



# Scouts Policy

NEWPORT COUNTY AFC

<b>Document type</b>	Scouts Policy
<b>Drafted by</b>	Ben Jones
<b>Signed off by</b>	Gavin Foxall
<b>Board review and agreement</b>	April 2019
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## **1. Position and Values**

Newport County AFC's Recruitment Officer takes lead responsibility for scouting new talent and for line managing the four part-time talent scouts employed by Newport County AFC (NCAFC) who seek to identify promising young players through attendance at:

- Soccer schools
- Saturday/Sunday junior schools
- Inter county soccer
- Tournaments/Festivals not involving other professional clubs

Our representatives will not scout at academy soccer and centre of excellence games (Below U16's) unless prior arrangements have been made with both clubs involved. The Club has a relatively small team and our player scouts may also receive tips from parents, peers, colleagues and occasionally agents.

Where recruitment results from a recommendation or communication to the Club or its representatives from an individual who is not formally employed by the Club, reasonable expenses may be paid and a donation may be made to the club or school linked to the person who identified the talented player (all payments must be appropriately invoiced to ensure transparency and in line with good practice and any individual 'informally acting as a scout' must be able to demonstrate a legitimate reason for attendance at training or matches). Safeguarding and promoting the welfare of young people is of paramount importance to NCAFC and all scouts practice in accordance with the Club's safeguarding policy and procedures. This policy sets out clear expectations around scouting activity, behaviour and safeguards.

## **2. Recruitment and Deployment of Scouts**

NCAFC has a robust and rigorous safe recruitment process for scouts against a clear job description. All scouts are subject to the following:

- Enhanced DBS checks
- Take up of references indicating that they are suitable and appropriate people to undertake a role with children and young/vulnerable people
- Full induction to their role and to club policies by the Recruitment Officer and Academy Manager including:
  - Codes of conduct
  - Orientation to the Club's safeguarding framework, policies, reporting processes and linked policies (including Equality and Diversity Policy) by NCAFC's Designated Safeguarding Officer (DSO)
  - Recognised direct delivery Basic awareness child protection and safeguarding training e.g. the FA 'Safeguarding Children and Young People in Football' workshop
- Registration with EFL Club through the Single Central Record (SCR)
- Issuing of Club ID badges, which includes a photograph, to be renewed every season and which states the year of that current season. (ID badges are always recovered from any scout who is no longer involved with the club and their details are removed from the SCR).

### **3. Professional Training and Development**

NCAFC provides training for scouts and continued professional development to ensure that they:

- Recognise the issues related to safeguarding children and understand our club's policies and procedures.
- Know who the Designated Safeguarding Officer (DSO) is at the club, the Academy and across the Club's activities and services.
- Understand the talent requirements of the club
- Provide a positive first impression and promote and enhance the club's image.
- Understand how to demonstrate club loyalty.
- Understand all aspects of grass-roots football including how to approach managers/club coaches in an appropriate manner.
- Know what The FA and EFL rules are in relation to the recruitment of young players.
- Understand the nature of creating positive, professional relationships with families and players and others they liaise with.
- Recognise that they must complete appropriate paperwork required by the club.
- Receive regular supervision and training appropriate to the hours of work and the role they hold.

NCAFC has a very holistic and long-term approach to player recruitment and development. The Recruitment Officer is an integral part of the Academy and Club team attending weekly meetings with all of the key coaching, management and support staff. Scouts will also be expected to attend Club training, briefings and meetings as required to ensure they are kept fully informed and up to date.

### **4. Bogus Scouts**

Across the football landscape you will regularly be aware of scouts both in the UK and abroad who claim to be acting on behalf of a Premier League or Football League club who simply are not. These individuals present potential risks for young people and their families and may:

- ask families/individuals to pay them in return for promises of trials or extra training or to cover insurance or medical fees or transport
- say they can give players extra training in order to get you a trial
- have scruffy or old or odd-looking identification (but it may also look very convincing)
- have a letter supposed to be from someone at our Club
- wear old or scruffy Club kit (although some may look very smart)
- offer to take a player to a trial
- approach players and/or parents through social networking (Facebook, twitter etc)

Our staff are trained and encouraged to be alert to and to make both players and parents aware of the dangers associated with bogus scouts. We advise players, coaches and parents/carers to:

- never assume that an individual is a proper Club scout just because they say they are
- always ask for identification and checking it closely
- look closely at any kit/uniform but not assuming that professional or branded clothing indicates means a proper scout

- contact the Club’s DSO, Recruitment Officer or Academy Manager to verify the person’s identity
- never make any payments to them for any reason –a genuine approach will not involve any financial exchange
- ensure players know to never agree to go anywhere with them, especially if no parent/trusted adult knows where you are or where they are going
- always challenge any unidentified or suspicious adults observing children’s matches and report concerns to the DSO or to the Police if there are any immediate concerns about safety

## **5. Scouts Attending Policy**

All clubs wishing to send scouts to Newport County Academy home games must request permission at least 48 hours prior to the commencement of the fixture. All requests made with less notice will be refused.

An acknowledgement e-mail will be sent by return e-mail to confirm the scout’s attendance. All requests must be sent by email to the Club DSO and be age group specific. Scouts will not be allowed to view any other age groups on this visit. A maximum of one scout per age group will be allowed. Any representatives who turn up without prior authorisation or without suitable ID will be asked to leave the premises

Scouts must report to the Academy office at least 10 minutes prior to kick off but should not arrive at the training ground any earlier than 20 minutes prior to kick off. All scouts will produce an official current season photo ID pass.

The making of approaches or communication of any kind with players or parents is strictly forbidden. Photography or video of any kind is not allowed.

Any breach of these rules will be reported to the Football League/Premier League and the originating clubs will be refused subsequent requests for Newport County fixtures.

## **6. NCAFC Scouts Attending Matches**

The Ticketing Manager, Poppy Reynish, will email clubs to inform them of the intention of specific scouts to attend a specific match at least 24 hours before the kick off time (at all levels including grass roots)

Once notification of authorisation has been received from the club, the Recruitment Officer will email our scouts via the PMA to inform them of the match and ticket collection and any other agreed arrangements. Our Scout will then respond confirming these arrangements and confirming their commitment to the following Youth development rules:

0 230	Code of Conduct for Scouts
0 232.2	Produce their ID card upon request
0 233	Inform the club of their arrival
0 234	Comply to any documentation regarding the approach procedure and processes that the home club has for their players

## **7. Scouts Code of Conduct and Method of Approach**

Scouting in the professional game is a difficult activity and all representatives need to work with a degree of independence and show initiative. NCAFC believes that, the intensity and increase in activity by professional clubs to acquire and unearth talent makes it vitally important that club representatives work within the rules and regulations laid down by The FA. Club representatives are responsible to the Recruitment Officer.

The following points provide a simple but sensible code for all our club scouts/representatives to follow:

- Identification: each scout should carry with them their "Club's Representative Card" issued season to season and present this on any approach.
- Rules and regulations: scouts must ensure that they are totally conversant and familiar with the football governing bodies' rules and regulations concerning schoolboy/youth players.
- Scouts must ensure that safeguarding training and requirements are maintained through completion of the FA 'Safeguarding Children and Young People in Football workshop (or a recognised refresher, update or equivalent learning) at least every three years
- Scouts must comply with club requirements in relation to safe recruitment and deployment background checks including DBS checks
- Club representatives must always seek to introduce themselves to the person in charge of the team
- The representative should wait until an appropriate time to enquire as to the status or details of any player involved (not in the middle of the game)
- No approach either directly or indirectly should be made to a boy or parent of a boy signed with another club.
- If a question is raised, re "the boys' registration" this should be verified through the Club to the registrations department.
- If information is refused by the person in charge of the team, this should be reported back to the Club's Recruitment Officer, who in turn, will bring this to the notice of its respective league authorities to follow up and respond to.
- Approaches to players outside the specified dates/times agreed for viewing is illegal and should be avoided at all costs.
- Scouts should NOT unfairly criticise other clubs' officials.
- Scouts must ensure that they are familiar with the club's policies and procedures and comply with them
- Scouts must ensure that they know how to contact the club's Designated Safeguarding Officer
- Scouts must be registered with EFL through the Single Central Record (SCR)
- Scouts must promote and enhance the club image and demonstrate club loyalty
- Be issued with and wear Club ID badge stating the current season and have a recent photograph and should be renewed every season
- Scouts must ensure that they understand the talent requirements of the club and have knowledge of children's technical and physical development
- Scouts must always be honest and realistic with parents and players
- Scouts must maintain good lines of communication with the Club Recruitment Officer and staff
- Scouts should complete all records and paperwork in a timely and conscientious manner
- Scouts must attend club meetings, supervision and training when required

- Scouts must always report any potential safeguarding or welfare concerns without delay to the Designated Safeguarding Officer
- It is expected that scouts should NOT unfairly criticise other club's officials.
- Scouts must never abuse their position or make any unrealistic promises to children, parents, or club managers
- Scouts should never promise trials at NCAFC without the permission / agreement of the club
- Scouts must never, as part of their role in football, transport players or allow any player to stay overnight at their home or other accommodation

**Club Scouts and representatives are required to sign the Code of Conduct in Appendix 1 to indicate that they have read, understood and agree to comply with it.**

## **8. Key Club Contacts**

### **Head of Operations**

Lucy Kelly  
Tel: 01633 415429

### **Football Administration Officer**

Jackie Rockey  
Tel: 01633 415431

### **Ticketing Manager**

Poppy Reynish  
Tel: 01633 415432  
Email: [Poppy.Reynish@newport-county.co.uk](mailto:Poppy.Reynish@newport-county.co.uk)

### **Academy Administrator**

Dominic Mahoney  
Tel: 01633 415432  
Email: [Academy.Admin@Newport-County.co.uk](mailto:Academy.Admin@Newport-County.co.uk)

## **9. Scouts Code of Conduct**

### **Introduction**

Scouting in the professional game is a difficult activity and all representatives need to work with a degree of independence and show initiative. NCAFC believes that, the intensity and increase in activity by professional clubs to acquire and unearth talent makes it vitally important that club representatives work within the rules and regulations laid down by The FA. Club representatives are responsible to the Recruitment Officer.

### **The Code**

The following points provide a simple but sensible code for all our club scouts/representatives to follow:

- 1.** Identification: each scout should carry with them their "Club's Representative Card" issued season to season and present this on any approach.
- 2.** Rules and regulations: scouts must ensure that they are totally conversant and familiar with the football governing bodies' rules and regulations concerning schoolboy/youth players.
- 3.** Scouts must ensure that safeguarding training and requirements are maintained through completion of the FA 'Safeguarding Children and Young People in Football workshop (or a recognised refresher, update or equivalent learning) at least every three years
- 4.** Scouts must comply with club requirements in relation to safe recruitment and deployment background checks including DBS checks
- 5.** Club representatives must always seek to introduce themselves to the person in charge of the team
- 6.** The representative should wait until an appropriate time to enquire as to the status or details of any player involved (not in the middle of the game)
- 7.** No approach either directly or indirectly should be made to a boy or parent of a boy signed with another club.
- 8.** If a question is raised, re "the boys' registration" this should be verified through the Club to the registrations department.
- 9.** If information is refused by the person in charge of the team, this should be reported back to the Club's Recruitment Officer, who in turn, will bring this to the notice of its respective league authorities to follow up and respond to.
- 10.** Approaches to players outside the specified dates/times agreed for viewing is illegal and should be avoided at all costs.
- 11.** Scouts should NOT unfairly criticise other clubs' officials.
- 12.** Scouts must ensure that they are familiar with the club's policies and procedures and comply with them
- 13.** Scouts must ensure that they know how to contact the club's Designated Safeguarding Officer
- 14.** Scouts must be registered with EFL through the Single Central Record (SCR)
- 15.** Scouts must promote and enhance the club image and demonstrate club loyalty
- 16.** Be issued with and wear Club ID badge stating the current season and have a recent photograph and should be renewed every season
- 17.** Scouts must ensure that they understand the talent requirements of the club and have knowledge of children's technical and physical development
- 18.** Scouts must always be honest and realistic with parents and players
- 19.** Scouts must maintain good lines of communication with the Club Recruitment Officer and staff
- 20.** Scouts should complete all records and paperwork in a timely and conscientious manner
- 21.** Scouts must attend club meetings, supervision and training when required
- 22.** Scouts must always report any potential safeguarding or welfare concerns without delay to the Designated Safeguarding Officer
- 23.** It is expected that scouts should NOT unfairly criticise other club's officials.
- 24.** Scouts must never abuse their position or make any unrealistic promises to children, parents, or club managers
- 25.** Scouts should never promise trials at NCAFC without the permission / agreement of the club
- 26.** Scouts must never, as part of their role in football, transport players or allow any player to stay overnight at their home or other accommodation

**Areas of Recruitment**

- All soccer schools
- Saturday/Sunday junior schools
- Inter county soccer
- Tournaments/Festivals not involving other professional clubs

**Academy soccer and centre of excellence games (Below U16's)**

It is not allowed to scout the above areas of soccer unless prior arrangements have been made with both clubs involved.

**DECLARATION**

I have read and understood the above code and the club's expectations of my conduct. As a representative of Newport County AFC I duly agree to comply with it.

Signed:

Name: \_\_\_\_\_

Dated: \_\_\_\_\_