Respect Committee – Terms of Reference

1. Purpose

The Respect Committee exists to uphold and promote a culture of positive conduct, integrity, and safeguarding across Harborough Town Community Trust and Harborough Town FC Ltd known for the purposes of this document as the football club. It provides oversight, guidance, and escalation pathways for complex behavioural, disciplinary, and welfare matters, ensuring that issues are managed fairly, consistently, and in line with club policy and national governing body standards.

2. Responsibilities

2.1 Complex Case Oversight

- Review and support the handling of **complex disciplinary cases** that require additional scrutiny or specialist input.
- Provide structured oversight for **extraordinary events** connected to complex cases (e.g., multi-party disputes, incidents involving external agencies, or high-risk safeguarding concerns).

2.2 Investigations & Recommendations

- Lead or commission **investigations** into serious conduct, welfare, or safeguarding matters when referred.
- Produce **formal recommendations** to the Board of Trustees (HTCT) or Board of Directors (HTFC) as appropriate, including sanctions, remedial actions, or policy changes.

2.3 Safeguarding

- Ensure the club's **safeguarding policies** are robust, up to date, and effectively implemented.
- Act as a second-line review body for safeguarding escalations, supporting the Club Welfare Officer and ensuring appropriate governance.

2.4 Conduct & Culture Initiatives

- Develop and oversee **general initiatives** that promote respect, positive behaviour, and a safe environment for players, coaches, volunteers, parents, and supporters.
- Support education programmes, communication campaigns, and proactive interventions to reduce misconduct.

2.5 Escalation Management

- Serve as the **escalation point** for any matter referred to the County FA or other external bodies.
- Ensure that all cases escalated to the County FA are **also flagged to the Committee** for oversight and tracking.

3. Membership

- The Committee will consist of at least **6 members,** of which one will be a trustee of Harborough Town Community Trust and one a Director of Harborough Town FC Ltd.
- Membership should include a mix of safeguarding expertise, football operations knowledge, and independent oversight where possible.
- The Committee may invite subject-matter specialists to attend meetings as needed, without voting rights.

4. Quorum

- A minimum of **3 members** must be present for any meeting to be quorate.
- Decisions may be made by simple majority of those present.

5. Meetings

- The Committee will meet **at least 6 times per year**, with additional meetings convened as required for urgent or extraordinary matters.
- Minutes will be recorded with confidential information handled in accordance with safeguarding and data-protection requirements.

6. Reporting

- The Committee will provide regular updates to the Club Board, including:

- Summary of cases reviewed.
- Recommendations and outcomes.
- Trends or risks identified.
- Policy or procedural improvements.

7. Authority

- The Committee is authorised to request information, commission investigations, and make recommendations to the Board.
- It does not have unilateral authority to impose sanctions unless delegated by either the Board of Trustees (HTCT) or Board of Directors (HTFC Ltd) as appropriate.

8. Review of Terms of Reference

- These Terms of Reference will be reviewed annually or sooner if required due to regulatory changes or significant incidents.