemly manner. Every member of the Club shall be subject to these rules and subject to the payment of their membership fee.
- b. The Management Committee may from time to time make such regulations it considers fit for the conduct and good government of the Club's affairs or any activity incidental thereto.
- c. The Management Committee may make by-laws for the proper running of the Club. All members shall be responsible for the observance of these by-laws by themselves, their guests and (if applicable) children. Breach of the by-laws may result in suspension or termination of membership.

- d. Unless proper arrangements have been made in advance, members must provide payment for whatever expenses they incur in the Club, whether on their own behalf or for their guests, before leaving the Clubhouse.
- e. The Club has no responsibility for any member's possessions wherever they may be left.
- f. All complaints shall be in writing and addressed to the Management Committee.

12.ALTERATIONS TO RULES

No alteration or addition to these rules shall be made except at a General Meeting. The Notice shall have contained particulars of the proposed alteration or addition. The Club Secretary shall within 28 days of making such alteration or addition to these rules, or of the officers of the Club, give written Notice thereof to:-

The Chief Office of Police
The Clerk to the Local Authority

13.CHANGE OF CHAIRMAN OR SECRETARY

Any change of Chairman or Secretary must be reported in writing to the Clerk to the Justices and to the Chief Officer of Police by the Chairman or Secretary within 42 days of the change.

14.POWERS OF BORROWING

- a. The Management Committee of the club shall be empowered to borrow such financial sums as may be required from time to time in pursuit of the objectives of the club.
- b. If at any time the Management Committee of the club passes a resolution authorising the club to borrow money:
 - i. The Management Committee may borrow money for the purposes of the club the amount of money (either at one time or from time to time) and at the rate of interest, in the form and manner and upon security specified in the resolution, and:
 - ii. The Trustees of the leasehold of the club must at the discretion of the Management Committee make any disposition of the club property or any part of it, and enter into any agreement in relation to the club property as the Management Committee thinks fit and proper to give security for any loan and interest.

- c. Every member of the club, whether he votes on a resolution authorising borrowing or not, and everyone becoming a member after the passing of such a resolution, is deemed to have assented to the resolution as if he had voted in favour of it.
- d. Any trustee of the club property or any member standing as a guarantor to any loan facility taken out by the club shall, so far as possible, be indemnified by the club from and against all actions, costs, claims and demands in respect of the enforcement of such guarantee prior to its discharge.

15.INDEMNITY

- a. The club shall at all times indemnify the members of the Management Committee from time to time from and against all actions, costs, claims and demands in respect of any matter (other than, their own dishonesty) arising out of their management and control of the club and consequent upon any action or resolution of the club.
- b. Neither the members of the Management Committee nor any individual member of the club shall be personally liable to repay any company body or individual who has lent money to the club in pursuit of its objectives, save to the extent that such committee members or individual members has given a personal written guarantee to repay such loan.

16.DISSOLUTION OF THE CLUB

If at any general meeting a resolution for the dissolution of the Club is passed by a majority of the members present then the Management Committee shall call a special general meeting that shall not be held less than six weeks later (of which not less than four weeks written notice has been given to each member). The terms of any dissolution resolution shall be stated in any notice to the members, and not less than one half of the members must be present at the special general meeting. The resolution must then be confirmed by a majority of two thirds of the members voting on it. The Management Committee must immediately, or at such future date as is specified in the resolution, proceed to realise the property and assets of the club and discharge its debts and liabilities. Any net assets remaining are to be applied to either:

- i) the purposes of the sports governing body for use in community related sport,
- ii) the purposes of another CASC within the scheme, or the purposes of a charity.

17.EQUAL OPPORTUNITIES POLICY

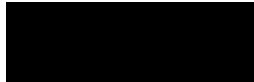
At all times the club shall operate an equal opportunities policy in order to encourage all of its members to participate equally in the game of football or the objectives of the club generally. Membership shall be open to all irrespective of age, gender, disability, race, ethnic origin, creed, colour, social status and sexual orientation. Failure to adhere to such a policy shall be a disciplinary matter to be determined in accordance with rule 5f. This will also apply in respect of visitors, guests and users of the club's premises.

Addendum

This addendum provides an overview of the changes to the club rules between this document, dated July 2022 as prepared by Club Chairwoman Julie Morley against those dated July 2022 as prepared by then Club Chairman David Bishop

- Section 4 a i – ‘Vice Chairman’ Be added to the list of club officers to be annually elected.
- Any persons giving the club monies or property will be asked to sign a declaration that it will not be asked for it’s return if the said persons leave the club.
- New Trustees will be appointed
- Section 5 k – This paragraph added to comply with FA Rules regarding entry fees to FA competitions.
- Section 8 – This section completely revised to reflect that Members are Lotto Members and Season Ticket Holders. No further or additional subscriptions are required.

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 SWIFTBIC BUKBGB22

IBAN GB61 BUKB 2050 4040 3339 05

Issued on 10 June 2024



Your Business Premium Account

At a glance

08 May - 07 Jun 2024

Date	Description	Money out £	Money in £	Balance £
8 May	Start Balance			7,383.22
	STO		5.00	7,388.22
15 May	STO		5.00	7,393.22
21 May	STO		5.00	7,398.22
28 May	ST		5.00	7,403.22
	STO		5.00	7,408.22
29 May		1,000.00		6,408.22
3 Jun		1,000.00		5,408.22
	STO		5.00	5,413.22
	STO		5.00	5,418.22
	STO		5.00	5,423.22
	STO		5.00	5,428.22
	STO		5.00	5,433.22
	STO		5.00	5,438.22
	STO		5.00	5,443.22
	STO		5.00	5,448.22

Start balance	£7,383.22
Money out	£2,000.00
Money in	£310.92
▶ Gross interest earned	£25.92
End balance	£5,694.14

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Continued

Date	Des	Money in £	Balance £
	Balance brought forward from previous page		5,448.22
3 Jun		5.00	5,453.22
		5.00	5,458.22
		5.00	5,463.22
		5.00	5,468.22
		5.00	5,473.22
		5.00	5,478.22
		5.00	5,483.22
		5.00	5,488.22
		5.00	5,493.22
		5.00	5,498.22
		5.00	5,503.22
		5.00	5,508.22
		5.00	5,513.22
		5.00	5,518.22
		5.00	5,523.22
		5.00	5,528.22
		5.00	5,533.22
		5.00	5,538.22
		5.00	5,543.22
		5.00	5,548.22
		5.00	5,553.22
		5.00	5,558.22
		5.00	5,563.22

Continued



Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				5,563.22
3 Jun	[REDACTED]		5.00	5,568.22
	[REDACTED]		5.00	5,573.22
	[REDACTED]		5.00	5,578.22
	[REDACTED]		10.00	5,588.22
	[REDACTED]		5.00	5,593.22
	[REDACTED]		5.00	5,598.22
	[REDACTED]		5.00	5,603.22
	[REDACTED]		5.00	5,608.22
	[REDACTED]		5.00	5,613.22
	[REDACTED]		5.00	5,618.22
	[REDACTED]		5.00	5,623.22
	[REDACTED]		5.00	5,628.22
	[REDACTED]		5.00	5,633.22
	[REDACTED]		5.00	5,638.22
	[REDACTED]		5.00	5,643.22
	[REDACTED]		5.00	5,648.22
	[REDACTED]		5.00	5,653.22
	[REDACTED]		5.00	5,658.22
	[REDACTED]		5.00	5,663.22
	[REDACTED]		25.92	5,689.14

Continued



2/3

07479 00002 F1V1060A 2 of 3

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			5,689.14
4 Jun	STO [REDACTED]		5.00	5,694.14
7 Jun	Balance carried forward			5,694.14
	Total Payments/Receipts	2,000.00	310.92	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Credit interest rates

Current rates Correct at the time of printing
Effective from 01 Dec 2023

Balance	Gross %	AER %
▶ £1 - £999,999	1.500	1.508
▶ £1,000,000 - £9,999,998	1.750	1.762
▶ £9,999,999+	1.950	1.964

Bank of England Base Rate Information

Rate effective from 03 Aug 2023 was 5.250%

Banking terms explained

Gross This is the rate of interest payable without the deduction of tax.
AER or Annual Equivalent Rate is the gross rate of interest worked out as if it was paid and compounded once a year. This allows you to compare interest rates between accounts that pay interest at different intervals.

Saltash United Association Football Club



Waterways Stadium | Callington Road | Saltash | Cornwall | PL12 6DX Tel: (01752) 845746

Affiliated to: Cornwall County FA

Members of: Jewson Western League, St. Pirans League & Duchy
League

VAT: 313279080

www.saltashunited.co.uk



CHARTER STANDARD
COMMUNITY CLUB



GUIDANCE NOTES NO:

1.4

SAFEGUARDING POLICY AND PROCEDURES: CLUB TEMPLATE

FOR CLUBS

Version: 1.1
Published: MAY 2019



FOR ALL

USING THIS POLICY

This policy template is provided so that you can add your club name to the relevant sections. It is important that this policy is discussed by the committee. The club needs to be sure it is clear about its responsibilities and that it adheres to this policy in full. Having a proactive Club Welfare Officer is an integral requirement of this policy.



FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY

1. Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.
2. The key principles of The FA Safeguarding Children Policy are that:
 - the child's welfare is, and must always be, the paramount consideration;
 - all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief;
 - all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
 - working in partnership with other organisations, children and young people and their parents/carers is essential.
3. Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
 - specify what the role is and what tasks it involves;
 - request identification documents;
 - as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them ask for and follow up with two references before appointing someone;
 - where eligible require an FA accepted Disclosure and Barring Service (DBS) Check in line with current FA policy and regulations.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Football Club recognises that this is the responsibility of every adult involved in our club.

FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY CONT'D

All current

Football Club members working in eligible roles, with children and young people – such as managers and coaches are required to hold an in-date FA accepted Disclosure and Barring Service (DBS) Check as part of responsible recruitment practice¹.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of

Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the DBS Check process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on **0800 169 1863**, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC.

Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

6. Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA Designated Safeguarding Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the County FA Designated Safeguarding Officer may be contacted.

8. Respect codes of conduct for players, parents/carers, spectators, officials and coaches have been implemented by

Football Club. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

¹ The FA's policy on DBS Checks is subject to change. DBS Check information and guidance can be found at [TheFA.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks](https://www.thefa.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks)

FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY CONT'D

9. Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- ii. If the issue is one of poor practice the Club Welfare Officer will either:
 - Deal with the matter themselves, or;
 - Seek advice from the County FA Designated Safeguarding Officer.
- iii. If the concern is more serious – possible child abuse, where possible, contact the County FA Designated Safeguarding Officer first, then immediately contact the Police or Children's Social Care.

iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the County FA Designated Safeguarding Officer

- v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
 - Contact your County FA Designated Safeguarding Officer directly;
 - Contact The FA Safeguarding Team on **0800 169 1863** or Safeguarding@TheFA.com;
 - Contact the Police or Children's Social Care;
 - Call the NSPCC 24 hour Helpline for advice on **0808 800 5000** or text **88858** or email help@nspcc.org.uk.

NB – The FA's Safeguarding Children Policy and Procedures are available as **Guidance Notes 1.2: Grassroots Football: Safeguarding Children Policy and Procedures**. These are under the 'Useful Resources' at: [TheFA.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework](https://www.thefa.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework).

The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County FA Designated Safeguarding Officer.

10. Further advice on Safeguarding Children matters can be obtained from:

Name:

T:

E:

County FA:

County Football Association's Designated Safeguarding Officer

T:

E: CountyWO@

- [TheFA.com/football-rules-governance/safeguarding](https://www.thefa.com/football-rules-governance/safeguarding)
- Emailing – Safeguarding@TheFA.com
- The FA Safeguarding Children general enquiry line **0845 210 8080**



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