



RUSSELL MARTIN
FOUNDATION
Inspiring today for tomorrow

APPLICATION TO LET HOVE PARK 3G PITCH



RUSSELL MARTIN
FOUNDATION
Inspiring today for tomorrow

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The Russell Martin Foundation is a Registered Charity No. 1174134

WHO ARE WE?

The Russell Martin Foundation is a registered charity (charity no. 1174134) and a non profit limited company that works to impact positively upon the lives of children and young people through sport, education and opportunity.

RMF focuses on three strands to achieve this.

THE RUSSELL MARTIN ACADEMY

The Russell Martin Foundation Football Development Team consists of our expert officers who oversee the Academy participation strand of the charity.

The Russell Martin Academy supports young people aged 5-19 year, providing opportunities for players of all abilities to maximise their potential through a range of different training, challenges and activities.

RMA provides an array of football services, from Professional Development Centres and Elite sessions supporting a clear competitive pathway to recreational opportunities such as our primary schools football programme, holiday courses and utilisation of our Street Mark accreditation in partnership with StreetGames UK.

All of our Russell Martin Academy provision sets a standard of expert coach delivery ensuring that appropriate FA Level 1, FA Level 2, FA Level 3/UEFA B and UEFA A Licensed Coaches are appropriately utilised across all provision.



RM EDUCATION & TRAINING

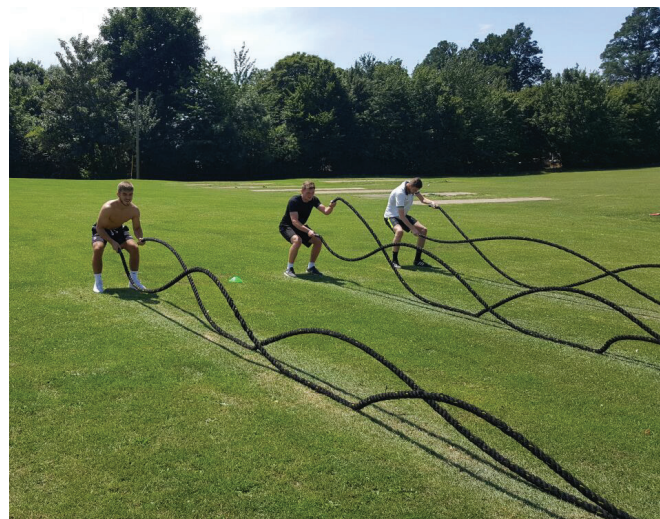
Committed to the development of creating future community role models and supporting local enterprise through opportunities provided to 11-25 year olds. This is achieved through a variety of different initiatives such as our Youth Legacy Team and young Coach Development Programme.



RM HEALTH & FITNESS

Programmes and initiatives targeting an array of challenges faced by young people, such as employability, active lifestyles, nutrition, mental health and drug awareness.

The Russell Martin Foundation are dedicated to supporting young people with Mental Health support through the delivery of bespoke training opportunities. RMF offer two Mental Health support workshops specifically designed to address mental health awareness in sport. On top of this RMF run a disability fitness and wellbeing programme.



RMF, through its various programmes and initiatives comes into contact with well over 700 children and young adults a week from the local community. This number continues to grow and will increase even further with a 3G pitch facility to help run other initiatives and programmes which will improve our inclusion and in turn the diversity of the organisation.

WHY DO WE WANT THE HOVE PARK 3G FACILITY?

We see Hove Park as an ideal base to grow our football and sporting provision. We see the facility as a key location to support a number of new initiatives to bring an active lifestyle to a much wider and diverse community.

As well as supporting the local community by providing them with a professional service, a well maintained and looked after facility we would also like to offer more provision and delivery in the below areas.

- Girls/Woman Football
- Local Grassroots Football
- Football Therapy
- Disability Football
- Walking Football
- Primary School Football
- Health and Well Being sessions
- Local player pathway and exit routes
- Talented players pathway

HOW DO WE PLAN TO ACHIEVE THIS VISION?

Girls/Women Football – We see Hove Park as a perfect base to engage and welcome more female participants to football. Our aim is to encourage more girls to participate in football outside of school.



Below are some of the plans that Hove Park 3G will allow us to implement:

- Introduction of new Wild Cats centre in line with the Sussex FA's long term development plans. RMF have already been accepted for this.
- Introduction of "Mums can play" session. This is a free session that runs alongside our girl's sessions and encourages mums to get together for an activity while their daughters play football.
- Introduction of New Year 5/6 schools league with the Hove Park 3G being the central hub for these games. This would allow schools with limited facilities the opportunity to compete and offer school football to more girls.
- Girl's mini festivals which allows local clubs to compete and offer more girls the opportunity to play locally.

Local Grassroots Football – The basis of the Russell Martin Foundation is spawned by the values of grassroots and local football. Our passion is to offer as many players opportunity to play and part of this is to support them in finding local clubs.

We also look to support local clubs by offering our knowledge and experience. Our Young Coaches Development Programme is designed to support young coaches develop and support them on their journey into coaching at grassroots clubs and beyond.

Hove Park 3G pitch will be a facility that can be utilised by clubs local to Hove Park and the surrounding areas.



Hove Park Colts

- HPC have a long standing history at the venue and we acknowledge this and would honour their requirements to allow them to bring all their age groups back to the area.
- In addition we would look to support their plans for growth with first refusal on additional bookings they may require to grow their girl's provision.
- HPC's will also be given first option on using the facility for their fixtures on Sunday mornings



Mile Oak Wanderers

- MOW are a large club with a large number of boy's teams and a number of girl's teams who currently struggle for facilities so Hove Park would be a good opportunity to support their training needs.



Hangleton Rangers

- Hangleton Rangers is another large local club that is currently struggling for facilities. The recent announcement of the loss of their mini soccer pitches has given them a need for a new home for fixtures. Hove Park could be utilised to support this need.

Exit Routes – We actively encourage players at our drop in sessions, academy sessions, school sessions and girl's sessions to try grassroots football at local clubs. We help facilitate this with clubs local to them. All of the above clubs would benefit from this particularly Hove Park Colts.

Mini Soccer Festivals will give more teams the opportunity to compete and give more players the opportunity to play. At present the current regulated league set ups can only offer a limited amount of play to a limited number of players. Our mini festivals will ensure a larger number of young players have the opportunity to play.

Grassroots CPD Events will be created to support the development of local coaches. We plan to launch a "Community Club Programme" which offers advice and guidance to coaches, delivery to local teams as well as best practice meetings between clubs. Hove Park 3G would be an ideal location for the practical side of this programme.

Football Therapy – Taken from the successful Lewes FC model we would look to create an identical platform for players with mental health conditions to play football. This session would be supported by a qualified coach and a qualified support worker.

Disability Football – We aim to create a drop in session for both young and senior players across the disability spectrum. Our Health and Well Being Officer Ben Morris is already making very good progress in this sector and recently became an ambassador for the Sussex FA Disability League.



Below are some of the plans that Hove Park 3G will allow us to implement:

- RMF and other organisations Disability sessions
- Start-up of our first RMF Disability team for both Junior and Senior age groups
- Introduction of a regular disability league to run in line and accordance to the successful league run by Sussex FA.

Walking Football – Time within the regular time table would be set aside to run a daytime and evening walking football session with the longer aim being to create teams who can then compete against each other locally.

Primary School Football – This is an area within Football that we feel currently needs more support from local organisations such as ourselves in regards to helping provide local schools with a suitable facility to play fixtures. We also see this as an area that can be better supported to encourage a more inclusive and better opportunity for players to take advantage of regardless of ability. We feel that our expertise can be transferred to support teachers to better guide and manage school teams to the benefit of all the children's development.



Below are some of the plans that Hove Park 3G facility will allow us to implement:

- Support to local schools for fixtures such as Bilingual and Cottesmore
- The introduction of a new schools league and cups for both boys and girls. This league would be regulated and facilitated by RMF staff to ensure that schools get biggest benefit possible.
- School sports days for schools like Bilingual who have limited facilities.
- CPD events for school teachers offering guidance in delivering activity based lessons

Health and Well Being Sessions – Our Health and wellbeing provision is designed to support and promote new and innovative ways to help guide less active groups towards a healthier lifestyle. Our Health and Well Being Officer Ben Morris is currently partaking in a specialised course to support the recovery of cancer patients in their journey back to health. Hove Park 3G will offer us the opportunity to run these sessions.

Ben has also expressed a desire to run sessions for the homeless to support them with a place to engage.

Local Player Pathway – Hove Park 3G will not only offer RMF and local teams a facility to enhance their ability to deliver developing sessions; it will also offer the opportunity for local players of all ages the option to book the facility to train or play on an ad-hoc basis.

Through the network of sessions run by RMF and local teams these players will have the opportunity to find a local club or session that suits. RMF are committed to engaging younger players at our Saturday drop in session and helping to develop and find local grassroots clubs.



Talented Players Pathway - As well as the grassroots pathway our prestigious Academy (RMA) not only offers all players the chance to improve but also offers talented players the opportunity to progress into our Elite and PDC sessions with the end goal being a pathway into professional football club academies.

RMF are proud to be able to offer boys and girls a pathway that takes them from 5 years old through to College placements and eventually University.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
09.00	External Hire or Community Use	External Hire or Community Use	External Hire or Community Use	External Hire or Community Use	External Hire or Community Use	RMF Saturday Soccer Drop in KS1 + KS2	Grassroots Mini Soccer Fixtures (Hove Park Colts Priority Booking)	
10.00	Used by RMF College Programme	Used by RMF College Programme	Active Body Boot Camp	Football Therapy	Used by RMF College Programme			
11.00			Active Body Boot Camp (OAP)			Hove Park Colts Wild Cats (Girls)		
12.00			Disability Boot Camp					
13.00	Primary & Secondary School PE & Sports Activity	Primary & Secondary School PE & Sports Activity	Pitch Maintenance	Primary & Secondary School PE & Sports Activity	Primary & Secondary School PE & Sports Activity	Mid Sussex League Mini Soccer Festivals	RMF Disability League	
14.00								
15.00	Primary School League and Cup (Boys)	Primary School League and Cup (Boys)	Disability Football (Youth)	Primary School League & Cup (Girls)	Bilingual After School Football Club	External Hire or Community Use	Pitch Maintenance	
16.00								
17.00	RMF Wild Cats Centre (Girls)	Grassroots Hire Hove Park Colts	Disability Football (Adults)	Grassroots Hire Hove Park Colts	Walking Football		External Hire or Community Use	
18.00	External Hire or Community Use		Grassroots Hire		RMF Elite/PDF Centre U9-U16			RMF Development Centre U7-U9
19.00		External Hire or Community Use						
20.00					External Hire or Community Use			External Hire or Community Use
21.00								
22.00	Closed	Closed	Closed	Closed	Closed	Closed	Closed	

* This timetable acts as an example of a proposed schedule

Hire Fees

Proposed hire fees per area per hour for different types of user:

Peak Time 17.00-22.00		
Full Pitch	£70	Per Hour
2/3 Pitch	£50	Per Hour
1/3 Pitch	£25	Per Hour

Off-Peak 09.00-17.00		
Full Pitch	£50	Per Hour
2/3 Pitch	£35	Per Hour
1/3 Pitch	£20	Per Hour

School Hire 09.00-17.00		
Full Pitch	£50	Per Hour
2/3 Pitch	£30	Per Hour
1/3 Pitch	£20	Per Hour

Internal Hire (RMF) 09.00-22.00		
Full Pitch	£40	Per Hour
2/3 Pitch	£20	Per Hour
1/3 Pitch	£10	Per Hour

Mini School Fixtures 09.00-17.00 (Sunday)		
1x 5v5 Pitch	£20	Per Hour
2x 5v5 Pitch	£35	Per Hour
1x 7v7 Pitch	£40	Per Hour

Hove Park Colts/Grassroots Hire			
	Peak	Off-Peak	
Full Pitch	£60	£45	Per Hour
2/3 Pitch	£40	£30	Per Hour
1/3 Pitch	£20	£15	Per Hour

****This rate will only be applied to clubs with standard chartered status****

Concession rates can be negotiated based upon length of booking.

Russell Martin Foundation Staff:

Founder and Chair of Trustees	Russell Martin
Head of Operations and Business Development	Gary Mansell
HR Administration and Safeguarding Officer	Donna Cox
Head of Finance	Paul Snelling
Senior Football Development Officer	Sergio Torres
Football and Education Programme Manager	Jay Lovett
Girls Football Development Manager	Georgia Bridges
Schools Sport Officer	Harry Shooman
Physical Activity and Well-being Officer	Ben Morris
Head of Marketing	Stuart McDonald
Sport and Activity Officer	Matt Lindner
Head of Communications	Jamie Martin
Youth Legacy Team Leader	Beth Garner



Please see diagram, next page, of the staff structure.

The organisation is run day to day by its full time staff who report into Gary Mansell the head of operations. Gary sends a monthly report to Russell Martin who he is in regular contact with. This information is stored and discussed during the Trustees meeting held once every three months.

**During a recent skills audit of the organisation's staff and Trustees it was decided that RMF would like to have more diversity on its board of Trustees and the board along with Gary Mansell are currently discussing options for personnel to welcome onto the board. The options being discussed include female, disabled and BAME personnel and will be proposed as candidates to join the board of Trustees at the next meeting where once agreed we look forward to welcoming them into RMF. They will add huge personal experience for our staff and participants and will help us improve as an organisation.*

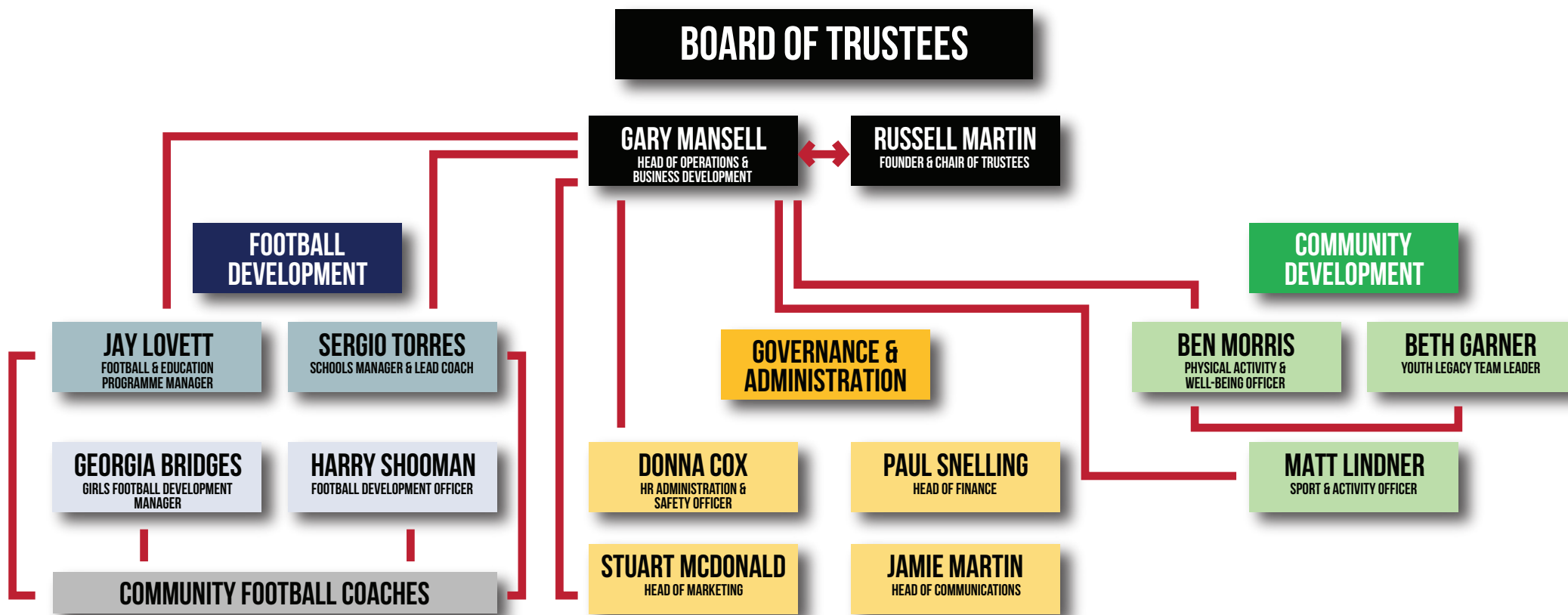
For RMF Safeguarding, Disability, Health and safety policy and Procedures please see Appendix.

The Russell Martin Foundation's diversity policy (Appendix 3) will work in line with the council's equalities requirements to make sure these requirements are met. The 3G facility will be a facility that is going to be available for the whole community. RMF will encourage usage from old and young, male and female, disabled and not, BAME and disadvantaged people. All of these groups of people attend various different sessions that RMF offer.

To add to our existing sessions and provisions we are currently in the process of agreeing to train and manage two disabled football teams (one youth and one adult) to represent RMF in the Sussex Disability Football League.

We are also looking to attain funding for walking football sessions for over 40's. Once we are able to run the session and have a facility we will welcome lots of our child participants' parents and grandparents who have made enquiries about when these sessions will start.

We have lots of players who come from all different backgrounds and ethnicities and this will continue through our community programmes (Holiday courses etc) where a number of free courses are offered and discounts given to people who might not be able to afford or haven't been to any of our sessions before and would like to see what is on offer at RMF.



How will we manage the Facility?

RMF are in the process of building a bespoke booking system to better support the needs of our services as well as the ability to manage the new facility should our application be approved. Until this system is complete our website will provide the perfect platform to take long term and ad-hoc bookings.

The below guide will form the basis of this process:

- Search engines for Hove Park 3G will be directed to our RMF website
- Customers will be able to view a weekly updated timetable of the facility usage.
- Once the customer has decided which slots they'd like they can make contact through our contact page or contact us by phone.
- Single or short term bookings can be paid for over the phone or through a link provided by our bookings manager.
- Long term and repeat bookings can be invoiced by our automated banking system.
- All hirers will be sent a terms and conditions document upon booking. This document will include information such as correct footwear, facility guidance (putting goals away, not leaving them on the wheels) as well as booking info and terms for cancellations.

How will we maintain the Facility?

RMF will seek to employ two new members of staff to manage the facility. These members of staff will ensure that routine maintenance is performed, logged and recorded in accordance to the recommended maintenance plan set by the approved facility build contractors.

The roles will consist of:

- 1x Facilities manager and 1x Facilities officer

This team will be responsible for the below duties:

- Opening and closing of the facility
- Regular maintenance and brushing of the pitch
- Overseeing of non-attended sessions by RMF or trusted parties
- Upkeep of signage and surrounding area of pitch
- Regular maintenance to all goals, equipment and fixings
- Liaising with the bookings manager to ensure suitable time is given to maintain the pitch
- Liaising with the outside service contractors to redistribute the rubber and other service requirements.

How will the Finances be managed?

RMF will ensure that the facility has a long term future and ensure the annual rental charges and sink funds are met. We would do this by ensuring that all hours of usage are charged. Every hour that adds to the wear of the facility should carry a charge that contributes towards the sink fund. This will include all school, club and RMF usage.

The Development plan for the facility will be carefully shaped to ensure that grassroots football will continue to be governed and developed, whilst offering access to a first class facility to our local partners & their programmes, our local clubs, leagues, volunteers and the general community, whilst also acting as a base for two new members of our RMF Workforce who will be employed to manage and develop the facility.

We can confirm that we have consulted a solicitor and fully understand the terms of the lease on offer, as described in the marketing particulars.

Rental Offer

Russell Martin Foundation would like to offer Brighton and Hove City Council the sum of TWENTY ONE THOUSAND POUNDS PAX (Rental £6,000 PAX + Non - negotiable Reserve Fund Charge £15,000 PA).

RMF are prepared to pay a minimum of a three month rent deposit.

Conclusion

The facility will enable the Russell Martin Foundation to offer the following:

- Affordable high quality training and match facilities for our local affiliated clubs
- Various Workforce Education Courses for local volunteers
- Small Sided Football opportunities for adults old and young
- Festivals of Football for all ages
- Engagement Programmes for 14-25 year olds via Our Youth Legacy Team and Young Coaches Development Plan.
- Act as a training base for its 6th Form Football Education programme allowing training all year round
- High quality curricular and extra-curricular sport activities for local school pupils all year round.
- Further develop it's young leadership programme and engage with local primary schools to access the facility for local football / sport festivals / Schools leagues.

The facility will also act as a key base for the following organisations;

- Hove Park Colts FC
- Mile Oak Wanderers FC
- Hangleton Rangers FC
- Cottesmore school
- Bilingual School



This 3G pitch will be a facility that the project partners, football clubs and the local community can be extremely proud of. It will be fully utilised 7 days a week, all year round and will assist in promoting a healthy active lifestyle to thousands of individuals on an annual basis.

The sustainability of this facility is a key factor for all project partners and the business plan will reflect how this will be achieved.

We truly hope that Brighton and Hove City Council looks favourably on RMF to manage this facility to enable our vision to become reality.



Stuart Berry
Club Secretary
Mile Oak Wanderers FC
44 Truleigh Drive
Mile Oak
Portslade
BN41 2YQ
T: 07971 438641
E: Club.Secretary.Mow@Outlook.com
WWW.MILEOAKWANDERERS.CO.UK
Twitter: @MOWFC

RE: Russell Martin Academy & Hove Park 3G pitch

To Whom It May Concern:

Mile Oak Wanderers FC have had a long standing relationship with the Russell Martin Academy (RMA) since its inception and we would support them fully with regards to having control of the 3G pitch at Hove Park.

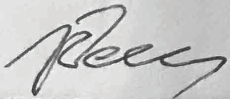
As an organisation RMA have constantly shown a high standard in all areas of its business, be it in the running of their Academy, Professional Development Centres, Education & Training and their Health Fitness programs.

With RMA running the 3G pitch at Hove Park the use of it would be put to its full potential increasing its usage and would be a great asset for the Brighton and Hove City in that it would be a positive for the City with regards to its own Active for Life programs by enabling more young people to become fit and active.

In addition to the RMA, the Russell Martin Foundation (RMF) is also another asset and great benefit to the people of our City. The RMF ensures that football is not an exclusive activity for the few but for all and in addition to this the RMF is ensuring that they create a positive legacy for the youth of our city for the future.

As a club with nearly 350 players signed on we can understand how important it is for a project like this to be run in the proper and correct way and at Mile Oak Wanderers FC we know that this is something that RMA would excel at.

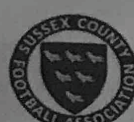
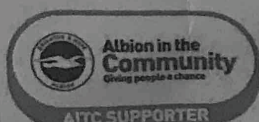
Should you have any questions regarding this letter of endorsement please do not hesitate to contact me and I will be happy to be of assistance.



Stuart Berry
Club Secretary
Mile Oak Wanderers FC



**NIKE
PARTNER
CLUB**





Cottesmore St. Mary
Catholic Primary School
THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen Acting Headteacher: Mrs Rachel Kershaw

9th February 2018

RE: Russell Martin Academy & Hove Park 3G Pitch

To Whom it may concern,

I am writing with regards to the proposal that the Russell Martin Academy have put in to have full control of the 3G pitch at Hove Park.

RMA have been working towards improving our extra curricular sports activity within our school for the past two years. In addition to running highly successful after school clubs, RMA have inspired many of our children to join their football academy sessions as well as encouraging our children to join their holiday clubs. We are currently working alongside each other to create an annual football tournament for schools within Brighton and Hove.

Having Access to a high quality 3G surface pitch will benefit not only our school, but many of the schools within Brighton and Hove that RMA are currently working with.

Primary school sport has had major investment from the government over the past few years to enable children from a young age to have access to high quality coaching, equipment and facilities.

If RMA were to have control of this pitch it would enable schools like ours to have access for teaching P.E lessons, playing fixtures and organising more regular intra and inter school sporting events.

Having worked alongside many of the RMA coaches over the past two years, and knowing the Football Development manager very well, I fully recommend that this facility is given to the Russell Martin Academy to use and help to develop sport further within our City. Their dedicated, reliable staff will ensure that primary schools will have regular access to the high quality coaching, equipment and facilities that the government are looking for.

Yours Sincerely,

Johnny Buggy
Cottesmore St Mary P.E Specialist
Cardio Kids Managing Director



The Upper Drive, Hove, BN3 6NB Tel: (01273) 555811 Fax: (01273) 555423



Hove Park Colts
26 Matlock Road
Brighton
BN1 5BF

Mr G Mansell
Russell Martin Foundation
Bank House
Southwick
West Sussex
BN42 4FN

8 February 2018

Dear Gary

Hove Park 3G

Further to our meeting and subsequent telephone conversation I would like to give the Russell Martin Foundation my full backing in their application to run the 3G facility at Hove Park.

As existing long-term users we would like to continue with and possibly expand upon our Tuesday and Thursday bookings. In addition we would also like to book an hour on a Saturday morning to run our FA Wildcats Centre and to look at hiring the 5v5 on a Sunday mornings during the playing season for our U7 and U8 teams.

I think that this will be an exciting addition to the park and will benefit the whole community.

I wish you luck with your application and look forward to working with you in the future.

Yours sincerely

Mark Sessions
Chairman
Hove Park Colts

To whom it may concern,

As a committee member of the Mid Sussex Youth & Minor Football League I am delighted in recommending Gary Mansell and Russell Martin Foundation.

Gary and RMF have worked with myself and committee members in the delivery of an exciting project for children in Sussex aged 6-11 years old.

We have found Gary and RMF to be extremely professional and pro active in their business approach. As a league we have been expanding our Futsal development program for children in the Sussex community and RMF where pro active in offering assistance in the project and helping us find good solutions for its delivery.

RMF negotiated quality facilities for the league to use and have recruited a team of qualified technical coaches to support the training and activity for the children.

Gary Mansell also developed a training program to introduce young children to the complex rules and hi tempo game helping the league with its objective of Sussex competing at a national level in this format.

The feedback from the Coaches and Parents has been excellent and its evident on the day how much the children are enjoying the experience.

We are currently on track to have offered this experience to nearly 400 children this season.

The service delivered has been excellent and delivered in a professional and helpful manner, Gary Mansell has helped in the creation of documentation for the project.

Gary managed the start up of the Shoreham based project, making sure the right equipment and people were in place, the delivery has been seamless.

RMF have further more improved the service by offering a small and discerning catering service offering traveling parents a well earned hot or cold drink.

As a league endorsed by Sussex FA it has been important that RMF were able to deliver a service aligned with our safeguarding children criteria,

Having delivered a high quality project we are now seeing growth and more potential and will reach out to RMF for support as this develops.

Yours Sincerely

Gary Emney

Mini Soccer Co-ordinator

Mid Sussex Youth & Minor Football League



MID SUSSEX YOUTH & MINOR
FOOTBALL LEAGUE



The Droveaway
Hove
BN3 7QA
01273 916212

info@bilingualprimaryschool.org.uk

Wednesday 7th February 2018

To whom it may concern

The Bilingual Primary School has been working with the Russel Martin Academy for the past 18 months.

As we have very limited playground facilities, they have coordinated an after school football club for us in the local park, and have helped facilitate our school football team.

Throughout we have been impressed with their professionalism and organisation. I am confident that they would bring these skills and expertise to manage the new facility.

Wendy King

Head teacher



RUSSELL MARTIN
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SAFEGUARDING CHILDREN POLICY AND PROCEDURES



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The Russell Martin Foundation is a Registered Charity No. 1174134

1) The Russell Martin Foundation acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any Russell Martin Foundation activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2) The key principles of the Russell Martin Foundation 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 their 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 other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in activity should be able to take part in an enjoyable and safe environment, protected from poor practice and abuse. The Russell Martin Foundation recognises that this is the responsibility of every adult involved in our organisation.

3) The Russell Martin Foundation has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations applies to everyone in football whether in a paid or voluntary capacity. This applies whether you are a representative of the Russell Martin Foundation as a volunteer, coach, trustee, full-time/part-time member of staff or associate partner of the charity.

4) We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting Russell Martin Foundation staff and volunteers, we will:

- Specify what the role is and what tasks it involves
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- Ask for and follow up with 2 references before appointing someone
- Require an FA CRC Enhanced Disclosure where appropriate in line with FA policy.

All current Russell Martin Foundation members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRC Enhanced Disclosure via The FA CRC Unit.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of the Russell Martin Foundation guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that the Russell Martin Foundation aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within our services.

5) The Russell Martin Foundation supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0844 980 8200 4787, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW10 9EQ or alternatively by going direct to the Police, Children's Social Care or the NSPCC. The Russell Martin Foundation encourages everyone to know about it and utilise it if necessary.

6) The Russell Martin Foundation has appointed Donna Cox, as the organisation's Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. Donna Cox is the first point of contact for all Russell Martin Foundation members regarding concerns about the welfare of any child or young person. Donna Cox will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. Donna will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst Russell Martin Foundation members.

7) We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at the Russell Martin Foundation. If bullying does occur, all players, staff, volunteers, trustees or associate partners should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to Donna Cox, Welfare Officer and in cases of serious bullying the Sussex County FA Welfare Officer may be contacted to seek further guidance.

8) Respect codes of conduct for participants, parents/spectators, staff, volunteers, trustees and associate partners have been implemented by the Russell Martin Foundation. To validate these Respect codes of conduct the Russell Martin Foundation has clear actions it will take regarding repeated or serious misconduct and acknowledges the possibility of potential sanctions which may be implemented by the Russell Martin Foundation in more serious circumstances.

9) Reporting your concerns about the welfare of a child or young person. 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.

i. If you are worried about a child then you need to report your concerns to the Russell Martin Foundation Welfare Officer.

ii. If the issue is one of poor practice the Russell Martin Foundation Welfare Officer will either:

- deal with the matter themselves or
- seek advice from the Sussex County FA Welfare Officer

iii. If the concern is more serious – possible child abuse, where possible, contact the Sussex County FA Welfare Officer first, then immediately contact the Police or Children's Social Care.

iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let the Russell Martin Foundation Welfare Officer know what action you have taken, they in turn will inform the Sussex County FA Welfare Officer.

v. If at any time, you are not able to contact the Russell Martin Foundation Welfare Officer or the matter is clearly serious then you can either:

- contact the Sussex County FA Welfare Officer directly
- contact the Police or Children's Social Care
- call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk

NB – The FA's Safeguarding Children Policy and Procedures are available via www.TheFA.com/Footballsafe – click on the 'downloads' under Policy and Procedures. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact the Sussex County FA Welfare Officer.

10) Further advice on Safeguarding Children matters can be obtained from:

- Donna Cox, Russell Martin Foundation Welfare Officer

T: 01273 591 364

E: Donna.Cox@rmfoundation.co.uk

- Sandra Redhead, Sussex County Football Association's Welfare Officer

T: 01903 766855

E: Sandra.redhead@sussexfa.com

- www.TheFA.com/Footballsafe

- Emailing – Footballsafe@TheFA.com

- The FA Safeguarding Children general enquiry line 0845 210 8080



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DISABILITY POLICY



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Bank House | Southwick | West Sussex | BN42 4FN

The Russell Martin Foundation is a Registered Charity No. 1174134

Foundation Disability Policy

The requirements of job applicants and existing members of staff who have a disability will be reviewed to ensure that wherever possible reasonable adjustments are made to enable them to perform as well as possible during the recruitment process and while employed by the organisation. Opportunities for promotion, access to benefits and facilities of employment will not be unreasonably limited and all reasonable adjustments will be made.

Working with Participants with Disabilities & Vulnerable Adults Coaches must:

- Respect the rights, dignity and worth of each participant regardless of disability
- Be aware that instructions may need to be repeated or rephrased, particularly if the case of younger participants
- Ensure that knowledge of all relevant disability related issues is up to date
- Develop an appropriate working relationship with each participant by ensuring that good lines of communication are established with the disabled person and/or parent/carer
- Exert no undue influence in encouraging participation
- Support and guide participants to their full potential
- Ensure that all activities are appropriate to the individual's abilities to communicate with the disabled person and/or parent/carer to establish capabilities
- Ensure awareness of medical needs by communication with the disabled person and/or parent/carer
- Ensure awareness of physical/mental capabilities by communication with the disabled person and/or parent/carer, but don't make assumptions about the limitation of a participant
- Consistently display high standards of behaviour and appearance
- Always use common sense judgement when planning sessions

The correct ratios of staff according to disability must be strictly adhered to.



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HEALTH & SAFETY POLICY



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Foundation Health and Safety Policy

Near miss - A near miss is an unplanned event that does not result in injury, illness or damage, but has a potential to do so. Near miss reporting is vitally important to prevent serious incidents.

Unsafe Working Conditions - an unsafe working condition is not an incident but area or equipment which is not suitable for safe working. It could be something as simple as a broken office chair or a trip hazard.

Environmental concerns - an environmental concern deals with the management and storage of chemicals and substances as well as refuse and containers. These could be any number of cleaning products, fuel, gases or refuse skips.

If you have any concerns in this area please report them.

General Safety during Coaching Sessions

The Charity aims to provide quality coaching sessions, through a safe, fun learning environment with qualified members of staff. During all coaching, teaching and delivery of the Charity's programmes coaches and delivery staff must adhere to the following:

- Participants must be grouped within 2 year age banding if playing sport competitively
- Coaches must not play or demonstrate against a participant
- The Charity's coaches follow the Charity Safeguarding Policy and procedures
- First aid equipment must be available at all times
- Registers, signing in / out sheets and telephone numbers must be available at all times
- Risk assessments must be completed for all venues before use
- Equipment must be checked at the start of every session
- Playing area must be checked at the start of every session
- Goalposts or other sports equipment must be checked, and staked at all times where appropriate, in accordance with FA Goalpost Safety Guidelines at the start of every session
- Safety mats must be checked prior to the start of sessions and used when appropriate All coaches must adhere to the Charity codes of conduct

In the event of an accident please follow the accident report procedures, which is to complete an accident report form, completing all the relevant information. This document needs to be handed into the RMF Operations team within 48hrs of the accident taking place.

Coaching Ratios

- Maximum of 16 participants to 1 coach. (This differs on a range of RMF projects).
- These may be lower dependant on the age or ability of the participants or higher in a school environment
- Minimum two coaches / supervisory staff should be in attendance at all times in a school environment
- Where possible each activity will have a coaching assistant

Toilet Procedures

- Participants should be encouraged to use the toilet during natural breaks in the activities or prior to the coaching session
- Participants (under 16) must not be allowed to leave the practice area to go to the toilet alone. Only when under the supervision of the head or assistant coach
- Coaches on activities must ask the coaching assistant to take the participants (under 16) to the toilet if a break is not available
- School policies must be adhered to.

Weather Procedures

The Charity will provide an alternative wet weather plan dependant on the facility used Coaches' discretion must be used to determine if playing surfaces are unplayable:

- No activity may take place during thunder or lightning
- If a sports hall is available, coaches will continue with a limited programme
- If a sports hall isn't available, the coaches will organise indoor activities from the wet weather pack i.e. a quiz or competitions within the classroom or changing area
- Participants are advised to bring drinks to all sessions however if necessary cold drinks will be available to the participants in hot weather where possible
- Coach will ensure that participants are suitably dressed for the weather conditions. Parents / participants are informed of the clothing to provide on all activities.
- Coaches are not permitted to apply sun cream on children

Missing Person Procedure

Should a member of staff or parent report a participant missing the following procedures must be adhered to:

- Any missing participants must be reported to the head coach or supervisor at the appropriate venue. Inform the Operations Manager. Check register to ensure the participant was present.
- Head coach / supervisors will then begin a structured search of the site for no more than 15 minutes.
- Operations Manager and/or Director to be informed by telephone and asked to contact parents.
- If the participant's whereabouts are still not known after 20 minutes, it is the responsibility of the Operations Manager and/or Director to contact the police.
- If an accident has occurred, please complete an Accident Report Form and document on an Incident Report Form.

Visitors Policy

All visitors must adhere to the following guidelines to ensure the safety of all participants and staff:

- RMF staff should wear their staff ID badges at all times (where appropriate when coaching).

RMF Staff

- To be responsible for their own safety and must not do anything which is likely to cause injury or risks to the health and safety of other persons: Failure to do so could result in disciplinary action being taken
- To observe all safety rules, signs and safety equipment instructions at all times; when using substances in the course of their work use, handle and store them in the prescribed manner. Any new substances to be used must be reported to their Senior Manager if information has not been provided as to the hazards and precautions relating to such substances

- To wear and use appropriate personal protective equipment and safety clothing and equipment when required
- To act on all reasonable instructions given by persons responsible for health and safety matters
- To report and record all accidents or near-miss occurrences, which may or may not involve injury to persons or damage to property or equipment, immediately to their Senior Manager
- To report all potential hazards to their Senior Manager
- To ensure that any item of equipment not functioning in the correct manner is reported to their Senior Manager; to report any work situation which might present a serious or imminent danger
- Coaches on activities must ask the coaching assistant to take the participants (under 16) to the toilet if a break is not available
- School policies must be adhered to

Assessments for Consideration

Separate Risk Assessments will take place when circumstances dictate changes in procedures or employment of:

- The awareness of pregnant women and new mothers
- The placement within the organisation of a young person who has not attained the age of 18
- These assessments will take place to ensure compliance with Health & Safety at Work Regulations.

Foundation Equality & Diversity Policy

- The Charity derives the following definitions, which appear in the Equality & Diversity Policy statement from the relevant equal opportunities legislation.

Direct Discrimination

When a person or group is treated less favourably, directly, because of a personal characteristic, such as, race, gender, disability, religion, age or sexual orientation.

Indirect Discrimination

Where a criterion, policy, procedure, practice or condition, which applies equally to everyone has the effect of disadvantaging people from a particular group and cannot be justified.

Institutional Discrimination

Is where, for example, an organisation's processes, procedures, attitudes, behaviours or organisational structures, through unwitting prejudice, ignorance, thoughtlessness and stereotyping, amount to less favourable treatment.

Harassment

Is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment having regard to all the circumstances and the perception of the victim; harassment can include behaviour that is offensive, frightening or in any way distressing.

It may be intentional bullying which is obvious or violent, but it can also be unintentional or subtle and insidious. It may involve behaviour, which may not be intended to be malicious but nevertheless is upsetting. It may be about the individual's personal identity or it may be about the identity of those with whom the individual associates.

Victimisation

Is when an individual is treated detrimentally because they have made a complaint or intend to make a complaint about discrimination or harassment or have given evidence or intend to give evidence relating to a complaint about discrimination or harassment.

Foundation Health and Well-being Policy

This policy provides an overview of the promotion of Health and Well-Being and is intended to:

- Empower candidates and staff to actively influence their lives and their living conditions.
- Provide the basis for the detailed work being carried out to develop and strengthen capacity as a healthy setting for living, learning and working.
- Offer learners and staff an indication of what provision is made for its learners in providing integrated and positive experiences and structures, which promote and protect their health.
- Create an ethos of care, respect, participation, responsibility and fairness for all.
- Offer a context and support for monitoring and evaluating.
- Principles - The promotion of Health and Well-Being has been devised to meet learners' and society's needs.

The Promotion of Health and Well-being

Promotes the physical, mental, social, spiritual and emotional health and well-being of all learners and staff. Works with others in identifying and meeting the health needs of the Foundation and its wider community. Encourages a sense of belonging and promotes self-esteem and respect among all students and staff. Provides coherent, effective working procedures that are well understood and accepted by pupils and staff. Improves the environment, resources and facilities of the Foundation. Changes to the Health and Well-Being policy will be based on well-considered rationale, involving consultation with staff, trustees and monitored and evaluated for positive outcomes.