

SECTION 4

FC Bracknell Procedures



FC Bracknell's Goalpost Safety Procedure



Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in the Club must play their part to prevent similar incidents.

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
 - Portable goalposts must be secured by the use of stakes, chain anchors or appropriate anchor weights to prevent them from toppling forward.
 - It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
 - Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
 - Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
3. It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks, which cannot be replaced.
4. Goalposts, which are "home made" or which, have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
5. Guidelines to prevent toppling:
 - i. Follow Manufacturer's guidelines in assembling goalposts.
 - ii. Before use, adults should:
 - ensure each goal is anchored securely in its place
 - exert a significant downward force on the cross bar
 - exert a significant backward force on both upright posts
 - exert a significant forward force on both upright posts

These must be repeated until it is established that the structure is secure. If not, alternative goals/pitches must be used.

For reference, you should note that The F.A. and BSI have developed a standard for future purchases (PAS 36:2000), available from BSI. It is hoped this will be developed into a full British Standard in due course.

REMEMBER TO USE ALL EQUIPMENT, NOT JUST GOALPOSTS, SAFELY AT ALL TIMES.



FC Bracknell's Club Complaints Procedure



In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below.

1. They should report the matter to the Club Secretary or another member of the Committee.
Your report should include:
 - i. Details of what, when, and where the occurrence took place.
 - ii. Any witness statement and names.
 - iii. Names of any others who have been treated in a similar way.
 - iv. Details of any former complaints made about the incident, date, when and to whom made.
 - v. A preference for a solution to the incident.
2. The Club's Management Committee will sit for any hearings that are requested.
3. The Club's Management Committee will have the power to:
 - i. Warn as to future conduct
 - ii. Suspend from membership
 - iii. Remove from membershipany person found to have broken the Club's Policies or Codes of Conduct



Procedure for Dealing With an Incident/Accident

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. Alert the first-aider who should take appropriate action for minor injuries.
4. In the event of an injury regarding specialist treatment, call the emergency services.
5. Deal with the rest of the group and ensure that they are adequately supervised.
6. Do not move someone with major injuries. Wait for the emergency medics.
7. Contact the injured person's parent/guardian.
8. Complete an accident report form.