

9 Codes of Practice

9.1 Criteria – There are five criteria sections on Codes of Practice as follows: –

I Children & Coach Protection As detailed in appendix (A.C.1)

II Supporters Charter As detailed in appendix (A.C.2)

III Equity Issues As detailed in appendix (A.C.3)

IV Community Involvement As detailed in appendix (A.C.4)

V Fair Play As detailed in appendix (A.C.5)

9.2 Criteria Grading – There is no criteria grading between the divisions on Codes of Practice criteria.

9.3 Club Audit Preparation – Prior to the SFA audit, clubs will have prepared a report that relates to each section. Each of the five codes are detailed in full in the appendix referenced above. The criteria which clubs are required to meet are detailed in items 9.5 to 9.9 below. Within the report the club shall include a variety of information and examples on the club's procedures in relation to the various codes.

9.4 Licence Qualification – As detailed previously, a club will be awarded a licence by demonstrating that it fulfils all criteria to the Scottish FA's reasonable satisfaction.

	Code	Reference		Criteria
9.5	Children & Coach Protection	AC 1	9.51	Each club shall identify a Child Protection Officer whose responsibilities will include the development, implementation and promotion of a child and coach protection policy. (Ref. Admin. Section no.7.68).
		AC 1	9.52	Each club shall produce a policy on safeguarding the welfare of all young people with whom they are associated. This policy shall include a clear declaration of intent regarding such persons and it shall emphasise the duty of care required of all adults involved with the club.
		AC 1	9.53	Each club shall make available its relevant personnel to attend appropriate and relevant training programmes. Clubs shall retain the appropriate documentary records of the training programmes attended by its representatives.
		AC 1	9.54	All clubs, regardless of whether the club runs youth teams or not, shall be registered with Disclosure Scotland and will be in a position to provide the club Disclosure Scotland Registration number at audit. Those clubs with youth teams will be required to provide evidence that Enhanced Disclosure checks are routinely carried out directly by the club. Providing evidence will entail the provision by the club at audit of the club register of disclosure checks. This register should include the following information – <ul style="list-style-type: none"> • Persons name • Issue date of the disclosure information • Type of disclosure • Position in question • Unique number for the disclosure • Recruitment decision taken

	Code	Reference		Criteria
9.6	Supporters Charter	AC2	9.61	Clubs shall compile a Supporters Charter that will typically include the items detailed in appendix AC2. The Charter shall be reviewed annually in order that clubs may measure results against targets. Documentary results of club activity and monitoring procedures shall be retained on record by clubs.

	Code	Reference		Criteria
9.7	Equity	AC3	9.71	<p>Clubs shall be able to demonstrate support for the various campaigns aimed at addressing equity issues.</p> <p>Clubs may demonstrate this support in a variety of ways and will be able to provide evidence for this at the audit.</p> <p>Typical examples may include-</p> <ul style="list-style-type: none"> I By placing articles in their programmes or newsletters. II By offering the tangible support of its players and officials in the form of club publicity which can be distributed to supporters or placed in a prominent viewing position within the ground. III By developing women's football within the club as part of the club's equal opportunities policy. IV By incorporating a clear policy against racism and sectarianism within the club and incorporating this policy in supporter charters. V The exclusion (by devising strategy and liaison with local authority) of racist and sectarian material from within the stadium and its immediate surroundings. VI By developing other ideas that promote the various equity campaigns VII By adopting UEFA's ten point action plan as detailed in appendix AC3.
		AC3	9.72	<p>Clubs shall develop equity policies based upon the Anti-Discrimination Policy Template detailed in appendix AC3.</p> <p>Clubs should monitor the effectiveness of the policy in terms of the activities taken to support it and the measurable targets and strategies set. Documentary results of club activity and monitoring procedures must be retained on record by clubs.</p>
		AC3	9.73	<p>Clubs shall develop an equity policy based upon the Equal Opportunities Template detailed in appendix AC3.</p> <p>Clubs should monitor the effectiveness of the policy in terms of the activities taken to support it and the measurable targets and strategies set. Documentary results of club activity and monitoring procedures must be retained on record by clubs.</p>

	Code	Reference		Criteria
9.8	Community Involvement	AC4	9.81	Clubs shall have a designated strategy which may or may not be linked to its business strategy aimed at establishing or reaffirming its position in the community. Although this strategy will differ from club to club, all clubs will be able to demonstrate a level of commitment in terms of the typical examples outlined in appendix AC4.
		AC4	9.82	Clubs shall promote its community activity as it deems appropriate. Documentary evidence shall be retained by the club indicating the method of promotion e.g. copies of annual report, match programmes, local newspaper articles.

	Code	Reference		Criteria
9.9	Fair Play	AC5	9.91	Clubs shall be able to demonstrate a support of the Fair Play principle as outlined in appendix AC5. Clubs shall retain its own player misconduct records relative to the Scottish FA's Disciplinary Procedures. Within this record, clubs should record any club activity and actions taken to address misconduct issues.