

Scottish Pétanque Association



Summary of Key Governance, Safeguarding and Conduct Policies (2025–2026)

This document provides a **plain-English summary** of the main SPA policies that have been developed, reviewed or updated over the past year. It is intended to help all members understand **what the policies are, why they exist, and how they affect you.**

Full versions of each policy are available on the SPA website or on request.

1. Privacy Policy

What this policy does

Explains how SPA collects, uses, stores, shares and retains personal data in line with UK GDPR.

Why it matters to members

- Sets out what personal data SPA holds and why.
- Explains how long data is kept and when it is deleted.
- Clarifies your rights, including access, correction and deletion.

Key points to note

- Most membership administration data is deleted within **12 months** of membership ending.
- A **small, defined subset of data** (name, DOB, licence details, eligibility and suspensions) is retained for **up to 5 years** to meet **CEP/FIPJP international transfer and eligibility requirements.**
- This retention is based on **legitimate interests and regulatory compliance,** not consent.

Who it applies to

All members, volunteers, officials, clubs and participants in SPA activities.

2. Diversity, Equity and Inclusion (DEI) Policy

What this policy does

Sets out SPA's commitment to creating a welcoming, respectful and inclusive environment for everyone involved in pétanque.

Why it matters to members

- Confirms SPA's zero-tolerance approach to discrimination and exclusion.
- Encourages fair access to playing, coaching, officiating and leadership opportunities.
- Supports clubs in making their activities more inclusive.

Key points to note

- Covers all protected characteristics under the **Equality Act 2010**.
- Recognises barriers such as cost, accessibility and language, and commits SPA to minimising these where reasonably practicable.
- Clear routes for raising concerns, including confidential reporting where appropriate.

Who it applies to

All SPA members, clubs, officials, coaches, volunteers and anyone representing SPA.

3. Conflict of Interest Policy

What this policy does

Protects the integrity and reputation of SPA by ensuring decisions are made fairly and transparently.

Why it matters to members

- Ensures decisions are taken in the best interests of the sport, not individuals.
- Builds trust in how SPA is governed.
- Provides clarity on how conflicts are declared and managed.

Key points to note

- Applies to NEC members, commissions, sub-committees and co-opted roles.
- Covers **actual, potential and perceived** conflicts of interest.
- Annual declarations are required, plus declarations at meetings.

- Chairs can require withdrawal from discussion or decisions where necessary.

Who it applies to

Anyone holding a decision-making or influential role within SPA.

4. Safeguarding Adults Policy

What this policy does

Sets out SPA's commitment to safeguarding adults at risk and responding appropriately to concerns.

Why it matters to members

- Confirms SPA's duty of care to adult participants.
- Explains how concerns can be raised and managed.
- Aligns SPA practice with national safeguarding standards.

5. Child Wellbeing and Protection Policy

What this policy covers

The SPA Child Wellbeing and Protection Policy sets out the Association's approach to safeguarding children and young people involved in pétanque. It defines expected standards of behaviour, reporting routes for concerns, and the roles and responsibilities of those involved in SPA activities where children may be present.

Why it matters to members

- Ensures children can participate safely in pétanque.
- Clarifies roles such as Club CWPOs and SPA Safeguarding Officers.
- Sets clear standards of behaviour for adults and young people.

6. Anti-Bullying Policy

What this policy does

Defines bullying and sets out how bullying behaviour is prevented, reported and addressed.

Why it matters to members

- Applies to both adults and juniors.

- Covers online and in-person behaviour.
- Links directly to SPA disciplinary procedures.

Who it applies to

All SPA members, clubs, officials, coaches, volunteers, parents/carers and spectators, in both in-person and online contexts connected to SPA activity.

7. Disciplinary Policy

What this policy does

Explains how alleged breaches of SPA rules or conduct are handled fairly and consistently.

Why it matters to members

- Sets out what constitutes minor and serious breaches.
- Explains investigation, hearings and appeal processes.
- Protects both complainants and respondents.

8. Coaching Code of Conduct

What this policy covers

The SPA Coaching Code of Conduct sets out the standards of behaviour expected of coaches when working with players, including children and young people. It defines professional boundaries, appropriate conduct, and responsibilities for those acting in a coaching role within SPA activities.

Why it matters to members

- Clarifies who is authorised to coach under SPA insurance.
- Sets standards for safe, ethical and effective coaching.

9. Social Media and Online Conduct Policy

What this policy does

Sets out expectations for responsible, respectful and safe use of social media and online platforms in connection with SPA activities.

Why it matters to members

- Helps protect individuals, clubs and SPA from harm, misinformation or reputational damage.

- Clarifies acceptable online behaviour, including in private groups (e.g. WhatsApp, Facebook).
- Supports safeguarding, particularly where children and young people are involved.

Key points to note

- Applies to all online activity connected to SPA, whether on official SPA channels or personal accounts where SPA, its members or events are identifiable.
- Prohibits bullying, harassment, discriminatory or abusive language, and the sharing of inappropriate content.
- Sets clear rules on posting images or information about children and young people, including consent requirements.
- Breaches may be dealt with under SPA Disciplinary and/or Safeguarding policies.

Who it applies to

All SPA members, officials, coaches, volunteers, clubs and anyone representing or referring to SPA online.

10. Policy on Junior Attendance at Adult-Focused Events

What this policy does

This policy sets out safeguarding and supervision requirements where players under 18 attend SPA-sanctioned events that are primarily designed for adults.

- It clarifies age-based attendance arrangements, parental consent and delegation of responsibility, and the limits of PVG-regulated roles at open-entry competitions.
- The policy applies to national competitions, qualifying events, and club-hosted tournaments sanctioned by the SPA.
- It does not apply to SPA youth coaching sessions or events specifically designed for children, which are covered by separate safeguarding and coaching policies.

Who it applies to

SPA-affiliated clubs, event organisers, officials, parents/carers and junior players involved in adult-focused SPA-sanctioned events where under-18s are present.

11. Why these policies matter

Together, these policies:

- Protect members and volunteers
- Promote fairness, inclusion and respect
- Ensure SPA meets legal, regulatory and international obligations
- Support good governance and confidence in decision-making

Members are encouraged to familiarise themselves with these policies and to raise questions or concerns where needed.

Further information

For questions about any policy, or to request full copies, please contact the SPA via the website or the relevant officer (e.g. Secretary, CWPO or Safeguarding Officer).

This summary document is provided for guidance and does not replace the full policy texts.

Appendix 1 Change History

New Document released at Revision A February 2026.