



Policy and Procedures

Implemented on the 27 November 2016



Affiliated to the Scottish Football Association

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SCOTTISH WELFARE FOOTBALL ASSOCIATION **DATA PROTECTION POLICY**

The Scottish Welfare Football Association (herein known as the SWFA) Data Protection Policy is set out to show our commitment to protecting personal data and how we implement that commitment.

We are committed to:

- Ensuring that we comply with the eight data protection principles, as listed below;
- Comply with legal obligations as laid down by the Data Protection Act 1998;
- Ensuring that data is collected and used fairly and lawfully;
- Process personal data only for meeting our operational needs or legal requirements;
- Ensure that data subjects' rights are appropriately exercised. Individuals will have the rights, principally to access data held about them;
- Provide adequate security measures to protect data; and
- Ensure that all the clubs officers are fully aware of good data protection practice.

The SWFA shall ensure that data is processed in accordance with the following data protection principles:

- Personal data shall be processed fairly and lawfully;
- Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- Personal data shall be accurate and, where necessary, kept up to date;
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes;
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998;
- Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against loss or destruction of, or damage to, personal data; and
- Personal data shall not be transferred to any third parties out with SFA football and the SWFA shall ensure an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data are met.

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION **SOCIAL MEDIA POLICY**

The Scottish Welfare Football Association (herein known as the SWFA) encourage the use of using social media such as internet sites, social media sites (Twitter, Facebook, etc), text messaging or other forms of digital communication. All members of the SWFA must abide to the following policies to protect themselves, their players and all other associated parties.

The SWFA is committed to providing a safe electronic media environment for all of its stakeholders. The SWFA has a duty of care to all of its membership and must protect the SWFA interests ensuring that the association is not brought into disrepute.

This document outlines and clarifies the conduct expected of all members of SWFA to any social media vessels which they may use in the course of SWFA business:

1. Comments, links, photos [including videos] in relation to the SWFA are welcome on social media feeds. However, all postings should be relevant to the association and do not bring the Association in to disrepute;
2. All SWFA stakeholders are expected to exercise personal responsibility whenever they participate in social media discussions;
3. SWFA actively promote discussions on their social media sites for the good and benefit of all parties in football;
4. Comments posted by others on any SWFA social media feed do not represent the opinions of the SWFA;
5. Any illegal content that a contributor may submit that can be linked to the SWFA such as racial, ethnic, sexual, religious, and physical disability slurs will not be tolerated in any shape or form and will result in disciplinary action being taken against them;
6. The SWFA retains the right to edit, amend or delete any misleading, inaccurate or illegal content on any SWFA social media. The SWFA reserve the right to delete posts violating our own protocol and that of our governing body's code of conduct;
7. The SWFA is an affiliated National Association member of the Scottish Football Association and will, therefore, monitor all electronic media where practical and actively prevent any insulting or disrespectful comments made against our Association, our peers and our governing body;
8. Any contributors found to be submitting content on any SWFA controlled media interface, which may bring the SWFA into disrepute, will be removed without notification and may be prevented from submitting further material; and
9. The SWFA will not enter into conversations regarding its management of electronic media feeds.

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION **SUBSTANCE ABUSE POLICY**

The Scottish Welfare Football Association (herein known as the SWFA) recognises the prospective dangers of illicit drugs, legal highs and solvent abuse, or any prohibited substance (defined as a controlled drug as stipulated in the Misuse of Drugs Act 1971) or any other substance which includes prescription and over-the-counter medication taken in such a manner as to impair an individual

The SWFA has a “Zero Tolerance” policy with regards to substance abuse and will not tolerate use in any form.

Any player, official or volunteer registered with the SWFA and found to be in breach of this policy will be dealt with in accordance with the SWFA Articles of Association.

The SWFA will assist any party who come forward voluntarily with any substance abuse problem. In such circumstances, the SWFA will treat substance abuse as a health problem and allow the player/official/volunteer to seek professional assistance.

The player/official/volunteer will be prevented for participating in any SWFA football whilst undergoing treatment. The SWFA will treat all relevant discussions in the strictest confidence.

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION **BETTING POLICY**

All players, coaches, committee members, volunteers and associated members of the Scottish Welfare Football Association (herein known as the SWFA) involved in any area of the SWFA game, shall not be permitted to bet, either directly or indirectly, or instruct, permit, cause or enable any person to bet on their behalf, on any game within the SWFA or any game being contested within the non-professional game by any affiliated national associations who are members of the SFA and their governing bodies.

In addition, they must not bet on any game within the professional game where they have information which may gain them an unfair advantage whilst gambling on said games.

All personnel wishing to gamble on a football match must ensure that they do so in such a way to leave both their character and conduct beyond reproach.

Anyone found breaching this directive will feel the full weight of the disciplinary procedures as laid down in the SWFA Articles of Association.

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION **BUSINESS AND INTEGRITY POLICY**

Scottish Welfare Football Association (SWFA) will give its members/volunteers the confidence that the Association's products/services will meet the standard for them and that they can safely entrust their affiliations for processing and safe keeping. Volunteers at all levels are required to protect the SWFA's reputation for integrity.

The Association strives to maintain the highest standards of ethical conduct and corporate responsibility throughout the application of the following principles:

- Compliance with National/Regional Laws of the Game and regulations is required as a minimum standard;
- Reputable business practices must be applied;
- Conflicts of interest must be declared and appropriate arrangements made to ensure that those with a material interest are not involved in the decision making process;
- Improper payments of any kind are prohibited, similarly no gift whose value is material and which may be interpreted as a form of inducement should be accepted by SWFA volunteers;
- Reporting of business performance should be undertaken by senior officers, if fully and properly informed concerning the business's true performance, risks and opportunities in a timely manner;
- Ethical issues must be dealt with in an efficient and transparent manner. A positive contribution to society as a whole, and specifically to the communities in which we operate, must be ensured; and
- We must seek to influence our suppliers to operate to similar high standards as ourselves.

It is the responsibility of the committee and senior officers to ensure that all volunteers who directly or indirectly report to them are fully aware of SWFA's policies and values in the conduct of the Associations businesses. It is also the responsibility of committee members and senior officers to lead by example and demonstrate the highest standards of integrity in carrying out their duties on behalf of the Association. These issues are further safeguarded through corporate governance processes and monitoring by the committee.

All volunteers have a duty to follow the principles set out by Scottish Welfare Football Association's Football Business Integrity and Ethics Policy.

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION **FRAUD POLICY**

Scottish Welfare Football Association requires everyone at all times to act honestly and with integrity and to safeguard the resources of which they are responsible.

All reasonable measures will be taken to prevent fraud. Any attempt at fraud (whether by Committee Members, Volunteers or anyone acting on behalf of SWFA) is viewed with the upmost seriousness and the SWFA Committee will investigate any reported incidents or suspicions.

Where appropriate, disciplinary action, sanctions and/or legal action will be taken and SWFA will co-operate fully with any police enquiries.

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION **EQUALITY AND DIVERSITY**

The SWFA believe that the diversity of the Association is important and are committed to tackling discrimination and prejudice in all forms, outlawing all forms of harassment and intimidation from our Association and to provide equality of opportunity for everyone.

The SWFA will not countenance less favourable treatment of anyone on the grounds of race, colour, nationality, ethnicity, gender, age, disability, marital status, religion, or sexual orientation.

The SWFA will endeavour

To fully embrace all our responsibilities and obligations under all relevant legislation to combat discrimination and, in particular, to abide by all relevant Codes of Practice;

To recruit and retain a membership that reflects the diverse communities with which we work and interact;

To take action to eradicate discrimination and inequality in all of its forms in the carrying out of our work and, when we employ others to carry out work or provide services on our behalf;

To consult with our volunteers and to remain open to ideas and suggestions designed to improve our service to our Association members and supporters which include all aspects of football;

To ensure that our internal and external policy and systems of working and practice reflect and incorporate equality objectives and targets; and

To provide equal access to training and development ensuring that volunteers can participate fully in the Association and its activities.

Groups with which we work

The SWFA supports the Scottish Football Association's 'Football for All Policy'. Welfare football should be accessible to everyone and so it is important that the right culture is promoted. SWFA Articles, practices and ethos encourages all members to adopt an inclusive and friendly approach to sport;

The SWFA is committed to promoting equality by treating people fairly and with respect; by recognising inequalities exist, by taking steps to address them and by providing access and opportunities for all members of the community; and

The SWFA will not tolerate harassment, bullying, abuse or victimisation of any individual, which for the purposes of the Articles of Association and the actions and sanctions applicable is regarded as discrimination, whether physical or verbal. The SWFA will work to ensure that such behaviour is met with the appropriate action in whatever context it occurs.

The SWFA wishes to ensure that the football and competitions offered are as far reaching as possible, free from discrimination and unfair behaviour and will do everything possible in order to achieve these objectives.

If any incident is brought to the attention of the SWFA, it will be followed up and appropriate action taken.

All members will be held accountable through the policy statement on Equality.

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION **PURCHASING PROCEDURE**

The Scottish Welfare Football Association (SWFA) supports sustaining and promoting a procurement environment based on the understanding that our officers/volunteers are in the best position to determine what they need to run each event/activity. Policies, procedures, and processes are meant to support their need to get products and services in a timely and cost effective manner, while also making sure appropriate business processes are followed.

The Chief Executive Officer is considered the procurement expert within the SWFA, setting the overall strategy regarding how purchases and payments should be made. Procurement should be supported by the Committee.

Considerable authority has been delegated to the Finance Officer to make purchasing decisions. This requires that volunteers involved at every step of the process take full responsibility for understanding SWFA's policies and procedures regarding purchasing, payment, and provider relations. Purchasing decisions are business decisions made on behalf of SWFA and therefore should be made with the utmost consideration for what is in the best interest of SWFA.

Purchases also need to be made in the most efficient and cost effective manner. Following policy and procedure ensures that appropriate business processes occur when dealing with outside providers.

This policy statement is meant to provide guidance to users making purchases on behalf of SWFA. The Finance Officer, and any member of the Committee, who will be responsible for making purchases are expected to have appropriate skills and knowledge to allow this to progress.

All transactions made on behalf of the SWFA, up to the value of £1000 must be approved by the Chief Executive Officer. All transactions over £1000 must be approved by the Committee.

In all cases, written confirmation must be provided by the Chief Executive Officer for a transaction to be made.

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION

RESERVES POLICY

SECTION 1: INTRODUCTION

The responsibility for establishing an appropriate Reserves Policy lies with the Scottish Welfare Football Association (SWFA) Committee Officers (hereafter referred to as the 'Committee'). The Committee is responsible for justifying, explaining and communicating this policy to members as required. As this is not required by statute a note will be issued at the discretion of the Committee.

Definition

For the purposes of this Policy the term 'reserves' are defined as the part of SWFA's funds that are freely available for general purposes.

The value of any fixed and material assets such as furniture, computers and miscellaneous items are not considered as reserves under this policy.

Why Have Reserves?

SWFA has a responsibility to its members, its volunteers and creditors to ensure that all financial commitments can be met from its financial reserves. These funds must be freely available within the period of the commitment.

SECTION 2: LEVEL OF RESERVES

Reserves must be maintained at a level which ensures that SWFA's core activity can continue during a period of unforeseen difficulty. The calculation of the required level of reserves is an integral part of the Association's planning, budget and forecast cycle.

The key areas of financial commitment that SWFA need to consider are:

- **Staff /Volunteers**
Honoraria and expenses
- **Operational costs**
Continuing business activities during run down
- **Office expenditure**
Notice period, hire costs, dilapidation
- **Existing contracts**
Phone and broadband, mobiles, ICT, office support
- **Legal**
Potential costs for legal advice and activity during an orderly termination of the Association. Additional costs are allocated for contingency costs if the winding down is caused by external forces or requires a legal action.

SWFA will not retain high levels of reserves over and above those required to meet the above commitments. This will ensure that investment is used effectively to deliver the Business Plan and will not jeopardise future investment from any other partner organisations.

SECTION 3: STEPS TO MAINTAIN RESERVES

The SWFA Board will ensure that the level of reserves required is considered within the annual financial planning process. There should be included within the budget process a current financial reserves matrix for Committee consideration.

These reserves should be maintained in a readily realisable form. Normally this would be in an SWFA bank account that allows access to funds within the required timescale. Reserves are kept separate and recorded within a Santander Account which is separate from the working capital which is accrued and kept within the Royal Bank of Scotland.

The Finance Officer should make reference to the amount in reserve if it is likely to be different from the figure stated in this Reserves Policy. This can be done through the management accounts process at regular Committee meetings. If there is a significant difference then the actions planned by the Committee to address this must be noted within the Committee minutes.

The potential impact on the reserves through a predicted surplus or deficit at the end of the financial year end must be considered at Committee meetings with a plan to manage and rectify the situation as soon as possible. The timetable for this should reflect the current risk management strategy.

The Committee must also consider how they wish to use a predicted or actual surplus at year end. If reserves are increased over the required minimum level of 10% then this should reflect a considered and potential future need which should be recorded.

Monitoring & Review

The Finance Officer has direct responsibility for monitoring and reviewing the policy on an on-going basis. A formal report should be made to the Committee annually which will include an assessment of the current policy and the actual reserve figure at year end.

SECTION 4: NOTICE & RISK TO INCOME

It is possible, but unlikely, that SWFA will not have sufficient funds within the business to cover immediate costs, hence the requirement for the continual Committee review of the current financial reserves matrix.

The Committee therefore takes the view that the reserve costs for volunteers are likely to be on-going expenses until such volunteers leave. These figures will be monitored and adjusted as required.

The SWFA does not employ any full or part time staff.

MATRIX

Last Updated at the SWFA Board on 27/11/2016

Assumes three month operational costs/run down period

	Notes	Costs (£)
Volunteer Costs		
Honoraria Costs	For exit period	£975.00
Volunteer Expenses	For exit period	£1000.00
Operational Costs		
Business Activity	For exit period	£1000.00
Venue Costs		
Rent	SWFA do not rent property	£00.00
Contracts		
Phone	For exit period	£350.00
Other		
Legal	Orderly exit	£2000.00
Accountancy	Final audit	£500.00
Miscellaneous	Unforeseen	£1000.00
Sub-total		£6825.00
10% Contingency		£682.50
Reserves Total		<u>£7507.50</u>

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION **HEALTH AND SAFETY POLICY**

The SWFA [including all member Association's and clubs] will maintain, so far as is reasonably practice, suitable safe and healthy conditions to ensure the health, safety and welfare of volunteers, players and members of the public.

Adequate controls, in the form of safe working practices, will be provided to reduce the risks from all of the Associations [including all member Association's and clubs] work activities.

The Association [including all member Association's and clubs], will provide and maintain safe items of equipment.

Volunteers must be consulted on all matters relating to their health and safety.

Volunteers will be provided with suitable and sufficient information, instruction, training and supervision by the Association, and/or all member Association's and clubs, to undertake their duties and responsibilities in a safe and competent manner.

The Association [including all member Association's and clubs] will, so far as is reasonable and practical, seek to prevent accidents and incidents related to ill health.

The Association [including all member Association's and clubs] will co-operate with all volunteers, contractors, and enforcing authorities on all matters in respect of health and safety.

Health and Safety will never be compromised for any other objective.

The Committee of the Association [including all member Association's and clubs] are responsible for providing suitable and sufficient resources, including technical and financial, to achieve the aims and objectives of the policy.

The Committee will actively demonstrate their commitment to health and safety as volunteers in elected positions.

This policy will be reviewed and revised annually or more frequently where required, to achieve continuous improvement in respect of Health and Safety.

The Association [including all member Association's and clubs] will seek advice from specialist consultant as and when required.

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION

RISK STRATEGY AND POLICY

Introduction

Every day SWFA faces risks that could present threats to its success. Risk is presented as the probability of an event and its consequences. Risk management is the practice of using processes, methods and tools for managing these risks.

Risk management focuses on identifying what could go wrong, evaluating which risks should be dealt with and implementing strategies to deal with those risks. Businesses that have identified the risks will be better prepared and have a more cost-effective way of dealing with them. This document sets out how to identify the risks that SWFA may face. It also looks at how to implement an effective risk management policy and programme which can increase SWFA's chances of success and reduce the possibility of failure.

A risk register is an important process in protecting SWFA and its Committee as well as complying with the law. It helps focus on the risks that really matter – the ones with the potential to cause real harm. In many instances straightforward measures can readily control risks. For most, that means simple, cheap and effective measures to ensure SWFA is protected.

The Management Process

Associations face many risks; therefore risk management should be a central part of any associations' strategic management. Risk management helps to identify and address the risks facing SWFA and in doing so increase the likelihood of successfully achieving your objectives.

Types of Risk

The main categories of risk to consider are:

- **Strategic**
For example a competitor coming on to the market;
- **Financial**
For example a decrease in income received; and
- **Operational**
For example the loss of a key volunteer.

These categories are not rigid and some parts of SWFA business may fall into more than one category. The risks attached to data protection, for example, could be considered when reviewing SWFA operations or business compliance.

Other risks include:

- Political and economic risks including a decline in investment in sport; and

- Reputation and image risks.

Strategic Risks

Strategic risks are those risks associated with operating in a particular industry. They include risks arising from:

- Changes of membership;
- Demand for services;
- SFA Legislation changes; and
- Development activities.

Where there is a strong possibility of this happening, you should prepare some sort of response.

Financial Risks

Financial risks are associated with the financial structure of the SWFA, the transactions the SWFA makes and the financial systems already in place. Identifying financial risk involves examining your daily financial operations, especially cash flow. Financial risk should take into account external factors such as interest rates and foreign exchange rates.

Operational Risks

Operational risks are associated with SWFA's operational and administrative procedures.

These include:

- Recruitment and Retention of Volunteers;
- Suppliers;
- Accounting controls;
- ICT systems;
- Regulations; and
- Committee composition.

SWFA will examine these operations in turn, prioritise the risks and make provisions for such a risk happening. For example if there is a heavy reliance on one committee member for a key service consideration should be given to what could happen if that member was no longer available.

ICT risk and data protection are increasingly important to associations. If hackers break into ICT systems they could steal valuable data and even money from your bank account which at best would be embarrassing and at worst could put you out of business. A secure ICT system employing encryption will safeguard commercial and customer information.

Evaluating Risk

Risk evaluation allows SWFA to determine the significance of risks to the SWFA and decide to accept the specific risk or take action to prevent or minimise it.

To evaluate risks it is worthwhile ranking these risks once you have identified them. This can be done by considering the consequence and probability of each risk. Many associations find that assessing consequence and probability as high, medium or low is adequate for their needs. These can then be compared to the business plan - to determine which risks may affect the objectives - and evaluated in the light of legal requirements, costs and member's concerns. In some cases, the cost of mitigating a potential risk may be so high that doing nothing makes more business sense.

There are some tools you can use to help evaluate risks. You can plot on a risk map the significance and likelihood of the risk occurring. Each risk is rated on a scale of one to ten. If a risk is rated ten this means it is of major importance to the company. One is the least significant. The map allows you to visualise risks in relation to each other, gauge their extent and plan what type of controls should be implemented to mitigate the risks.

Prioritising risks, however you do this, allows you to direct time and money toward the most important risks. You can put systems and controls in place to deal with the consequences of an event. This could involve defining a decision process and procedures that SWFA would follow if an event occurred.

Preventative Measures

Risk management involves putting processes, methods and tools in place to deal with the consequences of events you have identified as significant threats to SWFA. This could be something as simple as setting aside financial reserves to ease cash flow problems if they arise or ensuring effective computer backup and ICT support procedures for dealing with a systems failure.

Programmes which deal with threats identified during risk assessments are often referred to as risk registers. These set out what you should do if a certain event happens for example if a fire destroys your office. You can't avoid all risk, but risk registers can minimise the disruption to your business.

Risk registers will change as the SWFA grows or as a result of internal or external changes. This means that the processes you have put in place to manage risks should be regularly reviewed. Such reviews will identify improvements to the processes and equally they can indicate when a process is no longer necessary.

Risk Management Process

A risk assessment is simply a careful examination of what, in your work, could cause harm to the organisation so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

To carry out a successful risk assessment follow the five steps listed below:

- Step 1: Identify the Risk
- Step 2: Decide Who Might be Harmed and How
- Step 3: Evaluate the Risks and Decide on Precautions
- Step 4: Record your Findings and Implement Them

- Step 5: Review your Risk Register and Update if Necessary

Don't overcomplicate the process. In many associations the risks are well known and the necessary control measures are easy to apply.

In all cases staff should be involved in the process. They will have useful information about how the work is done that will make your assessment of the risk more thorough and effective. But remember the Board are responsible for seeing that the assessment is carried out properly.

When thinking about any risk assessment remember the risk is the chance, high or low, that the organisation could be harmed by these and other actions together with an indication of how serious the harm could be.

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION

ICT and Email POLICY

Introduction

The Scottish Welfare Football Association (SWFA) wishes to assure, as practically as possible, the integrity and security of its networks, data and applications. To achieve this requirement users must access the system in an acceptable manner which includes the requirement for each committee officer and volunteer to have completed and signed a declaration to verify his/her reading and understanding of this Policy.

Volunteers are responsible as computer users to ensure that they show good working practices when using the IT equipment and do not compromise SWFA either morally or legally.

Volunteers should be aware that a breach of this policy could be viewed as gross misconduct and will entitle SWFA to take disciplinary action against the relevant member in accordance with the Articles of Association and Standing Orders.

This policy provides some guidance on what your responsibilities are and processes SWFA undertakes on your behalf to protect you. Companies who do not comply with the legal guidelines set down for computer use leave themselves vulnerable to an unlimited fine or imprisonment. It is vital that we all work together to ensure compliance.

Purpose

The purpose of this document is to ensure that all individuals are aware of the general principles and rules surrounding the acceptable use of SWFA's information system. It also explains how the SWFA monitors systems use and its response to inappropriate/forbidden use.

Scope

SWFA is heavily dependent on the computer systems and the information that they generate to achieve its aims and objectives.

All individuals (committee members and volunteers) who use or have access to the SWFA's information systems are covered by this policy and should be familiar with its content. No provision is made for visitors. It covers SWFA owned computers and laptops which may be used inside or outside the office.

Failure to comply with the policy or deliberate misuse, negligence or abuse of the Association's systems, equipment and electronic services may result in action in line with the Articles of Association.

This policy is reviewed and updated periodically.

Security - General

Keep equipment and data safe:

Computer equipment and data should only be used for authorised purposes. You are obliged to take separate measures to back up your data on a regular basis;

- Store discs and back-up tapes securely. If they contain confidential data, lock them in a fireproof safe or cabinet or remove to another location;
- Files, discs and software should be checked for viruses prior to installation;
- Dispose of 'Confidential Waste' securely;
- You are responsible for the security of IT equipment:
- Portable computer equipment is a valuable and vulnerable commodity. Make sure you look after it!;
- Use of SWFA's computer equipment or data out with your home must be authorised;
- Common sense should be applied at all times. Do not, for example, leave a laptop unattended or visible in a car;
- Volunteers travelling out with the UK should inform the chief executive as it may be necessary to increase SWFA's insurance protection.

Software

Do not make non-licensed copies of software on the any SWFA equipment. Unauthorised games or screensavers are not permitted on equipment.

Software Acquisitions and Disposal

- To comply with software licenses and to ensure that only standard software is deployed SWFA has introduced the following policy for software acquisition;
 - Volunteers should be aware that contradiction of this policy could lead to disciplinary measures;
 - Software disposal will be undertaken by SWFA. Volunteers are discouraged from deleting software programmes themselves. You should notify the chief executive who will arrange the proper deletion of software;
 - Any volunteer who carries out this procedure themselves and causes software errors will be liable to action as directed through the Articles of Association.

Viruses – What to do to protect Data and Software against Viruses

Viruses are a major threat to the integrity of the SWFA's computer system and are easier to prevent than to remedy. Following the guidelines below should prevent the introduction of any malicious code:

- Never load unauthorised software onto your computer;
- Antivirus software is updated on your product on a regular basis;
- Report any suspicions of virus infection to the chief executive immediately; and

- All discs, CDs and other transportable media must be virus checked prior to use on the SWFA's equipment.

Electronic Mail (E-Mails)

SWFA is committed to the widespread use of electronic mail (e-mail) in order to improve efficiency and productivity and to save on paper.

E-mail is a valuable addition to the more traditional means of communication. It is fast and the sender can receive confirmation of when the recipients received and opened the message. Text can have files attached and can be copied to several people without the need for photocopying and postage. The potential for improved speed and efficiency is great.

Inappropriate use, however, causes many problems ranging from minor distractions, system corruptions and information overload to legal claims against SWFA and individual Volunteers.

All e-mail data stored on the SWFA's servers [individual computer hard drives] from time to time is the property of SWFA and SWFA can deal with such data in whatever manner it may decide.

Content and Style

E-mail is associated with the popular culture of the internet and, stylistically, can seem closer to speech than a written fax or memo. Users sometimes, therefore, view e-mail as an informal means of communication;

In fact it is nothing of the sort. There is a permanent written record of each e-mail message and these are considered as standard evidence in legal disputes.

Each e-mail message should be written and checked with the care given to a formal letter on the Association's letterhead. Each comment passed to colleagues or staff should be considered with the caution and foresight that would be used in a formal setting.

Each message should always include a clear subject heading which is as short and meaningful as possible. ***E-mails received that do not have a subject must not be opened and must be deleted.***

In the body of the message, try to keep to the point and keep the message short. If you need to move onto another topic you should consider sending another message.

Use e-mail with attachments wherever possible and appropriate. It cuts down on paper and saves time and photocopying costs. Do not, however, use an attachment where the text or the attachment is just as easily typed into e-mail.

The SWFA's usual standards for written correspondence apply to e-mail, both in respect of language and grammar and for consideration of people.

The laws of defamation, copyright and decency apply to e-mail. Users must not send text or images which contain anything that may bring the Association into disrepute. Information which could be regarded as sensitive or confidential should not be transmitted via e-mail.

Typing text, other than headings, in upper case is the re-mail equivalent of SHOUTING. This may be interpreted as harassment and/or bullying. Shouting via e-mail is no more acceptable than it is face to face and should be avoided.

Consider the appropriateness of using e-mail. It should not be used as a substitute for face to face communication or for using the telephone. "Flame mails" (e-mails that are abusive) can be a source of stress and damage work relationships.

If you are communicating the SWFA's policy or representing SWFA's views first ensure that you have the authority to do so.

Pay careful attention to whom you send the message and ensure it is properly addressed. Consider carefully the extent of circulation and send a copy message only to those for whom it is particularly relevant.

Responding

Never respond to any e-mail that does not have a subject. These e-mails must be deleted.

- When replying to a message, include the original message to provide a context;
- Respond promptly to e-mail sent to you. Establish a daily routine for your e-mail;
- When copying or forwarding messages take care to respect the original sender's intent;
- Avoid arbitrarily passing messages intended for one person on to others; and
- Only copy e-mail to necessary recipients and avoid unnecessary distribution.

Standards to uphold when using e-mail

- Do not use e-mail for political or commercial reasons. It should generally be used for business purposes only; and
- Report any suspicions of virus infection to the chief executive immediately.

Do notify the chief executive immediately if you receive e-mail that is inappropriate or offensive.

Personal E-mails and Monitoring

As stated above, SWFA recognises that some personal use of SWFA's e-mail system is permissible. This must be kept to a reasonable level and you should not enter into extensive e-mail correspondence on a personal basis.

SWFA may engage in the monitoring of electronic mail messages or other electronic files created by volunteers for valid business purposes, including supervision. SWFA may also monitor any e-mail messages or other electronic files created by volunteers for personal purposes if on SWFA owned equipment.

Volunteers should recognise that they do not have an expectation of privacy in relation to personal e-mails. To limit the likelihood of personal e-mail content being read you should include the word 'personal' in the subject line of the e-mail and encourage contacts to do likewise.

Housekeeping

Storing large amounts of work in the Inbox and Sent Items folder can slow down and reduce the capacity of your PC and can cause other technical difficulties. You should regularly clear out your e-mail by deleting unwanted messages and moving old but required messages to a separate folder or drive. The Association will regularly monitor to ensure this is being done.

Printing and Record Keeping

Avoid routinely printing e-mail, If a message needs to be stored for a temporary period save it to the hard disk.

E-mail Security

E-mail is neither a private or particularly secure method of communication. Outgoing messages may end up going to someone other than the recipient. This is particularly relevant when sending messages beyond the Association.

All e-mail and internet messages, text and images sent, received, downloaded or stored on the Association's system are the property of the Association. They can be inspected at any time and will be monitored to ensure compliance of this policy.

Harassment and Bullying

Sexual, racial and disability harassment and/or bullying carried out by e-mail is no less offensive to the recipient and no more tolerable to the SWFA than face to face contact.

Policies and Legal Issues

SWFA's policies regarding equal opportunities, discrimination and harassment apply to e-mail just as they do to every other aspect of working life.

E-mail is also subject to national law, in particular the Computer Misuse Act, Copyright Act, Data Protection Act and the law of libel.

The fact that e-mails can so easily and quickly be forwarded to others and that e-mails are not automatically and permanently deleted when wiped from a desktop means that defamation is a real danger. Care should be taken with the content of messages and derogatory remarks about another volunteer, SWFA Committee Officer, individual person or company should not be made.

The same rule applies to indecent, sexist, racist or obscene remarks.

Passwords

Passwords will be recorded by the chief executive for emergency use. Do not write your password down. Commit it to memory.

Colleague's passwords should never be used to gain entry to their computer, except in their absence where work is required.

To be reviewed 5 March 2017

SCOTTISH WELFARE FOOTBALL ASSOCIATION **YOUNG PLAYERS WELLBEING POLICY**

The Scottish Welfare Football Association (SWFA) is fully committed to safeguarding the welfare of all players in its care.

The SWFA recognises its responsibility to promote safe practice and to protect players from harm, abuse and exploitation.

The SWFA intends to create a safe environment for all its players participating in sport. To help achieve this, the SWFA will have in place the appropriate people, policies, procedures and practices to ensure the safety and wellbeing of players in and through sport.

The protection of young players is the responsibility of everyone within the SWFA, regardless of their role. With this in mind, the following points are highlighted:

- The welfare of the player is paramount;
- All young players, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
- All members of the SWFA have a responsibility to report concerns to the Association's Safeguarding Officer (Public Protection Officer).

Effective implementation of the Young Players' Protection Policies put into place by the SWFA will:

- Promote a consistent approach to all young player protection matters;
- Help maximise young players' safety; and
- Reassure SWFA members by increasing their confidence in engaging in activities with young players.

Any queries or concerns regarding Young Player Protection issues should be directed to the Public Protection Officer in the first instance:

Officer: Callum Shanks
Mobile: 07718289945
Email: shanks4thtanks@live.co.uk

To be reviewed 5 March 2017

Unless otherwise stated, all Policies that are included within this document were reviewed and implemented on the 27 November 2016 and will be reviewed on the 5 March 2017



John Campbell

The Scottish Welfare Football Association is
affiliated to the Scottish Football Association

**The aim of the Association shall be to foster and develop
the game of association football**