CLACHNACUDDIN FOOTBALL CLUB (1990) LTD

CLACH-D-004 - STEWARDS CODE OF PRACTICE - SEASON 2024 / 25

The Club will when required, provide an appropriate number of Stewards for home games and this document details the Stewards adopted Code of Practice.

STEWARDS CODE OF PRACTICE

"Your duty is to ensure the safety of the public at all times"

NOTE:
Stewards must ensure that both main exit gates are unlocked and that bolts can be moved freely before and during a match.

DUTIES OF STEWARDS

The basic duties of Stewards should be to enforce Clubs Safety Policy and all ground regulations.

If Police Scotland are in attendance, they will have ultimate responsibility for decisions taken during an incident or emergency and stewards will co-operate accordingly. There are several basic duties summarised as follows:

- To understand their general responsibilities towards the health and safety of all categories of spectators (including those with disabilities and children), other Stewards, ground staff and themselves.

- To control or direct spectators who are entering or leaving the ground, to help achieve an even flow of people in, to and from the viewing areas. Ensure spectators do not cause an obstruction in access and exit areas.

- In the stand stewards are required to encourage spectators to "move along" to prevent "bunching" at entrances.

- To assist in the safe operation of the ground, not to view the activity taking place.

- To staff entrances, exists and other strategic points; for example, segregation, perimeter and exit doors or gates which are not continuously secured in the open position while the ground is in use. They will ensure that such gates are unlocked, and bolts are free to move.

- To recognise crowd conditions to ensure the safe dispersal of spectators and the prevention of overcrowding.

- To assist the Emergency Services if required.

- To respond to emergencies (such as the early stages of a fire); to raise the alarm and take the necessary immediate action.

- To undertake specific duties in an emergency or as directed by the Safety Officer or the appropriate Emergency Service Officer, provided they feel safe and confident to undertake those duties.

- Be vigilant and report any suspicious, unidentified, unattended packages.

- In the event of an incendiary device or firework being activated, stewards will move all spectators away from the area. If the device continues to burn, use a fire extinguisher to deal with the fire if they feel competent to do so. If not, or if the fire spreads, call the Fire Brigade. and report the incident to Police Scotland.

- If an accident is witnessed by a Steward they must record it in the Club “Accident and Unusual Event Book” which is retained in the Secretary's match day office.

EMERGENCY PROCEDURES

Each Steward must-

- Be fully conversant with the Clubs Emergency Procedures and Contingency Plans, and Club policies. This includes knowing the action to take in an emergency.

- Know the location of and be able to direct spectators to the nearest available exit gate.

- Assist and direct spectators to vacate the Stadium, if called upon to do so, by the nearest available exit route. In the case of disabled spectators. Stewards will ensure they exit the ground safely, giving whatever assistance is required.

- Know the names of the staff in attendance that are qualified first aiders and the location of the first aid room and any first aid equipment which will be in the home dressing room. A full list of staff with first aid qualifications can be found in the Club Secretaries office and a copy held by the Safety Officer on match day.

- Know the location of the nearest telephone.

- Know the location of, and be able to operate effectively, the fire fighting equipment at the Stadium.

- At all times say calm and help to prevent panic by presenting a well-ordered and reassuring attitude.

IDENTIFICATION AND DRESS

Stewards will be identifiable by wearing a high visibility vest or jacket at all times.

CONDUCT

Stewards must follow the following guidelines with respect to their conduct:

- Stewards are deployed to watch the crowd but must be aware of any incident occurring in the Stadium, which might affect crowd behaviour.

- Stewards must always be vigilant and never complacent.

- Stewards must be familiar with the contents of the Club's Evacuation Procedures.

- Stewards must not consume any alcohol before or during an event.

- Under no circumstances should a steward make any gesture, whether physical or verbal so as to incite spectators.

- If a steward is unable to resolve a problem, assistance should be sought from their colleagues or a Committee member. Stewards are not to ignore a problem and hope that it will resolve itself.

- Should it be necessary to eject a member of the public from the Stadium, Stewards should endeavour to avoid any physical conduct with the party involved. Any ejection must be reported to the club Safety Officer or a Club official.

- Stewards will remain available within the Stadium until end of the game and the Stadium is cleared of spectators.

CROWD BEHAVIOUR

It is the duty of the Stewards to:

- Prevent spectators from entering the field of play and surrounding areas.

- Identify offenders using foul, abusive and racial language or threatening behaviour and all other contraventions of the ground regulations.

- Identify offenders who throw missiles/objects from within the spectator areas on to or at the playing surface or surrounding areas.

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Chris Stewart
Chairman