

Players On Loan

Policy and Procedures



Contents

Policy statement	3
Principles	4
Procedures	
Good practice when sending a player out on loan	4
Good practice when hosting a loan player	4
Loan Plyer U18	4
Essential requirements	5
Additional requirements	5
Appendices	
1.Loan player tracking form	6
2. Loan Player accommodation check sheet	8
Reference Materials	
“The Company” Safeguarding Children Policy 2021	
“The Company” Safeguarding Adults Policy 2021	
“The Company” Accommodation Policy	
The Care Act 2014	



Date of Policy: August 2021 updated August 2022 August 2023 August 2024

This policy super-cedes any other Players on Loan Policy and Procedures.

Statement

Bristol City Football Club, Bristol City Academy, Bristol City Women's Football Club, PGA-ETC, Bristol City Robins Foundation, Bristol Bears Rugby, Bristol Bears Women, Bristol Bears Academy, Bristol Bears Foundation, Bristol Flyers, Bristol Flyers Foundation, Bristol Sport Foundation, Ashton Gate and Bristol Sport are collectively referred to as "the Company".

The "Company" is committed to providing a caring, friendly, safe environment for all its members so that they can participate in any sport in a relaxed and secure atmosphere.

This guidance is designed to ensure that the "Company" can engage in a range of activities including supporting all players regardless of age who are on loan with confidence, by having planned efficiently to try and ensure that everything is in place to make the loan safe and enjoyable.

This policy sets the expectations of "the Company" and the third-party Club in the welfare and care of the player.

Principles.

"The Company" has both a moral and legal obligation to ensure a duty of care for children across its services. We are committed to ensuring that all children are protected and kept safe from harm whilst engaged in any services organised and provided by "the Company". "The Company" is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience of the activities delivered by "the Company". We are committed to ensuring that these activities will be in a safe environment, where children are protected from abuse whilst under our care. ("the Company" Safeguarding Children Policy 2024)

The rights, dignity and worth of all adults will always be respected. ("the Company" Safeguarding Adults Policy 2024)

"The Company" recognises that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs. A disability or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare in accordance with the Care Act 2014.

The role of loaning a player to another club has many benefits for "the Company", the other club and the player. These include regular appearances and gaining experience for the player, while assisting both clubs in the arrangement.

It is potentially a short notice decision for a player to represent another club. However, this should not be at the detriment of the player's safety and well-being. (appendix 1 – Loan player tracking form)

Procedures

Good practice when sending a player out on loan

- “The Company” to have a copy of the other club safeguarding policy sent to the SSO (Senior Safeguarding Officer)
- The SSO to have contact details of the other club DSO / Welfare Officer
- “The Company's” loan player representative should have a nominated point of contact at the other club
- “The Company” loan player representative must have regular discussions with the player and record the time and date. Where a safeguarding concern is highlighted, this must be entered on “My Concern” immediately for the attention of the SSO
- Prior to departure the loan player to be reminded of contact details of both clubs and how to raise a concern
- The player to be reminded of their conduct with reference to social media.
- The player to be made aware of this policy
- If accommodation is required, this should be checked by SSO and follow “the Company” Academy Accommodation Policy’ principles. (Accommodation policy 2021) (appendix 2)
- The player should not be out of pocket with expenses incurred through travel or accommodation and these arrangements must be agreed with the Academy / First team Manager prior to departure.

Good practice when hosting a player on loan

“The Company” will often have players on loan from other clubs, with this in mind it is important that:

- All “Company” players be made aware of their professional responsibility as role models and elite athletes
- All loan players joining “the Company” to adhere to “Company” expectations with regard to being an “elite athlete”
- All loan players will have a designated key contact within the first team staff or Academy.
- For any safeguarding concerns they will be given access to “My Concern” for the duration of their loan.

Loan player U18

Where a player is under the age of 18 going on loan can be classed as work experience. This could be with a Football League Club or a club outside of the professional game, The Academy should ensure that the following process is followed:

Essential requirements:

- **English Football League: Standard work experience permission letter.** This is managed by the club secretary.
- **Club Academy Loan player form.** This is a good practice checklist completed by the club along with contact details of the SSO. (See appendix1)
- **The Safeguarding policy from the club the player will be going to.** This is a fundamental document that the loan club must evidence before any loan can be authorised. The SSO will review the Policy to ensure it is robust and safeguards the young player whilst on loan.

Additional requirements:

- Any club who wishes to loan a player from the Academy must have a nominated Safeguarding / Welfare Officer to whom the player must be introduced. The clubs nominated Safeguarding Officer should also be given the contact details of the SSO should any safeguarding issues arise during the players loan period
- Any U18 player from the Academy that goes on loan/work experience must be able to make their own way to that club's training and matches as required
- Players will also remain in their current accommodation where possible and only travel to their loan club for training and matches when required
- Should a player be sent on loan/work experience before completing their Education Programme, then the club's Head of Education will contact them on a weekly basis to monitor and support the completion of this work
- Whilst on loan/work experience, the Academy Welfare Manager will contact the player on a weekly basis to ensure that they are happy and comfortable at the loan club
- The Academy Manager or nominated person will also receive reports from the loan club on a weekly basis to monitor the player's progress.

Date reviewed	Position	Owner
August 2021	Executive Board	M.A. Martin
August 2022	Executive Board	
August 2023	Executive Board	
August 2024	Executive Board	





Appendix 1

Loan Player Tracking form

Prior to the loan	Action	Date
Identify need		
Agree appropriate level of club		
Staff member assigned to manage loan		
On contacting loan club		
Agree staff point of contact		
Duration of loan		
Expenses: Accommodation Food Travel		
Safeguarding/Welfare procedures		
Fixtures/training schedule		
Start date		
Agreed nos. of games to be played in.		
LOAN PAPERWORK COMPLETE		
Meeting with player to agree		
Duration of loan		
Purpose of the loan		
Games/training programme		
Welfare issues		
Points of contact		
Accommodation		
Host Family Hotel/Appartement Live at home		

During the loan- please keep records/dates and attach or indicate where stored		
Speak to the player before/after the match		
Look at footage of the game		
Feedback conversation with the player		
Conduct observations in person		
Update players clock with training and minute time		
Keep in regular contact with the club point of contact		
Post Loan		
Feedback gained from loan club		
Review meeting with loan player		
Any follow up taken with loan club		
Club review meeting		
New programme given to player		

Notes

Signed

Date



Appendix 2

Loan Player Accommodation check sheet

PART 1. Details to be completed **prior** to Player going on loan

How long is proposed loan?

Where will scholar be accommodated?

What dietary arrangements have been put in place?

.....

What medical provision is to be put in place for the Player whilst on loan?

.....

How will the player initially get to the Club?

.....

Who will meet him on arrival?

Has the Players' family been informed?

Part 2 Accommodation complete either part A or B

- A. A preliminary visit must be completed **prior** to the Player going on loan-please note the Player **MUST** have his own room.

Host Family accommodation

First impressions:

Is the home clean and tidy?

Is the Host Family warm and welcoming?

Are there other Scholars at the home?

What is the neighbourhood like?

Is the home within a 10-mile radius of the Club?

Is there provision for the Player to have their own transport if not how will the Player get to the Club?

Ask for and attach a copy of the Home Rules to this form

Ask for and attach a copy of the Host Family DBS certificate

Ask for and attach a copy of safety checks documentation for the property

Where are the fire alarms situated? -----

Is there adequate provision in the Players room? -----

What toiletry facilities are available for the Player? -----

Does the bathroom and toilet have a lock on them? -----

B. If in Hotel accommodation the Player MUST have his own room.

Outline the provision being made for the Player include dietary needs -----

Check fire arrangements and complete a risk assessment attach a copy to this documentation.

Please note that if the Player is under 18 yrs. ask what supervision is being provided

PART 3. During the period of the loan the Player should receive a minimum of 2 visits to the accommodation unless the loan period is under 2 weeks. This is in addition to visits to the Host Club.

A report should be completed for all visits and attached to this documentation.

Should there be any concerns The Club SSO should be informed immediately using *My Concern*