



**HAWICK COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>Email:</p>	<p>HAWICK ROYAL ALBERT UNITED A.F.C. SECRETARY DOUGLAS LEITHHEAD</p> <p>.....</p> <p>..... - MOBILE NUMBER</p> <p>..... (LOWER CASE)</p>
<p>Address to which payment should be made:</p>	<p>BANK OF SCOTLAND</p> <p>SOFT CODE > Acc. No.</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>PLEASE SEE APPENDIX 1</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>PLEASE SEE APPENDIX 2</p>
<p>When will the donation be required:</p>	<p>MAY - JUNE 2020</p>
<p>If this is a one-off project then please give the following details -</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>BETWEEN MARCH / APRIL 2020</p> <p>415,471.04 P.</p> <p>JUST GIVING PAGE 11,500 RAISE NIGHT 1600 ANNUAL PROFIT EST. 12,159, SPONSOR 4600 TOTAL - £4859</p> <p>APPLIED FOR - LIVE BORDERS 14,000 LANGHIRE RIV 1500 E.O.S, FACILITIES AWARDS 1500 TOTAL 45,000</p>

<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>PLEASE SEE APPENDIX 3</p>
<p><u>Equal Opportunities</u> State how you take account of equal opportunities legislation by including all sections of the community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs).</p>	<p>WE HAVE AN EQUITY POLICY & CHILD PROTECTION POLICY IN PLACE WHICH COVER ALL AREAS OF DIVERSITY AS PER OUR S.F.A. LICENSE (ALL DOCUMENTS ARE INCLUDED IN THE PACKAGE)</p>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed:</p> <p>Position Held: SECRETARY</p> <p>Date: 03/03/2020</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Completed application forms, accounts and any supporting documents are circulated with the agenda and are available on the Council's public website. Following the event/project the evaluation form must be completed and returned.</p>	
<p>This completed form, accounts and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556</p>	



Hawick Royal Albert United FC

Albert Park

Mansfield Road

TD9 8AW

APPENDIX 1.

Activities –

We are an association football club from Hawick. Since amalgamating Hawick Royal Albert and Hawick United we run two football teams. One in The East of Scotland league, Hawick Royal Albert United and one in The Border Amateur League, Hawick United. Our five year plan is to introduce a pathway for players to progress to play at a higher level. Since trying to ensure a more local feel to the club by playing, in the main, Hawick and Border players, we have increased our support from a handful of people to 50/60 per home game. We host an annual charity match for the Dale Whillans foundation as well as a five aside and family open day each June. We also allow access to our facilities each year to Hawick Minis rugby for their annual tournament.

APPENDIX 2.

Assistance requested –

We have recently been flooded both on Sunday 9th. February and Sunday 16th. February. We have suffered extensive damage both inside our changing, shower and gym areas and our car park. We were in the process of bringing our car park area up to S.F.A. license standard by allowing for disabled access and parking. All of the preparatory work and materials have been washed away. The total cost to the club we have estimated at £15471.04. This includes refurbishing the two changing room and shower areas including flooring. Refurbishing the gym area and replacing the equipment which was flood damaged. Exercise bike, treadmill, rowing machine, weight lifting equipment and a punch ball. The first aid room which included a massage table was also badly flooded as well as the managers and referees rooms. The main area of cost however will be our car park which suffered the most damage. There will be a lot of cosmetic work. Once we have pumped out the water and chemically cleaned everywhere using power hoses and dryers, which we will need to hire, we will need to re decorate. We also face having to play our home matches at another venue for the foreseeable future. This will incur further costs as well as loss of income. I have included a full breakdown of costs and projected income in the package. We are applying for £5,000 to make up the shortfall from both the clubs contribution and other funding sources.

APPENDIX 3.

Other information –

The club has been flooded on 5 previous occasions over the last 20 years. Since amalgamating the two teams we have successfully achieved financial stability and encouraged local people back to Albert Park to support us. The facilities are also used to host a five aside tournament and family day every June attracting up to 16 teams both locally and from around the Borders.

I am new to the position of club secretary and do not have information regarding previous assistance. None of the former Albert committee can recall any either.

**Hawick Royal Albert United
Football Club**

Albert Park, Hawick

Equity Policy



Introduction

Hawick Royal Albert United Football Club is a member of the East of Scotland Football League. The Club Ground is Albert Park, Hawick.

This document details, promotes and supports ethics in sport, where ethics can be defined as the application of moral rules, principles, values and norms. In line with the policy of the Scottish Football Association and sportscotland the Club practices the following core values within delivering football opportunities:

- Fairness
- Integrity
- Respect
- Equity

Every member within Hawick Royal Albert United Football Club whether as players, administrators, officials, coaches or supporters – must take personal responsibility for ensuring that football activities are fun and fair for all. If we fail to do so, we will all suffer, and so will our Club. To help you to tackle these problems in a coordinated and proactive way, the Club's ethics guide examines the most common and most important ethical issues. Please take the time to read it carefully and consider what it means.

Club Governance

Club governance can be described as the system by which the Club is directed and controlled, including the distribution of rights and responsibilities among those involved in the Club. Effective Club governance is the successful management of relationships among members of the Club through fair, transparent and accountable systems and structures.

The Football Club has an obligation to govern responsibly and effectively. All Club structures, decisions and operations should be underpinned by ethical values. Like many Club issues this is not easy to achieve and often clubs stop at the stage of identifying ethical values.

In order for the Club to be administered and regulated correctly, members must agree to abide by the Club's Constitution. The Constitution outlines the function of our Club, including procedures for membership, meetings, committee structures and make-up as well as others. The Constitution will help clarify how the Club's procedures should work and it is very important that our constitution does not preclude membership to anyone on discriminatory grounds.

Another structure pivotal to the success of the Club as an ethical organisation is comprehensive disciplinary, grievance and appeals procedures. A disciplinary process must enable alleged misconduct to

be investigated, managed and sanctioned where appropriate, while at the same time uphold the rights of the individual member. This means a clear set of procedures that adhere to the principles of natural justice. Every member must agree to the Club's Codes of Conduct including general codes of conduct to other members and participants within the game of football and our Child Protection and Vulnerable Adult Policy. Anyone displaying characteristics that undermine the policies, procedures and principles within the Club will be held to disciplinary action that could ultimately lead to disqualification from all activities within our Club and Criminal Proceedings.

The Football Club also has a responsibility to ensure that we comply with the requirements of relevant legislation. Legislation is in place to ensure that people abide by certain standards of ethical behaviour. A variety of laws apply to football clubs so it is vital that the Club is aware of the legislation that is applicable to it. The Club must adhere to any legislation that is presented to us via our national governing body, The Scottish Football Association

Fair Play

Fair play refers to the conduct of individuals involved with any part of football practice, such as players on the field, spectators on the sideline, coaches in the ground, referees during a match or managers in the dressing room. It encompasses all aspects of the game or match and all individuals involved. Fair play can be defined as the upholding of fairness before, during and after and directly relating to a game/match/event. The Football Club must ensure that fair play is clearly explained and promoted to all individuals involved with football within the Club. The Club must also inform participants of the consequences that will occur if they do not play fair or cheat.

Fair play is also about consistency in practice. The standard for both behaviour and consequences must apply equally to everyone and it must not exclude or allow different interpretation for individuals because of their skills, popularity or position in the game. Consistency, although at times challenging to achieve, is vital. Fair play in the Club is best promoted through our Codes of Conduct that clearly define specific practices that capture the ethical values of the Club and game.

Data Protection in the Club

Our Football administrators need to ensure that they protect the data they process as required by the Data Protection Act, 1998.

'Processing' under the Act includes obtaining, recording or holding data or carrying out any operation or set of operations on the data including disclosure, consultation, alteration and destruction of data. Processing therefore covers a wide range of activities such as sending an email, looking at data on a screen or opening and reading a paper file.

The Data Protection Act applies to all individuals within the Club. It protects individuals from personal data being used inappropriately or recorded inaccurately and it provides everyone with a framework to achieve good standards for handling information. On request, individuals can ensure that the content of information about them is correct and the purpose for which the information will be used is clear. Representatives within the Club who control information on computer, in paper files, on video or in other media will ensure that the information is processed fairly, is accurate and secure, and is used for a specific purpose.

Human Rights in Football

It is important in football, as it is in all aspects of life, that individuals respect the rights of others and in return know what rights they can expect. This can cover a whole variety of situations, such as the amount of noise made in a building, the right to privacy, the right not to be abused and the right to live. In football human rights issues often arise as a result of an individual feeling misjudged, excluded or not supported in some way. Examples would include an individual feeling they

have not had an independent hearing of a disciplinary issue; a player feeling that the selection procedure they are subject to is biased; or a player feeling that a contract which they are bound by unfairly restricts their individual rights.

The Club has an appropriate mechanism to ensure that the rights of the members or players are being upheld. A well-structured, independent disciplinary structure is indispensable to human rights issues, as it provides a mechanism by which issues can be fairly reviewed, decided upon and actioned. It is also vital for the club to have an appeals structure that allows the individual who has been through the disciplinary process to appeal the decision and/or actions under certain provisions and conditions that ensure fairness. The Human Rights Act, 1998 was introduced as a result of the European Convention on Human Rights and is an important part of Scotland's and the UK's framework for public authorities. The Act covers a variety of areas including privacy, freedom of thought and expression, liberty and security, and protection of property, and it contains specific requirements for tribunals and hearing procedures (Article 6 of the Act). The Club appreciates the human rights of all its members at all levels and in doing so have published an appropriate policy for codes of conduct as well as good practice for child protection. These documents are available through the Club Information Pack or through the Player Welfare Officer.

Celebrating Diversity and Inclusion

The Club acknowledges that everyone has a unique range of skills and knowledge that they bring to football. We recognize this and value this diversity. We acknowledge the benefits of different cultures, abilities and lifestyles in helping to develop our club and achieve organisational objectives. In terms of recruitment of employees and volunteers, the Club recruits, selects, develops and promotes people according to the needs of the organization and the capacity to undertake the work required. In terms of participation, we promote and welcome the range of talent and knowledge of all individuals involved in the sport and in the wider community. Acknowledgement and respect for one another are critical to the development and success of our club

Equity

Equity is fundamental to the participation in and the governance, organisation and delivery of football within the Club. Equity is the practice of fairness and the upholding of social justice to ensure that all individuals are respected, have equal opportunities and have their rights protected. Equity is critical to the celebration of diversity in the Club. It is no longer acceptable for individuals to negatively discriminate or put down others on the basis of a difference in religion or faith, race or ethnicity, culture, socio-economic status, gender, sexuality, age, disability or any other social or physical categorisation. Nor is it acceptable for individuals to ignore or in any way endorse the behaviour of others who discriminate in such a way. It is important for all those involved in sport to support and promote the principles of equity, whether they are playing, refereeing, administering, managing, governing, supporting players, sponsoring, spectating, reporting or engaged in any other way in football activities.

It is imperative that when incidents of negative discrimination occur they are dealt with swiftly and effectively. Through our Codes of Conduct the Club has a clear and comprehensive disciplinary process. A process that is embedded within the constitution and linked directly to all policies, procedures and codes of the Club, in particular the equity policy.

Sexuality and Football

Negative discrimination on the basis of sexuality is frequently not considered by sports organisations and little attention is drawn towards this type of discrimination as an ethics area in sport. However, sexuality discrimination does occur in sport and is often hidden, ignored or brushed aside and not dealt with seriously or condemned as it should be. Homophobia is unacceptable and must be challenged in the sporting environment.

As with gender discrimination, discrimination on the basis of someone being gay, lesbian or bisexual can include verbal and sexual harassment and abuse, lack of

promotion, bias in selection, exclusion of membership rights, verbal innuendo, pictures, assumptions, disregard for position. It is critical that no one in the Club is unfairly discriminated against and it is vital that all individuals respect and appreciate each other for what they can offer to football, regardless of their sexual orientation. As above, the Club treats all its members equally, no matter their sexuality and anyone in breach of our rules and codes of conduct will be disciplined appropriately as defined by the Club disciplinary procedures.

Race, Ethnicity and Football

In Scotland and the UK we are fortunate to have a very diverse population where it is possible to celebrate and be proud of all types of people with all sorts of ancestry and ethnicity. Scotland is fully part of a diverse and active world which, for some time now, has seen people from Scotland leave and settle in new lands and people from other lands arrive and settle in Scotland. The wealth of this variety and new experience is immense and contributes greatly to the distinctiveness and vibrancy of Scottish life, including football. In Scottish Football we are fortunate to have Scottish participants from a whole range of backgrounds, ethnic origins and ancestry.

Racism can be best described as negative discrimination against an individual because of their colour, racial origin, ethnicity, ancestry, and/or place of birth, or an individual's identification or connection with any of these. It is not acceptable in society and must not be tolerated in any shape or form in our Club. It is every participant's responsibility in the Club to take action against racism and for our Club to create an environment where racism is unacceptable and where participants found guilty of racism are disciplined and educated accordingly.

Disabilities and Football

It is not difficult to identify with the word 'disability'. We all possess attributes that hold us back, stop us doing an activity or restrict us from full participation at some stage in our life. However for some individuals a disability may restrict them from participation in a variety of environments for a considerable length of time, even for the rest of their lives. As a result their disability may be categorised and given specific assistance in order for them to participate in a particular environment.

In football there are a variety of ways that assistance can be given in order for people with a disability to participate, such as modifications to buildings, competitions for people with the same disability, specialist equipment and/or training of helpers to give specific assistance.

The Club has an obligation under the Equality Act 2010 to provide assistance to individuals with a disability. The Club can do a lot more to assist individuals, some of which might take little effort but result in greatly increased participation and improved quality of experience for

individuals in sport. The Club will do all that it can to support any individual with a disability and will fully integrate them within the Club. Any individual displaying inappropriate behaviour is unacceptable and where participants are found guilty of discrimination will be disciplined and educated accordingly.

Faith, Religion and Sport

As a result of increasing diversity in Scotland over the years, there is now a great number of recognised religions and faith denominations. As with the other equity areas, this diversity needs to be celebrated and recognised for the valuable contributions that it offers. Whilst it is not necessary to agree with an individual's beliefs, it is important to acknowledge them and not show prejudice. In football it is important to recognise that religion or faith must not provide a basis for negative discrimination.

In football individuals can confuse pride and celebration of a team or individual with their perceived representation of a faith. Also a player or participant may consider football a platform to rally support for a particular belief. Participants, including spectators and players and all volunteers must take considerable care to ensure that they do not encourage or support negative discrimination, abuse or harassment of others because of their beliefs, religion or faith identity. The Club treats all its members equally, no matter their religious faith or beliefs and anyone in breach of our rules and codes of conduct will be disciplined appropriately as defined by the Club disciplinary procedures.

Social Inclusion & Sport

The Prime Minister, Theresa May, has defined social exclusion as "a shorthand label for what can happen when individuals or areas suffer from a combination of linked problems such as unemployment, poor skills, low incomes, poor housing, high crime environment, bad health and family breakdown".

Social inclusion refers to the methods of enabling those toward the lower end of the socio-economic range to participate and/or receive support. In football, it refers to enabling participation for all individuals in events, activities, competitions, social events, administration and other aspects of the game. The Club has a responsibility to take forward a range of initiatives to encourage and enable participation by individuals who lack the resources or support that others may take for granted. The Club will accept any member no matter of their social background and anyone displaying characteristics in breach of our rules and codes of conduct will be disciplined appropriately as defined by the Club disciplinary procedures.

22. Document Control

22.1 Mandatory Review Date (To be reviewed and published annually).

Review Date: 1st June 2020



Hawick Royal Albert United Football Club – Child Protection Code of Practice

Working with Parents:

- A register will be kept of all children taking part in activities with Hawick Royal Albert United Football Club. This will include the child's name and address as well as parent's details.
- At the end of any activity, children will not leave the company of the football club until their parent or guardian has made themselves known to the activity leader.
- Children who are making their own way home must have provided written consent from their parent or guardian.
- Parents or guardians will be given a copy of the child protection policy and be required to complete a permission slip for their child taking part in the activities of Hawick Royal Albert United Football Club.

Unsupervised Contact:

- Hawick Royal Albert United Football Club will attempt to ensure that no unsupervised contact between an adult and child will take place.
- If possible there will always be at least two adults working with children at all times.
- If it is necessary that unsupervised contact does take place, it must be established that the adult does not have a criminal record or is listed as being unsuitable to work with children.

General Conduct:

- At all times children must be treated with respect in attitude, language and behaviour.
- Physical contact between children and adults must always be safe and appropriate.
- If physical contact is necessary as part of the activity, permission must be sought by the adult and an explanation given as to the purpose of the contact.

Photography/Filming:

- Hawick Royal Albert United Football Club will not permit photographs, filming or other images of children to be taken without the permission of the child and their parent/guardian.

Suspicion of Abuse:

- If a member of Hawick Royal Albert United Football Club witnesses or suspects abuse, it is their duty to report this to the Child Protection Co-ordinator, or in their absence, to a member of the Hawick Royal Albert United Football Club committee.
- The informed person will make a record of the information and make referral to the appropriate authorities (either the police or local authority).
- It is not the responsibility of any member of Hawick Royal Albert United Football Club to investigate any suspected abuse themselves, but to pass on relevant information to the appropriate authorities through the Child Protection Co-ordinator or (in their absence) a committee member.
- Any information regarding such allegations should remain in the strictest confidence, in the interests of the child. Therefore any member of club should only share such information within the appropriate professional context.

Disclosure of Abuse:

- In the event that a child discloses to a member of Hawick Royal Albert United Football Club that abuse has taken place, they should contact the Child Protection Co-ordinator or (in their absence) a member of the committee with no delay.
- A note will then be made of what was said by the child and any dates and times mentioned by the child.
- They will then contact the appropriate authorities regarding the disclosure.

The Protecting Vulnerable Groups (PVG) Scheme:

- All volunteers who will be working extensively with children in Hawick Royal Albert United Football Club will be asked to apply for a PVG check.
- The request will be for an enhanced check.
- In line with Scottish Executive policy retrospective PVG's on existing volunteers will also be sought.



Hawick Royal Albert United Football Club – Child Protection Policy

- Hawick Royal Albert United Football Club will adopt and conform to an appropriate child protection policy that recognises the special position of children as individuals who, as a result of their vulnerability, will be awarded special protection. Each member of Hawick Royal Albert United Football Club youth section will recognise their obligation to keep children safe from physical, sexual and emotional abuse.
- Hawick Royal Albert United Football Club will ensure that all children will be treated equally with respect and dignity and that the welfare of each child will always be put first.
- Hawick Royal Albert United Football Club will plan the work of the activities of the section so as to minimise situations where the abuse of children and young people may occur.
- Hawick Royal Albert United Football Club will develop and implement a code of practice to ensure that all the activities of Hawick Royal Albert United Football Club comply with the Child protection policy.
- Hawick Royal Albert United Football Club will appoint a member as the Child Protection Coordinator, who will be responsible for implementing all child protection policies.
- Hawick Royal Albert United Football Club will apply agreed procedures for protecting children and young people to all Hawick Royal Albert United Football members and volunteers.
- Hawick Royal Albert United Football Club will ensure that all members and volunteers have clear roles in relation to their activities with children.
- Hawick Royal Albert United Football Club will use supervision of staff and volunteers as a means of protecting children.
- Hawick Royal Albert United Football Club will ensure that no member or volunteer working extensively with children has any conviction for criminal offences against children or young people.
- Hawick Royal Albert United Football Club will ensure that no member or volunteer working extensively with children is listed as a person unsuitable for such activities.
- Hawick Royal Albert United Football Club will issue guidelines on how to deal with the disclosure, suspicion or discovery of abuse.
- Hawick Royal Albert United Football Club will review the Child Protection Policy on an annual basis.

