

01/08/2019



BANCHORY COMMUNITY FOOTBALL CLUB

COACHES GUIDELINES

BOYS FOOTBALL

GIRLS FOOTBALL

WALKING FOOTBALL

FRAME FOOTBALL

Update: by Dom Flaherty



BANCHORY COMMUNITY **FOOTBALL CLUB**

Guidelines 2019/2020 Season

Introduction

These 'guidelines' are intended to provide the coaches with some useful information throughout the football season. The detail 'may' be subject to changes throughout the season and therefore you should check with the relevant club member if you have any queries.

The 'guidelines' will also be updated prior to the start of each new season.

The Committee will be responsible for the updating and issuing of these 'guidelines'.

In the event that the 'guidelines' are revised then they will be e-mailed to all coaches and will be available on the Club website for reference.

These 'guidelines' will only be updated/revised after the Club AGM and if any significant change occurs within the content of the information.



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BANCHORY COMMUNITY **FOOTBALL CLUB**

1. Banchory Community Committee Members – 2019/2020 Season

The Committee can comprise of 11 elected members all proposed and selected at the Club AGM

Graeme Davidson

Derek Thomson

Hank Glansbeek

Rebecca Glansbeek

Barry Valentine

Hugh McGarvey

Chris Izatt

Kevin Riach

Davie Hector

Iain Abernethy

John Anderson

Chairman

Vice Chairman (Banchory Football Trust)

Secretary

Treasurer

Committee member

Saturday Morning Training

Committee member

Committee member

Committee member

Banchory Girls Rep

Committee member

Dom Flaherty

Child Protection Officer

Mark Wood

Non-Executive Member / web co-ordinator

Note for any new Coaches –

Prior to any new coach or helper for the Saturday training, Development teams and Competitive teams being in place then the Committee needs to be informed so that the Club can commence the Club Volunteer intake. This comprises the volunteer filling out a personal contact details for the Club register and also information for submission of the individual for Disclosure Scotland checks. These need to be done in a timely manner and are imperative for the protection of the children, the Club and the individual.

All new coaches need to be registered by the Club Secretary with the ADJFA and SYFA if with the Boys section, or the SWF with the Girls section.

They need to acknowledge the online registration and acknowledge the three mandatory sections in the online registration

All coaches will need to register themselves in the SFA coaching system and undertake the Child Wellbeing in Scottish Football mandatory course before they undertake any sessions.

Please ensure you make contact with the Club Secretary and provide a telephone number and e-mail address. This way you should receive correspondence for filling in the required forms. The volunteer will then be added to the Club distribution lists. Any changes in personal details (email, phone, address etc) should also be relayed to the Club Secretary.



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2. Meetings - BCFC

- Usual Location – Banchory British Legion (small committee meeting room adjacent to main hall)
- Annual General Meeting is held in end May early June– all team managers /coaches will get an invite via e-mail and via the Club web site for open invites. Every age group should be represented at the AGM.
- The BCFC Committee will provisionally meet every 6 weeks. This will be for the 11 committee members to discuss Club business. The team managers will get a formal invite, usually at the start of the competitive season in August and at the beginning of development and Girls' seasons in January. There will look to be a coach evening at least annually to give the whole team of volunteers an update on Club business and introduction to the new coaches.
- Fundraising committee have their own meetings if required. and generally, the coaches are not invited to this unless they are part of the committee
- Minutes of each meeting will be checked, proposed and seconded by a witness from the relative meeting.
- The secretary will issue the minutes of meeting within two weeks; this will allow all parties to have time to read them before the next meeting.

Coaches should put their team information, results and match reports on to the website. The website domain will be <https://www.banchorycommunityfc.org/>. This will be updated and available before the start of the season and will be managed via Mark Wood and the Club Secretary.

3. Banchory Community Fund

The treasurer will maintain all transactions throughout the year. A statement of accounts will be provided at each meeting running from the financial year i.e April to April and an annual statement issued for all interested parties. These accounts will be subject to an annual audit by a nominated and unconnected external third party with suitable accountancy qualifications.

The Club ensures that there are two signatures for any cheque transactions and that the online banking is managed via the Treasurer, the Chairman and the Secretary.

4. Training Facilities

Winter training for the teams is normally booked between the end of October and March to correspond to the change in the winter hours and allows the teams to use the grass facility as long as possible before going indoors or on astro.

Historically the teams try and keep the same training slots every year and the Club offers 1 session/week for development team age group and 1 or 2 sessions per week for competitive teams in the winter period.



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In order to keep correct admin invoices for the facilities all the bills are sent direct to the treasurer. The managers need to inform the treasurer of any changes or cancellations for weather, planned cancellations etc so that the Club are invoiced correctly.

All Weather Training Facility – Dee Street Banchory (probably being shut down)

- This is a small floodlit facility, but is now looking run down and has issues with the playing surface
- Keys are held by Graeme Davidson. These will be issued on a team by team basis and the keys maintained by the team manager.
- This facility has been prone to freezing and flooding in severe weather conditions. Best check with a local parent or coach, if unsure or take a run by to inspect.
- Any damage or queries re the facility – call Graeme.

All Weather Facility – Hill of Banchory Primary School

This is also a floodlit facility; it is booked via the Club Secretary through Aberdeenshire Council in Stonehaven on 01467 539119.

- It is available from 6 pm up to 9 pm at night but is well used by other sports clubs.
- Facility is run by Robertson Facility Management so has to be agreed by Council and Robertson so book via Club Secretary.
- If there are any weather issues the School janitor can be contacted on 01330 825257. They will normally contact the Club Secretary or manager if the facility is not playable.
- There is also a very small hall for indoor use, but this will be limited to primary school age due to size of facility. This requires a separate booking to the outdoor facility

All Weather facilities at Aboyne Academy

- This is also a floodlit facility, it is booked via the Club Secretary
- It is available from 6 pm up to 10 pm at night but is well used by other sports clubs.
- Facility is run by Deeside Community Centre Aboyne (01339 886222)
- If there are any weather issues the Community Centre can be contacted on 01339 886222. They will normally contact the Club Secretary or manager if the facility is not playable.

All Weather Facility – Drumoak Primary School

This is also a floodlit facility; it is booked via the Club Secretary through Aberdeenshire Council in Stonehaven on 01467 539119.

- It is available from 6 pm up to 9 pm at night, it is used by other sports clubs.
- Facility is run by Robertson Facility Management so has to be agreed by Council and Robertson so book via Club Secretary.
- Access to lights is by a passcode and token. These need to be obtained from the janitor.
- If there are any weather issues the School janitor can be contacted on 01330 825257. They will normally contact the Club Secretary or manager if the facility is not playable.

Outdoor grass under floodlight - Knockburn Loch



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Approximately 6 miles outside Banchory near to be booked via the Club Secretary

Other facilities:

The remaining training facilities are the various parks around Banchory, the Sports Centre and the Banchory Academy Games Hall and the new Banchory Sports Village.

The Sports Village, Sports Centre and Games Hall should be booked ASAP at the start of the season. The Sports Village and Games Hall are 3 badminton court size hall and the Sports Centre is 4 badminton court size hall. Due to heavy demand and use of these facilities by other sports – gymnastics, trampolining, badminton, keep fit, sports groups etc, there are limited slots available. These should be booked through the Club Secretary who books through the Community Centre / Sports Centre. These are primarily used for the younger age groups in the Club.

Tillybrake field (Academy Facility). For training during the summer outdoors then the Banchory Community Centre needs to be advised of any use of the School fields at Tillybrake. A fee is now charged for any use of Tillybrake field and the Pavilion, although at present the field is not charged. The Club Secretary and Club Treasurer need to be informed of any use. There is no access to goals from the school.

If looking to book Tillybrake for a match at the weekends or mid week then the Community Centre has to be called in advance. For a weekend match then this needs to be booked by Friday so that the keys can be left with the Sports Centre reception. Corner flags are available, but goals, nets, retention pins may be required from our KGV / Silverbank shed.

Silverbank Field. The pavilion is booked via the Banchory Sports Centre. The field is booked via the Stonehaven Land Facilities department on an annual basis. This is now the main training facility for the Girls section in summer, the development age teams for competitive 11 a side Girls teams and development 7v7 teams.

King George V Park (KGV) is the primary training facility for the Club and this facility is shared with Banchory Amateurs. This is booked via Stonehaven Land Facilities department on an annual basis via the Club Secretary and is used for Saturday mornings for the Sat sessions, potentially Sat pm if the Amateurs are not using it, Sunday mornings for development 7v7 teams.

When using this facility then any shuttle / constant training sessions should be planned off the main pitch. The changing pavilion is used for matches and Saturday training only and keys can be obtained from the Saturday coach co-ordinator or Graeme Davidson or Club Secretary.

5. Training and Match Equipment

Any equipment required for the forthcoming season should be ordered well in advance through the Club Secretary.

You should send your requests via email to secretary@banchorycommunityfc.org.



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- If you do need to buy anything independently, then keep a receipt and hand it into Club Treasurer for settlement.
- If you have finished with your team then all equipment should be reviewed for handing down to another team in the Club
- Each age group will be supplied with sufficient bibs, balls, cones so that every child will have a ball and sufficient equipment for marking areas.
- Each competitive team require a minimum 2 x match balls. These will be provided and should not be used for training. Any new teams will be provided with balls
- In the sheds at KGV there are sufficient 4 v 4 goals for the Sat training sessions. For the older age groups there are sufficient 7 v 7 plastic and metals goals for training and the development football matches. There is also a full set of 11 a side goals which can be used for competitive matches at KGV.
- In the shed at Silverbank there are sufficient goals and nets, cones, pins for 2 x 7v7 matches as well as full size goals, nets pins. There is also a line marker and paint available.

6. First Aid (for more information please refer to appendix 4)

- Note: It is important that each Coach has a 'Proper' First Aid kit to hand during any training sessions and/or matches. This is a requirement for the Club to be compliant with the SYFA conditions of membership.
- A trained First Aider should be in attendance at each training session or fixture and for each competitive team there should be a minimum of 2 x first aiders per team and for development teams 1 x first aider.
- It is the responsibility of each coach to ensure they have the essential items within their First Aid kit. The Banchory Community committee can provide a list of essential kit and replacement if needed via the Club Secretary
- If you need details of first aid training or refreshers, please contact the BCFC secretary. These are controlled service providers from the SYFA and have to be on their register. Our primary service provider is SMG Safety, formerly First4Aid. Unfortunately, no First Aid at Work certificates are valid, but ones from the emergency services will be accepted.
- BCFC will look to arrange training as necessary for any coaches or assistants who need the certificate. A copy of the certificate should be given to the club Secretary on completion, as these need to be registered with the Club and the SYFA/SWF.
- The requirement for First Aiders training has been increased by the SYFA/SWF and there are limited training providers in the North Region.

7. Fees

- Each registered player in a team will be required to pay BCFC an annual donation of which are proposed at the AGM and agreed by the Committee based on the proposed budget. The monies accumulated from all donations will go towards annual running and maintenance



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costs, such as pitches, referees, equipment, first aid training, changing facilities, coaches training and so on. There is a fixed fee for development and competitive teams. However there is a reduced fee for children who attend Sat only and those who are in nursery, P1 and P2 before the commit to the full 5 v 5 festivals. For families that have multiple children in the Club there is the same fee for the first 2 children but any 3rd or subsequent children are free.

- It is the coach's responsibility to notify their players of the above
- Each Coach should endeavour to collect these monies, as near to the start of the season as possible - before the end of September - otherwise it can be difficult to keep a track of non-payments. This is proposed to be collected via the Club web site Pitchero system.
- Cheques should be made payable to Banchory Community Football Club.
- Should a coach be aware of parents having difficulty in payment of fees then they have discretion to agree installed or reduced payments. The Treasurer should be made aware of any such agreements as soon as possible
- If a parent/guardian paying the fees has a different name from the child, then the child's name should be put on the back of the cheque for reference.

A standard template is now available and also allows the Club to claim Gift Aid tax rebates.

Any change to the annual fees will be proposed and agreed at the AGM prior to the forthcoming season, where a vote will be taken on any fee changes.

8. Expenditure for Coaches

Banchory Community Football Club will endeavour to pay each coach from the competitive league teams a sum of £400.00 at the start of the season. This is intended to give the coach a fund from which he can use to pay attributed expenses. This will cover the following expenses, but is not limited to:

- a. Referee Fees
- b. Juice
- c. First Aid equipment
- d. Phone calls

The £400.00 cheque should be sent to you within two weeks at the start of the season.

If you require any further monies in the second half of the season, then you will need to contact Club Treasurer to provide details with subsequent overview of spend for the season.

9. Strips

Primary kit

The Banchory Community Football Club strip

	First kit	Second Kit
Shirt	Sky Blue	Red



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Shorts
Socks

Navy Blue
Navy blue

Black
Red

This is what the Club teams is registered with the SYFA, SWF and the ADJFA.

The shirts have to be **primarily** sky blue but can have small trims of other colours depending kit supplier.

Note: agreed Club kit colours are shown on the Pendle Club site:

<https://banchory-community-fc.footballkit.co.uk/>

It is imperative that **all teams should comply** with the Club colours and any kits being ordered should be put through the Committee **before** an order is placed, so that this is confirmed as complying with the Club colours.

For all competitive matches, unless there is a colour clash then the primary Sky-Blue Club kit will be used.

New strips are normally gained by sponsorship or through team fund raising.

The football shirt should have the **BCFC** (Scolty Hill) badge on the Top left-hand side (contact Club Secretary for details).

Second kits:

There are limited times when the teams need to use an alternative strip hence there is not a need for every team to have a second strip available. The use of these is when there is a match at HOME and there is a colour clash that the referee dictates that an alternative strip is required.

For the second kits, unless the individual teams have their own second kit, the managers should keep these in a dedicated bag and not to give them to the individual players. This is so they are available at all times if required by another team. The kit should be collected as a whole kit by the manager or a designated parent.

New strips are normally gained by sponsorship or through team fund raising.

For all competitive matches, unless there is a colour clash then the primary Sky-Blue Club kit will be used.

Club Jackets/Tracksuit tops:

The Club official colours for Jackets and Track suit tops is **Royal Blue** and will have the **BCFC** badge.

10. Football Pitches

i) King George V Park

Created by Craig Reid – March 2005

Updated by Dominic Flaherty – August 2020



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This is booked throughout the football season by BCFC for Saturdays and Sundays

- Pavilion Access – Saturday Co-ordinator has the key. Team managers can get access via the Club Secretary or Chairman.
- Shed and metal storage containing goals. The plastic goals are stored in the shed with the large crossbars. The metal stanchions and smaller crossbars are stored in the metal container. - Each development and competitive team manager have a key for the padlock (if there are any damages to report please contact Club Secretary). There are normally one full size goals and 3 sets of 7 a side size metal goals, as well as numerous plastic training goals in the relevant containers. There are a number of the small 4 v 4 metal goals which need to be stored and stacked correctly.
- Due to the potential injury that can be done in storing the equipment then this need to be adequately supervised and a risk assessment sheet is stored in the relevant containers.
- The coach should ensure that the pitch is lined, and corner flags put up for competitive matches, or coned (7-a-side – 4 a-sides) before the game. A line maker machine is available in the shed and paint should be in the pavilion.

ii) Silverbank

This can be pre booked by BCFC throughout the football season although not many of the club teams tend to use this as it gets too wet in the winter.

This is planned to be the primary location for the Banchory Girls fixtures for competitive 7 v 7 and 11 v 11 fixtures when Milton is not available.

There is one full size set of goals. The full-size goals are located at the rear of the pavilion and are padlocked.

- Pavilion is booked through the Banchory Sports Centre on Raemoir Road and keys are available at the Sports centre.
- The coach should ensure that the pitch is lined before the game with corner flags.
- There is a container on site with the required equipment, goals, cones, line marker for use at the field.
- The grass is cut by the council on an ad-hoc basis.

iii) Milton at Crathes

Banchory Community FC have the second pitch booked throughout the football season and this is for use from primarily the U13's and upwards to allow the younger teams full access to KGV and Silverbank. At Milton the lines are done on the Friday for the weekend so please ensure that St Ternan are contacted so this is done for the matches.

The main pitch is also used by acceptance of St Ternan for the **U17 age group only**. If no u17 team, then this will be given to the u16 team. This needs additional funding from the individual team, and costs are the difference of the second pitch fee. This needs to be paid to the Club Secretary before the Xmas otherwise it may be stopped from funding by the Club.

- If you have a home game and you want to play at Milton, then phone Ali Sharp in advance before Thursday evening to let him know. The Banchory St Ternan Juniors will maintain the pitch and line it on a regular basis.



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- Please ensure there are not more than one team playing at the same location. It will be up to the coaches to organise an alternative venue if required. The older team have precedence over the younger team.
- Changing is in the BCFC portacabins.
- All the doors are left unlocked.
- Corner flags are inside the portacabin.
- Ensure the dressing rooms are swept out following a game.
- The toilet is in the main pavilion and in the Portacabins and are always left unlocked.
- Ensure that the main gate is closed after the last person leaves the facilities
- There are black plastic bin bags provided in the pavilions (home changing room) to keep the facility tidy.

Pitch lining equipment – The club liners are located at King George V and Silverbank containers. It is up to the coach how he transports it to and from an alternative Pitch. Do not use any liner other than white emulsion (watered down is fine). Sawdust /cones are also acceptable for development pitches.

iv) Tillybrake Road

Banchory Community can have the Banchory Academy School Tillybrake playing fields booked throughout the football season. There are basically two pitches available. Each pitch is slightly different in size. The key for the Pavillion and the goals is available from the Community Reception Office inside the Banchory Academy School building or the Sports Centre reception if the Community office is closed. For weekends then the keys need to be booked by Friday and they will be left at the Sports Centre reception over the weekend. You should pick this up on the day of the Match after 9am. Check if there are nets, corner flags and pegs in the pavilion, but these may need to be obtained from KGV or Silverbank.

11.Trophies – End of Season Presentations

The Club end of season Player of the Year (PoY) presentations is held in June at the end of the competitive seasons.

Each of the team coaches will be responsible for selecting their player of the year at the end of each respective season. The Club will provide the PoY trophy and Shield for each team.

The Coach will present to the PoY at the award ceremony and the main shield will be stored in the Legion cabinet. The players can have the individual shield during the season if requested via a committee member for a short period (Xmas etc). Please ensure you provide the name of your Player of the season to the Chairman / Secretary in May so that they can inform the relevant trophy provider, so the Trophies can be engraved in plenty of time.

It is at the discretion of each coach to decide what additional trophies are required at the end of the season. e.g. 'Coaches player', 'most improved player' and so on. These are at the individual team cost and can be presented at the team end of season event.



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It is important that the name of the Player of the Year for each team is withheld from the players until the official end of season Club presentations.

12.Forms

The Club is registered with the ADJFA and the SYFA for the Banchory Boys and the SWF for the Banchory Girls teams.

The Development Boys (Primary School age group and below) and **all** Girls teams are registered for a summer season: March through to Nov. This process starts in November/December. The Girls (SWF) need to be registered before mid-December and the Boys with the ADJFA in Dec and with the SYFA by mid Feb.

All SYFA/SWF registrations are done online.

All Boys competitive teams (Academy age up to u19) are registered for a winter league (Aug-May). These are registered with the ADJFA in May and with SYFA before end July.

Club Registration – The ADJFA registrations are prepared by the Club Secretary and given to each coach for checking before submission. The Club Secretary then completes the online SYFA forms which includes entry to the Scottish Cup for Competitive 11 a –side teams. These are all done online via the Scottish FA Live system (<https://www.scottishfalive.co.uk/syfa/login.cfm>). The team need minimum of 1 x Team secretary, 1 x first aider, 1 x coach with 1.1 and 1.2 coaching badge. All team officials need to have been disclosed.

Player Registration: Player registration for Boys and Girls and cancellation forms are now done online via the (<https://www.scottishfalive.co.uk/syfa/login.cfm>). For the Boys teams, the individual managers of the teams are responsible for registering and maintain their players. For the Girls section, the Club Secretary has to register and maintain the players in the whole of the section.

If sufficient players are not registered, then you may not be able to play your match, and this may result in a forfeit and a fine with the relative governing bodies.

This is done on an annual basis for each team depending on when the leagues commence. You still need to get these filled in and registered for new players but for existing registered players their details are now stored and just needs to be printed off and signed by player and countersigned by the parent. These online forms are now time dependent and need to be processed in a timely manner.

Important: **DO NOT DATE** these forms until you are ready to process and send off (scanned email of signatures).

Notes

For Scottish Cup Games played at 3rd round onwards and out of region, Banchory Boys/Girls teams should have Pendants available to hand across to the opposing team. This is a time-honoured tradition and should be upheld. Pendants are available from Club Secretary.

For any cup competition no trialists are allowed.

If playing away from the local region then the Club will fund a coach/minibus for the coaches / players, but a collection fee of £5/spectator/parent will be collected to help fund the cost.



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13. Fixtures

Each registered competitive Boys team manager shall use the up-coming season's team match lines, available from the Aberdeen and District Juvenile Association website <http://www.adjfa.org.uk/> under "About Us /Documents" section. Also available are the data sheets, which provide details/contacts for club officials, referees, etc. If you cannot find the number of a referee, contact the ADJFA match secretary (number is also in the booklet).

The date, time and location of the weekly matches will be available on the Sunday before your game on the Aberdeen and Juvenile website: <http://www.adjfa.org.uk/> under the "About Us / Documents" section or under the "The Match/Fixtures and Results" section. Also, check this site out for scores, league tables and cup competition details.

The Girls teams fixtures are managed via the SWF Scottish FA Live web site <http://www.scottishfalive.co.uk/swf> and additionally the team lines are also managed there.

i) Home games

- It is the 'home' Coaches responsibility to contact the Referee and the opposing coach at least 48 hours before the appointed fixture date.
- Check with the 'opposition' coach – colour of their strips to ensure there is not a clash (you can never be sure of what is in the relevant region and club web sites)
- Home team provides the match ball – size 4 U13's and size 5 for 14's and above. Make sure you have at least **two** balls just in case you lose one. For an away fixture you should also have 1 x match ball to be used if required.
- After each home game phone, the match secretary with the score. Normally you will have to leave this on the answer phone. See web site for the Match Secretaries number. For weekends call before 6.00 pm and weekday evening games before 09.30 pm. Do not leave it until the last minute. You will be fined £10 if you do not call in time.

For 11 a-side competitive teams, fill in the team lines form for each fixture. Enter all the details as requested and sign it before handing to the match referee. Team lines now also require a qualified, registered first aider to be recorded on the team lines.

Note if there are any cautions during the game then the referee will provide details afterwards on a slip from the form.

Notes:

If any of your players wear glasses, ensure they have a suitable pair for football. These will need to be inspected by the Head Referee official prior to being worn, as he will provide you with a letter of inspection and approval to use. Make sure that you and the player keep a copy of this letter and ensure it is available at each fixture.

For further information on this please contact Sandy Roy (Head of Refereeing SFA) on 01224 743046



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Do NOT criticise the referee at the match. If you have a grievance, write a letter to the relevant Organisation Secretary – (e.g. ADJFA Secretary – Neil Paterson) - who will bring it to the attention of the referees committee.

ii) Behaviour

Banchory Community FC want to maintain their record for fair play and sportsmanship. It is therefore everyone's responsibility to ensure that they upheld this requirement.

Remember that the conduct of your supporting fans, players is the coach's responsibility. Therefore, it is recommended that you relay this to them before each game or as you feel necessary.

The Club has signed up to the SFA RESPECT charter and this defines behaviour expected by coaches / officials, players and parents / spectators. This should be signed every year so that expectations should be clear on acceptable behaviour to players, officials and the opposition.

iii) Dress Code

Each Coach (Saturday Trainers, Development and Competitive) should ensure they are wearing the official Banchory Community (Boys or Girls) T Shirt /Training Top during training sessions or at Matches. It is important for the Club representative to be conspicuous to other members of the public and to the other match officials.

iv) Free Dates (Boys only)

Four (4) free dates are allowed per season. This can last up to 7 consecutive days for one free date. You must specify the period. If you ask for one day/date, then you will only be given that date. This should be sent via Email to Carol Baxter at ADJFA. (Ideally ASAP, but at least 2 weeks before the time requested). You should check with players re October holidays, Easter etc. The only official shut down during the season is for Xmas and New Year period.

v) Trialists

Over the season, 4 un-registered trialists are allowed for league games. Each one is allowed 4 games as an unsigned player. (They must play for it to count.) For Cup games, all players must be registered.

vi) Weather Postponements

If there is a doubt with the weather then consideration needs to be made for travelling teams, especially if travelling long distances. The manager should make an early inspection and if in doubt then the match should be called off and the relevant organisation match secretary called immediately and then the referee and the opposition team manager. If teams travel in the Scottish Cup and the match is called off, then the HOME team is liable for the away teams travel expenses.

In the Boys fixtures, the SYFA rules state that the fixture venue may be swapped after 3 failures to play a match due to weather postponements to limit congestion at the end of the season. The use of council facilities in Aberdeen (Aultens, Hazelhead and Inverdee) or all-weather pitches in Inverurie, Stonehaven, Kaimhill may be better than playing at an opponent's



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place. The council pitches can be booked through request with Carol Baxter at the ADJFA if required, and the astro pitches direct with the relevant location.

14. Disclosure Act – Scotland / Self Declaration

All Committee members, managers, coaches and Saturday coaches need to be disclosed for Child Protection and Club Insurance purposes, Graeme Davidson is the Club co-ordinator and Additional Signatory for this.

The Chairman and Club Secretary / will organise a meeting with each coach to ascertain names and credentials for the people involved with their respective teams. The individuals will be required to provide some forms of identification (Passport, NI number, driver's license, utility bill, birth certificate etc). The relevant Disclosure forms will be filled in by the registered disclosure coaches and sent off to the relevant body for checking and endorsement.

It is critical for the protection of the players, the Club and the Individual that every person who works with the children is disclosed. Any new coaches at Saturday training, development and competitive matches have to be introduced to the Chairman / Secretary before they coach. This is to ensure that the individuals provide the right details for the Club to register them and also to ensure that the right expectations from the Club are passed to the individual with respect to behaviour, first aid/coaching requirements.

Note: Even if an individual has an existing PGV Disclosure for another Club or Sports/Activity etc they still have to be Disclosed through the Club and via the SYFA/SWF

15. Sweepers – Banchory St. Ternan

Banchory St. Ternan operates a weekly sweeper similar to the Lottery. Tickets cost £1-00 The Community Club also participates and helps to sell the tickets. They are available locally through the Legion. It is important for the Club to push this as we receive a commission from St. Ternan, and this helps to offset the cost of using the Milton pitches over the season. This is especially true with the increase in pitch rental fees for Milton and also the introduction of fees for Tillybrake, Silverbank, KGV from the Council.

16. Saturday Training

The Community Club runs Saturday morning training sessions at KGV park from 10 to 11:30 am for children from pre-school to P7's. Each age group has a coaching focal point and is given assistance by other coaches/parents. The Community Club is keen to encourage all coaches/parents who assist the training to obtain the relevant coaching qualifications and will pay for the courses. These are booked via the SFA web site

The overall Saturday morning co-ordinator is Hugh McGarvey, whose details can be found below.



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The purpose of Saturday training is to give every young child in Banchory and surrounding areas the opportunity to improve their football skills along with others of their own school age group. The Saturday training can and should be used to identify players who could play for the teams run by Banchory Community Club. However, Saturday Training is separate from the teams and should not be used as additional team training sessions. It is the Community Club philosophy that all children in each age group, irrespective of their ability, should mix in training, and the coaches should coordinate their activities to suit this philosophy.

The Saturday Trainers run a series of Special Days where mini competitions are run, with the two top teams from each age group playing in a final played on the Fun Day. At these Special Days each child receives a medal, drink and sweets, the cost of which is borne by the Community Club. The Fun Day is usually held on the same day as the End of Season Team Presentations to encourage as many children as possible to attend the presentation. This is now held at Knochburn Loch in June to correspond with the Club Fund raiser for the Girls section.

17.Website

The Community Club website domain is <https://www.banchorycommunityfc.org/>. Managers should be working with the web co-ordinator in updating this for their individual teams with the main team front sheet with information on coach details, training and playing times and any kit / jacket/ bag sponsors. The fixtures should be reported as well for progress check by everyone.

The Saturday Co-ordinator will update for the Saturday Training.

The web master for the club is Mark Wood.

18.Coaching Training Courses

The Club criteria for all coaches are expected to undergo level 1 and level 2 training to the SFA Development plan. These are different for 7-a-side (Children's Pathway) and 11-a-side football (Main Pathway).

Note: If you are with a team that is in the competitive 11 a side, then there needs to be a coach at 1.3. When Development teams move to Competitive team (at Academy age level), then the coaches have to undertake the Main Pathway courses even if they have the Children's Pathway badges. This should be planned in the P7 age group as coaches have to be complaint for team registration prior to the season commencing.

The training programme for the North Region is found on the SFA web site <http://www.scottishfa.co.uk/football.cfm?page=2582> with the link attached with dates and venues. These are well attended. The Saturday coaches should also undergo the First Touches training as a minimum.

The attendance of the coaching sessions should be confirmed with the club Secretary / Treasurer and re-imburement for the courses from the club is applicable. The individual has to



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pay up front, as each coach needs to be registered individually and their courses booked via this process.

The course are booked via the web link: <https://www.scottishfalive.co.uk/scottishfa/coaches/>

Any new coach can then register themselves in the system and then have an individual access and can book all courses direct.

The Secretary will keep a record of the training undertaken via the Club account on Scottish FA Live system where all training is now centrally registered against the individual coach. Only first aid certificates need to be retained by the Club Secretary and submitted to the SYFA / SWF individually. It is imperative that the SFA coach system and the SYFA / SWF system are aligned for each coach as this is the only way that the system can be updated for courses attended.

For all SYFA and SWF development and competitive teams then level 1 and level 2 is required for coaches of teams. For every development team there needs to be one first aid person and two for competitive teams.

19. Female Playing Members in Boys Teams

Banchory Community Football Club encourages active female playing members in the Boys teams as well as the Girls teams.

When they are registered and playing in the Boys teams, for the protection of both the players and the coaches, they will be subject to additional guidelines and conditions:

Matches involving male and female players may be played as long as:

- a) The League/Association of which the club is in membership and the appropriate Regional Committee must be informed in writing of a club's wish to involve male and female players in the same team.
- b) When male and female players are in the same team, there must be a female assigned parent / guardian present before any match is allowed to commence.
- c) The club manager of any team wishing to play male and female players in the same team will be responsible for informing their opponents and checking if separate suitable facilities are available when arranging any match. On arrival at the match venue it is the manager / parent / guardian responsibility to check that the facilities are suitable before players are allowed to change.

If no suitable facilities are available, it is the responsibility of the team containing female players to make alternative arrangements.

- d) Officials and players of opposite gender are not permitted to be in the dressing room or immediate surrounds when players or officials of the opposite gender are not fully clothed.
- e) A qualified First Aider or a medically qualified person should only treat club members who receive injuries during any club activity. It is the responsibility of any team with members of opposite gender to have one of the following in place:

1. A First aider of the same gender.
2. The girl's parent/guardian or a nominated female adult.

The following can then be used for treatment of the female player.



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1. These persons need to be informed to the match referee for treatment of the injured female player only.
2. The girl's parent or a nominated female adult can administer treatment.
3. For treatment of the female player by the team First Aider, the girl's parent or a nominated female adult must accompany the First Aider if they are of the opposite gender.

The above conditions must be in place for the duration of all club activities including training sessions and organised trips.

Banchory Community Football Club also support female players and established the Banchory Girls section in 2015 and encourages girls from primary to academy age. They train at Hill of Banchory Fields from 5:30 -6:30pm on Wednesdays in the winter and Tillybrake fields in the summer. For more details contact details for the club are in appendix 1:



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20 Physio Assistance

The Club has an arrangement with Deeside Physiotherapy. If a player is injured, then the player can go to the Physio and be assessed. He will have to self-fund their first appointment at a cost of £30. The next three sessions will be paid for by the player / parent and reimbursed by the Club on approval of the Club Treasurer and discussion with the team manager. Deeside Physio is based in the UNIT facility near the Tor Na Coille Hotel lower car park and can be called on 01330 820999. The main contact is Richard Batho.

Note: If the Players has not paid his current Club fees then the physio bills will be at the individual's expense. Additionally, if the club fees have not been paid then the player may not be eligible for any insurance by the SYFA/SWF insurance scheme.

21 Player Personal Insurance

The Club insurance through the SYFA is limited in value. If a Player works (primarily u17/19 age group) then they should look to get their own Individual Personal Insurance in case, they get injured in training or matches and has to miss work for any reason.

22 Club Support for Boys U15/ Girls u16 Tours

The Boys U15 team are the age group that will look to organise a tour during the season. This is normally arranged for the Easter period, and free dates are required for these dates from the ADJFA.

The Girls u16 age group are also organising for a tour and this will probably be every other year but will fund raise across the two-year period. Free dates need to be agreed by the SWF if required.

The tour is self funded through fund raising but assistance is given by the Club in allowing the teams to solely fund raise from April the season before, to the April of the U15/16 season. In the recent past a boxing night has been arranged for the May for the Boys section in the Legion Banchory as the main fund raiser. This may move to November. For the Girls section they organise an event to coincide with the Player of the Year and Saturday Fun day events at Knockburn Loch in June.

Bag packs at Morrisons at Xmas / New year period were supported by the Club Secretary in booking, but these have now ceased over the last two years, so any restart would have to be requested and may not be guaranteed.

Additionally, the Club will sponsor the team with the equivalent of £100/player or up to £2500 per event being organised to that one tour. The boxing nights have been paid recently which cost £2500. Any increase in this cost would have to come out of the funds raised.

All parents going on tour who will be involved with the players will need to be registered as officials of the Club.

An official risk assessment for the Tour needs to be completed and sent to the SYFA/SWF prior to any permit being issued.



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Appendices

Appendix 1.0 Useful Phone Numbers & E-Mail Addresses

1.1 Banchory Community Committee

Chairman	Graeme Davidson	Home 01330 824720 Work 07970 071174 Email: g.davidson62@btinternet.com
Vice Chairman	Derek Thomson	Home: 01330 820122 Mobile: 07741241896 Email: derekthomson317@btinternet.com
Player Protection Officer (See Appendix 2)	Dom Flaherty	Home 01330 820258 Work 07770 610070 Email Dominic.Flaherty@btinternet.com
Secretary	Hank Glansbeek	Home 01330 825359 Mobile: 07917 814896 Email: secretary@banchorycommunityfc.org
Treasurer	Rebecca Glansbeek	Home 01330 825359 Mobile: 07854 166396 Email: treasurer@banchorycommunityfc.org

Committee Members

Davie Hector
Chris Izatt
Barry Valentine
Hugh McGarvey
Iain Abernethy
Kevin Riach
John Anderson



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1.2 Banchory Boys Managers / Girls managers

19's	Derek Thomson	
17's	No team	
16's	Graham Taylor	Hank Glansbeek
15's	Paul Law	
14's	Andy Smith	
13's	Craig Stephen	
12's	Simon McKay	
11's	Barry Valentine	Iain Abernethy
10's	Mark Slater	
9's	Mark Wood	Duane McAvoy

1.3 Other Useful Contact Numbers

Banchory Sports Centre – 01330 825269
Banchory Academy – 01330 823357
Banchory Community Centre – 01330 825966
Milton Pitch

Ally Sharp – 01330 825475
All Weather Dee Street – c/o Greame Davidson

ADJFA Match Secretary
– Carol Baxter – 01224 821014

Scottish Youth Football Association – 0141 620 4591
Scottish Women's Football – 0141 620 4583

Aberdeenshire Council HoB and Drumoak lets:
Norah Davidson, Clerical Assistant, Tel: 01467 539119
Education Office,
Queens Road
STONEHAVEN



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Appendix 2.0 Code of Conduct for the protection of children

Always:

1. Make sport fun, enjoyable and promote fair play
2. Work in an open environment, avoiding private or unobserved situations
3. Treat all participants equally, with respect, dignity and fairness
4. Put the welfare of each child first before winning or achieving performance goals.
5. Be an excellent role model including not smoking or drinking alcohol in the company of children
6. Give enthusiastic and constructive feedback rather than negative criticism
7. Build balanced relationships based on trust that empower and include children in the decision-making process
8. Recognise the developmental needs and capacity of children and avoid excessive training and competition, pushing them against their will or putting undue pressure on them
9. Involve parents, guardians and carers wherever possible

Avoid:

1. Having favourites - this could lead to resentment and jealousy by other children and could be misinterpreted by others
2. Spending excessive amounts of time alone with children away from others
3. Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety
4. Doing things of a personal nature for a child that they can do for themselves

Never:

1. Engage in sexually provocative games including horseplay
2. Engage in rough, physical contact except as permitted within the rules of the game or competition
3. Form intimate emotional, physical or sexual relationships with children
4. Allow or engage in touching a child in a sexually suggestive manner
5. Allow unacceptable behaviour, swearing or sexualised language to go unchallenged
6. Make sexually suggestive comments or gestures to a child, even in fun
7. Reduce a child to tears as a form of control
8. Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
9. Invite or allow children to stay with you at your home
10. Share a room alone with a child for sleeping accommodation.



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QUICK GUIDELINES

If a child tells you about abuse:

1. Take what the child says seriously and listen without interrupting
2. Stay calm without showing shock or distaste
3. Reassure the child that they were right to tell someone
4. Do not make promises or guarantee confidentiality
5. Avoid asking questions. If necessary, only ask enough questions to gain basic information and make them open-ended and non-leading e.g. Who? Where?
6. Do not make negative comments about the person against whom the allegation has been made.
7. Record the information in the child's own words, sign and date it and report immediately to the Club Child Protection Officer or if unavailable, report directly to the police or social services department
8. Where the child is at immediate risk, advice should always be sought from the police or social services

If you suspect abuse or receive an allegation about an adult:

1. Remember that the welfare of the child is paramount
2. Record, sign and date the information given and report immediately to the Club Child Protection Officer or if unavailable, report directly to the police or social services
3. Do not place yourself or anyone else in a compromising position

Child Protection in Sport Service

0141 418 5674

Parent Line Scotland

0808 800 2222

Child Line Scotland

0800 1111

REMEMBER!

It is not your duty to investigate it is your duty to report concerns

Always seek advice if you are unsure



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Appendix 3.0 Code of Conduct for Coaches/Parents/Spectators & Players

3.1 Code of Conduct – Coaches

<p>What Coaches can expect from BCFC</p> <p><u>BCFC is committed to:</u></p> <ul style="list-style-type: none"> • Providing you with the relevant equipment required for coaching sessions and matches. • Providing you with a copy of the most up to date version of the BCFC Constitution including the “Code of conduct” appendix. • Assisting you with discipline matters that are raised with the BCFC Committee. • Assisting you with any coaching related matters that you raise with the BCFC. • Meeting all costs for your attendance at SFA approved Coaching Courses up to SFA Coaching Structure Level 3. • . 	<p><u>What BCFC expects from all Coaches.</u></p> <ul style="list-style-type: none"> • Maintain a high standard of appearance, punctuality and manner at all coaching sessions and matches. • Maintain a high standard of personal discipline and show their squad a good example of behaviour at all coaching sessions and matches. • Refrain from questioning match officials’ decisions during and after matches and to show match officials, players, opponents and opposing officials a high level of respect. • Maintain a high standard of discipline within their squad. Never engage in any verbal or physical abuse of your team members and support all efforts to remove such abuse from children’s sporting activities. • Arrange for a substitute to attend coaching sessions or matches when they are unavailable. • Provide players with contact details for all coaches working with a squad. • Ensure that equipment and facilities are safe. • Keep line of communication open with your players and their parents. Let them know that you are always available should they have any concerns regarding the way the season is going. • Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children. • Remember that children play for fun and enjoyment, and that winning is only a part of the game. Never ridicule or yell at the children for making mistakes or losing a competition. • Should refrain from smoking or drinking around the children during matches and training and should not arrive at matches in an unfit state. • If using social media for their teams (e.g. Facebook pages) then this is managed and controlled so no inappropriate messages are displayed against any individual players, teams or associations and only Club relevant information, pictures and information is used
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3.2 Code of Conduct – Parents/Spectators

<p>What Parent/Spectators can expect from BCFC <u>BCFC is committed to:</u></p> <ul style="list-style-type: none"> • Providing you with a copy of the most up to date version of the BCFC Constitution including the “Code of conduct” appendix, on request. • Providing your child with a safe environment for coaching sessions and matches. • Providing your child with SFA qualified coaches who will organise all matters relating to their squad. • Providing you with contact details of BCFC officials and coaches within their squad. • Dealing with any enquiry from parents that are raised with the BCFC Committee, in a prompt and efficient manner. 	<p><u>What BCFC expects from all Parents/Spectators.</u> <u>BCFC expects Parents/Spectators to:</u></p> <ul style="list-style-type: none"> • Ensure their child attends all coaching sessions and matches at the times stated by their coach. • Ensure their child advises their coach if they are unavailable for a coaching session or match. • Ensure their child is correctly attired for coaching sessions and matches and complete with shin pads, water bottle etc. • Take care of BCFC kit that is issued to their child or is provided during matches. • Refrain from any interruptions that will disrupt the coach or other players at coaching session and matches. This includes coaching instructions directed at their child or their teammates during matches. The coaches are the only people at matches who should coach the players. • Refrain from questioning match officials’ decisions during and after matches and to show match officials a high level of respect. • Encourage their child and their team during matches but to refrain from any form of criticism to individuals or their team. • Help encourage and support. <p>CHILDREN DO NOT MEAN TO MAKE MISTAKES</p>
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3.3 Code of Conduct - Players

<p>Players can expect from BCFC <u>BCFC is committed to:</u></p> <ul style="list-style-type: none"> • Providing you with a safe environment for coaching sessions and matches. • Providing you with SFA qualified coaches who will organise your squad, your coaching sessions and your matches. • Providing you with a high standard of kit for coaching sessions and matches. • Providing you with as a high a standard as is available of coaching and playing facilities. 	<p><u>What BCFC expects from all Players.</u> <u>BCFC expects Players to:</u></p> <ul style="list-style-type: none"> • Maintain a high standard of appearance, punctuality and manner at all coaching sessions and matches. The wearing of jewellery and spectacles (unless approved) is not permitted for the safety of all concerned. • Use and take care of all BCFC kit issued to them for coaching sessions and matches. • Advise their coach if they are unavailable for a coaching session or match. • Refrain from using bad language, spitting, fighting, or displaying dissent at coaching sessions or matches. • Any player who consistently has a bad discipline record with match officials will be expected to pay their own ADJFA fines and may be subject to expulsion from BCFC. • Refrain from any behaviour that will disrupt the coach or other players at coaching sessions and matches. • Refrain from questioning match officials’ decisions during or after matches. • At all times display a high level of respect to all BCFC coaches, officials, match officials, teammates and opponents. • If using social media (e.g. Facebook pages) then there should be no inappropriate messages displayed against any individual players, teams or associations for the Club or other Clubs. This may be dealt with by the SYFA or ADJFA if found to be the case and may lead to a ban from the game as a youth player.
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Appendix 4.0 First Aid

1. This appendix is added to complement Section 6 and gives further guidelines to ensure the safety of the children within the coaches' care. The Community Club has always asked parents to advise of any ailments/medical conditions that a child may have on the Annual Community Club Registration Form. However, it is felt that the Community Club needs to add further measures to improve its focus on providing suitable first aid to all within its care.
2. A disclaimer is now included to the club's own annual registration forms. This will ask all parents to sign their approval that, in circumstances where first aid may be required, they are happy for the coach/first aider appointed by the club to administer such aid. It is important that you ensure that each parent signs this disclaimer along with the rest of the registration form.
3. The Club will inform each coach/Saturday trainer of any registered medical condition as soon as they are made aware of said condition.
4. It is important that a coach is made aware, at the start of each training session or match, if any of the participants are on medication and ensure that they have it with them (if applicable). Examples of this are inhalers for those with Asthma or Injector Pens for those with Diabetes or a nut allergy. It is up to the coaches' discretion, but they should consider stopping a child from taking part in a match/training session if they feel that the lack of medication could put the child at risk. Coaches should consider sending out a note to all parents at the start of the season, of the requirement to be informed of a child's medication.
5. The Club has invested (with assistance of other organisations) in having defibrillators at KGV Park and at Milton Park – the two key locations for the Club activities. All Club first aid trained staff cover the use of the Defibrillators in their first aid training.



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Appendix 5: Coaches information Sheet

Coaches & Sat Trainers Information Sheet

Banchory Community (Boys and Girls) Coaches and Helpers

Prior to any session:

- Check the Pavilion is accessible, and the toilets are clean
- Check that there are no damaged or broken windows
- Check that the storage shed, and container are unloaded correctly and that the area is safe for access and egress
- Check the pitch area you are responsible for is clear of rubbish, tree branches, glass, and animal excrement.
- Check the area you are responsible for does not have any hollows that could result in trips/falls which could result in injury
- Ensure that the goals you are using are secure and ensure children know not to swing or play on the goals
- Ensure that the area you are playing on is free from ice / sharp protrusions from pitch damage.
- Ensure that you have sufficient equipment for the session and have a session plan.
- Ensure that the children are dressed appropriately for the session based on the changing weather conditions.

After any session:

- Ensure that the goals are brought down under control and that there are sufficiently adequate people to carry them back to the sheds for storage.
- Try and only use adults for putting goals and nets back in the shed and container and ensure that the container is left in a tidy state for the next users.
- Ensure that all children have a responsible person who has collected them and do not leave any children on their own at the end of the session before you leave.
- Close and secure the pavilion and storage shed and container.
- Inform the Club Secretary if anything needs addressing or the facilities are not left in good order by the previous teams.



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Coach information sheet

Note: Data protection and use: All coaches are needed to be registered with the Club and the ADJFA, SWF and SYFA football organisations. The information on this sheet is critical for that purpose and will be used for that purpose only. By completing this form, you agree to the Club holding this data which will not be shared to other organisations and will be removed if you leave the Club as an official.

All coaches /volunteers will need to be PGV disclosed for the purpose of Child Protection and additional information will be required for this part and sent separately. All coaches will be registered in the Scottish FA live system where all officials in the relevant organisations are managed. This also allows officials to book their relevant courses.

Note: All coaches are required to take the e-learning Child Wellbeing Course within a week of being registered in the system by the Club Secretary.
separately.

– return to the Lead Saturday Training Co-ordinator / Club Secretary

Family Name: _____, **DoB:** ____/____/____

First name: _____ **Age group I assist: Year** _____ **(e.g. 2010)**
Section: _____ **Boys/ Girls/ Sat training**

Address: _____ **Team: _Yes / No _Sat only: Yes / No_**

Postcode: _____

Phone number: _____ **home**

_____ **mobile**

Email address: _____

Emergency contact name /number: _____

Any allergies or illnesses that the lead coach needs to be aware of: Yes/No

If yes, please include: _____

Disclosure: As a coach are you aware that you need to be Disclosed for Child Protection purposes? Details will need to be given and applied for. Please indicate if you are disclosed with any other organisation.



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Note: once you have been registered by the Club in the SWF / SYFA system by the Club Secretary, there is a form and reference document which is needed to be supplied to Graeme Davidson and submitted with your disclosure form.

Coaching: As a coach are you aware that the BCFC will pay for you to attend SFA coaching which is a requirement for the Club to offer the best quality coaching to the players and also help the Club in the Scottish Quality Award Scheme. The lead coach / secretary can provide details of coaching courses for you to attend.

Yes / No I will / will not be able to attend SFA coaching sessions

List any previous SFA credited courses you have attended and provide certificate for Club records: _____

Do you have a valid Sports First Aid Certificate? Yes / No

Have you completed the online e-learning Child Wellbeing in Scottish Football course? Yes/No

Note: if not then this needs to be done within a week of being registered in the SWF/SYFA system by the Club. Once registered you will get an automated reply which creates a form that is needed to be attached to the Disclosure form sent by the Club Chairman, who is the Disclosure Additional Signatory for the Club.



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Appendix 6: Disclosure Information sheet

Disclosure Questionnaire

Note: Data protection and use:

All coaches /volunteers will need to be PGV disclosed for the purpose of Child Protection. All coaches will be registered in the Scottish FA live system where all officials in the relevant organisations are managed. This also allows officials to book their relevant courses. The information on this sheet is critical for that purpose of Disclosure and will be used for that purpose only. By completing this form, you agree to the Club holding this data which will not be shared to other organisations and will be removed if you leave the Club as an official.

Please answer following questions and return;

Are you disclosed with another organisation: Y/N (Delete as appropriate)?

Input 16-digit disclosure no if Y

Full Name.....

Mother's Maiden Name: D.O.B. /..... /.....

Town of Birth: Country of Birth:

Day Contact Number: Evening Contact Number:

Email Address

National Insurance Number:

Passport Number:

Driving Licence Number.....

Address(es): (include any up to previous 5-year residency) use back of page if needed for additional space.

Resident from dates for above: (month and year)

Saturday trainer / team Coach (delete as appropriate): (age group e.g. 2001)

Coaching section (delete as appropriate) Boys / Girls (requires different disclosure process)

Return this form to:



g.davidson62@btinternet.com

Graeme Davidson



Fir Cottage

Pantoch

Banchory

AB31 5PY