



CHARTER STANDARD  
COMMUNITY CLUB



**Respect**

Version: Nov 2019

# Langho Football Club

Founded 1972

Awareness and Accountability  
FA Respect programme  
Codes of Conduct  
Privacy Policy inc GDPR

[www.langhofc.co.uk](http://www.langhofc.co.uk)





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Your Welfare Officer is Michael Cook who can be contacted on 07703 914388  
or via email at [RJreadhall@aol.com](mailto:RJreadhall@aol.com)



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## Langho FC – Awareness & Accountability

### Awareness & Accountability



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Awareness and accountability is all about ensuring the key individuals at Langho FC (executives, coaches, parent helpers, volunteers etc.) know that the law is changing. They must understand the importance of GDPR relating to Langho FC. For example, they should know that if data from our club falls into the wrong hands, we could be heavily fined.

We will instruct our coaching staff and volunteers to direct any GDPR related requests from members or their parents directly to our Data Protection Officer and Welfare Officer, who will be held responsible for any GDPR related issue. We will instruct our coaching staff and volunteers to record data in the right places, which will primarily be our club management application, iTeamMate, the FA Whole Game system, but may include other systems or processes.

We will guide our coaching staff volunteers on how to communicate with members. Certain communications, such as text / email conversations about an individual, or where a member is listed by name as attending an event, must be recorded. Typically, this will be done using iTeamMate but may include other services such as email / text or spreadsheets. If we are challenged, we must be able to demonstrate that we have a working system and process in place.



## Langho FC – Respect Codes of Conduct

### About the FA Respect programme

The FA's Respect programme provides a series of tools for leagues, clubs, coaches, referees, players and parents from grassroots to elite football to ensure a safe, positive environment in which to enjoy the game. These tools include agreed Codes of Conduct, which have been proven through research to be a significant deterrent to poor behaviour.

Codes of Conduct are already widely used in grassroots football and are mandatory for FA Charter Standard Clubs. Some Codes are successful, while some are forgotten and simply not acted upon. Respect brings them to life by supporting and strengthening the Codes of Conduct with possible consequences. There is little point in having a set of rules if no action is taken if and when they're broken.

Each Code explains that actions can be taken if the Code is broken. Although the County FA or The FA will deal with cases of reported misconduct, clubs and leagues also have a role to play in dealing with poor behaviour from players, officials or spectators. This can range from education, mentoring, official warnings, suspension or even exclusion from the club or league.



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# Langho FC – Respect Codes of Conduct

## About the FA Respect programme

Clubs have three main responsibilities around the Codes:

- To ensure everyone within the club (club members), whatever their role, has read, agreed and signed up to their relevant Code and understands the actions, which could be taken if Codes are broken. The inclusion of Codes into the registration process of club members ensures that all playing members can be made aware of their responsibilities at the point of joining the club.
- To collect and retain the Codes so that they can be referred back to if an individual's behaviour becomes unacceptable.
- To deal fairly and consistently with anyone who breaks 'their' Code.



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We do only  positive.



# Langho FC – Respect Codes of Conduct

## Young Players

We all have a responsibility to promote high standards of behaviour in the game. As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

### When playing football, I will:

- Always play to the best of my ability
- Play fairly – I won't cheat, complain or waste time
- Respect my team-mates, the other team, the referee and my coach/manager
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee before and at the end of the game
- Listen and respond to what my coach/team manager tells me
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

### I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA. I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

### In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.





# Langho FC – Respect Codes of Conduct

## Adult Players

We all have a responsibility to promote high standards of behaviour in the game. Players tell us they want a referee for every match, yet thousands of match officials drop out because of the abuse and intimidation they receive on and off the pitch. Respect your referee today and you may just get one for every match this season. Play your part and observe The FA's Respect Code of Conduct for players at all times.

### On and off the field, I will:

- Adhere to the Laws of The Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always respect the match officials' decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect
- Remember we all make mistakes

### I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA. I may be:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the club

### In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.



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# Langho FC – Respect Codes of Conduct



## Spectators & Parents/Carers

We all have a responsibility to promote high standards of behaviour in the game. Langho FC is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment. Remember, children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything. Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

### I will:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour

### I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA. I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or County FA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents

### In addition:

- The FA/County FA could impose a fine and suspension against my club.



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# Langho FC – Respect Codes of Conduct

## Coaches, Team Managers and Club Officials

We all have a responsibility to promote high standards of behaviour in the game. In The FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over-competitive parents, spectators and coaches on the sideline. Play your part and observe The Football Association's Respect Code of Conduct in everything you do.

### On and off the field I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match official's decision
- Never enter the field of play without the referee's or team managers permission
- Never engage in public criticism of the match officials

### When working with players I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance

- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

### In addition, I may be:

- Required to meet with the club, league or County Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend an FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.
- In addition, my FACA (FA Coaches Association) membership may be withdrawn



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# Langho FC – Respect Codes of Conduct

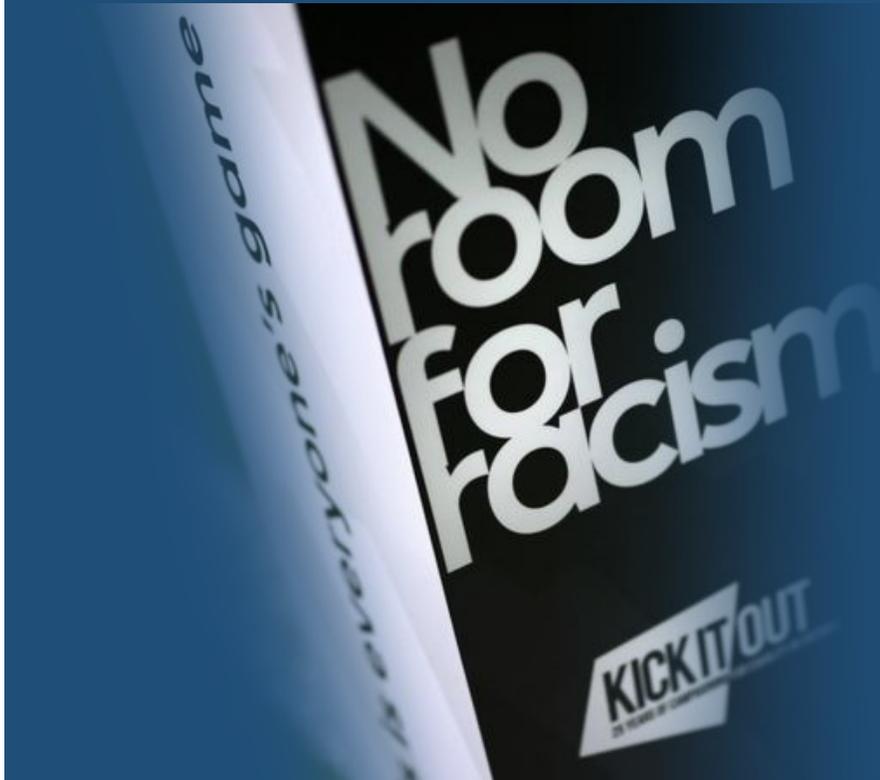
## Racism and all forms of Discrimination



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The club condemns racism in any form, either on or off the pitch. We aim to create and maintain an environment free from all forms of harassment or abuse. Anyone connected with Langho FC has a responsibility to prevent any form of racial harassment or abuse.

A racist incident is defined as any incident that is perceived to be racist by the victim, or any other person. Racial harassment is any verbal, physical, written or visible abuse that is based on a person's race, ethnic background, colour, nationality, language or cultural background, and is considered to be unwanted, unacceptable and offensive to the person.

Everyone associated with the club has a responsibility to make it clear that such behaviour by anyone connected with the club is unacceptable.

The club will give their full support to the police in any criminal actions.



# Langho FC – Respect Codes of Conduct

## Safeguarding

Langho FC 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.

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

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. Langho FC recognises that this is the responsibility of every adult involved in our club.

Your Welfare Officer is Michael Cook who can be contacted on 07703 914388  
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# Langho FC – Respect Codes of Conduct

## Social Media Use Policy



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We would like to remind all users of any social media sites associated with, or operating under the banner of the Club to be mindful of The FA rules and regulations as well as the Club's policies and ethos when making such posts. This includes, but is not limited to, websites and apps such as Facebook, Twitter, Instagram, Youtube, Spond and Whatsapp.

The Club has committed to uphold The FA's Respect codes of conduct, and policies on safeguarding and social media use, and expects all club officials, parents, supporters and players to follow the same best practice. In line with Junior Football League rules, this includes not publishing results of any league games up to and including Under 11.

Self-policing of social media channels is required of all Club members. Any posts deemed to be inappropriate should be brought to the attention of the coach or administrator responsible for the age group concerned, who will then review and, if necessary, remove or request the removal of any such posts. Any disputes should be directed to the Club Chairman.

The FA take this policy very seriously, and any posts deemed to contravene FA, league or Club rules and guidelines that are not discussed and removed in good faith will result in sanctions and/or disciplinary action against the person(s) involved.

Thank you in advance for your understanding and support



# Langho FC – Respect Codes of Conduct

## Photography and Videoing

Langho FC is conscious of concerns raised regarding the taking of video footage and or still photographs at games. Nevertheless, we are also conscious that there are genuine and innocent reasons why this may happen, including the recording of family memories, for official league and FA purposes and by registered, official football scouts. In setting a policy with regard to the use of cameras during its games and functions, Langho FC has endeavoured to reach a fair and simple compromise between these competing needs. The following policy shall apply to the use of cameras, video equipment and smart phones at all Langho FC games and functions.

A person is permitted to video and photograph games involving minors provided that they are either:

- a) related to a player involved in the game
- b) a coach or club official who is videoing the game for training purposes
- c) doing so for scouting purposes

If parents have concerns about people videoing or taking photographs of during matches or training they should raise their concern with one of the managers, the referee or any Langho FC official. If the person using a camera is then unable to evidence that they fall into the the above categories, they will be asked to discontinue taking photos and videoing. The incident will also be raised with the club's Welfare Officer. Any person aggrieved by that decision should raise the matter at the earliest opportunity with their club.

No videoing or taking of photographs will be permitted under any circumstances in the toilets or changing areas where Langho FC games or functions are being conducted.



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Langho FC (Club) ("we", "our", "us") take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

### What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members.

You provide information about yourself when you register with the Club, and by filling in forms at a club event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, school attended and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.



### Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants' and members' personal data is to be able to run the football club and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

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- organising matches
- sharing data with coaches, managers or officials to run training sessions or enter events
- sharing data with leagues we are in membership of, county associations and other competition providers for entry in events



### Why we need your personal data (cont'd)

The Club has a legitimate interest to maintain member and participant correspondence for club community purposes

- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events

The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Club, participants and its members.

- sharing data with third party service or facility providers

The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants and its members.

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority

Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with written consent of parent/guardian

- publishing match and league results



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### Why we need your personal data (cont'd)

Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent:

- sending out marketing information such as newsletters and information about promotions and offers from sponsors

Consent. We will only process details on your medical history with your consent.

- To ensure we understand possible health risks

### Who we share your personal data with

When you become a member of the Club, your information, if you are a coach or volunteer will be or if you are another participant may be (depending upon which league(s) your team plays in) entered onto the Whole Game System database, which is administered by the FA, iTeammate, and club football management and communication apps such as Whatsapp and Spond. We also pass your information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.



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We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club's data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

### Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

### How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data 12 months after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on Whole Game System is subject to their privacy policy so we advise you review that policy together with this notice. If you would like your personal data to be deleted from Whole Game System then please contact them, and data relating to iTeammate, please contact Langho FC directly.



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### Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact Michael Cook – Club Welfare Officer.

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