



NEWPORT SAINTS

PRIVACY NOTICE

Introduction

Newport Saints ("we", "our" and "us") respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data and tell you about your privacy rights and how the law protects you.

Please use the Glossary to understand the meaning of some of the terms used in this privacy notice.

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1. Important information and who we are

Purpose of this privacy notice

This privacy notice aims to give you information on how collect and process your personal data.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

Controller

We are the controller and are responsible for your personal data.

We are a single legal identity. We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the data privacy manager using the details set out below.

Contact details

Our full details are:

Full name of legal entity: *[Newport Saints JFC]*

Name or title of data privacy manager: *[Gerald Clarke]*

Email address: *newportsaints@outlook.com*

Postal address: *[88 Bassaleg Road, Newport NP20 3PY]*

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Changes to the privacy notice and your duty to inform us of changes

This version was last updated on *09/04/2025*.

This privacy notice may be updated periodically and without prior notice to you to reflect changes in our information practices or relevant laws. We will post a notice on social media to notify you of any substantive changes to the way we collect and use your information.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

2. The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, maiden name, last name, your photograph, username or similar identifier, marital status, title, date of birth, country of birth and gender.
- **Contact Data** includes home address, business address, email address, telephone numbers and your next of kind contact details.

- **Financial Data** includes bank account and payment card details.
- **Transaction Data** includes details about payments to and from you.
- **Device Data** includes the type of mobile device you use, a unique identifier for example, your devices IMEI number, the MAC address of the devices wireless network interface, the type of browser you use or the mobile phone used by the device.
- **Technical Data** includes IP address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- **Profile Data** includes your username and password, purchases or orders made by you, your interests, participation history / statistics, preferences, feedback, and survey responses.
- **Usage Data** includes information about how you use our website, products, and services.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

We may also collect, use, and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

We may collect **Special Categories of Personal Data** about you. This may include information about your health where this is strictly necessary. We may also collect information about criminal convictions and offences in order to comply with our obligations in relation to safeguarding.

If you fail to provide personal data

Where we need to collect personal data by law, under the terms of a contract we may have with you or in relation to our legitimate interest in the provision of football in Wales and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you or provide football services in Wales; in which case, you may not be able to be involved in football organised by *Newport Saints jFC* but we will notify you if this is the case at the time.

3. How is your personal data collected?

We use different methods to collect data from and about you, including through:

- **Direct interactions.** You may give us your Identity, Contact and Financial Data by filling in forms (in writing or electronically) or by submitting any other applications to Newport Saints or by corresponding with us by post, phone, email or otherwise. This includes but is not limited to personal data you provide when:
 - o you apply to become a member of *Newport Saints* .
 - o you apply to become a member of any club run by Newport Saints. For example, Huddle;
 - o you create an account on our website or affiliated websites;
 - o you apply for our products or services;
 - o you request marketing to be sent to you; or
 - o you give us some feedback.
- **Automated technologies or interactions.** As you interact with our website or mobile applications, we will automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies and other similar technologies.
- **Third parties or publicly available sources.** We may receive personal data about you from various third parties and public sources as set out below:
 - o Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register based inside the EU;
 - o Area Associations (as defined in the Football Association of Wales' ("**FAW**") Rules);
 - o Leagues administered by the Area Associations;
 - o Directly Affiliated Leagues (as defined in the FAW Rules);
 - o Clubs of which you were previously a member or are registered as a Player;
 - o the Disclosure and Barring Service;
 - o the Cymru Football Foundation;
 - o FIFA, UEFA, or any other sports governing body that controls data about you; and
 - o United Kingdom Anti-Doping.

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
- Where we need to comply with a legal or regulatory obligation.

Please see below to find out more about the types of lawful basis that we will rely on to process your personal data.

Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to third party direct marketing communications via email or text message, obtaining information about your health or obtaining a disclosure certificate from the Disclosure and Barring Service. You have the right to withdraw consent at any time by contacting us.

Purposes for which we will use your personal data

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. Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To register you as a member, Player, Coach, Staff Member, Official of the Club. To register you as a member of any club run by Newport Saints For example, Huddle.	(a) Identity (b) Contact (c) Financial (d) Device (e) Health	Your consent Performance of a contract with you. Necessary for our legitimate interest in providing football services.

To manage our relationship with you which will include: (a) Notifying you about changes to our terms or privacy policy (b) Asking you to leave a review or take a survey (c) Notifying you where you have requested to receive notifications.	(a) Identity (b) Contact (d) Profile (e) Usage (f) Marketing and Communications	Your consent Performance of a contract with you Necessary to comply with a legal obligation Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services)
To obtain DBS certificates	(a) Identity (b) Contact	Your consent Performance of a contract with you Necessary for our legitimate interest in providing football services.
To investigate concerns, allegations, or referrals with regards to child/adult at risk protection	(a) Identity (b) Contact (c) Profile (d) Transaction	Your consent Necessary for our legitimate interest in providing football services. Necessary to comply with our legal obligations in relation to safeguarding.
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	(a) Technical (b) Usage (c) Device	Necessary for our legitimate interests to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy

Marketing and Third-party marketing

We will get your express opt-in consent before we use or share your personal data with any company outside Newport Saints for marketing purposes.

Opting out

You can ask us to stop sending you marketing messages at any time by contacting us at any time. Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us in order to comply with the FAW's Rules and Regulations or those of FIFA, UEFA, and any other appropriate body.

Where you have provided us with consent to be contacted by third parties for marketing purposes you can withdraw this consent at any time. Please see below.

Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

5. Disclosures of your personal data

We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above to External Third Parties as set out in the Glossary.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

6. International transfers

Whenever we transfer your personal data out of the UK, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission. For further details, see European Commission: Adequacy of the protection of personal data in non-EU countries.
- We may transfer the personal information we collect about you outside the UK in order to comply with our legal and regulatory obligations to the FAW, UEFA, FIFA or any other appropriate body involved in the governance of football in Wales or elsewhere. Depending on where that information is transferred there may or may not be an adequacy decision by the European Commission in respect of that country. This means that a country to which we transfer your data may not be deemed to provide an adequate level of protection for your personal information. However, to ensure that your personal information does receive an adequate level of protection we will only transfer that information which is strictly necessary to comply with our legal or regulatory obligations and only to those parties that have a right to receive that information.
- Where we use certain service providers, we may use specific agreements approved by the UK which give personal data the same protection it has in UK. For further details, see Information Commissioner's Office: International Data Transfer Agreement.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the UK.

7. Data security

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. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have

a business need to know. They will only process your personal data on our instruction and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. Data retention

How long will you use my personal data for?

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data, whether we can achieve those purposes through other means and the applicable legal requirements.

In some circumstances you can ask us to delete your data: see *Request erasure* below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

9. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. You have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object

to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us.

No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

10. Glossary

LAWFUL BASIS

Legitimate Interest means the interest of the Newport Saints in providing football services in accordance with the FAW's Rules and Regulations, the rules and regulations of FIFA and UEFA. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us.

Performance of Contract means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

Comply with a legal or regulatory obligation means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

THIRD PARTIES

External Third Parties

- The FAW.
- Area Associations (as defined in the FAW Rules).
- Leagues that are administered by the Area Associations and/or the FAW.
- Cymru Football Foundation Limited
- Directly Affiliated Leagues (as defined in the FAW Rules).
- Football Clubs who are governed by the FAW.
- FIFA, UEFA, and national governing bodies for football who may reasonably require your personal data for the proper administration of football in that country.
- Service providers based inside the UK who provide IT and system administration services.
- Professional advisers including lawyers, bankers, auditors, and insurers based inside the UK who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities based in the United Kingdom who require reporting of processing activities in certain circumstances.
- Disclosure and Barring Service.
- Individual or bodies appointed by the FAW including, but not limited to, Disciplinary Panel and Appeal Panel members or independent Club licensing committees.

- Any sports arbitration service nominated by the FAW from time to time to deal with independent arbitration in accordance with the Rules of the FAW.
- The Police, Child Support Agency, or any other body with statutory authority to obtain personal data from us.

09/04/2025



Newport Saints JFC/FC

THE FAW FOOTBALL CODE OF CONDUCT

The FAW and Newport Saints are committed to providing good quality football in a safe environment. The Newport Saints and FAW Code of Conduct and Good practice sets standards for clubs, coaches, players and parents involved in football. It has been development to improve standards of good practice and protect the welfare and well being of all those involved in the game, particularly young players themselves.

COACHES CODE OF CONDUCT

- Give all players, whatever their ability, the chance to play.
- Always pursue fair play
- Accept that striving to win is more important than winning itself
- Ensure that coaching sessions are fun, well structured and focus on developing skill, decision-making and understanding of the game.
- Be aware of the FAW Welfare Policy and your responsibilities
- Adhere to League rules, N&DJFL, N&D AFL and Gwent County rules
- Respect Game Leader and Referees decisions
- Adhere to all Safeguarding rules
- Any decisions that are outside our normal practices to be talked through and agreed by the committee
- Familiarise yourself with the NSFC constitution
- Familiarise yourself with the Social Media Conduct Rules

As part of becoming an FAW Accredited Coach, I agree to abide by the FAW Football Code of Conduct. I agree to follow guidelines issued by Newport Saints JFC and agree to abide by the Newport & District Football League and Gwent County FA rule books.

Name

Signature

Date



Newport Saints JFC/FC

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PLAYERS CODE OF CONDUCT

- **Show respect and fair play to your opponents.**
- **Play within the rules of the game.**
- **Encourage, support and co-operate with your teammates.**
- **Respect your coach and Club officials**
- **Respect the officials/referees and accept all decisions without question.**
- **Respect the facilities (any damage caused will be charged to you)**
- **Keep the changing rooms & toilets clean**
- **Any misconduct and you will be brought before the committee**

In order that I remain a valued and respected member of my team I agree to abide by the FAW and Newport Saints JFC Football Code of Conduct. (Parent to sign for U7's and U8's or where appropriate)

Name

Signature

Date



COMMUNITY PARTNER

Name

Signature

Date _____



Newport Saints JFC/FC

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PARENTS CODE OF CONDUCT

- **Encourage your child to play by the laws of the game.**
- **Avoid pressurizing players about winning or losing.**
- **Support and encourage all players, including the opposition.**
- **Never publicly criticise your child or other players.**
- **Respect coach and Club officials.**
- **Do not criticise, abuse or question decisions made the nominated match officials.**
- **Do not question decisions made by the match officials.**
- **Don not shout on instructions to the children – This is the coaches responsibility**

In order that I remain a valued supporter of my child's team, I agree to abide by the FAW and Newport Saints JFC Football Code of Conduct.

Name

Signature

Date



Four sets of horizontal dashed lines for writing.

Name

Signature

Date

Twenty sets of horizontal dashed lines for writing.





CLUB SAFEGUARDING POLICY



INTRODUCTION

Newport Saints FC Football Club understands that it has a duty of care as well as a legal and moral responsibility to safeguard the welfare of every child who has been entrusted to our care. We are committed to working to provide a safe environment and an enjoyable experience for all our members. We acknowledge that all children have a right to protection, and we must take into account the needs of those who may be particularly vulnerable. A child is defined as a person under the age of 18.

KEY PRINCIPLES

- A child's welfare is, and must always be the paramount consideration
- It is everyone's responsibility to ensure children's welfare is paramount at all times
- All children (regardless of their age, ethnic origin, gender, race, religion, sexual orientation, ability or disability) have a right to be protected from abuse
- Football should be fun, safe and a positive experience for all children
- All suspicions and allegations of abuse or poor practice will be taken seriously and responded to promptly and aptly
- It is the responsibility of the Child Protection experts to determine whether or not abuse has taken place, but is everyone's responsibility to report any concerns. These principles apply to everybody in junior and youth football in Wales, whether in a paid or voluntary capacity.

ROLE OF CLUB

Football Club understands it has an important role to play in safeguarding the welfare of all children by protecting them from all forms of abuse, including physical, sexual or emotional harm, and neglect or bullying. In this role we will provide children and young people with appropriate safety and protection whilst in the care of the club and follow the necessary policies, procedures and practices as instructed by the Football Association of Wales (FAW).

We have also appointed a Club Safeguarding Officer to assist with our responsibilities.

POLICY, PROCEDURES & PRACTICES

We will ensure the safety and protection of all children involved in the club through the implementation and endorsement of the FAW Safeguarding Policy, Procedures & Practices, ensuring all those who work in football are aware of the policy and understand their obligations with regards to it.

RECRUITMENT

We will follow the recruitment procedures as set out in the FAW Safeguarding Policy, Procedures & Practices to ensure all individuals working in football are recruited and appointed according to FAW best practice guidelines, including to:

- Develop a job description/role profile
- Request identification documents





CLUB SAFEGUARDING POLICY



- Meet and chat with applicant(s). Where possible, conduct interviews before appointing
- Request and follow up two references (one from previous employer) before appointing
- Apply for an Enhanced DBS check in line with FAW guidelines. If there are concerns regarding the appropriateness of an individual who is currently involved or seeking to become involved with the club, we will obtain guidance from the FAW Safeguarding Team.

EDUCATION & TRAINING

We will ensure that all people working with children in football are provided with support, through education and training which shall allow staff/volunteers to make informed and confident responses to specific child protection issues as well as be aware of, and adhere to good practice guidelines from the FAW.

POSITION OF TRUST

We shall make all coaches, officials and volunteers aware of the potential for the development of a relationship of trust between themselves and young and vulnerable people, and the consequences inherent in the accidental or intentional abuse of that relationship.

WHISTLE-BLOWING

We support and promote the FAW's Whistle-Blowing Policy, where any adult or young person with concerns about a colleague can report these concerns to the FAW Safeguarding Team, either through calling 02920 435 830 or writing in to FAW Safeguarding Team, 11/12 Neptune Court, Vanguard Way, Cardiff, CF24 5PJ.

ANTI-BULLYING

The club acknowledges and actively endorses the FAW's Anti-Bullying Policy. Bullying of any kind is not accepted at our club and we will work together to ensure all forms of bullying is addressed. If bullying does occur, players and/or parents/guardians should be able to share their concerns and be assured that bullying will be dealt with seriously and swiftly.

CODES OF CONDUCT

We have adopted the FAW Codes of Conduct as part of our commitment to promote good practice and behaviour at the club. There are separate Codes of Conduct available for Players, Parents, and Coaches, Managers & Volunteers. Breaches will be dealt with under the Club's Complaints and Disciplinary Procedures and may be subject to sanctions from the Area Football Association or the FAW in more serious circumstances.

CLUB SAFEGUARDING OFFICER (CSO)

We have appointed a CSO in line with the FAW's role profile, and shall ensure they attend all current and future modules required by the FAW in order to have the necessary skills to undertake their role effectively. The CSO is the first point of contact for all club members and parents/guardians regarding concerns for the welfare of a child. The CSO will be responsible for referring concerns and taking a proactive role in raising an awareness of poor practice and abuse within the club. This individual's details are located here:



CLUB SAFEGUARDING POLICY



The Club Safeguarding Officer shall take all appropriate steps to make himself / herself known to those at the club.

REPORTING YOUR CONCERNS

Safeguarding children is everyone's responsibility. If you are worried about a child, you must report your concerns; this should be to our Club Safeguarding Officer. If the concern is of a more serious nature, such as possible abuse, where possible, inform the Club Safeguarding Officer, and proceed to contact Social Services or the Police immediately. The child's welfare is paramount, ensure they are safe and if medical treatment is required, take them to hospital or call an ambulance and advise the doctor this is a child protection concern. If you are unable to contact our Club Safeguarding Officer or in a situation where the matter is clearly serious, contact either the FAW Safeguarding Officer, Police or Social Services, or NSPCC (details below).

FURTHER INFORMATION

A copy of the FAW Safeguarding Policy, Procedures and Practices can also be found in the kit bag documents.

FURTHER ADVICE

For further advice regarding the FAW Safeguarding Policy or any potential safeguarding matters, please contact either of the following:

- Football Association's Area Safeguarding Officer (details can be found in the Area Association's Handbook)
- The FAW Safeguarding Team: 02920 435830 / safeguarding@faw.co.uk
- The NSPCC 24-Hour Helpline: 0808 800 5000





CLUB ANTI-BULLYING POLICY

Newport Saints Football Club recognises its duty of care and responsibility to safeguard its participants from harm and abuse, and is committed to working together to ensure bullying is kicked out of football.

We acknowledge that bullying can present itself in many different forms, including but not limited to:

- **Physical:** e.g. pushing, kicking, hitting, pinching etc.
- **Verbal:** e.g. name-calling, spreading rumours, persistent teasing, sarcasm etc.
- **Emotional:** e.g. tormenting, ridiculing, humiliating etc.
- **Sexual:** e.g. unwanted physical contact or abusive comments
- **Racist:** e.g. racial taunts, graffiti, gestures
- **Homophobic:** because of, or focusing on, the issue of sexuality
- **Stealing:** taking or using another's property without consent
- **Cyber bullying:** posting derogatory or abusive comments, videos or images on social networking sites

We also recognise that it is more likely that children with a disability, from ethnic minorities, young people who are gay, bisexual or lesbian, or those with learning difficulties will be more vulnerable to this form of abuse.

The damage inflicted by bullying can cause considerable distress to children, to the extent that it affects their health and development, or at the extreme, causes them significant harm (including self-harm).

As part of **Newport Saints Football Club** Football Club's commitment to tackle the above behaviours, we will undertake the following :

- **Ensure that bullying behaviour is not accepted or condoned**
- **Require all club members to be given information about, and sign up to adopt this Policy**

- **Encourage anyone who may be suffering from bullying to come forward and discuss their concerns**
- **Listen and support those who are suspected to have suffered bullying**
- **Take all matters of bullying seriously**
- **Take appropriate action to investigate and respond to all alleged incidents of bullying, including online as well as offline behaviour**
- **Provide support to those who bully and encourage them to change their behaviour and stop bullying**
- **Create an open environment to reduce the available opportunities for bullying to take place**
- **Ensure coaches etc. are given appropriate training and guidance on bullying in order to spot early warning signs and allow early intervention**
- **Encourage children and other participants to feed into and to develop this Policy**
- **Recognise the importance of confidentiality**

As a club, we will also take necessary steps to ensure that each participant, coach, volunteer or official is encouraged to undertake the following principles:

- **Respect the feelings and views of others**
- **Acknowledge that everyone is different; individual qualities, contributions and progress should be embraced and valued**
- **Report suspected cases of bullying early so as to allow prompt and collective action to be taken**

FURTHER INFORMATION AND ADVICE:

NPSCC Helpline: 0808 800 5000

ChildLine: 0800 500/www.childline.org.uk

Kidscape: www.kidscape.org.uk

PLEASE ALSO REFER TO THE FAW SAFEGUARDING POLICY, PROCEDURES & PRACTICES FOR FURTHER GUIDANCE.

*Adapted from the CPSU Anti-Bullying Policy



EQUALITY & ANTI-DISCRIMINATION POLICY

Newport Saints Football Club is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

Aim

This policy aims to create an inclusive environment where everyone is treated fairly and with respect and can take part in and enjoy our activities. It ensures the Club provides access and opportunities for all members of the community.

Implementation

A Club Official will be designated as an "Equality Champion" who will be responsible for the implementation of this policy and for achieving any equality related actions resulting from it. A member of the Board will also be appointed as an "Equality lead" and will ensure that equality is included as an agenda item at Board meetings when appropriate and that the Board considers equality issues when making decisions.

Commitment

Our commitment is to confront and eliminate all discrimination and to provide equal opportunities for all.

Newport Saints Football Club is committed to a policy of equal treatment of all its Members and requires all members to abide and adhere to these policies and the requirements of the [Equality Act 2010](#).

Newport Saints Football Club in all its activities will not discriminate or in any way, treat anyone less favourably on grounds of age, ability or disability, gender, gender reassignment sex, sexual orientation, marital status, ethnic, natural or social origin, skin colour, race, religion or belief, language, political opinion, or wealth.

The Club will ensure it treats people fairly and with respect and that it will provide access and opportunities for all Members of the community to take part in and enjoy its activities.

Newport Saints Football Club operates a zero-tolerance approach to discrimination whether physical, emotional or verbal and will not tolerate harassment, bullying, abuse or victimisation of an individual or group of people on the above grounds.

Newport Saints Football Club commits itself to take complaints seriously and will immediately investigate any claims of discrimination on the above grounds when brought to its attention, in whatever context it occurs. All complaints where necessary may be passed to external organisations, such as the police or football authorities. Where found to be the case, appropriate immediate action will be taken to stop such behaviour and any disciplinary sanctions will be imposed as appropriate, to hold perpetrators to account.

Newport Saints Football Club are committed to providing ongoing training and awareness-raising events, to promote the eradication of discrimination and promote equality in football.

Newport Saints Football Club will monitor the representations of the club's officers and members regarding information such as age, gender, ethnicity, sexual orientation, religion or belief, and disability and will take positive action where under-representation and or inequalities exist in meeting the aims and commitments set out in the equality policy. Monitoring will also include assessing how the commitments in the equality policy, are working in practice, reviewing them annually, considering and taking action to address any issues that arise.

Newport Saints Football Club will review employment practices and procedures frequently to ensure fairness, and also update all policies to take account of changes in the law.

This policy is fully supported by the Clubs Board and Officers.

Policy approval date: 01/04/2025

APPENDIX – Relevant legislation and forms of unacceptable discrimination

Discrimination has been legally defined through the Equality Act 2010.

In April 2010, the Equality Act 2010 received Royal Assent. The Equality Act 2010 is a law which harmonised where possible, and in some cases extended, protection from discrimination. It applies throughout the UK and came into force in October 2010.

Discrimination refers to unfavourable treatment on the basis of particular characteristics, which are known as the 'protected characteristics'. Under the Equality Act 2010, the protected characteristics are defined as age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

Under the Equality Act 2010, individuals are protected from discrimination 'on grounds of' a protected characteristic. This means that individuals will be protected if they have a characteristic, are assumed to have it, associate with someone who has it or are with someone who is assumed to have it.

Forms of discrimination and discriminatory behaviour include the following:

Direct discrimination

Direct discrimination can be described as less favourable treatment on the grounds of one of the protected characteristics.

Indirect discrimination

Indirect discrimination occurs when a provision, criterion or practice is applied to an individual or group that would put persons of a particular characteristic at a particular disadvantage compared with other persons.

Associative discrimination

Discrimination can also occur when someone discriminates against someone because they associate with another person who possesses a protected characteristic. An example of this is if 'A' does not give 'B' – a job applicant, for example – the position, even though they have met all of the competencies for the role, just because 'B' has told 'A' they have a partner with one or more Protected Characteristics.

Discrimination by perception

Discrimination by perception can occur when someone discriminates against an individual because they think they possess a particular protected characteristic and this applies even if the person does not actually possess that characteristic. An example of this is if 'B' is selected for redundancy by 'A' because they perceive 'B' to have a progressive condition i.e. they are disabled.

Discrimination arising from disability

It is unlawful when a disabled person is treated unfavourably because of something connected with their disability and such unfavourable treatment cannot be justified. This type of discrimination only relates to disability.

Harassment

Harassment is defined as unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity, or which creates an intimidating or hostile, degrading, humiliating or offensive environment for that person.

Victimisation

It is unlawful to treat a person less favourably because he or she has made allegations or brought proceedings under the anti-discrimination legislation, or because they have helped another person to do so. To do so would constitute victimisation.

Bullying

Bullying is defined as a form of personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate or undermine an individual.

For further information and advice on the Equality Act visit:

<https://www.equalityhumanrights.com/en/equality-act-2010/what-equality-act>

Conflict of Interest Policy

Newport Saints FC

1. Purpose

This policy sets out how our club manages real or perceived conflicts of interest among committee members, coaches, volunteers, and staff. Its aim is to protect the integrity, fairness, and reputation of the club, and to ensure that decisions are always made in the best interests of our players, teams, and community.

2. Definition

A conflict of interest occurs when an individual's personal, family, or external club involvement could influence—or appear to influence—their judgment or actions taken on behalf of this club.

Examples include:

- Holding a committee, coaching, or advisory role in another local club.
- Making decisions that could benefit another club where a friend or family member is involved.
- Using inside information, contacts, or club resources to benefit another team or organisation.

3. Principles

- Act with integrity and in the best interests of the club at all times.
- Use common sense when involved in discussions, decisions, or actions that may overlap with other clubs.
- Be transparent about any potential conflicts as soon as they arise.
- Avoid decision-making where their impartiality might reasonably be questioned.

4. Disclosure & Management

- Any actual or potential conflict must be declared to the Chair or Club Secretary as soon as identified.
- The declaration will be noted in the club's Conflict of Interest Register (maintained by the Secretary).

- • In meetings, individuals with a declared conflict may share factual information if requested but must not vote or influence related decisions.
- • If the Chair has a conflict, it must be declared to the Vice Chair or Secretary, who will manage the process.

5. Common Sense in Practice

We recognise that grassroots football is community-based and people may naturally have links with more than one club. The expectation is not to forbid such links, but to manage them with honesty and fairness:

- • Avoid sharing sensitive club information (e.g., player lists, strategy, finances).
- • Do not recruit or approach players from another club you're involved with.
- • Keep conversations about club business confidential.
- • If in doubt — declare it and step back from the decision.

6. Breaches

Failure to disclose or manage a conflict appropriately may lead to:

- Temporary suspension from duties or decision-making roles.
- Review by the Executive Committee.
- Further action under the club's Code of Conduct if integrity is compromised.

7. Review

This policy will be reviewed annually by the Executive Committee or sooner if:

- There are major changes to club structure, or
- Concerns are raised about fairness or transparency.

Approved by: Gerald Clarke

Date: 05/11/2025

Next Review: Reviews take place Quarterly unless anything raised (May, Sept, Jan)



Accident/incident reporting form

In the event of an accident, the following procedure should be followed by the organisation:

- Fill in 2 copies of the Accident/Incident reporting form for ALL accidents/incidents.
- Make contact with parents/guardians of the child or children concerned and provide them with a copy of this form.
- Place 1 copy of the form in the accident/incident book.
- Forward 1 copy to the designated person for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action.
- Sign off on any action required from senior individual within the organisation.

Name of organisation: Newport Saints FC	
Coach in attendance:	
Address:	
Telephone number	N/A
Email address	newportsaintsyouthfc@gmail.com

Injured person information		
Name of individual:		
Telephone number		
Gender		

Incident/Accident details- to be completed by organisation personnel & shared with relevant parties e.g. parents/guardians and medical staff if necessary	
Date of incident/accident:	
Date & time reported:	Reported by:

Where did the accident/incident take place?

Details of injury:

How did it happen?

Did anyone witness the accident or incident? If so, please provide their contact information below:

Name of witness:

Name of witness:

Was first aid administered? If so, please detail what this entailed and by whom it was provided:

Was further medical intervention required? If so, please provide details.

I confirm that the information contained within this document is accurate and correct

Form completed by: (PRINT NAME)

Signature:

Date:

Is further action required? If so, please detail what and who is responsible.

Signature of parent/guardian:

Is a safeguarding referral necessary? If so, please complete the SG1 incident referral form and forward to relevant parties e.g. police, social services, FAW Safeguarding.

Has the young person returned to the organisation?

Signed by senior individual:	Full name:
Role within organisation:	