

Membership Terms and Conditions **Updated for 2017**

Please read the following conditions, which are accepted upon completion of a membership form for Northumberland Vikings American Football Club (NVAFC);

1. Memberships with Northumberland Vikings American Football Club (NVAFC) will begin on 1/10/2017 and expire on 31/9/2018.

2. Upon signing as a member, you are liable to pay the selected annual membership fee in full, prior to the end of your membership period.

3. Memberships can be paid up front and in full, or monthly via selected payment methods (including BACS, Standing Order, PayPal, cash or cheque).

For monthly payments, these must be made on the 1st of each month for no longer than twelve consecutive months and each payment must be no less than 1/12th of the total amount due.

4. NVAFC reserves the right to suspend any members who do not meet the above responsibilities and register them as "debtors" with the British American Football Association (BAFA) at the clubs discretion. "Debtor" status may prevent members from transferring to another club and/or playing within the BAFA National Leagues until the debt is paid in full.

5. It is the responsibility of all members to register with BAFA and pay the annual fee if they wish to participate in active training, competitive scrimmages or games for NVAFC. It is also the responsibility of all members who transfer to the club to ensure they are eligible to transfer and are free from debt to any previous clubs.

6. Additional contributions outside of the membership fee may be required by NVAFC on occasion to help cover events, transport and other additional costs during the membership period.

7. It is the responsibility of members to take reasonable steps to prevent unforeseeable damage to any equipment loaned to them by the club – including but not limited to jerseys, protective wear and training equipment. All such equipment is the property of NVAFC and should be returned in usable condition if requested by the club.

Members who do not return loaned equipment, or who return it in unusable condition, may be charged an additional fee.

8. It is the responsibility of each individual member to source suitable individual medical cover and/or insurance. Under no circumstances will Northumberland Vikings American Football Club (NVAFC) be liable for any loss or damage arising from participation related injuries in the sport.

9. All members have agreed to read, understand and abide by clubs safety and welfare policies, as well as the clubs behaviour policy. See below for further information.

10. NVAFC reserves the right to reject membership applications. Renewal applications will only be approved for members who are not in debt to the club or, if applicable, on an agreed payment plan.

Further information – Safety, Welfare & Behaviour policies

At NVAFC we take the safety and welfare of our members seriously.

American Football is a high-impact, contact sport and injuries can sometimes occur. Under no circumstances will Northumberland Vikings American Football Club (NVAFC) be liable for any of the following losses or damages arising from participation related injuries in the sport (whether such losses were foreseen, foreseeable, known or otherwise): (a) loss of revenue or anticipated profits; (b) loss of business; (c) loss of opportunity.

We strongly advise that members consider appropriate individual medical cover and/or insurance. It is the responsibility of each individual member to provide suitable cover.

All members have a responsibility to safeguard Young and Vulnerable Persons who are involved in any role associated with the club. All members are expected to read, understand, respect and adhere to the clubs Youth and Vulnerable Persons Policy.

NVAFC has standards that all our members are expected to meet, regarding their conduct towards each other and as individuals. All members are expected to read, understand, respect and adhere to the clubs Player's Code of Conduct.

Player's Code of Conduct

Acceptance of club membership includes an acceptance that members will abide by Players Code of Conduct and all relevant policies. Any members found to be in breach will be liable to disciplinary action by The Disciplinary Panel.

This **Code of Conduct** outlines the standards that the club expects from each individual who represents Northumberland Vikings American Football Club (NVAFC).

- Treat everyone fairly and sensitively regardless of their gender, ethnic origin, cultural background, socio-economic background, sexual orientation, religion or political affiliation
- Know and abide by the laws, rules and spirit of the activity/event
- Safeguard the physical fitness of opponents, avoid violence/rough play and help injured opponents
- Accept the decisions of the officials without question or complaint and avoid words or actions which may mislead an official
- We train and play in different units but we are always one team
- Exercise self-control at all times and do not use illegal or dangerous tactics
- Give maximum effort and strive for the best possible performance during activities/events
- Learn to accept success and failure, victory and defeat with humility and dignity respectively and without excessive emotional displays
- Treat people as you would wish to be treated yourself
- Treat your team-mates and opponents, coaches, club officials and match officials with respect and consideration at all times
- Do not use foul, sexist or racist language at any time
- Work equally hard for yourself and your team - your team's performance will benefit and so will your own
- Resist all illegal or unsporting influences, including banned substances and techniques

Any club member is liable to disciplinary action for unsportsmanlike conduct or bringing of the club into disrepute whilst on or off the field of play or during any social function.

Northumberland Vikings – Safeguarding & Welfare Policy

The Club's Commitment

Northumberland Vikings have both a moral and legal obligation to ensure that any Members participating in any of their activities can do so in the knowledge that their welfare, safety, and well-being are safeguarded.

The Club's Responsibilities

The club is conscious of its responsibilities towards its members - these are defined as follows;

- a) Implement procedures to provide a duty of care to members; safeguard their well-being and protect them from abuse.
- b) Respect and promote the rights, wishes and feelings of members.
- c) Respond to all allegations of poor practice or abuse appropriately
- d) Implement the appropriate disciplinary and appeals procedures if necessary

The Policy

Northumberland Vikings will:

- Make this Policy accessible

- Consistently review the Policy and when or if legislation, governance or procedural changes are introduced, modify it.
- Make decisions on, and record all reported cases of misconduct.
- Appoint a disciplinary panel when necessary.
- Ensure disciplinary decisions are notified to the appropriate individuals and bodies, and are acted upon.

Responsibilities of the Welfare Officer

- Implement and promote Northumberland Vikings Safeguarding & Welfare Policy.
- Act as the main contact within Northumberland Vikings for the protection of young people
- Provide information and advice on the protection of young people
- Support and raise awareness of the protection of young people
- Communicate with Northumberland Vikings and its members on issues of young person protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues concerning the protection of young people.
- Encourage the support of procedures to protect young people.
- Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
- Maintain confidential records of reported cases and action taken.
- Liaise with the statutory agencies and ensure they have access to all necessary information.
- Regularly monitor and review the Policy and Procedures and make recommendations for updating to the Directors

Principles

This policy, the guidance given, and the procedures are based on the following principles:

- The welfare of participants is paramount.
- All Members, whatever their age, culture, disability, gender, language, racial origin, religious belief sexual identity have the right to protection from abuse and harassment.
- All Members have the right to participate in programs organised and managed by Northumberland Vikings in an enjoyable and safe environment as possible
- All suspicious incidents and allegations of poor practice or abuse should be taken seriously and responded to swiftly and appropriately.

Procedures

- Once an incident is reported to the activity/event organiser they should consult with the Head Coach.
- If an incident has been identified as poor practice - and in consultation with external advisor's - a decision will be made whether or not to suspend, temporarily, the person. Each case will be considered on its merits however The Disciplinary Panel have the right, on reasonable grounds, to suspend from any club activity any player or club member without notice.
- If it is poor practice a disciplinary hearing may be called. The Disciplinary Panel should be made up of members with regard to the following criteria:
 - No person who has been involved in bringing the case to the disciplinary hearing should sit on the Panel.*
 - Northumberland Vikings must be represented if the case relates to poor coaching practice - experience in this field must be represented.*
- The suspended person will be advised of receipt of the report and provided with copies
- The suspended person will be invited to attend the hearing which must be held at a convenient time for him/her.
- The suspended person must be given sufficient advance notice.
- The suspended person must be given the opportunity to offer his/her side of the story in person and call witnesses if applicable.
- Failure to reply to The Disciplinary Panel regarding any disciplinary hearing will render the member liable to such action as the The Disciplinary Panel sees fit.
- Once the disciplinary panel reaches a decision it should be communicated to the accused and confirmed in writing.
- A copy of the finding should be sent to the relevant employing or activity delivery organisation

Northumberland Vikings– Young Persons Welfare Policy

In addition to the Club Commitment listed in the Welfare Policy, the club also has the following policies in place, in relation to young persons:

- **The Club's Commitment:**

Northumberland Vikings has both a moral and legal obligation to ensure that any young people (deemed as under 18) participating in any of their activities can do so in the knowledge that their welfare, safety, and well-being are safeguarded. While our focus is currently fully on Adult Contact (post-18) there may be occasions where young people are involved with the club.

- a) Young people close to 18 looking to join the club after their 18th birthday may attend open / taster days or training sessions
- b) Any outside promotional activities where the club may come into contact with the general public and young people
- c) Any activities ran in schools

- **The Club's Responsibilities:**

The club is conscious of its responsibilities towards young persons welfare and these are defined in part as follows;

- a) Implement procedures to provide a duty of care to young people, safeguard their well-being, and protect them from abuse.
- b) Respect and promote the rights, wishes and feelings of young people.
- c) Safeguard and protect young people from abuse while also protecting volunteers against false allegations.
- d) Respond to all allegations of poor practice or abuse appropriately
- e) Implement the appropriate disciplinary and appeals procedures

- **The Welfare Officer – roles and responsibilities:**

- a) Implement and promote Northumberland Vikings Welfare Policy and Procedures.
- b) Act as the main contact within Northumberland Vikings for the protection of young people
- c) Provide information and advice on the protection of young people
- d) Support and raise awareness of the protection of young people
- e) Communicate with Northumberland Vikings and its members on issues of young person protection.
- f) Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues concerning the protection of young people.
- g) Encourage the support of procedures to protect young people.
- h) Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
- i) Maintain confidential records of reported cases and action taken.
- j) Liaise with the statutory agencies and ensure they have access to all necessary information.
- k) Regularly monitor and review the Policy and Procedures and make recommendations for updating to the Directors
- l) Ensure that CRB disclosure checks are implemented for all appropriate members (coaching staff etc.)

- **Principles:**

This Young persons policy, the guidance given, and the procedures are based on the following principles:

- a) The welfare of the young participants is paramount.
- b) All adults have a moral and legal duty for the care of any young person under their supervision.
- c) All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief sexual identity have the right to protection from abuse and harassment.
- d) All young people have the right to participate in programs organised and managed by Northumberland Vikings in an enjoyable and safe environment as possible

- e) All suspicious incidents and allegations of poor practice or abuse should be taken seriously and responded to swiftly and appropriately.
- f) Confidentiality should be upheld in line with Data Protection Act 1994.
- g) All reasonable steps must be taken to ensure that unsuitable people are prevented from working with young people. Volunteers wishing to take up work involving contact with young people should be considered as applications for a post. Relying on the fact that a person is known to an existing member of staff should not be taken as evidence of suitability.
- h) Any experience and/or qualifications required for the position (work with young people would be an advantage).
- i) Provide details of previous experience, voluntary or paid, of working with young people.
- j) Details of any convictions for criminal offences against young people, including any 'spent' convictions.
- k) Gain permission to carry out a criminal records disclosure.

Northumberland Vikings - Vulnerable Adults Policy

- **The Club's Commitment**

Northumberland Vikings recognises the moral and legal responsibilities towards any persons deemed Vulnerable Adults. The priority in dealing with vulnerable adults is always be to ensure of the safety and protection of Vulnerable Adults. It is ALL members' responsibility to act on any suspicion or evidence of abuse or neglect and to pass on their concerns to the Head Coach.

- **The Club's Expectation of Members**

- In situations of immediate danger, take urgent action by calling the relevant emergency services (e.g. Police, ambulance, GP)
- Have regard to your own safety and leave the situation if it is not safe for you.
- Listen to any vulnerable adult, offer necessary support and reassurance
- Issues of confidentiality must be clarified early on

Where a vulnerable adult expresses a wish for concerns not to be pursued then this should be respected wherever possible. However, decisions about whether to respect the member's wishes must have regard to the level of risk to the individual and others, and their capacity to understand the decision in question. In some circumstances the vulnerable adult's wishes may be overridden in favour of considerations of safety.

Note your concerns and any information given to you or witnessed by you.

REMEMBER IT IS NOT NECESSARY OR ADVISABLE FOR YOU TO SEEK EVIDENCE.

By supporting a vulnerable adult and carefully logging any information given to you at this stage, you will lay the foundations for an effective formal investigation.

Understand the need not to contaminate, and to preserve evidence if a crime may have been committed.