

# Scouts

and

# Agents

## Policy and Procedures





## Scout and Agent Policy and Procedures

**Date of Policy: October 2020 updated October 2021 October 2022 October 2023 October 2024**

This policy super cedes any other scout and agent policy and procedures document.

### Safeguarding Policy Statement

Bristol City Football Club Bristol City Women, PGA-ETC, and Bristol City Foundation (together known as “Bristol City Football Club”) Bristol Bears, Bristol Bears Academy, Bristol Bears Women and Bristol Bears Foundation (together known as “Bristol City Rugby Club”), Bristol Flyers and Bristol Women’s Football Club. All of these organisations together with Ashton Gate and Bristol Sport, Bristol Sport Foundation (referred to as “the Company” within this policy) acknowledge the duty of care to safeguard and promote the welfare of children.

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.

As part of our safeguarding policy “the Company” asks all visitors to its sites, with particular reference to scouts and agents to follow the procedures as outlined below.

## Procedures

### SCOUT & AGENT REQUESTS

- All requests for U23 & U18 fixtures must be sent to [niamh.brown@bcfc.co.uk](mailto:niamh.brown@bcfc.co.uk) no later than 12pm the working day before any fixture (PL Rule 222.1).
- All requests for U9-U16 fixtures must be sent to [niamh.brown@bcfc.co.uk](mailto:niamh.brown@bcfc.co.uk) no later than 12pm two working days before any fixture (e.g. must be received on a Friday for a Sunday fixture).

- A confirmation email will be sent to confirm attendance and the named visiting official will be added to the scouts list for that fixture only. If you do not receive a confirmation email you have not been added to the scouts list and will not be permitted to attend.
- Any request made after this time will not be added to the scouts list and the visitor will be turned away should they arrive at SGS College, WISE Campus or any Bristol City football club or “Company” sites.
- Please note that only one representative per organisation will be permitted to attend any fixture.
- Any agent/intermediary that is visiting any Bristol City FC Academy site must be named on the most recent FA Registered Intermediary list and be approved to work with minors. Anyone not on this list will be asked to leave the site immediately.
- Any agent/intermediary that is visiting the WISE Campus for the first time must be approved by the Bristol City FC Academy Manager before they are permitted to attend. This will be via the form of a phone call so please provide a contact number.

## **MATCH DAY PROTOCOL**

- All attending officials should report to the Bristol City FC Academy building where they will need to show their official photo ID (or provide some form of photo ID) and sign in with our match day co-ordinators.
- The visiting official will be given a Bristol City FC scout/visitor’s pass which they must wear at all times during their visit.
- Please arrive no earlier than 20 minutes before kick-off.
- If you are going to be late to the fixture (e.g. after the kick-off time) please contact the match day co-ordinators on the mobile numbers given in the confirmation email.
- Only those who have contacted the Academy in advance and are on the scouts list will be escorted to the relevant viewing area.
- Any guests or visitors accompanying the representative that has not had prior approval to attend the match will be refused entry and escorted off site.
- There will be a “designated officials” viewing area on each pitch. Please note, we do not allow multiple game viewing unless prior permission has been given.
- Team sheets will not be provided to visiting officials other than at U18 and U23 PDL & FA fixtures.
- At the end of the fixture, all visiting officials will be escorted to the Bristol City FC Academy building where they will need to sign out and return their pass.
- Any visiting official found speaking to parents or players directly will be escorted back to their vehicle and asked to leave the site. It is at the discretion of the Academy Management team as to whether the representative in question will be refused entry for the remainder of the season.
- Smoking or consuming of alcohol is not permitted at any time whilst on site in any capacity.

Date reviewed	Position	Owner
October 2020	Executive Board	M.A. Martin
October 2021	Executive Board	
October 2022	Executive Board	

