

PENICUIK ATHLETIC YOUTH FOOTBALL CLUB (PAYFC)



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.

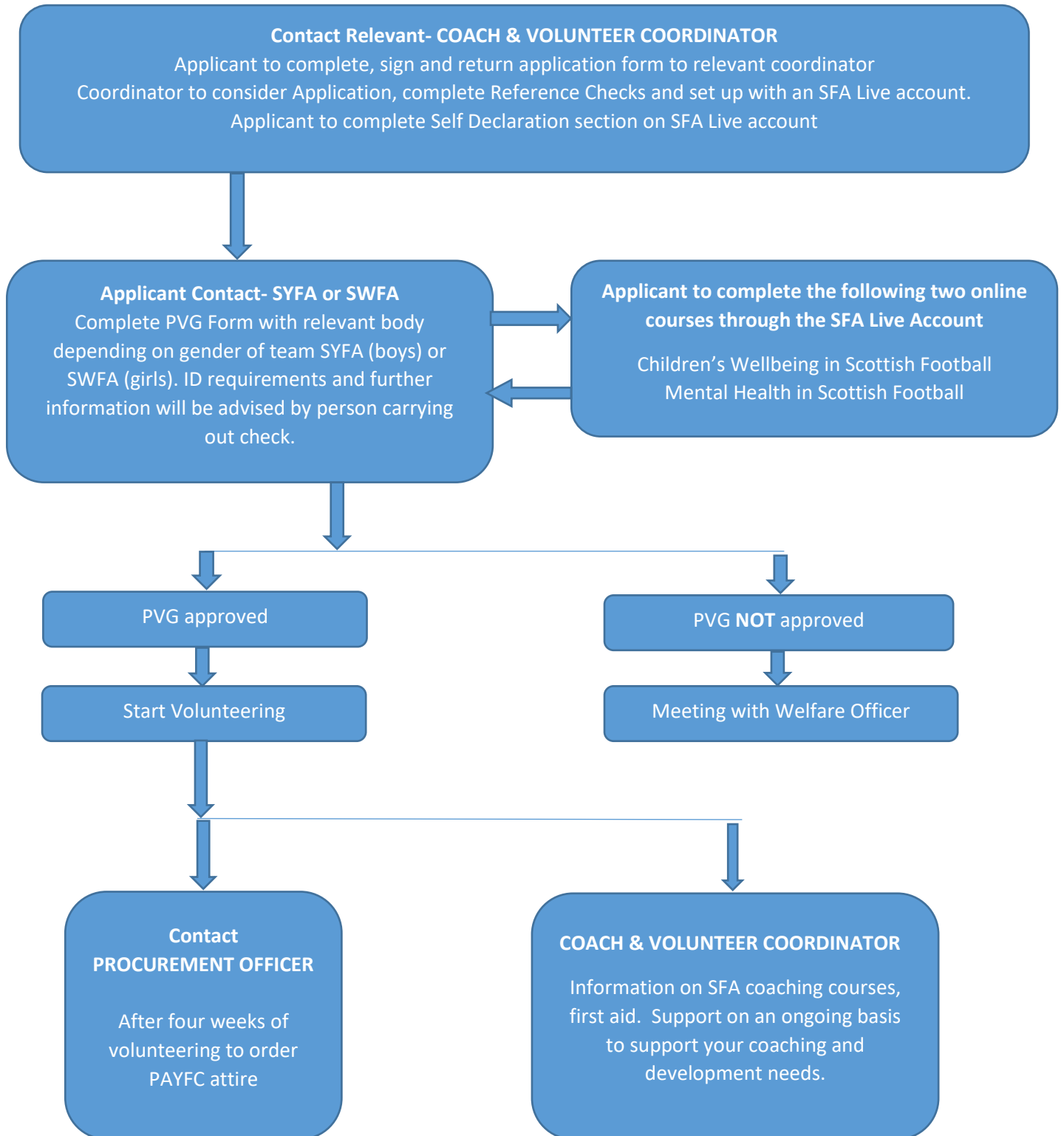
Come along, join us and be part of the growth of the Club and help us reach the high standard we are aiming for.

Scott Montgomery

PAYFC Chairman

PROCESS

**ALL CONTACT DETAILS FOR THOSE YOU NEED TO LIAISE WITH DURING THIS PROCESS
ARE LOCATED IN LAST PAGE OF THIS DOCUMENT**



COACH JOB DESCRIPTION

Purpose of Post

Making participation in football fun and enjoyable for all and developing 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 where required;
Assist with the collection of fees where required;
Taking responsibility for ensuring that the equipment is correct and 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

TEAM 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

COMMITTEE JOB DESCRIPTION

Please refer to the PAYFC constitution on the website [HOME | www.payfc.net](http://www.payfc.net) to see the job description for the relevant committee position

APPLICATION FORM

PLEASE TICK THE RELEVANT POST

COACH

COMMITTEE

TEAM HELPER

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, if this is your first volunteering role then please provide relevant employment or experience details.

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Name of organisation:
Address of organisation:
Summary of role and responsibilities:
Please give reasons for leaving:

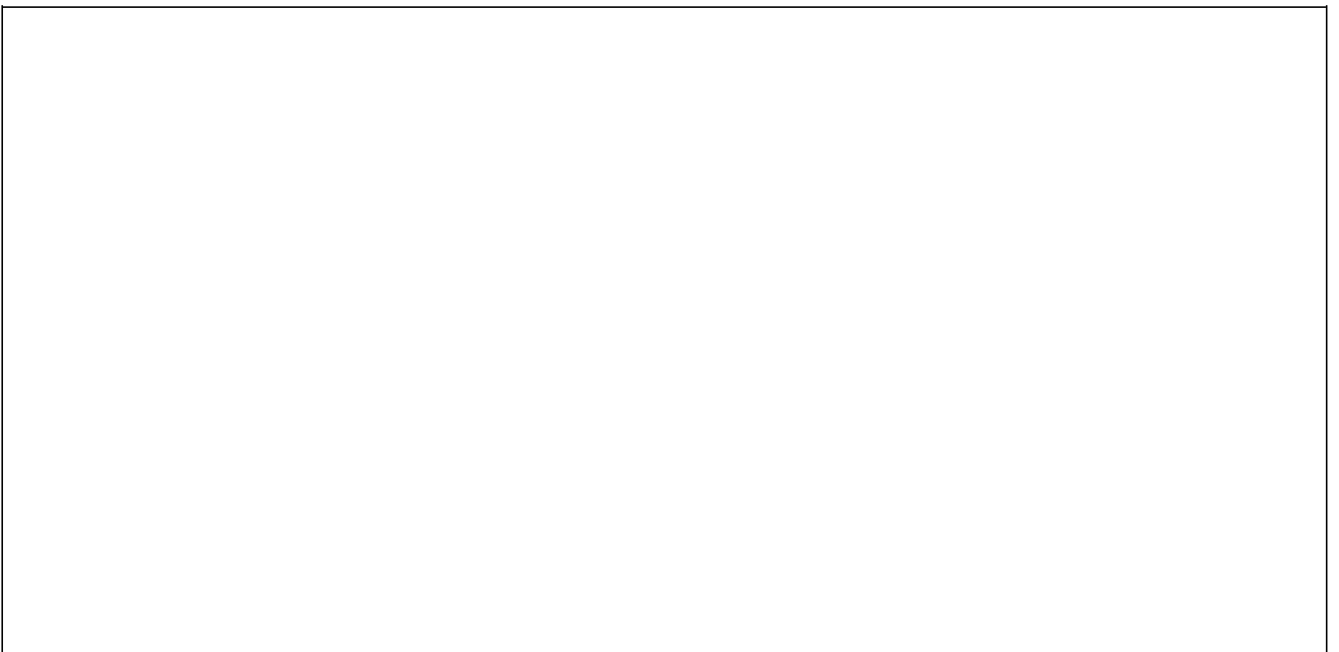
SECTION C: Please give details of any previous experience you may have of looking after young people in a football environment or otherwise.

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SECTION D: Please give details of any relevant football/coaching qualifications certificates held and or other relevant training such as child wellbeing/protection, mental health or first aid.



SECTION E: Please describe any personal qualities and attributes which you feel equip you to work with young people and make decisions in their best interests.



SECTION F: References

Please give the name and contact details of two suitable referees.

At least one must have knowledge of any previous work you may have undertaken with children and young people or be a former/current employer.

References must **NOT** be from relatives or officials already at PAYFC.

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

Section G: PVG 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 we wish to appoint. PVGs 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. Please note that the PVG process will be undertaken by the Scottish Youth Football Association (SYFA).

I **AGREE** to the SYFA carrying out a PVG check

I **DO NOT AGREE** to the SYFA carrying out a PVG check

Section H: Declaration

All the club policies and procedures for be found in the documents section on the Penicuik Athletic Youth Football Club's website [HOME | www.payfc.net](http://www.payfc.net) or can be obtained from the Club Welfare Officer or Coach & Volunteer Coordinator by request.

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.

I agree to abide by each of the below and all can be found at [HOME | www.payfc.net](http://www.payfc.net)

- PAYFC Child Protection
- PAYFC Code of Conduct for Club and Coaches
- PAYFC Bill of Rights
- PAYFC Internal Prospective Player Approach Guidance
- PAYFC Job Description (see 'Induction Pack' or 'Constitution' as applicable)

Signed _____

Date _____

Print Name _____

FOR OFFICE USE ONLY

References Checked

Disclosure Confirmation

CONTACT DETAILS

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

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

Chairperson	Scott Montgomery	07793 890151	chairperson@payfc.co.uk
Vice-Chair	Stephen Taylor	07534 373657	vice-chair@payfc.co.uk
Secretary	Steven Mitchell	07720 840190	secretary@payfc.co.uk
Coach & Volunteer Coordinator	Steven Mitchell	07720 840190	coachcoordinator@payfc.co.uk
Club Welfare Officer	Julie Abblett Kevin Staig Alisha Henderson	07824 586252	welfare@payfc.co.uk
Procurement Officer	Stephen Taylor	07534 373657	procurement@payfc.co.uk
SYFA PVG	Peter Frame	07710 461821	peter@loanheadminersyfc.co.uk
SWFA PVG	Michelle Pasnik	0141 620 4580	michelle@scotswomensfootball.com

Further Information and Useful Links

<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/>