



# Terms, Conditions & Codes of Conduct

Effective Date: 1st September 2025

General Terms & Conditions	2
Code of Conduct Policy - Players Code of Conduct	5
Code of Conduct Policy - Parent Code of Conduct	6
Code of Conduct Policy - Coaches Code of Conduct	7
Code of Conduct Policy - Photography & Video Consent Form	8
Code of Conduct Policy - Coaches Social Media Policy	9
Code of Conduct Policy - Safeguarding Policy for Managers & Coaches	10
Code of Conduct Policy - Complaints Policy	11



# Terms and Conditions

## 1. Football Club Safeguarding Children Policy

EPC Development Club & Bracknell Town FC Youth acknowledges its responsibility to safeguard the welfare of every child and young person entrusted to its care and is committed to providing a safe environment for all members.

A child or young person is anyone under the age of 18 engaged in any club football activity.

We subscribe to The Football Association (FA) Safeguarding Children Policy and Procedures and endorse and adopt the policy statement contained within that document.

## 2. FA Safeguarding Children Policy Principles

The key principles of The FA Safeguarding Children Policy are that:

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of age, gender, disability, race, sexual orientation, faith or belief.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with parents/carers and other organisations is essential.

We acknowledge that every child and young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

EPC Development Club & Bracknell Town FC Youth recognises that safeguarding is the responsibility of every adult involved with the club.

## 3. Safeguarding Responsibilities

EPC Development Club & Bracknell Town FC Youth has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual and emotional harm and from neglect or bullying.

It is accepted that The FA's Safeguarding Children Regulations apply to everyone in football, whether in a paid or voluntary capacity, including:

- Volunteers
- Match officials
- Helpers on club tours
- Football coaches
- Club officials
- Medical staff

## 4. Recruitment and Vetting

We endorse and adopt The FA's Responsible Recruitment guidelines and will:

- Clearly specify roles and responsibilities.
- Request identification documents.
- Conduct interviews where appropriate before appointing individuals.
- Seek and follow up two references before appointment.
- Require an FA-accepted Enhanced DBS Check with Barred List Check where applicable.

All EPC Development Club & Bracknell Town FC Youth members working in eligible roles with children and young people, such as managers and coaches, are required to hold an in-date FA-accepted Enhanced DBS Check with Barred List Check.

Where concerns arise regarding an individual's suitability to work with children, guidance will be sought from The FA. Decisions will be made in accordance with legislation and in the best interests of children and young people.

The FA aims to prevent individuals with a history of relevant offending from having contact with children or influencing policies and practices involving children.



## 5. Whistleblowing Policy

EPC Development Club & Bracknell Town FC Youth supports The FA's Whistleblowing Policy.

Anyone with concerns about an adult in a position of trust within football can:

- Contact The FA Safeguarding Team on 0800 169 1863
- Write to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ
- Email [safeguarding@TheFA.com](mailto:safeguarding@TheFA.com)
- Contact the Police, Children's Social Care or NSPCC directly

EPC Football Club encourages everyone to understand and use The FA's Whistleblowing Policy where necessary.

## 6. Club Welfare Officer

EPC Development Club & Bracknell Town FC Youth has appointed a Club Welfare Officer in line with The FA's requirements.

The Club Welfare Officer:

- Has completed the required safeguarding training.
- Acts as the first point of contact for safeguarding concerns.
- Liaises directly with the County FA (CFA) Welfare Officer.
- Understands referral procedures for safeguarding concerns.
- Promotes awareness of respect, poor practice and abuse prevention throughout the club.

## 7. Anti-Bullying Commitment

We acknowledge and endorse The FA's identification of bullying as a category of abuse.

- Bullying of any kind is not acceptable at our club.
- Players, parents and carers should feel able to report bullying.
- Reports of bullying will be dealt with promptly.
- Serious incidents will be referred to the Club Welfare Officer and, where necessary, the CFA Welfare Officer.

## 8. Respect Codes of Conduct

Respect Codes of Conduct for:

- Players
- Parents/Spectators
- Officials
- Coaches

have been implemented by EPC Development Club & Bracknell Town FC Youth.

To validate these codes, the club has established clear actions regarding repeated or serious misconduct and recognises that sanctions may be imposed by the County FA in serious circumstances.



## 9. Reporting Concerns

Safeguarding is everyone's responsibility.

If you are worried about a child, it is important that you report your concerns. No action is not an option.

If you are worried about a child:

### i. Report to the Club Welfare Officer

If you have concerns about a child, report them to the Club Welfare Officer.

### ii. Poor Practice Concerns

If the issue relates to poor practice, the Club Welfare Officer will:

- Address the matter directly where appropriate.
- Seek advice from the CFA Welfare Officer.

### iii. Serious Concerns or Possible Abuse

If the concern is more serious, such as possible child abuse:

- Contact the CFA Welfare Officer first where possible.
- Immediately contact the Police or Children's Social Care if necessary.

### iv. Immediate Medical Attention Required

If the child requires immediate medical treatment:

- Take them to hospital or call an ambulance.
- Inform the Club Welfare Officer as soon as possible.
- The Welfare Officer will inform the CFA Welfare Officer.

### v. Unable to Contact the Welfare Officer

If you cannot contact the Club Welfare Officer, or the matter is clearly serious:

- Contact your CFA Welfare Officer directly.
- Contact The FA Safeguarding Team on 0800 169 1863.
- Contact the Police or Children's Social Care.
- Contact the NSPCC 24-hour Helpline on 0808 800 5000.
- Text 88858.
- Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).



# Code of Conduct Policy

## Players Code of Conduct

### Do you agree to:

- Play by the rules, as directed by the referee.
- Be gracious in both victory and defeat.
- Shake hands with the opposing team and referee at the end of every game.
- Listen and respond to instructions from my coach and team manager.
- Understand that coaches must make decisions that are in the best interests of the team as a whole, rather than any individual player.
- Speak to someone I trust, or the Club Welfare Officer, if I am unhappy about anything at my club.
- Always play to the best of my ability and for the benefit of the team.

### Breaches of the Code of Conduct

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

- Be required to apologise to my teammates, the opposing team, referee or team manager.
- Receive a formal warning from the coach or club committee.
- Be dropped from the team or substituted during matches.
- Be suspended from training sessions.
- Be required to leave the club.

### Declaration

By signing below, I confirm that I have read, understood and agree to follow this Code of Conduct.

**Player Name:**

**Player Age Group:**

**Player Signature**

**Date**

**Parent Signature**

**Date**



# Code of Conduct Policy

## Parent Code of Conduct

### I will:

- Share photographs only where appropriate consent has been obtained.
- Share team photographs and videos only with the consent of all other members involved.
- Use email or WhatsApp to communicate with the team manager and receive information regarding training and match arrangements.
- Ensure that an EPC / BTFC coach or manager is included in any group communications.
- Never engage in disagreements involving players, managers, parents, BTFC or EPC from the sidelines during training sessions or match days.
- Never use social media platforms to engage in disagreements involving players, managers, parents, BTFC or EPC.
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour on social media towards EPC Development Club, Bracknell Town FC members, staff, volunteers or the club itself.
- Never use WhatsApp or other team communication channels to provide feedback on matches or the performance of individual players.
- Use all club communication channels respectfully and positively at all times.

### Breaches of the Code of Conduct

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

- Be required to attend a meeting with the Club Committee, League Officials or the CFA Welfare Officer.
- Be required to undertake an FA education or awareness course.
- Be requested not to attend future matches or training sessions.
- Be suspended from club activities.
- Have my club membership removed.
- Be required to leave the club, together with any dependents involved in club activities.
- Be issued with a fine where appropriate under league or FA regulations.

### Declaration

By signing below, I confirm that I have read, understood and agree to follow this Parent Code of Conduct.

**Player Name:**

**Player Age Group:**

**Parent Signature**

**Date**



# Code of Conduct Policy

## Coaches Code of Conduct

### Bracknell Town FC Youth / EPC Coaching Code of Conduct

Respect • Unity • Development

As a coach representing EPC and Bracknell Town FC Youth, you play a vital role in the development and well-being of every young player. Our standards reflect our commitment to building a positive and respectful football environment for all. All coaches are expected to uphold the following values and behaviours:

#### 1. Respect

- Treat all players, parents, colleagues, referees and opposition with dignity and fairness.
- Communicate clearly, calmly and professionally at all times.
- Listen to player and parent concerns with patience and empathy.
- Set a positive example in both behaviour and language.

#### 2. Unity

- Create a team-first mentality, where encouragement, and cooperation are prioritised.
- Discrimination of any kind will not be tolerated.
- Work collaboratively with all staff, parents and volunteers to support the club's shared goals.
- Support and uphold the club's safeguarding, social media, health & safety and welfare policies.

#### 3. Player Development & Well-being

- Prioritise the development of each player: technically, physically, tactically, socially and emotionally.
- Create a safe, fun, and challenging environment that encourages growth and confidence.
- Be consistent and fair in discipline and always act in the best interest of the child and group.
- Encourage effort, teamwork and a growth mindset over results alone.

#### 4. Professionalism

- Arrive on time, prepared and dressed appropriately in club kit.
- Keep up to date with training methods, safeguarding guidance and coaching qualifications.
- Address issues (e.g., attendance, behaviour) constructively and through the correct channels.
- Represent the club's values at all times RESPECT on and off the pitch.
- The use of foul and abusive language in training or matches is strictly forbidden. Be a role model and ensure we are using the appropriate language for youth development.

All coaches are expected to review and commit to this Code of Conduct as part of their role at EPC / BTFC Youth.

Failure to uphold these standards may result in disciplinary action.

Together, we coach with purpose, lead with respect, and grow as one team.

**Coaches Name:**

**Date**



# Code of Conduct Policy

## Photography & Video Consent Form

This form should be completed and signed by a parent or guardian for each player participating in an EPC Development Club / BTFC Youth Team.

### Purpose

From time to time, the Club may wish to take photographs or videos of teams and individual players. EPC Development Club / BTFC Youth adheres to The FA's safeguarding and photography guidelines to ensure that all images and recordings are:

- Taken in a safe and respectful manner.
- Used only for their intended purpose.
- Used to promote and celebrate Club activities.
- Used for coaching, training and player development purposes where appropriate.

Please indicate your consent for the following activities.

### Consent Options

Match & Training Session Recording

Yes  No

I give consent for EPC Development Club / BTFC Youth to film matches and training sessions.

### Recording may be undertaken using:

- Veo camera systems
- Mobile phone recording devices
- Other approved Club recording equipment

### Photography & Video Capture

Yes  No

I give consent for my child(ren) to have their photograph or video taken by EPC Development Club / BTFC Youth.

### Social Media & Promotional Use

Yes  No

I give consent for my child(ren)'s photograph or video to be shared on EPC Development Club / BTFC Youth social media channels and other approved promotional materials.

### Additional Information

If you have any additional information, concerns or requirements relating to photography, video recording or image usage, please contact the Club's Designated Safeguarding Person.

### Declaration

By signing below, I confirm that I have read, understood and completed this Photography & Video Consent Form.

**Player Name:**

**Age Group:**

**Parent Name:**

**Parent Signature:**

**Date:**



# Code of Conduct Policy

## Coaches Social Media Policy

At Bracknell Town FC Youth / EPC, we recognise the value of social media in promoting our club, celebrating success, and keeping our community informed. To ensure consistency, safety and alignment with our values, the following policy must be followed by all staff, coaches, managers, parents and volunteers:

### 1. Centralised Social Media Management

No team, coach, manager, or parent may create or operate an independent social media account (e.g., Facebook, Instagram, X, TikTok, etc.) on behalf of any Bracknell Town FC Youth / EPC team.

All official club-related content must be shared only through the main club social media channels, managed by our media partner.

Any photos, videos, match reports or updates teams wish to share must be sent directly to our media partner for review and posting.

### 2. Safeguarding & Consent

No images or personal details of players are to be shared publicly without parental consent via pebble.

Avoid tagging, naming or identifying children unless authorised by the club's safeguarding lead.

Do not share sensitive information such as player availability, injuries or behaviour issues on any platform.

### 3. Respectful and Positive Content

All content must reflect the club's core values of Respect, Unity and Development.

Negative comments about referees, opposition, players or club personnel will not be tolerated on our platform or via personal channels.

### **Any concerns or complaints should be raised through internal club channels. Not on social media.**

Bracknell Town Youth FC is Powered by EPC. No other social media account linked to any of our teams can share any other coaching company that isn't related to EPC without the club's permission.

### 4. Disciplinary Action

Breach of this policy may result in removal from your role within the club and, if necessary, further disciplinary action.

The club reserves the right to report or request removal of any unauthorised accounts or content that misrepresents BTFC Youth / EPC.

For all media matters or to submit content, please contact Lee Simpson, Youth Chairman



# Code of Conduct Policy

## Safeguarding Policy for Managers & Coaches

Bracknell Town FC Youth / EPC is fully committed to providing a safe, positive and inclusive environment for every child and young person involved in our club. Safeguarding is everyone's responsibility - all managers and coaches must follow this policy at all times.

### 1. Commitment to Safeguarding

The welfare of every child is our top priority.

All staff must ensure players are protected from harm, abuse and neglect while in our care.

Coaches and managers must always act in the best interests of the child.

### 2. Required Checks & Training

All managers and coaches must hold a valid FA Enhanced DBS Check.

All managers and coaches must complete the FA Safeguarding Children Course and keep this up to date.

All must complete FA Emergency First Aid in Football (EFAiF) training.

### 3. Code of Behaviour

Always maintain appropriate professional boundaries.

Never be alone with a child – follow the “two adults” rule where possible.

Use appropriate language and behaviour at all times - no shouting, swearing or intimidation.

Treat every child with respect, fairness and dignity.

Challenge and report any inappropriate behaviour from players, parents or other adults.

### 4. Communication

Use only approved club communication channels to contact parents and players.

Never contact a child directly through personal social media or messaging apps.

Share training updates and team news via parents or through approved club platforms.

### 5. Reporting Concerns

All safeguarding concerns must be reported immediately to the Club Welfare Officer or Safeguarding Lead.

If a child is in immediate danger, contact emergency services first.

Keep clear, factual records of any incidents or concerns.

### 6. Good Practice at Sessions & Matches

Ensure safe ratios of adults to players at all times.

Conduct warm-ups and cool-downs properly to prevent injury.

Be aware of individual player needs, medical conditions and emergency contacts.

Ensure changing areas are supervised appropriately according to FA guidelines.

Failure to follow this policy may lead to disciplinary action and referral to relevant authorities.

Together we create a safe and supportive environment where every player can enjoy football and thrive.

For all safeguarding queries, please contact our Club Welfare Officer:

Chris Day – Email: [chrisdday@yahoo.com](mailto:chrisdday@yahoo.com) – Phone: 07967176519



# Code of Conduct Policy

## Complaints Policy

BTFC Youth and EPC Development Club are committed to providing a safe, positive environment for all players, parents, coaches, volunteers and visitors. This Complaints Policy provides a clear process for raising concerns and links directly to the Club's Parent, Player and Coach Codes of Conduct.

### Scope

This policy applies to all members, parents/carers, coaches, volunteers, spectators and club officials involved with BTFC Youth and EPC Development Club activities.

### Code of Conduct Expectations

All members are expected to follow the relevant Club Codes of Conduct. Complaints may arise where behaviour falls below these standards, including but not limited to: poor conduct on match days, abusive language, inappropriate use of social media, bullying, harassment, discrimination, breaches of safeguarding procedures, or behaviour that brings the Club into disrepute.

### Informal Resolution

Where appropriate, concerns should first be raised informally with the relevant Team Manager or Club Representative. Many issues can be resolved quickly through open and respectful communication.

### Formal Complaints Procedure

If the matter cannot be resolved informally, a formal complaint should be submitted in writing to the Club Welfare Officer or Club Committee. The complaint should include details of the incident, dates, individuals involved and any supporting evidence.

### Investigation

The Club Committee and/or Welfare Officer will review the complaint, gather information from all relevant parties and determine whether there has been a breach of the Club's Codes of Conduct, FA regulations or safeguarding requirements.

### Possible Outcomes

Following investigation, the Club may take one or more of the following actions: verbal or written warning, mediation, education or training requirements, suspension from club activities, removal from team duties, termination of membership, referral to the League, County FA or The FA, or any other appropriate sanction.

### Confidentiality

Complaints will be handled as confidentially as possible. Information will only be shared with those who need to be involved in resolving the matter.

### Malicious Complaints

Complaints found to be deliberately false or malicious may themselves be treated as a breach of the Club's Code of Conduct.

### Appeals

Any individual subject to disciplinary action may submit a written appeal to the Club Committee within 14 days of receiving the decision.

### Contact

Complaints should be directed to the Club Welfare Officer or a member of the Club Committee in the first instance.