



CHARTER STANDARD  
COMMUNITY CLUB

**Hutton Football Club**

[www.huttonfootballclub.org](http://www.huttonfootballclub.org)



# HUTTON FOOTBALL CLUB WELCOME PACK

UPDATED 1<sup>st</sup> JULY 2021

## Introduction

Welcome to Hutton Football Club. We are delighted that you have chosen our club to start or continue your football journey, and we hope that you enjoy many happy seasons here. Hutton Football Club comprises Hutton FC (Seniors and Women) and Hutton Juniors FC (Hutton Juniors Youth and Hutton Juniors Mini).

Hutton Football Club is a Charter Standard Community Club, which is the highest accreditation available for Grassroots clubs. It shows that we are committed to maintaining an excellent standard in terms of conduct, welfare, anti-discrimination and providing a safe and secure environment. We follow the FA guidelines and we take great pride in holding ourselves to these high standards throughout the club.

This Welcome Pack includes Hutton Football Club:

1. Code of Conduct
2. Data Privacy Statement
3. Club Member Information Record (including emergency information – to be returned by member)

## What is this for?

The purpose of this Welcome pack is to ensure everyone within the Club (Members), whatever their role, understand Club Policy, know where further information can be found and have read, agreed and signed up to their relevant Code of Conduct and understand how and why we collect and use their data. Furthermore, they understand the actions which could be taken if Codes are broken.

The inclusion of Codes of Conduct 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. Football is the national game and we believe that everyone who is involved with Hutton Football Club, whether as a player, coach, official or parent/carer, has a responsibility to act according to the highest standards of integrity, and to ensure that the high reputation of the club is maintained.

The inclusion of a Data Privacy Statement is to comply with the General Data Protection Regulations (GDPR). We need to be clear with you how we will use your personal information under the new regulations, and you should understand what we need and why.

Members will be asked, as part of the Club registration process, to read, sign and return the relevant parts of this document. Counter signatories will automatically become members as well as those they are signing on behalf of and if one parent/guardian countersigns we will accept both parents/guardians as members. You will not be registered as a Member of the Club without returning the form and the process takes two working days, so it is vital that you complete it in good time. For Players, this does not replace League Registration forms, which may also be required depending on the age group you are involved with.

The Welcome Pack is backed by a suite of documents, all of which are readily available to download from our website, at [www.huttonfootballclub.org](http://www.huttonfootballclub.org) and include our Written Constitution, Equality Policy, Safeguarding policy, Anti-Bullying Policy, Data Protection Policy, Health and Safety and Social Media Policy. By signing the membership form you confirm that all relevant people, players and parents/guardians have read and understand these policies, and will abide by the Code of Conduct.

There are also hard copies of these policies on the notice board at our Club House in the Springwood Pavilion.



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### Where can I find Further Information?

The best place to start is always our website [www.huttonfootballclub.org](http://www.huttonfootballclub.org)

From here you will find information about the club – everything from our history, to our club shop to how we spend our fees.

You will also be able to find links to further information about welfare and safeguarding information and important contacts should you lose this hard copy.

We also have a Facebook page [www.facebook.com/huttonfootballclub](https://www.facebook.com/huttonfootballclub) where we publish our latest news stories and our Twitter handle is @FCHutton

### Key Club Contacts

#### Chairman

Tim Abram

Tel: 07769943332

Email: [enquiries@huttonfootballclub.org](mailto:enquiries@huttonfootballclub.org)

#### Vice Chairman

Chris Rowe

Tel: 07775564471

Email: [csrowe78@aol.com](mailto:csrowe78@aol.com)

#### Secretary (General)

Mark Lewis

Tel: 07768635163

Email: [huttonfcjuniorsecretary@gmail.com](mailto:huttonfcjuniorsecretary@gmail.com)

#### Secretary (Seniors)

Clive Ball

Tel: 07939935707

Email: [huttonfcseniorsecretary@gmail.com](mailto:huttonfcseniorsecretary@gmail.com)

#### Treasurer

Philip Sheridan

Tel: 07436006783

Email: [phil.sheridan29@gmail.com](mailto:phil.sheridan29@gmail.com)

#### Child Welfare Officer

Nick O'Connell

Tel: 07771601287

Email: [huttonfcwelfareofficer@gmail.com](mailto:huttonfcwelfareofficer@gmail.com)



CHARTER STANDARD  
COMMUNITY CLUB

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## JUNIOR PLAYER 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 or my coach/manager
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee 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.



CHARTER STANDARD  
COMMUNITY CLUB

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## **PARENTS, SUPPORTERS AND SPECTATORS CODE OF CONDUCT**

**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
- Ensure my child's fees are paid on time
- Ensure that all kit (belonging to the Club) is returned when requested
- Ensure that all monies due to the Club are paid in full prior to a transfer or at the end of the season

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



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COMMUNITY CLUB

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## ADULT PLAYER CODE OF CONDUCT

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.
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.
- Ensure that all kit (belonging to the Club) is returned when requested
- Ensure that all monies due to the Club are paid in full prior to a transfer or at the end of the season

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 team-mates, the other team, referee or team manager
- Receive a warning from the coach
- Receive a written warning from the club committee
- Be required to attend an FA education course
- Be dropped or substituted
- Be suspended from training
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the club.

In addition:

The FA/County FA could impose a fine and/or suspension on the club.



CHARTER STANDARD  
COMMUNITY CLUB

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## **MANAGERS, COACHES AND TEAM OFFICIALS CODE OF CONDUCT**

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

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, official 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 permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.
- If relevant, ensure that my qualification and CRC are in date
- If relevant, ensure my membership to the Licensed Coaches Club is in date.
- Ensure that there is always someone with a minimum FA Level 1 qualification at all training and matches

**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.

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

**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.



CHARTER STANDARD  
COMMUNITY CLUB

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## DATA PRIVACY STATEMENT

Hutton Football Club ("we", "our", "us") take your privacy very seriously.

This Privacy Statement 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 an 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, 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, in a table format, 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.

Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR.
Processing membership forms and payments/ subs	Performance of a contract
Organising matches	Performance of a contract
Sending out match or Club information and updates	Performance of a contract
Sharing data with coaches, managers or officials to run training sessions or enter events	Performance of a contract
Sharing data with leagues we are in membership of, county associations and other competition providers for entry in events	Performance of a contract



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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 maintain member and participant correspondence for club community purposes.
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. Provision of some third-party services is for the benefit of the Club, participants and its members.
Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority	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.
Publishing match and league results	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 by signing and returning the Club Member Information Record. In the case of children under the age of 16 then only with written consent of parent/guardian.
Photographs on our website, and other marketing material.	Consent. We will only publish images in a public domain, if you have given your consent for us to do so by signing and returning the Club Member Information Record. In the case of children under the age of 16 then only with written consent of parent/guardian.
Sending out marketing information such as newsletters and information about promotions and offers from sponsors	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 by signing and returning the Club Member Information Record.
To ensure we understand possible health risks	Consent. We will only process details on your medical history with your consent by signing and returning the Club Member Information Record.

## 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. 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.

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.



CHARTER STANDARD  
COMMUNITY CLUB

**Hutton Football Club**

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## 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 within 3 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 the FA's own privacy policy, so we advise you review that policy together with this statement. If you would like your personal data to be deleted from Whole Game System, then please contact them.

## 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 Data Privacy Statement 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 Date Privacy Statement, then please contact us via our website:

[www.huttonfootballclub.org/contact](http://www.huttonfootballclub.org/contact)



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COMMUNITY CLUB

**Hutton Football Club**  
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## CLUB MEMBER INFORMATION RECORD

NAME OF PLAYER/MEMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

FAN \_\_\_\_\_

ADDRESS (INC POST CODE) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PARENT OR GUARDIAN (if under 16) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

FAN \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CONTACT TELEPHONE \_\_\_\_\_

EMERGENCY CONTACT (if over 16) \_\_\_\_\_

CONTACT TELEPHONE \_\_\_\_\_

For players only: In all cases of serious injury, the ambulance crew will require certain basic details about the player. Please help us by filling in as much information as you can.

DOCTORS NAME (AND SURGERY) \_\_\_\_\_

CONTACT TELEPHONE \_\_\_\_\_

Is the player allowed penicillin? \_\_\_\_\_

Date of Last tetanus jab? \_\_\_\_\_

Does the player suffer from any allergies, including medicine? \_\_\_\_\_

Does the player suffer from any serious illness? \_\_\_\_\_

Is the player on any regular medication? \_\_\_\_\_

Does the player wear contact lenses? \_\_\_\_\_

Is there any other relevant information?  
(please use the back of the page if necessary) \_\_\_\_\_

Hutton FC is fully insured in line with FA and League requirements, however we do recommend you take out your own personal injury insurance to suit your personal circumstances. If you need further information about our cover please ask your manager.

Please register me as a Member of Hutton Football Club. I have read and understand the information in the welcome pack and agree to the conditions of registration. Note - A parent/guardian must countersign if the registering member is Under 16.

\_\_\_\_\_  
Members Signature

\_\_\_\_\_  
Parent/Guardian Signature if under 16

This form to be signed and returned to your manager at registration. Registrations take two working days to process.  
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