

PENICUIK ATHLETIC YOUTH FOOTBALL CLUB (PAYFC)



COACH / PARENT HELPER INDUCTION PACK



WELCOME

A very warm welcome to Penicuik Athletic Youth Football Club.

Better known as PAYFC, Penicuik Athletic Youth Football Club was formed in 2012 when a merger took place between three local Youth Football Clubs, Eskmill Boys Club, Beeslack Thistle Community FC and Penicuik Youth FC. We now have an affiliation with Penicuik Athletic Seniors and incorporate and offer a pathway from the Early Touches (4-5yr olds) right through the age groups to Senior football.

We are extremely proud to have gained Legacy Club status with Scottish Football Association through the hard work put in by the dedicated Committee members, our highly committed Coaches and other volunteers.

PAYFC is a registered Charity and survive through the efforts of a team of volunteers and we invite YOU to get involved. Why not come along and take part while your child takes part in the training sessions. Our Coaches all go through PVG checks with Disclosure Scotland to ensure the safety of our children, then the appropriate Coaches training courses provided through the SFA, all paid for by the Club.

If you are not in a position to devote such time then we are always looking for volunteers to assist on an ad-hoc basis.

We welcome your child into PAYFC and would like to do the same with you as a parent on whichever level you feel comfortable with.

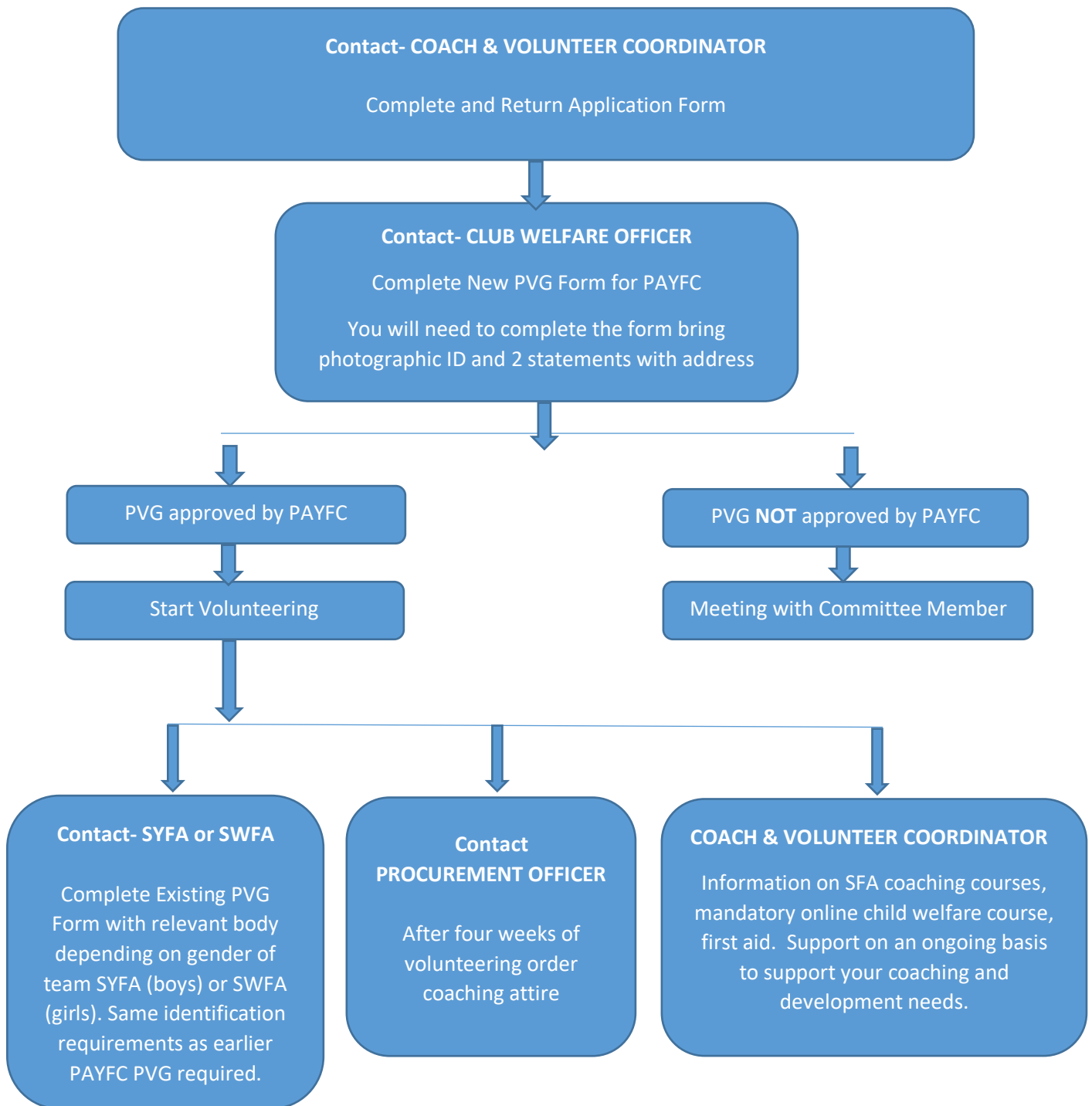
If you are interested or think you can offer assistance, please speak to any Coach or Committee member for further information.

Come along, join us and be part of the growth of the Club and help us reach the high standard we are aiming for.

Colin J Pryde

PAYFC Chairman

PROCESS



COACH JOB DESCRIPTION

Purpose of Post

Making participation in football fun and enjoyable for all and developing the skills of the players

Main Tasks

Plan, prepare and deliver the age-specific coaching programme in accordance with the Club's framework;
Work with, support and learn from other coaches;
Encourage and be positive at all times;
Ensure that all administration procedures are adhered to including player consent forms;
Be aware of the requirements for player registration;
Perform or delegate the match secretary role where applicable;
Establish an efficient and effective means of communication with parents;
Communicate positively with parents and seek support from other coaches where required;
Assist with the collection of fees where required;
Taking responsibility for ensuring that the equipment is correct and is kept in good working order;
Assist with club events;
Act in accordance with the Club's stated policies;
Act as an ambassador for the Club;
Develop your own skills through courses, in-service sessions, reading and peer monitoring

Key Attributes

Minimum qualifications coach – at SFA level 1.2 or working towards;
Minimum qualification for head coach – SFA level 1.3 or working towards;
Enthusiastic and well organised;
Good communication – can translate technical theory into game related practice;
Good at delegation;
Positive demeanour and make activities fun;
Forward plan;
Implement individual development programmes for players
Evaluate sessions and seek continual improvement

PARENT HELPER-JOB DESCRIPTION

Purpose of Post

Support with coaches/club officials with general administration and organisation

Main Tasks

Taking a register and confidential information handling

Encourage and be positive at all times;

Communicate positively with parents and coaches

Assist with the collection of fees where required;

Assist with club events;

Act in accordance with the Club's stated policies;

Act as an ambassador for the Club;

Be adaptable and able to deal with a variety of situations;

Key Attributes

Enthusiastic and well organised;

Good communication skills

Empathy

APPLICATION FORM

PLEASE TICK THE RELEVANT POST

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COACH

☐

PARENT HELPER

All applicants for voluntary work that involves contact with children and young people are asked to complete an application form. Please complete this using BLOCK capitals.

SECTION A: Your personal details

Title:
First name:
Surname:
Any previous names by which you have been known: Date of
Birth:
Address:
Post code:
Home Telephone Number:
Mobile Telephone Number:
The preferred method of communication is by e-mail. Please provide an e-mail address:
How long have you lived at the above address?
If less than 12 months, please give your previous address?
Previous address:
Post code:
How long have you lived there?

SECTION B: Your present or most recent voluntary work

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Name of organisation:

Address of organisation:

Summary of role and responsibilities:

Please give reasons for leaving:

SECTION C: Please give details of any previous experience you may have of looking after and/or working with youth football players.

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SECTION D: Please give details of any relevant qualifications, including coaching/football certificates held, training and/or personal qualities which you feel equip you to work with youth football players. If necessary, please continue on a separate sheet.

SECTION E: References – please give the name and contact details of two suitable referees. At least one should have knowledge of any previous work you may have undertaken with children and young people.

Name:	Name:
Organisation: (where applicable)	Organisation: (where applicable)
Address:	Address:
Telephone:	Telephone:
In what capacity do you know this person (friend, colleague, etc.)?	In what capacity do you know this person (friend, colleague, etc.)?

Section F: Disclosure procedures

Your involvement with Penicuik Athletic Youth Football Club will require completion of a PVG check. The PVG check will only be requested for those volunteers that we wish to appoint. Disclosures obtained elsewhere are **not** valid for this appointment.

Please confirm that, you understand and agree to the PVG check should we wish to appoint you to a post within Penicuik Athletic Youth Football Club Youth Section (please note that the disclosure process will be undertaken by both Penicuik Athletic Youth Football Club and the National association).

I agree/do not agree to your carrying out a PVG check. (please delete as appropriate)* The Codes of Conduct,

Section G: Declaration

- (I) I declare that the information given on this application is true and understand that canvassing of any employee or member of the club/organisation, directly or indirectly, in connection with this application shall disqualify me. If you are invited for interview you will be asked to sign the application at this time.
- (II) I agree to abide by the *Club's Child Protection Policies, *Coaches/Parent Helper's *Code of Conduct and to adhere to the *Bill of Rights for Young Players

Signed _____ **Date** _____

Child Protection Policies and Procedures and Bill of Rights are all located on the Penicuik Athletic Youth Football

FOR OFFICE USE ONLY

References Checked

Insurance Checked

Disclosure Confirmation

Confirmation of Placement letter

Code of Conduct

Club's website (www.payfc.net) or can be obtained from the Club Welfare Officer or Coach & Volunteer Coordinator. This registration form should be completed in conjunction with these documents.

CONTACT DETAILS

Below are some committee members, however the three main contacts throughout the process are:

- Your Head Coach
- Relevant Coach & Volunteer Coordinator
- Club Welfare Officer
- SYFA or SWFA PVG Contact

Chairperson	Colin Pryde	07818 543756	chairman@payfc.net
Secretary	Carol Laird	07896 40250	secretary@gmail.com
Coach & Volunteer Coordinator Competitive Teams	Scott Montgomery	07793 890151	comp_coach&vol@payfcnet.com
Coach & Volunteer Coordinator Non-Competitive Teams	Steven Mitchell	07720 840190	noncomp_coach&vol@payfcnet.com
Club Welfare Officer	Matt Harrison		welfare.officer@payfcnet.com
Procurement Officer	Fraser Bertram	07956 938607	PAYFCProcurement@outlook.com
SYFA PVG	Peter Frame	07710 461821	peter@loanheadminersyfc.co.uk
SWFA PVG	Michelle Pasnik	0141 620 4580	michelle@scotswomensfootball.com
Football Development	Tony Begg	07903 103071	tonybegg75@gmail.com

Further Information and Useful Links

<https://www.payfc.net/coaches-zone.php>

<https://www.scottishyouthfa.co.uk/>

<https://www.scottishyouthfa.co.uk/index.php/regions-and-events/south-east>

<https://www.scottishfa.co.uk/football-development/coaching/>