

Ayrshire Tigers PFC SCIO Employee Handbook



AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



Welcome

Welcome to Ayrshire Tigers Powerchair Football Club and thank you for giving up your time to volunteer/work with us. Employees (volunteers and paid staff) are at the heart of the club and the club could not exist without you.

The Club runs its own powerchair football training sessions on Thursdays between 5pm and 7pm at Coynton Activity Centre and on Fridays between 7pm and 9pm at Queen Margaret Academy. Each training session specifically designed for powerchair users across the Ayrshire region.

The Club is a registered charity which works in partnership with the Scottish Powerchair Football Association (SPFA) to provide equal opportunity for powerchair users in Ayrshire to engage in team sport. The Club is an independent organisation run by its own board of trustees which is elected by its members. The club is focused on providing opportunities to play, coach and support powerchair football and is open to everyone. The team is currently playing in the Scottish Powerchair Football Premiership.

This handbook contains lots of information to help you decide whether you want to be involved with the club and, if you do, to make the most of your time with Ayrshire Tigers. It is designed to tell you about the Club and our work and provide guidance as well as explaining our policies and procedures.



AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



Contents

1. Introduction to Ayrshire Tigers

- 1.1. Contact details
- 1.2. Club History
- 1.3. Club Principles
- 1.4. Club Members Charter

2. Becoming an Employee

- 2.1. Application Process
- 2.2. PVG Checks/Disclosure
- 2.3. Employees Rights and Responsibilities
- 2.4. Volunteer/Staff Agreement
- 2.5. Out of Pocket Expenses
- 2.6. Post-Recruitment

3. Employee Policies and Procedures

- 3.1. Confidentiality Agreement
- 3.2. Policy Statement on Ex-Offenders who wish to volunteer or work at the club
- 3.3. Secure Handling Policy
- 3.4. Health and Safety Policy
- 3.5. Equal Opportunities Policy
- 3.6. Data Protection Policy
- 3.7. Safeguarding Policy
- 3.8. Disciplinary Procedure
- 3.9. Complaints Procedure
- 3.10. Insurance
- 3.11. Photography
- 3.12. Social Media
- 3.13. Endings

Appendix A - Confidentiality Agreement Form

Appendix B – Volunteer/Staff Agreement Form

Appendix C – Code of Conduct for Safeguarding Players Wellbeing

Appendix D – Expenses Form

Appendix E – Feedback Form

Appendix F – Incident Report Form

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



1. Introduction to Ayrshire Tigers

The Club exists to involve more people more effectively in working and volunteering to help solve real problems and enrich communities.

It does this by:

- Working with volunteer involving organisations like VASA to improve the diversity and quality of volunteer placements.
- Providing potential employees with the means to access volunteering/work opportunities.
- Helping people who might otherwise have found themselves excluded to take part in their communities.

The Club is committed to involving employees directly within the club to:

- Contribute to the delivery of our services i.e. volunteer/paid coach
- Form our Board of Trustees and/or committee roles.
- Make sure we are responsive to the needs of our players.
- Provide different skills and perspectives.
- Offer opportunities for participation by people who might otherwise be excluded.

1.1. Contact details

Main Office: 4 Kennedy Park, Dreghorn, Irvine, KA11 4DW

Training Venue: Coylton Activity Centre, Hole Road, Coylton, Ayr, KA6 6JL

Email: info@ayrshiretigers.co.uk

Telephone: 07936295779

Website: www.ayrshiretigers.co.uk

Head Coach – Adam McGovern

Club Secretary – Richard Toner

Club Chairperson – Stuart Niven

If you have any questions about volunteering or working with us, you can speak to the Head Coach, Club Secretary or Club Chairperson.

1.2. Club History

Ayrshire Tigers is a community powerchair football club based in Coylton, Ayr. The Club was formed in January 2015 through a joint initiative between South Ayrshire Council and South Ayrshire Access to Sport. The aim was to provide powerchair football opportunities to powerchair users in Ayrshire. The Club was initially run and funded by South Ayrshire Access to Sport (SAAS) until December 2018 when the Club became a Charity with its own committee and trustees. The Club joined the Scottish Powerchair Football League in time for the start of the 2015/16 season and is currently playing in the Championship. The team plays in the league and cup matches run by the Scottish Powerchair Football Association (SPFA).

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



1.3. Club Principles

The Club:

- Recognises that voluntary/paid work brings benefits to employees themselves, and to players and coaches.
- Will ensure that volunteers and staff are properly integrated into the club and that mechanisms are in place for them to contribute to the running of the powerchair football club.
- Will not introduce volunteers to replace paid staff.
- Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- Recognises that employees require satisfying work and personal development and will seek to help them meet these needs, as well as providing the training for them to do their work effectively.
- Will endeavour to identify and cover the costs of involving staff and volunteers within the Club.
- Recognises that the management of employees requires designated responsibilities within specific posts.
- Will endeavour to involve employees from a wide range of backgrounds and abilities and ensure our employment opportunities are as accessible as possible.

1.4. Club Members Charter

We value your comments, suggestions and complaints; as we can learn from them and use them to improve and shape the future of powerchair football at Ayrshire Tigers PFC.

Delivering the Service

It is our intention that you as the Club Member (Player, Staff Member or Volunteer) receive a quality service from the Club and that every time you utilise our services, you have a positive experience.

We have devised this Charter as a public statement of our minimum standards, which we will regularly review and aim to exceed.

Ayrshire Tigers PFC promises.....

- To do what we say we will do.
- To treat everyone in a fair and respectful manner in line with our equal opportunities and anti-discrimination policy.
- To make available the contact details of all coaching staff, and club officials.
- Written correspondence will be acknowledged within 5 working days of receipt.
- E-mail correspondence will be acknowledged to within 3 working days.
- All agendas, supporting documentation and minutes of our meetings to be issued at least seven days prior to the next meeting.
- All minutes to be issued to all Club Members within ten working days following our meetings.

Consultation, comments and complaints

We are committed to actively seeking the opinions of our members and those who are interested in the service we provide. We do this in a number of ways:

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



- Annually, we measure and review our services and publish this information.
- We will hold regular committee meetings and ask players for their input and feedback.
- We positively encourage members to speak immediately to us about issues with which they are dissatisfied so that positive action can be taken promptly.
- Members asked to email the Club to comment on any aspect of our service or fill out feedback form which is available on our website.
- We will ask members to give us feedback on any courses, activity sessions or competitions that we organise.

Comments and Complaints

Our members are encouraged to comment verbally or in writing via email or feedback form.

If you are dissatisfied with our response to your comment or complaint you can appeal to the Board of Trustees.

Listed below are our minimum standards, which we will regularly review and aim to surpass.

Ayrshire Tigers PFC promises to...

- Provide feedback forms on the club website to allow members to record their compliments, complaints or suggestions
- Deal with all comments in a discrete way respecting the wishes of the members.
- Complete a form on a members behalf if they would rather give their feedback verbally.
- Provide members with an incident report form so they can report any incidents that occur at the club.
- Review and action all comment forms, regardless of whether or not a member has requested a response from the Club.
- Contact a member by their preferred method within 5 working days of receiving the form if a member has requested a response.
- Contact a member again within a further 15 working days if either the Club needs more time to investigate the feedback or require more information in order to resolve an issue.
- Communicate feedback to the club committee/charity trustees and all members of the club so that the Club remains in touch with the concerns of all customers at all levels.
- Use feedback from this system to influence changes in policy and to improve standards of customer care and service provision.

S Niven

Stuart Niven
Chairperson

07.10.2022

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



2. Becoming an Employee

There are a number of different ways and many different roles within the Club, and different levels of responsibility. The Club involves employees in a variety of ways because it believes that their input and experience can greatly enhance and develop the life of the Club.

The club recruitment process has been developed in such a way that every applicant is treated in a fair and consistent manner aligned to The Club's Equal Opportunities Policy. The club does not discriminate in terms of age, race, gender or disability.

The Club will prepare and agree a role profile, which will include the skills and experience that an individual would need to fulfil the requirements of the role.

The Club is based in Ayr however the recruitment of potential employees will not be restricted to the Ayr area as the club recognises that many supporters from far and wide will want to help the club. The club however is committed to diversity in all areas of its work and will seek to recruit employees that reflect the diversity of the local community.

All employees (volunteers and paid staff) are required to be members of the club.

2.1. Application Process

Advertising

In order to attract new employees it may be necessary to advertise outside the club itself, for example, on a sports hall notice board, a local school, shop/community hall or newspaper.

The advertisement should reflect the Club's Safeguarding Policy and it should contain the skills and experience required and the duties to be undertaken. However, it should not discriminate in terms of age, race, gender or disability.

In accordance with good practice, the Club have a commitment to ensure that the recruitment, selection of employees will be carried out in a fair and open manner and adhere to equality of opportunity at all times.

The Club recruits employees as follows:

- By word of mouth through existing volunteers and staff.
- By use of the club website and social media.
- Through Voluntary Action South Ayrshire, Volunteer Centre East Ayrshire, The Ayrshire Community Trust and Volunteer Scotland.
- By advertising on Indeed
- By advertising locally as finance allow – using posters, and adverts in local newspapers.

Selection Process

All employees, male and female must be aged 16 years or over to work with the Club.

Individuals who are applying for a position with Ayrshire Tigers PFC will be provided with pre-application information for the positions available to applicants and will include:

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



- A role description outlining the roles and responsibilities of the position
- A person specification, stating qualifications or experience of working with children and protected adults
- An application form

We would like to recruit employees who meet the requirements of the role descriptions relevant to the area of work within the Club. We aim to provide innovative and flexible role descriptions that take account of the diverse skills, abilities, life experiences and availability of our employees.

All applicants will be asked to complete an application form and provide 2 references. Applications will be reviewed by the Club Secretary and one other official to ensure that a fair and equitable assessment is completed. The club will ask for identification documents to confirm the identity of the applicant, for example, a passport or driving license.

Upon receipt of a suitable application the Club Secretary and another member of the committee will meet with the employee for an informal talk, where the person will have an opportunity to ask any questions that they may have regarding the role. The person's application will be discussed and consideration given into why they want to be involved and mutually ascertain whether this is an appropriate role for them.

If an application is successful, an agreement should be signed which sets out the expectations of the club and the responsibility of the club to the employee in fulfilling their role.

New employees will undergo a three month review as part of their induction to ensure that both the Club's and the employee's needs are met and to give and receive feedback. Your appointment as an employee will be confirmed, deferred or refused at the review meeting.

2.2. PVG Checks/Disclosure

All roles within the Club involve 'regulated work' such as sustained and direct contact with children and vulnerable adults. The club has a legal obligation to ensure that employees are not barred from working with children or vulnerable groups. Potential employees for such roles will be required to join the Protection of Vulnerable Groups (PVG) Scheme, and scheme records and/or disclosure records will be accessed. This information will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for work within the Club.

The final decision on whether or not the person should be involved with the club is the responsibility of the Club and not Disclosure Scotland. See the Club's Rehabilitation of Offenders policy below (Section 3.2).

As any role at the Club involves working with children and protected adults then an enhanced PVG check on the employee is undertaken. Having a criminal record does not automatically prevent a person from working at the Club. A person's criminal record would be examined on an individual basis. If you have concerns please contact the Club Secretary, all enquiries will be dealt with in the strictest of confidence.

Any appointment is subject to the PVG coming back clear.

2.3. Employee Rights and Responsibilities

Employees are a valuable resource to the Club and its players. Employees have the right to be given meaningful roles, the right to effective supervision and to recognition for work done. In

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



return, employees will agree to fulfil their role to the best of their abilities and to remain loyal to the Club's values, goals and procedures as defined by the club committee and charity trustees.

Important – Reliability

A most important requirement is the self-discipline of being reliable. The employment ethos is to be part of a team that is dependent on the integrity of every employee.

Absence

If an employee knows it will not be possible to work on a specific date when he or she would expect to be working then as much notice as possible must be given to the Head Coach or a Trustee.

It is a requirement, except in a genuine emergency, that an absolute minimum of 24 hours advance notice must be given if you are unavailable to attend for work. Notification must be given to the Head Coach or a Trustee, and there must be a record that your notification has been received.

Flexibility

Whilst employees will normally be allocated a specific job and would expect to be routinely employed in that role, it may, in certain circumstances, be necessary to ask you to undertake a different role, and possibly for a period of time.

Therefore, it is important that employees are flexible. We will not ask you to undertake an inappropriate role or one you are not physically capable of fulfilling safely.

Mistakes

We all make mistakes at some point. Covering-up or denying a mistake serves only to compound the error. Honesty is the best policy, therefore, if an employee makes a mistake then alert a member of the coaching staff or club committee as soon as the mistake is realised. Do not delay. The information will enable appropriate action to be taken, this may stop or reduce consequences and you will gain respect for your honesty and self-discipline.

2.4. Employee Agreement

If an application is successful, employees will receive a role description and an Agreement which is required to be signed (see Appendix B) which sets out the expectations of the club in the employee and the responsibility of the club to the employee in fulfilling their role.

The Club aims to be flexible, so please let us know if you would like to consider any changes. The Club is committed to ensuring that employees are supported, supervised and recognised so that their input and experience is positive.

It is hoped that this will demonstrate that the Club will do the best it can to make the employee's experience both enjoyable and rewarding.

2.5. Out-of-pocket expenses

To ensure employment is accessible to all, the Club aspires to reimburse employees for travel expenses. As a charity the Club recognises the essential role played by employees in all aspects of

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



club activities. As part of our commitment to being inclusive we do not expect people who volunteer or work within the Club to be out of pocket.

How to claim expenses – to avoid potential tax liabilities for both the employee and the Club we can only pay expenses on production of relevant receipts or evidence of expenditure along with a completed expenses form (Appendix D). The Head Coach or Club Secretary will show you how to claim expenses but it is very important that you keep all receipts and any bus/train/tram tickets that you use for travel related to your work.

Travel Costs– All expenses must be agreed beforehand. The Club will reimburse travel costs that are related to your work. We will normally cover the cost of the cheapest form of transport to locations within Ayrshire. For other forms of transport or for travel outside of Ayrshire please speak with the Club Secretary.

Other expenses – Any other expenses must be agreed with the Club Secretary. It is unlikely, but if we ask you to do an activity that requires specialist equipment or clothing we will provide this at no cost to the employee.

Please refer to the Club's Expenses Policy for further details. Employees are expected to familiarise themselves with the details in this policy document.

2.6. Post Recruitment

Employee Participation

Employees will be encouraged to participate in wider aspects of the club in order:

- To promote a sense of ownership and belonging for employees.
- To ensure that policies and procedures reflect the views and experience of those who are involved.
- To ensure that employees have the chance to make a positive contribution to the Club and develop new skills.

Possible areas of participation include:

- Coaching
- Refereeing
- Promotion of the club to the wider community.
- Recruitment of other employees.
- Fundraising including grant applications
- Organising Events

Training

We will work with you to identify any training needs that you have, which are related to your working role. Employees will also be made aware of external training opportunities which may be open to them. Where possible, we will provide training in-house, at the Club but occasionally we may send employees to external courses or employ an external trainer. All necessary training will be given at no cost to the employee.

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



Adherence to club policies

A new employee should work in accordance with the club's policies and prevent discrimination on any grounds.

Supervision and on-going support

Employees if requested should allow observation/supervision of their role in the Club. Support and supervision as appropriate to the role will be given by the Head Coach or Club Secretary. Supervision may be by telephone, email or on a face to face basis. Support focuses on the practical needs and emotional support of the employees and also focuses on issues of accountability.

Information received by the Club, which may be of interest to employees, will also be made available to employees.

If formal meetings are required then these will be recorded on a 'personal development form'. This will be kept in the employee's personnel file and remain confidential.

Records

It is important that once someone has been recruited they will provide additional personal information if requested.

Minimum details will be kept on employees. This will include the application form, references, emergency contact, correspondence and any other relevant information in accordance with the Club's Confidentiality Policy.

Termination

Failure to comply with these Post Recruitment activities will result in the immediate termination of the agreement.

Applies to all new employees and staff carrying out regulated work with children and protected adults:

- Provide 2 referees that will be checked and accepted by the club
- Complete self-declaration form
- Sign fair processing notice form
- Sign up to the code of conduct for safeguarding annually
- Complete wellbeing protection training
- Complete a satisfactory PVG scheme record every 3 years

All existing employees and staff carrying out regulated work with children and protected adults

- Complete self-declaration form annually
- Complete a satisfactory PVG scheme record every 3 years
- Sign fair processing notice form
- Sign up to the code of conduct for safeguarding annually
- Complete wellbeing protection training

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



3. Employee Policies and Procedures

The next few pages provide an overview of some of the Club's Policies and Procedures. Employees will be sent all the club's policies, and employees will also be shown them during their induction.

If you are unclear about any of the Policies and Procedures, or if you have any questions, please tell the Club Secretary.

3.1. Employee Confidentiality Agreement

The Club has confidentiality agreement which you will be asked to sign before you become an employee (see Appendix A). You will be given a copy of this agreement and the Club Secretary will keep a copy on file.

3.2. Policy Statement on Ex-Offenders who wish to work within the Club

The Rehabilitation of Offenders Act (ROA) 1974 applies to England, Scotland and Wales, and is aimed at helping people who have been convicted of a criminal offence and who have not re-offended since. The Act ensures that those with past offences are not unfairly excluded from working, including with vulnerable groups.

As an organisation committed to equality and diversity, we recognize the contribution that all people can make as employees and so we welcome enquiries of interest from everyone. We recognise too that many potential employees have criminal records and are reluctant to apply for voluntary work where this would involve the disclosure of their record. We understand that people are often ashamed and embarrassed about their cautions and convictions and/or fear they will not be treated fairly because of them.

Please rest assured that if we do ask about criminal records we will handle the information you provide in confidence. Should you disclose them, we will not take into account convictions deemed spent under the Rehabilitation of Offenders Act, unless the voluntary position is exempt from the Act.

If the position is exempt from the Act, we will ask for disclosure of both spent and unspent convictions, and also cautions, reprimands, and final warnings. We will also ask you to agree to apply to be a member of the PVG Scheme. If a Disclosure confirms what you have already told us, we will confirm your appointment. If the Disclosure reveals information that we were not previously aware of, we will discuss the matter with you before making a final decision.

If Disclosure Scotland decides that someone's unsuitable to do regulated work with vulnerable groups, they'll bar them from working with children and/or protected adults, and they will inform us.

We work on the assumption that people applying for voluntary work in order to help others, to meet new people, to develop new skills, to make a difference, etc., have no ulterior motive in seeking such work. With this in mind, we will wherever possible provide opportunities for people, and do so in ways that will not put you or our service users at risk.

If you require further information about your rights in relation to Disclosure applications, and our responsibilities to you, please ask us for a copy of Disclosure Scotland's Code of Practice or download this from the Disclosure Scotland website: www.mygov.scot/disclosure-code-of-practice/

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



3.3. Secure Handling Policy

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy is for Volunteer Scotland Disclosure Services enrolled organisations accessing Disclosure Records for the purpose of assessing individual's suitability for paid and/or unpaid work.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, will ensure the following practice.

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

Ayrshire Tigers PFC will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, the Club will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Disclosure information will be stored in a locked non-portable container and we will not retain such information for longer than it is relevant to their needs. Only those authorised to see this information in the course of their duties will have access to this container. Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information may be retained. Recipients of disclosure information may, however, keep a record of the following:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken

Ayrshire Tigers PFC will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. Ayrshire Tigers PFC undertakes to make a copy of this policy available to any applicant for a post with the Club that requires a Disclosure.

3.4. Health & Safety Policy

The Health and Safety at Work Act 1974 imposes certain obligations on an employer to take all such actions as are reasonable to safeguard the health and safety of their employees. The Club fully accepts its responsibilities under the Act. Please refer to the Club's health and safety policy for further details.

3.5. Equal Opportunities and Anti-Discrimination Policy

Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or disability and to encourage equal opportunities.

Football belongs to and should be enjoyed by everyone, equally. Equality of opportunity at the Club

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion, political or disability. This includes:

- The advertisement for employees.
- The selection of candidates for employees.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.

Please refer to the club's Equal Opportunities Policy for further details

3.6. Data Protection Policy

The Club is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Act 1988 (including subsequent amendments).

The Club fully endorses and adheres to the eight principles of the Data Protection Act. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data for the Club must adhere to these principles.

The principles require that personal data shall:

1. Be processed fairly and lawfully and shall not be processed unless certain conditions are met;
2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose;
3. Be adequate, relevant and not excessive for those purposes;
4. Be accurate and, where necessary, kept up to date;
5. Not be kept for longer than is necessary for that purpose;
6. Be processed in accordance with the data subject's rights;
7. Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures;
8. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The Club will adhere to these principles at all times by employing appropriate methods and procedures as required.

Personal information of persons covered by this policy (staff, volunteers, beneficiaries and clients) will not be released to any third party for promotional or marketing purposes. In unusual circumstances personal information may be released to third parties, e.g. in case of a medical emergency, or as part of a criminal investigation.

Individuals can request to see information the Club holds about them. The Club will provide it within

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



10 working days of the request. Please refer to the Club's Data Protection Policy and Privacy Notice for further details.

3.7. Safeguarding Policy

The Club is fully committed to safeguarding the welfare of all children, young people and protected adults and recognizes its responsibility to take all reasonable steps to promote safe practice and protect all members from harm, abuse and exploitation. All employees at the club are required to sign up to the Club's Code of Conduct for Safeguarding Player's Well-Being (Appendix C).

The club's committee, officials, coaches and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and vulnerable adults.

The aim of the Club's Safeguarding Policy is to:

- Allow all Club staff/volunteers to make informed and confident responses to specific child protection issues.
- Provide children and protected adults with appropriate safety and protection whilst partaking in activities arranged by or promoted by the Club.
- To identify a named person to take responsibility for child and protected adult protection issues.

Any suspicion or disclosure of abuse by an employee should be reported to the Club who will take appropriate steps to ensure the safety of the child or protected adult in question who may be at risk. This will include the following:

- The Club will refer the matter to social services department;
- The parent/carer of the child will be contacted as soon as possible following advice from the social services department;
- The Club Chair will be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings;
- If the Safeguarding Officer is the subject of the suspicion/allegation the Club will refer the matter to social services.

The Club will abide by the full Scottish Football Association and Para-Football Child and Protected Adult Safeguarding Policies & Procedures which can be made available to members upon request. Please refer to the Club's Safeguarding Policy for further details.

3.8. Disciplinary Procedures

Purpose

We value our employee's contribution to our club and we do not expect there to be any problems. However, in case problems arise, these disciplinary procedures enable the Club to deal with these problems in a fair and consistent way.

The Board of Trustees will be responsible for disciplinary hearings of employees who infringe the Club's Code of Conduct. The board will be responsible for taking any action of suspension or discipline following such hearings.

All complaints regarding the behaviour of employees should be submitted in writing to the Club

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



Secretary and/or by completing an Incident Report Form or a Concern Recording Form whichever is applicable. If the incident involves a child or protected adult then the Safeguarding Officer should be notified and a Concern Recording Form should be completed. Only the Board of Trustees have the power to take appropriate disciplinary action including the termination of employment.

Definitions

Volunteer – A volunteer at the Club is someone who is registered with the Club, who gives their time, free of charge.

Problem – A problem can be any issue relating to performance or attitude of an employee that impacts on their contribution to the Club.

Procedures

Where minor problems of performance or conduct are alleged (e.g. poor timekeeping/unreliability, minor mistakes in the tasks being undertaken etc.), the Head Coach/Club Official should hold an informal discussion with you to discuss this and decide on an appropriate course of action. They should inform you of future expectations, set clear goals and tell them about future action that will be taken if expectations are not met.

Where the issue is related to your ability to undertake the role, the Head Coach/Club Official will address this during a supervision. Appropriate expectations and goals will be set. Where there is no improvement, the Head Coach/Club Official will hold an informal meeting with you. The following courses of action will then be available:

- Reasonable changes to your role to enable you to carry it out;
- Developing a plan to address problems. The Head Coach or Club Official will evaluate whether problems are addressed and carry out a review at the end of the period; and
- Where more serious problems of performance or conduct are alleged, or there is no improvement in relation to any earlier issues dealt with informally, the following formal procedures will be followed:

1. Formal procedure

Investigation

The Head Coach or Club Official will investigate the matter and prepare a report for consideration by the Board of Trustees.

Review meeting

The Club Secretary will hold a review meeting with you and the Head Coach or Club Official. You will be advised in advance of the allegations against you and given time to answer the allegations. You may, if you wish, be accompanied to the meeting by a colleague.

Action

If, following the review meeting, the Board of Trustees finds the allegations to be upheld then they will decide an appropriate course of action depending on the seriousness of the performance problems or

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



misconduct. The following courses of action will be available, although they do not preclude other/alternative action:

- To issue a formal warning (to be confirmed in writing) advising you of future expectations, a specified review period if appropriate and an indication that the placement will be terminated if expectations are not met; and
- To terminate the placement with immediate effect and to confirm this in writing to you.

Very serious problems:

If a very serious problem is alleged, the Club may suspend you from the premises immediately while the case is being investigated. Where the Board of Trustees considers the allegation to be upheld, your placement will be ended with immediate effect.

Appeals

You may appeal against formal action taken under this Procedure. If you wish to do so, you should put the grounds of appeal in writing to the Board of Trustees within one week of receiving notification in writing of the penalty. The Board of Trustees decision will be final.

3.9. Complaints Procedure

Purpose

We welcome the involvement of employees in this Club and we try to ensure that the working experience is a rewarding one. We try to get things right but occasionally we fall short of employees' expectations. We therefore welcome comments on how working with us can be improved. However, if something is not resolved to your satisfaction you have the right to make a complaint. The aim of this procedure is to outline how the Club will deal with complaints made by employees.

Policy

All complaints made by employees whether by letter, phone, in person or by email, or in writing will be:-

- dealt with as quickly as possible
- handled fairly and politely; and
- investigated fully

Procedure

How can an employee complain?

We wish to be as flexible as possible in receiving complaints. Employees can complain:

- by letter
- by phone
- in person
- by email
- on behalf of someone else

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



Our Complaints Procedure has three stages:

STAGE 1: FIRST INFORMAL COMPLAINT

You should, in the first instance, make your concerns known to the Head Coach or Club Official. They will try to resolve the matter immediately and informally, but if this is not possible, you will be asked if you wish to make a formal complaint.

STAGE 2: FORMAL COMPLAINT

If you wish to proceed, you will need to put your complaint in writing addressed to the Club Secretary. Your complaint will be acknowledged in writing or by phone within 3 working days and we will aim to resolve the complaint within 10 working days. If this target of 10 days cannot be met, you will be informed of the delay, the reason for the delay, and the new target for responding. If the complaint involves the Club Secretary, you may address it directly to the Club Chair.

STAGE 3: MY COMPLAINT HAS BEEN INVESTIGATED, BUT I AM STILL NOT SATISFIED

At this stage the complaint will be dealt with by the Board of Trustees who will carry out an investigation and provide a response within 28 working days. Their findings and response will be final.

3.10. Insurance

All employees are covered by the Club's policies as well as the SPFA insurance policy whilst engaged in their agreed roles. It is the responsibility of the employee to inform their motor insurance company if they are using their car during their working role.

3.11. Photography

All employees should make themselves familiar with the SPFA policy on photography which will be discussed at the induction. All employees will be sent a copy of the policy.

3.12. Social Media

All employees should make themselves familiar with the Club's policy on social media which will be discussed at the induction. All employees will be sent a copy of the policy.

3.13. Endings

When employees move on from their role at the Club they will be asked to provide feedback on the working experience by way of an exit questionnaire. On the basis of their work, employees will have the right to request a reference.

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



Appendix A: Employee Confidentiality Agreement

This agreement applies to all employees involved in the activities of the Club. This includes activities associated with the Club's training base and at any other location.

Employees are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed whilst serving as an employee, whether this information involves a single member of staff, volunteer, player or other person involved in the overall business of the Club.

Proprietary information includes documents and designs that have been created by the Club, or by an individual as part of their employment with the Club. This information is owned by the Club and must not be shared with anyone outside of the Club without prior approval.

Privileged information includes membership, partners and volunteer databases, conversations, interviews, messages and email lists. This information is confidential and must not be disclosed to anyone outside of the Club.

Any disclosure, misuse, copying or transmitting of any material, data or information, may result in the termination of your employment and could lead to further action being taken.

Please sign below to show that you have understood the points and agree to abide by them.

Signature of Employee

Date

Signature of Club Official

Date



Appendix B: Employee Agreement Form

We appreciate your commitment to us and will do the best we can to make your employment experience with us enjoyable and rewarding. To make sure you have the best possible experience we have created this agreement which sets out our commitment to you and what we hope you can contribute.

Employees are an important and valued part of the Club. We hope that you enjoy working with us and feel a full part of our team.

This agreement tells you what you can expect from us and what we can expect from you. We aim to be flexible, so please let us know if you would like to make any changes, and we will do our best to accommodate them.

We, at the Club are committed to:

- Giving you a great experience.
- Introducing you to how the club works and your role in it.
- Being responsive to your requirements.
- Providing you with an induction.
- Providing support throughout your employment experience.
- Explaining the standards we expect and to encourage and support you to achieve and maintain them.
- Providing you with a role description and a full explanation of your duties/responsibilities, including the days/times when we would like you to work within the Club.
- Providing a named person who will be your point of contact whilst working.
- Organising regular meetings between you and the named person so that you can tell us if you are happy with how your work is organised and get feedback from us.
- Doing our best to help you develop your employment role with us.
- Being flexible in relation to your working hours, recognising your need for holiday time and other commitments.
- Honouring the time commitment you have agreed to give us and not to expect more from you unless offered and agreed.
- Providing training required to undertake the role.
- Where possible, meeting the costs of any relevant training needed.
- Reimbursing agreed out-of-pocket expenses following procedures set out in our Expenses Policy.
- Respecting your skills, dignity and individual wishes and do our best to meet them
- Consulting with you and keep you informed of possible changes that will affect you.
- Insuring you against any injury you suffer or cause due to negligence while you are working for us.
- Providing adequate training and ensure you know what to do to stay safe, in accordance with our Health and Safety Policy.
- Ensuring that all employees are treated fairly and in accordance with our Equal Opportunities Policy.
- Trying to resolve fairly any issues or difficulties you may have whilst you work with us before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with the relevant policies.
- Following up on any feedback or questions you may have regarding your involvement as an employee.

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



- Providing you with the following documents:

- Health & Safety Policy
- Codes of Conduct
- Equal Opportunities Policy
- Safeguarding Policy

I, agree to work with..... and am committed to the following:

- Performing my employment role to the best of my ability.
- Working as agreed in my role description.
- Following the Club's policies and procedures.
- Familiarise myself and ask if I'm not sure about what to do to stay safe whilst working.
- Maintaining the confidential information of the Club.
- Meeting time and other commitments as agreed but when unable to do so to give reasonable notice so that other arrangements can be made.
- Providing references and to agree to checks under the Protection of Vulnerable Groups (PVG) scheme, as required.
- Return any loaned equipment when ending my employment.

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either party.

Signature of Employee:

Date:.....

Signature of Club Official:

Date:.....



Appendix C: Code of Conduct for Safeguarding Players Wellbeing

As a Club we have a responsibility to promote high standards of behaviour in the game as required by Scottish Para-Football and the SPFA. As a Coach, Club Official or Employee you will be required to observe the following code of conduct in everything you do.

All coaches, club officials and employees at Ayrshire Tigers Powerchair Football Club will be asked to sign up to the following standards, outlining the behaviours, expectations and requirements of everyone at the club working or volunteering with children and/or protected adults.

For the purposes of Children's Wellbeing, a child is recognised as someone under the age of 18 years.

For the purposes of Protected Adult's Wellbeing, a protected adult is defined by The Protection of Vulnerable Groups (Scotland) Act 2007 as a person aged 16 years or over who receives one, or all of the following:

- Accommodation and nursing or personal care in a care home
- Personal care, nursing, or support to live independently in their own home
- Health or social care services
- Services provided by an establishment catering for a person with a learning disability
- If person is attending a discrete sports session/club/event

And in consequence of one, or a combination of the following:

- A substantial learning or physical disability
- A reduction in physical or mental capacity due to advanced age, illness or injury

A person is also considered to be protected if they are either:

- Dependent on others in performing or assisting himself / herself in the performance of basic physical functions, or their ability to communicate with those providing services, or to communicate with others is severely impaired
- Are unable to safeguard their own well-being, property, rights or other interests.

Creating an environment where children and protected adults are respected, their rights are promoted and they are supported to have fun, learn and develop in a safe environment is essential to inspire them to love the game.

To achieve this goal the Club expects its members of staff and volunteers to embody the Wellbeing and Protection Values – Inclusive, Empowering, Approachable and Accountable - to create a positive football environment and by displaying exemplary behaviour and implementing practices that make football a safe, fun and positive experience for all children and protected adults involved.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with the Ayrshire Tigers PFC's procedures for Responding to Concerns about the Conduct of an Adult and/or the Club's Disciplinary Procedures.



Good Conduct

The Club supports and requires the following good practice with all its players:

- Make football a fun and enjoyable experience where everyone is involved.
- Always show respect to everyone involved in the game.
- Build balanced relationships based on mutual trust.
- Support players to understand their rights in powerchair football and the safeguards put in place to protect them.
- Include players in decisions and activities affecting them wherever possible, respecting and taking seriously the views they contribute.
- Encourage players to be respectful to everyone involved in the game.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Always work in an open environment, wherever possible.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of players.
- Involve parents/carers wherever possible.
- Gracious in victory and defeat.
- Be a positive role model by leading with enthusiasm and encouragement and never engaging in, or tolerating, offensive, insulting or abusive behaviour whether in person or online.
- Challenging and reporting behaviour that does not meet the standards expected.
- Always listen to and act upon any concerns raised by a player.
- Be proud of being part of the same 'team' and encourage others to be proud of their achievements.
- Be a positive role model by:
 - leading with enthusiasm and encouragement
 - never engaging in, or tolerating offensive, insulting or abusive behaviour
 - being gracious in victory and defeat
 - Challenge and, where appropriate, report behaviour that does not meet the standards expected
- Treat all players equally with respect, dignity, honesty, sensitivity and fairness.
- Promote the best interest of the child and/or protective adult and put their wellbeing before winning or achieving performance goals.
- Promote and protect the rights of all players and ensure they are all aware of their rights.
- Praise the players that demonstrate commitment, positive attitude and good behaviour.
- Consult with players allowing them the chance to be heard by having a 'door open' approach.
- Always listen to and act upon any concerns raised by a child or protected adult.
- Allow players the right of being involved in decisions affecting them.

Medical Consent, injuries and applying first aid:

- All parents/guardians of children under 18 must complete the Player Registration and Consent Form before the player is allowed to participate in an Ayrshire Tigers Powerchair Football Club activity or event.
- If a child or protected adult requires first aid or any form of medical attention whilst in your care, then the following guidance must be followed:



- All volunteers/staff should endeavour to be aware of any existing medical conditions and/or pre-existing injuries and any treatment required.
- Only those with a current, recognised First Aid qualification should respond to any injuries – check SFA Quality Mark guidelines for required First-Aid qualification.
- Where possible any course of action should be discussed with the child/protected adult, in language which they understand, and their permission should be sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's parents/guardians or carers must be informed of any injury and any action taken as soon as possible.
- A Concern Recording Form must be completed and signed and passed to the Safeguarding Officer as soon as possible.

Transporting of children or protected adults:

- Request permission if volunteers/staff are required to transport young people in their cars or minibuses.
- Ensure all vehicles are insured.
- Whilst acknowledging that same gender abuse can occur, ensure where possible, if a mixed group of children or protected adults are taken away, the group has a male and female member of staff accompanying them.
- All reasonable safety measures are taken e.g. Seatbelts.

Practices to be Avoided

In the context of your role within the Club, the following practices should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other players and could be misinterpreted by others.
- Spending excessive amounts of time alone with a player away from others.
- Excessive training and competition, pushing players against their will and placing undue pressure.
- Entering player's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.
- Doing things of a personal nature for players that they can do for themselves.

Unacceptable Conduct

In the context of your role within the Club, the following practices are unacceptable:

- Failing to act on, record or acknowledge allegations or concerns raised by a player.
- Allowing bullying behaviour in any form between players to go on unchallenged.
- Displaying bullying behaviour or making inappropriate comments to a player causing emotional harm.
- Allowing players to swear or use sexualised language unchallenged.
- Engaging in sexually provocative games, including horseplay or touching a player in a sexually suggestive manner.

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



- Making sexually suggestive comments to a player, even in fun.
- Forming intimate emotional, physical or sexual relationships with players.
- Engaging in rough physical contact.
- Establishing inappropriate contact with players via social media either online or on mobile phones.
- Reducing a player to tears as a form of control.
- Inviting or allowing players to stay with you at your home.
- Sharing a room alone with a player.

Important Note: It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of their parents/guardians involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or protected adult to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Reporting

It is very important if any of the following incidents should occur that they are reported on the day to the Safeguarding Officer and the Concern Recording Form is completed. Parents should also be informed of the incident. It is expected that staff/volunteers etc will apply judgement and common sense when reporting an incident for example, in any of the following circumstances:

- If you accidentally hurt a player.
- If a player seems distressed in any manner.
- If a player misunderstands or misinterprets something you have done that has serious implications.
- If a player appears to be sexually aroused by your actions.
- If a player inviting or allowing players to stay with you at your home.
- If a player needs to be restrained.

Employee Understanding

I understand that if I do not follow the code, any/all of the following actions may be taken by the Club:

- Required to meet with the Safeguarding Officer.
- Required to meet with a Club Official or the Board of Trustees.
- Monitored by another Coach or Club Official.
- Required to attend an SFA education course.
- Suspended by the Club from attending matches and training.
- Require to leave or have my position terminated by the Club.
- Details of my conduct passed by the club to the SPFA or Scottish Para-Football which could result in my position at the Club or within Scottish Powerchair Football/Scottish Para-Football being reviewed.

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



Sign-up

I confirm that I have read and agree to abide by Ayrshire Tigers Powerchair Football Club's Safeguarding Policy.

I agree to abide by the Code of Conduct above and I understand that a breach of the Club's Safeguarding Policy will be taken seriously.

Name of Club Official/Employee: _____

Date: _____

Signature of Club Official/Employee: _____

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



Identifying reimbursable expenses

Ayrshire Tigers Powerchair Football Club will meet all reasonable expenses incurred by claimants in carrying out their duties as employees of the club. The Club encourages employees to use public transport whenever possible and reserves the right to reimburse up to the value of the cheapest method of public transport.

Please give a brief summary of why each expense has been incurred in the table above, give details of all journeys and attach corresponding receipts. Expenses claimed without receipts will be honoured at Ayrshire Tigers Powerchair Football Club's discretion, and may be declined.

Travel should normally be by second-class rail, taking advantage of the cheapest fare as far as is possible. If use of a car is necessary, or makes sense with regard to the practicalities of the journey, you may claim at 45p per mile in line with HMRC allowances. You are entitled to claim a 'passenger allowance' of £0.05 per mile where another employee is carried as a passenger. You should note the name of the passenger on your claim form.

Full reimbursement will be made for car parking charges in the course of working will be refunded but where possible employees are expected to identify free or low cost parking.

Taxis may be claimed for (with receipts) at your reasonable discretion. Your assistance in keeping Ayrshire Tigers Powerchair Football Club's costs as low as possible is greatly appreciated.

Please refer to Club's Expenses Policy regarding claims relating to Accommodation, Subsistence and Stationary.

Authorised by:

Signature:

Date:

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

www.ayrshiretigers.co.uk



Appendix F Incident Report Form

Complete this form in accordance with all Ayrshire Tigers PFC related activity, including players, club officials, and employees. Complete ALL sections in CAPITAL letters and in black ink. **SEND A COPY OF THE COMPLETED FORM WITHIN 10 WORKING DAYS TO THE CLUB, AND RETAIN A COPY FOR YOUR RECORDS**

VENUE:

A – INCIDENT: PERSONS DETAILS

Full Name:

Home Address:

Postcode:

Date of Birth:

Age: M F.....

Tel:

Signature of person completing the form:

B – INCIDENT DETAILS:

Incident Location: Incident Date: Time.....

Address: Reported to:

Postcode: Designation:

Date Reported: Telephone:

Witnesses:

What Happened:
Include details of what happened including the lead up to the incident.

Actions taken to prevent recurrence

Are you satisfied that the incident happened in the course of Ayrshire Tigers PFC related activity: Yes No

C – Ayrshire Tigers PFC Official: Signature

Signature:

Countersignature:

Print Name:

Print Name:

Date:

Date:

IMPORTANT: Return to Ayrshire Tigers PFC within 10 working days

DATA PROTECTION INFORMATION: This form will be used to investigate your incident and may be shared with individuals or organisations pertaining to the incident. You are entitled to have a copy of this form.