

Penicuik Athletic Youth Football Club have a duty of care to all members (children and adults). We strongly encourage our members to take part in our activities remembering that the health, well being and safety of each individual is of paramount importance.

In an effort to ensure good practice and to support our Health and Safety statement, the following guidelines form part of the Club's policies:-

PAYFC Committee Will:

- Undertake regular, recorded risk assessment of the club premises and activities and will take measures to close any gaps identified by that assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to first aid facilities and qualified first aider at all times.
- Appoint a player protection officer to whom injuries, accidents or concerns should be reported.
- Volunteers/officials will be provided with guidelines for appropriate park set-up and use of equipment.
- Offer the facilities of a recognised physiotherapist for any sport related injuries.

PAYFC Committee Also Request That All Members Have A Duty For:

- Children under 8 years of age should not train/play for more than 90 consecutive minutes
- All members should be aware of the club's player protection policy.
- Team coaches and officials should ensure that relevant parental consent forms are completed.
- Team coaches should ask parents to make them aware of any health requirements specific to their child/children.
- Team coaches and officials should be responsible for a duty of care to the team members during club organised events and activities. This includes proper warm-up and warm-down routines and due care and attention to youngsters with injuries.
- All Club members/volunteers/officials/friends and family attending games should be aware of and have signed the clubs code of conduct policy

GUIDELINES FOR PARK SET UP AND USE OF EQUIPMENT

Balls

Every youngster should have a ball for training purposes. Balls should be of the correct size following the SFA player pathway:

- | Age Group | Ball Size |
|-------------------|------------------|
| • Early touches | 3 |
| • Under 8's Fun4s | 3 |
| • Under 9's | 4 |
| • Under 10's | 4 |
| • Under 11's | 4 |
| • Under 12's | 4 |

- Under 13's 5
- Under 14's and over 5

Corner Flags

- Stored in container.
- Must be in situ prior to a game.

Emergency Contacts

Position	Name	Contact Details
Chairperson	James Robertson	Chairman@payfcnet.com
Vice Chairperson	Fraser Bertram	Covid.officer@payfcnet.com
Welfare Office	Matt Harrison	Welfare.officer@payfcnet.com
A.N.Other	Julie Abblett	Welfare.officer@payfcnet.com
Penicuik Centre		01968 664066
Beeslack Community		01968 673893

Emergency Procedures

In case of emergency call emergency services.

Containers

- The containers are sited at:
 - Bog Road Playing Fields
 - Beeslack Community School
- It is forbidden for any child to enter a container unsupervised.
- Each container will be secured with a security lock
- Each Coach will be given passcode for the security lock.

Goals

IT IS FORBIDDEN FOR ANYONE TO SWING FROM OR CLIMB ON THE CROSSBAR.

- 2 sets of 7-a-side goals stored in each container.
- Super 5 goals at Bog Road container.
- Must be stored safely (i.e. cross-bar and sides to be flat. Cross bar/s to be secured on hooks at top of container, sides to be against walls of container).
- Caution should be taken when transporting goals from container to park. At least 2 adults (i.e. someone over the age of 16) should perform the duty of transporting the crossbar/s.
- All goal frames should be sufficiently anchored, weighted, pinned, chained, pegged or otherwise made secure so as to prevent overturning. In view of the potential for serious injury unsecured goal frames should never be used as it is likely that all free standing frames will need to be anchored. The only exception may be where an assessment clearly shows that there is no risk of injury in the event of overturning. The cross-bar should be securely slotted into sides, and strong pegs to be used for front and back of sides to ensure they cannot be dislodged.

HEALTH & SAFETY

- The simplest test to check if goal posts are anchored securely is if an adult, paying close regard to their own safety and that of others, is able to pull the goal post forwards causing it to fall then the goal post or frame is unsafe.

Before use, adults should:

- Exert a downward pressure on the cross bar
- Exert a backward pressure on both upright posts
- Exert a forward pressure on both upright posts

If the posts fail to remain secure during this procedure, it is necessary to re-stabilise the equipment and carry out the same procedure again.

- Portable goal posts should not be left in place after use but should be dismantled and removed to secure storage and secured together face to face or to a substantial permanent structure such as a wall or fence.
- Safe lifting and carrying techniques should be employed in the moving, positioning, and anchoring of goal post frames.
- Any evidence of wear and tear **MUST** be highlighted to, PAYFC committee.

Grass Cutting

- The Council has responsibility for this duty.
- Any concerns should be raised with PAYFC committee.

Housekeeping

- Team Volunteers/Officials should ensure all changing rooms are swept and clean after use.
- Team Volunteers/Officials should ensure showers and toilets are used appropriately – no cleaning of boots in sinks/showers.
- Team Volunteers/Officials should ensure lights and water are in working order.
- Any concerns/non functioning of facilities should be reported to PAYFC committee.

Nets

- 7-a-side nets stored in any container.
- 11-a-side nets stored in any container.
- Must be stored in container to ensure no-one will trip over them when transporting park equipment.
- Netting should be well fitted and should not extend beyond the area covered by the base of the frame. Soft synthetic fixings should be used.
- Any concerns should be highlighted to the PAYFC committee.

Park – Condition Of

- The health and safety of players should be of paramount importance.
- If there is visibility of the park being waterlogged, frozen or rutted then the match referee should be informed.

Park Lines

- Lines are burnt out once per year by the Council (usually just prior to the season beginning in August/September)
- Any team using the park should take responsibility for the visibility of lines.

Pegs

- Stored in middle container in a bucket.
- These should be strong and securely placed into ground ensuring no-one can trip over them or be hurt by them during a fall.
- There should be at least 3 pegs on each side netting and at least 4 pegs on the back netting.

RISK ASSESSMENT POLICY/PROCEDURE

In order to create a safe environment as detailed in the Club's Health and Safety Policy it is important Penicuik Athletic Youth Football Club committee carry out regular risk assessments to identify and remove any hazards and put measures in place to minimise risks.

The Risk Assessment Should:

- Identify an unsafe condition
- Decide what corrective action is required
- Determine who is responsible for correcting it
- Follow up to ensure that it was corrected properly
- Identify a risk rating and risk level for each risk
- Allocate a timescale and owner for each action

A Risk Register Should Be Set Up And Maintained

The following risks have been identified and should be monitored as described:-

Potential Hazard	Frequency of Monitoring
• Goalposts	Every game
• Nets and minimum pegs per goal	Every game
• Weather extremes	Every game
• Park Conditions (including dogs dirt)	Every game
• Balls	Training and games
• Footwear	Every game
• Shin guards	Every game
• Jewellery	Every game
• Player and adult conduct	Beginning of season/games/training
• Injuries	As and when required
• Travel	As and when required
• Vandalism	As and when required
• Access to park/changing rooms	Games/training
• Access for emergency services	Games/training
• Parking facilities	Games/training

HEALTH & SAFETY

- | | |
|---------------------------------|-----------------------|
| • Housekeeping | Games/training |
| • Refuse | Games/training |
| • Climbing on top of containers | As and when necessary |
| • Glass on park | Games/training |
| • Lifting | When moving equipment |

If anyone identifies a risk or potential risk they should report it to the Welfare Officer or PAYFC committee.

RECRUITMENT AND RETENTION OF VOLUNTEERS AND MEMBERS

Penicuik Athletic Youth Football Club committee recognise that the existence of their club is underpinned by the availability and commitment of volunteers.

It is crucial, therefore, that the club take responsibility for the duty of care of all volunteers and members and to ensure they are recognised for playing a valuable part in the club and the community.

Part of that duty is to ensure there are enough volunteers and members to support activities. This allows for workload to be spread and therefore minimising the risk of placing a heavy burden of duties on too few members.

Recruitment

The Club have various means of recruiting volunteers:

- Each Team Secretary is tasked with identifying potential parental support via verbal communication
- Advertisement in local newspaper
- Advertisement in appropriate web sites
- Communication with SFA development officers
- Communication and working with local Community Council during local festivals
- Communication and working with local Amateur Football Team
- As part of our exit strategy for youngsters who are about to reach maximum age for playing club football
- Request at club functions (i.e. club presentations and any other social events)
- Encourage a “parents” challenge match and social event
- The Chairman, Vice Chairman and Coach Co-ordinator are responsible for ensuring new teams are coming through at grass roots level

Initial Identification Is Informal.

- Once a potential volunteer is identified they will have an informal discussion with a club committee member.
- The volunteer will be asked to complete an application form and provide two persons for the purpose of character references.
- If the volunteer feels comfortable with the ethos and culture of the club they will then be requested to progress with relevant Disclosure Scotland/ PVG paperwork

HEALTH & SAFETY

- PAYFC committee will introduce them to the club's constitution, Objectives, Policies and Procedures (including Job Descriptions for all available roles)
- If required, offer the potential volunteer some time at the club prior to making a commitment

Retention And Motivation Of Volunteers

- All club members have a responsibility to make new members welcome.
- Ensure club members are made aware of club activities and meetings.
- Allow club members to make suggestions (fresh eyes are always useful in identifying outdated practices)
- Everyone's opinion must matter
- PAYFC committee should identify additional skills of Club members during meetings and club activities
- Volunteers are recognised at annual club presentation awards
- PAYFC committee to discourage unhelpful arguments
- Provide appropriate training for coaches and mentoring for administrative officials
- Every member in attendance at Club meetings are asked how they are doing
- Good practice and funny or interesting stories are shared at club meetings

The content of this document has been approved by the Chairperson and Secretary of Penicuik Athletic Youth Football Club. Their signature below is confirmation of this.

Block capitals

Signature

Date

Chairperson

Secretary
