

HOUT BAY UNITED FOOTBALL COMMUNITY TRUST

PBO NO. 930051398 (section 18a tax exempt organisation)
NPO# 165 406

The HBUFC Trust
6 Riverside Terrace
7806 Hout Bay
Cape Town - South Africa

tel: + 27 (0) 78 457 0047
email: info@hbufc.co.za
web: www.hbufc.co.za



ANTI BULLYING POLICY

Hout Bay United Football Community Trust (HBUFC) is committed to providing a caring, supportive and friendly environment where young people learn to value and respect each other and are challenged to reach their full potential through active participation.

HBUFC also:

- Respects every child's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respects every individual's feelings and views
- Recognises that everyone is important and that our differences make each of us special
- Shows appreciation of others by acknowledging individual qualities, contributions and progress

HBUFC therefore has the following policy on bullying:

Bullying is a form of violence. Bullies create fear in their victims because they themselves are experiencing feelings of disempowerment.

Forms of bullying:

- Cyber: using social media or networks to demean or belittle others
- Physical: using force such as physical pushing, kicking, hitting, pinching or any other unwanted physical contact

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- Verbal: using words to insult or hurt others such as name calling, sarcasm, spreading rumours, persistent teasing
- Non-verbal: ignoring or excluding someone
- Emotional: abusing the feelings of others, such as emotional torment through ridicule, humiliation and exclusion of individuals
- Mob: threatening with gangs or other menacing groups

Racial, sectarian or homophobic taunts, comments, graffiti and gestures and/or sexual comments and suggestions are found in all the different forms of bullying. In addition to bullying these actions are also discriminatory in terms of the Constitution.

Bullying will not be accepted or condoned. All forms of bullying will be addressed.

Learners from ethnic minorities, disabled learners, learners who are gay or lesbian, or those with learning difficulties can be more vulnerable to this form of abuse and may well be targeted.

Everybody has the responsibility to implement this policy and to work together to stop bullying — learners, parents and HBUFC members and staff.

- Anyone who reports an incident of bullying will be listened to carefully and told what will be done with the information.
- Learners will be told what is being recorded, in what context and why.
- Learners being bullied will be supported and assistance given to uphold their right to a safe HBUFC environment which allows for their healthy development.
- Those who bully will be supported and encouraged to stop bullying.

Procedures

Any reported incidents or suspicions of bullying should be reported to HBUFC.

HBUFC will investigate the complaint objectively and will listen carefully to all those involved. Where possible, the parties will be brought together to see if the issue can be resolved with a (genuine) apology.

If appropriate, parents of those involved will be informed and asked to meet with HBUFC to discuss the situation.

If the issue is not resolved the coach or programme manager or facilitator will bring together a small panel to meet with the parties together and separately to try and resolve the issue.

If a satisfactory solution cannot be reached, the small panel will decide on the course of action to be taken.

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Disciplinary Policy

Introduction

Our organisation is committed to maintaining a positive, productive, and respectful work environment. The disciplinary policy aims to ensure that all employees and beneficiaries adhere to our standards of conduct, and it provides a clear framework for addressing any breaches of these standards.

Objectives

Promote a Positive Work Environment: Foster a workplace culture based on respect, responsibility, and professionalism.

Ensure Fairness and Consistency: Apply disciplinary measures uniformly and equitably across the organisation.

Encourage Compliance with Policies: Ensure that all employees understand and comply with organisational policies and procedures.

Protect Organisational Interests: Safeguard the organisation's reputation and operational effectiveness.

Scope

This disciplinary policy applies to all employees, volunteers, beneficiaries and contractors associated with HBUFC].

Policy Details

Standards of Conduct

Employees are expected to act with integrity, honesty, and respect towards colleagues, beneficiaries, and stakeholders.

Compliance with organisational policies, local laws, and regulations is mandatory.

Any form of discrimination, harassment, or unethical behavior is strictly prohibited.

Types of Misconduct

Minor Misconduct: Examples include tardiness, minor breaches of policy, and unprofessional behavior.

Major Misconduct: Examples include theft, fraud, gross negligence, harassment, intake of alcohol and any illegal substances/drugs and any action that severely impacts the organisation's reputation or operations.

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Disciplinary Measures

Informal Measures: Verbal warnings or counselling aimed at addressing and rectifying minor issues promptly.

Formal Measures: Written warnings, suspension, demotion, or termination, depending on the severity of the misconduct.

Practical Measures: HBUFC can give financial fines especially when the misbehavior causes additional costs and operational adjustments as well as if other people are affected by the misbehavior negatively.

Disciplinary Procedures

Investigation: A thorough and impartial investigation will be conducted for all reported misconduct.

Hearing: The employee/intern/volunteer/beneficiary will be given an opportunity to respond to the allegations in a formal disciplinary hearing.

Decision: Based on the findings of the investigation and hearing, appropriate disciplinary action will be decided and communicated to the employee.

Appeals Process

Employees have the right to appeal against any disciplinary action. Appeals must be submitted in writing within 5 days of the decision.

An independent panel will review the appeal, and a final decision will be communicated within 5 days.

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Record Keeping

All disciplinary actions will be documented and maintained in the employee's personnel file. Records will be kept confidential and only accessible to authorised staff.

Implementation of the Disciplinary Policy

Communication

The disciplinary policy will be communicated to all employees/staff/interns/volunteers/beneficiaries through in person or staff meetings and can be looked at at all times.

Hout Bay United Football Community, June 2024

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DONATION IN KIND (CLOTHING) POLICY 2024

This policy helps our organisation to make football inclusive, welcoming and safe for all.

HBUFC is an organisation that believes in bringing communities together and uplifting them, we are an organisation that believes in giving opportunities, and ensuring our beneficiaries get enough support and are looked after.

We rely on donations to help support us in our mission.

As much as we appreciate the support, we also need to look after our children and beneficiaries and cannot always take adhoc pictures with the donated items and any children/beneficiaries.

It is the responsibility of the management of HBUFC to decide when and who is benefitting from your donation. We sometimes have to act swiftly and need to be sensitive when handing out donations.

We hope that all donors trust us to make the right decision!

We appreciate your understanding.

Hout Bay United Football Community, January 204

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HBUFC Financial Policy

1. Purpose

The purpose of this financial policy is to establish guidelines for financial management and oversight for Hout Bay United Football Community Trust (HBUFC). This policy ensures transparency, accountability, and integrity in financial practices.

2. Financial Responsibilities

- **Board of Directors:** Responsible for overall financial oversight, approving budgets, and ensuring financial policies are followed.
- **Financial Manager:** Manages day-to-day financial operations, implements board-approved financial policies, and prepares financial reports.
- **Finance Committee incl Co-CEO:** Oversees financial planning, monitors financial performance, and ensures proper financial controls are in place.
- **Treasurer:** Works with the Financial Committee to manage HBUFC's finances, including banking and investments.

3. Budgeting

- An annual budget will be prepared by the Co-CEO and Finance Committee and approved by the Board of Directors.
- The budget should reflect the HBUFC's goals and objectives, ensuring alignment with its mission.
- Regular reviews of budget vs. actual expenditures will be conducted, with adjustments made as necessary.

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4. Financial Reporting

- Monthly financial statements, including income statements, balance sheets, and cash flow statements, will be prepared and reviewed by the Finance Committee.
- Quarterly financial reports will be presented to the Board of Directors.
- Annual financial statements will be audited by an independent auditor and presented to the Board and members.

5. Internal Controls

- Segregation of Duties: Ensure that no single individual has control over all aspects of any financial transaction.
- Authorisation and Approval: All financial transactions must be authorised and approved by designated individuals.
- Reconciliation: Regular reconciliation of bank statements with accounting records will be performed.
- Cash Handling: All cash received must be recorded immediately and deposited into HBUFC's bank account or alternative safe place.

6. Banking and Investments

- All funds will be deposited in accounts at reputable banks.
- Investments will be made in accordance with HBUFC's investment policy and approved by the Board of Directors.
- The Treasurer and Co-CEO will have signing authority on bank accounts, with transactions requiring dual signatures for amounts over a specified threshold.

7. Revenue Management

- Donations and Grants: Proper documentation and acknowledgment of all donations and grants will be maintained.
- Donations coming from South African TAXpayers must be captured at SARS.
- Fundraising Activities: All fundraising activities must be approved by the Board and comply with relevant regulations.
- Membership Fees: Membership fees, if applicable, will be collected and recorded as per HBUFC's guidelines.

8. Expense Management

- Approval Process: All expenses must be approved according to HBUFC's approval matrix.
- Documentation: Receipts and invoices must be obtained for all expenses and kept on file.
- Reimbursement: Staff and volunteers will be reimbursed for approved expenses incurred on behalf of HBUFC, following submission of proper documentation.

9. Asset Management

- A register of all physical and intangible assets will be maintained.
- Assets will be insured against theft, loss, and damage.
- Regular physical verification of assets will be conducted.

10. Compliance

- HBUFC will comply with all relevant South African laws and regulations, including tax laws and reporting requirements.
- Annual returns and other statutory filings will be completed accurately and submitted on time.

11. Review and Amendment

- This financial policy will be reviewed annually by the Finance Committee and approved by the Board of Directors.
- Amendments to the policy will be made as necessary to ensure continued relevance and effectiveness.

Hout Bay United Football Community Trust, January 2024

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HEALTH & SAFETY POLICY 2024

1. Purpose

Hout Bay United Football Community Trust is committed to providing a safe and healthy work environment for all employees, interns, volunteers, visitors, and beneficiaries. This Health & Safety Policy outlines our commitment to minimising workplace hazards, preventing accidents and injuries, and complying with relevant health and safety legislation in South Africa.

2. Responsibilities

Management: The management team is responsible for providing leadership and resources to implement and maintain effective health and safety measures within the organisation.

Employees and Volunteers: All employees, interns, beneficiaries and volunteers are responsible for following health and safety procedures, reporting hazards or incidents promptly, and actively participating in training and awareness programs.

Health & Safety Officer: The designated Health & Safety Officer is responsible for overseeing the implementation of health and safety policies, conducting risk assessments, and providing guidance on health and safety matters.

3. Risk Assessment and Hazard Control

Regular risk assessments will be conducted to identify potential hazards in the workplace.

Appropriate control measures will be implemented to eliminate or minimise identified hazards, including providing personal protective equipment (PPE) where necessary.

4. Emergency Preparedness

Emergency evacuation procedures will be established and communicated to all staff and volunteers.

Emergency response equipment, such as fire extinguishers and first aid kits, will be maintained and readily accessible.

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5. Training and Awareness

Health and safety training will be provided to all employees and volunteers upon induction and regularly thereafter.

Awareness campaigns and communication channels will be utilised to promote health and safety practices and encourage active participation.

6. Incident Reporting and Investigation

All incidents, accidents, and near misses will be reported to the Health & Safety Officer or designated manager immediately.

Investigations will be conducted to determine the root causes of incidents and implement corrective actions to prevent recurrence.

7. Compliance and Review

HBUFC will comply with all applicable health and safety legislation, regulations, and standards in South Africa.

This Health & Safety Policy will be reviewed periodically to ensure its effectiveness and relevance to the organisation.

8. Communication

This policy will be communicated to all employees, volunteers, and stakeholders, and made readily accessible through the organisation's relevant communication channels.

9. Consultation and Participation

Employees and volunteers will be actively involved in health and safety matters through consultation, feedback mechanisms, and participation in safety committees where applicable.

10. Implementation

The successful implementation of this Health & Safety Policy relies on the cooperation and commitment of all individuals within the organisation.

This policy serves as a foundation for promoting a culture of safety and well-being within HBUFC, ensuring the protection of all stakeholders involved.

Hout Bay United Football Community Trust, June 2024.

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HBUFC LGTBQ+ POLICY

This policy helps our organisation to make football inclusive, welcoming and safe for all.

We hope to create a culture where all decisions are taken bearing in mind all lesbian, gay, bisexual and transgender people who love football.

HOW MANY PEOPLE ARE LESBIAN, GAY, BISEXUAL OR TRANSGENDER (LGBT)?

There is no definitive consensus on the demographics of the LGBT population. Estimates range from around 2% - 6% of the population as being LGBT. There are many methodological problems that make attaining such information difficult. Firstly, studies vary over how they define sexuality. Some people think sexuality is indicated by behaviour – those who have had same sex experiences count as lesbian, gay or bisexual – whilst others think that it is defined by the labels that people give to themselves. One point to note is that most studies rely on people self-reporting their own sexuality. It is possible, and in fact likely, that in this scenario many people may not be open about how they think of themselves, particularly in places where they may face negative responses to their sexual orientation.

HOW DOES DISCRIMINATION AFFECT LGBT PEOPLE AND THEIR PARTICIPATION IN SPORT?

Many academics and social commentators observe that sport co-exists with an environment where rigid definitions of masculinity and femininity persist. Masculinity is equated not only with a biological and physiological blueprint of strength and stamina, but also with certain characteristics such as being tough.

Importantly, these commentators also observe that masculinity in this environment is routinely heteronormative.

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To be masculine is to be good at sport, and also to be heterosexual. The reverse is then true: those men who aren't good at sport are the opposite of masculine – they are feminine and/or must be homosexual. In the words of Marcus Urban, the promising young German football player who quit due to the conflict he felt between his sexuality and football 'I am a soccer player, so I can't be gay'.

We see this stereotype played out in changing facilities, playgrounds and sports halls. Homophobic language in community sport is still common place, with terms such as 'faggot' and 'queer' (and their national equivalents) being regular terms of abuse for boys who don't achieve, whilst kicking it, throwing it or running like a girl remain normalised ways of subjugating opponents and sometimes fellow team mates.

Meanwhile, for women in sport, the challenge becomes a complex juggling of conflicting gender roles – being the best you can be within your chosen sport, whilst remaining 'feminine' and therefore desirable to men. Girls who excel at sport and place value on physical strength, speed, stamina or competitiveness challenge cultural notions of what it means to be a woman, and often have their sexuality and femininity questioned or undermined.

For women in positions of authority such as coaching or administrating, being a 'lesbian' is still sometimes equated with grooming younger athletes to also be gay. The consequence of this for lesbian professionals is that their sexuality becomes a risk.

This result is that those daring to cross the gender divide of particular sports are inevitably subject to speculation about their sexuality. In this environment, male gymnasts and female rugby players are equally encouraged to prove their heterosexual masculinity/femininity. These societal beliefs about who may or may not succeed in sport have lead to the considerable invisibility of lesbian and gay athletes in elite sport. Many who have participated in these environments have gone to great lengths to hide their sexuality. Some have now started to come out, but many that do, do so in the twilight of their careers or after they have stopped competing.

HOW DOES DISCRIMINATION AGAINST LESBIAN, GAY, BISEXUAL AND TRANS PEOPLE SHOW UP IN FOOTBALL?

DIRECT AND INDIRECT DISCRIMINATION

Homophobia, lesbophobia, biphobia and transphobia can be both direct and indirect. Direct discrimination is when a person is treated less well, in comparison with someone else, simply because of his or her sexual orientation or gender identity. For example, if a player was purposely left out of a team just because she was gay, this would be an example of direct discrimination.

Indirect discrimination happens when an apparently neutral specification, criteria or practice disadvantages people on the grounds of their sexual orientation unless the practice can be objectively justified by a legitimate aim. For example, if a men's team held a 'Wives and Girlfriends' party at a club where female partners entered for free, this would indirectly discriminate against any players on the team who had male partners, as they would be forced to pay for their partner to enter.

Our recruitment and employee strategy is inclusive, fair and open for all

We are aware of the emotional power of leaders in football and know that they are role models: what they say matters in creating environments that are inclusive or exclusive, safe or unsafe, and what they say influences the opinions of those who look up to them.

Our organisation has a clear understanding about acceptable language and messaging

Prejudice displayed by members & fans takes the form of direct and explicit statements or signs against LGBT people and other minorities which is unacceptable at HBUFC.

Our coaches and referees are trained to identify homophobic images and report and deal with fans and players shouting abusive language

The conduct of players on the pitch is also important. Discriminatory language against gay people such as 'poof' and 'faggot' has been used within football, both at an amateur and professional level, for a long time without sanction. This creates a negative climate for LGBT people, and is damaging for young people who look up to players as role models.

Homophobic language can again create an environment that makes LGBT people afraid of being open.

Players' conduct off the pitch, and specifically on social media, has become an increasingly important area of concern in football over recent years. Our players, members and staff are aware not to post and homophobic content on social media, on and off the pitch or at any other activities supported by HBUFC with/or without wearing HBUFC branded kit.

We offer consultations for coaches so that they are aware of how to be LGBT inclusive and non discriminatory

The average age of coming out in many countries across Europe has dramatically decreased. In Holland it is around 16, whilst studies in the UK show that the average age of coming out for under 18's has now dropped to 15 years of age. Evidence suggests that young people who are trans may know this at an even earlier age. There is minimal data on this figure in South Africa, but we assume it to be in the same range.

Accordingly, it is likely that some young people involved in youth football may be questioning their sexuality or gender identity, or already know that they are lesbian, gay, bisexual or transgender.

Homophobic language is often used incidentally by young people; 'that's so gay' being a frequent term of disparagement. Likewise, bullying based on gender identity or sexual orientation is not unusual amongst young people who can be very aware of their own and/or others' differences. Young people who use homophobic language may of course themselves be struggling with their sexuality and can sometimes be aggressive as a means of hiding their own identity.

It must be made clear in all settings where young people engage with football that language that is offensive and exclusionary will not be tolerated.

The issues in women's football vary somewhat from the men's game. Football's image as a 'men's game' has led sometimes to all women involved in football being presumed to be gay/lesbian unless proven otherwise.

Like all women athletes, female footballers have the difficult task of creating an identity playing a male sport in a society in which the ideals of femininity can often seem contrary. Whilst these 'ideals' of femininity are promoted as 'normal', it can be hard for female athletes to be themselves and to reach their potential.

Though these stereotypes are changing, one of the lasting legacies is that lesbians in football may be concerned to come out due to pressure from team mates, coaches or others who are worried about being labelled gay by association. Others may want to stay closeted to avoid confirming social/sporting stereotypes.

Experiences of female footballers vary according to country and region. In cosmopolitan environments, there may well be open lesbian players on teams who find a network and friendship group where their sexuality is accepted. But in more remote areas, and in countries with little protective legislation for LGBT people, lesbian players may suffer from indirect or direct discrimination, either through incidental or pointed language use and other social mechanisms of control. Trans women may also have a very difficult time playing football and may experience homophobia, lesbophobia and transphobia from other players, coaches and fans.

We promote and encourage women's football and celebrate a diversity of female role models and different expressions of femininity.

Governing bodies should lead the way in ensuring that female sportspeople are celebrated for their skill on the pitch, regardless of how they choose to express their gender or sexuality.

Hout Bay United Football Community Trust, January 2024

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SAFEGUARDING POLICY 2024

Hout Bay United Football Community Trust acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults participating in football and is committed to ensuring safeguarding practice reflects statutory responsibilities, is aligned to the FIFA Guardian guidelines and complies with recognised best safeguarding practice in sport.

Safeguarding is considered to be the responsibility of organisations to make sure their staff, volunteers, operations and programmes do no harm to children or adults, or expose them to harassment, abuse or exploitation. It is, however, increasingly becoming best practice to think about how we safeguard everyone in our organisations at all times, including protecting staff and volunteers from inappropriate behaviour such as bullying and harassment.

All Hout Bay community members have the right to participate in the club's activities free from non-accidental harm irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth or athletic ability.

The club recognises the human rights protections for children and adults as set out in the Bill of Rights of the Constitution of the Republic of South Africa (1996) including that "a child's best interests are of paramount importance in every matter concerning the child."

Hout Bay United Football Community Trust shall:

- promote and prioritise the safety and wellbeing of children and vulnerable adults;
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of harassment, abuse or any other safeguarding concerns relating to children and adults;

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- ensure appropriate action is taken in the event of incidents/concerns of harassment, abuse or poor practice and that support is provided to the individual/s who raise or disclose the concern;
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable persons;
- ensure robust safeguarding arrangements and procedures are in operation.

Hout Bay United Football Community Trust acknowledges that some children and adults in our community can be particularly vulnerable to harassment, abuse or poor practice and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

This policy applies to everyone attending **Hout Bay United Football Community Trust** activities whether in a paid or voluntary capacity. This includes club members, their parents/guardians or carers, club coaches, officials, helpers, medical personnel and service providers.

The **Hout Bay United Football Community Trust** Safeguarding policy and procedures will be widely promoted and are mandatory for everyone involved in club's activities. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Hout Bay United Football Community Trust shall appoint a competent person to be the club's safeguarding officer. The club safeguarding officer shall be responsible for:

- promoting the safety and welfare of children and vulnerable adults at the club;
- promoting the importance of safeguarding in the club;
- ensuring that children are listened to and are involved in decision making;
- ensuring that everyone understands their roles and responsibilities in respect of safeguarding;
- responding to safeguarding and poor practice concerns;
- liaising with SAFA Cape Town, SAPS and Social Service Providers;
- working with other organisations as required;
- acting as the designated person for Safe Recruitment practice.

Monitoring

The policy will be reviewed after three years or in the following circumstances:

- changes in legislation and/or any government guidance;
- as required by SAFA;
- as a result of any other significant change or event.

This policy was adopted by the board of **Hout Bay United Football Community Trust**, January 2024.

Annexures:

1. Vetting Procedures compliant with South African Legislation
2. Reporting & Case Management Procedures
3. Reporting Contact

Annexure 1 - Vetting Procedures compliant with South African Legislation

Vetting Procedures

1. All staff and volunteers working with Hout Bay United Football Community Trust are required to be vetted in order to establish whether they have any criminal convictions or other past behaviour that suggests that they are unsuitable to work with children or vulnerable adults.
2. Vetting must be conducted for all staff and volunteers who have regular contact with children or vulnerable adults and must meet the requirements of South African legislation.
3. Regular contact is defined as more than once per month.
4. All staff and volunteers are required to submit a current police clearance certificate no older than 3 months before being engaged by the club.
5. All staff and volunteers must also provide the club with an affidavit no older than 3 months, signed by a commissioner of oaths, that they have never been convicted of a sexual offence and that their name does not appear in Part B of the National Child Protection Register as a person deemed unsuitable to work with children or the Sexual Offenders Register and prohibited from working with children or people with a mental disability.
6. All staff and volunteers must also provide the names of two referees who will be asked to provide a written reference to the member of staff's or the volunteer's good character and suitability to work with children or vulnerable adults.
7. International volunteers working with children and vulnerable adults at the club are required to provide a current international police clearance certificate.

Hout Bay United Football Community Trust, January 2024

Reporting & Case Management Procedures

1. Everyone in the club, officers, staff, volunteers, players, parents, carers and visitors should know how to report any concerns regarding the welfare of any other person at the club. Any person may report concerns.
2. Concerns regarding Maltreatment (Harassment or Sexual, Physical, Emotional Abuse or Neglect), Poor Practice or a Perceived Failure of the club to Safeguard should be reported to the club's Safeguarding Officer.
3. Concerns must be recorded using the club's reporting concerns template. These can be completed by the person raising the concern or together with the club's Safeguarding Officer.
4. In situations where the child or adult is considered to be in immediate danger it will be necessary to notify the SAPS or social services.
5. Where Maltreatment (Harassment or Sexual, Physical, Emotional Abuse or Neglect) is reported to SAPS any member of staff or volunteer implicated in the matter will be suspended from all club activities pending the outcome of any criminal proceedings.
6. Where no criminal proceedings result from a complaint to SAPS, the club may investigate the matter to determine if there is a disciplinary case to answer.
7. Where Maltreatment (Harassment or Sexual, Physical, Emotional Abuse or Neglect) is reported to Social Services any member of staff or volunteer implicated in the matter may be suspended from all club activities pending the outcome of the social services investigation.
8. Where Poor Practice or a Perceived Failure of the club to Safeguard is reported the club may suspend any member of staff or volunteer implicated in the matter pending an investigation and any resulting disciplinary action.
9. Where appropriate the club will properly investigate any concerns raised, except where the matter has been referred to SAPS, and determine whether there is a disciplinary case to answer, whether some remedial action is appropriate or there is no case to answer. The club may appoint a suitably qualified independent investigator in such cases.
10. Any internal disciplinary hearings will be heard by an independent three-person tribunal headed by someone with a legal background. The independent tribunal will set their own rules. The appellant in disciplinary hearings will have a right of appeal before a second independent three-person appeals tribunal also headed by someone with a legal background.
11. The club will act on the recommendations of the disciplinary or appeals tribunals including where appropriate suspending or banning persons found guilty of maltreatment, continued poor practice or failure to safeguard.

12. Confidentiality is an important factor in the reporting, recording and processing of safeguarding concerns. The safeguarding concern will only be disclosed or discussed with those people within or outside the club that need to know in order to manage the case and to safeguard the individual(s) from maltreatment.
13. Individuals receiving or having safeguarding concerns should avoid attempting to conduct enquiries into the concern. Our duty of care is to report the concerns to the appropriate person and/or organisation. This may be the SAPS, social services, or the club's Safeguarding Officer(s).
14. Although incidents can be reported directly by the affected individual, the term "whistle blowing" is used to describe a complaint relating to the conduct of an individual made by someone other than the affected person.
15. Hout Bay United Football in the Community recognises that some individuals may be fearful of the consequences of making a complaint under these procedures, particularly where the perpetrator is in a position of authority. In these circumstances, where possible, the identity of the whistle blower will remain confidential.
16. Any person who makes a complaint in good faith must not be subject to reprisal or other adverse consequences because of submitting a report. These protections shall not apply to a person who intentionally makes a complaint that is false, vexatious, retaliatory or frivolous.

Annexure 3 - Reporting Contacts

Important Contacts for Reporting Concerns

Sargent Njara, Hout Bay SAPS 082-302-8370

Community Cohesion, Social Workers – 061-683 6943 & 067 289 6945

Hout Bay United Football in the Community Safeguarding Officer – Iris Henkel – 078-4570047

HOUT BAY UNITED FOOTBALL COMMUNITY TRUST

PBO NO. 930051398 (section 18a tax exempt organisation)
NPO# 165 406

The HBUFC Trust
6 Riverside Terrace
7806 Hout Bay
Cape Town - South Africa

tel: + 27 (0) 78 457 0047
email: info@hbufc.co.za
web: www.hbufc.co.za



SUBSTANCE ABUSE POLICY

1. HBUFC players/members, coaches and staff members are not allowed to take any kind of recreational drugs.
2. Alcohol or any form of drugs is forbidden before any training sessions and matches of HBUFC.
3. A breathalyser test for alcohol and urine test for drugs may be required for evidentiary purposes.
4. Note will be taken if a player, coach or staff member shows aggressive, abusive, arrogant or out of character behavior.
5. A player (and the parent – where a minor is involved) must give consent for the test.
6. If the result of the test is positive for an illegal substance, the person will be suspended for all club activities until there is a negative test.
7. The club will support the person with a positive test result to go for rehabilitation if there is interest in pursuing that route.
8. We respect player's, coach's and staff rights and as such we will help and support through the rehabilitation process.
9. No one will be forced to undergo a drug test, but must agree to participate.
10. An HBUFC related person (player, coach or staff) who refuses to undergo a drug test will be subjected to a disciplinary hearing.
11. An HBUFC related person (player, coach or staff) who is known to be handling or dealing illegal substances will be subjected to a disciplinary hearing.

Hout Bay United Football Community, January 2024

HBUFC Trust
NEDBANK
Acct # 1104500612
Branch Code 16760900



HBUFC Trust
First National Bank
Acct # 62889617985
Branch Code 204009