



COACHES PACK

www.acoxgangs.com



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Welcome

This pack is intended to give all the coaches sufficient information to help you with your week-to-week involvement with the club. It is not a definitive list of all things AC Oxgangs, but a helpful guide. As the club grows ever larger it is becoming increasingly important that everyone associated with AC gets a consistent message about why we are here and how we run.

As a club we are still very much in our infancy. As such we are still developing our coaching and committee structure. We do not have all the answers and we are very much dependent on your help, support and co-operation. So if there is anything you think we could be doing better please give us a shout.

Remember to check our website www.acoxgangs.com this is used to keep coaches up to date with news and important information.

Good luck for the new season!



About Us

- Founded in 2001, AC Oxgangs is a youth football initiative set up with the aim of providing a club where local children are encouraged to develop their footballing skills at a positive and friendly place.
- Club colours are blue and black with a red and black 'away strip'.
- We have a full club constitution covering key areas such as Finance, Child Protection as well as outlining the role of the management committee.
- We are committed to developing and sustaining our links with the community. In time we hope to secure funding to become self-sufficient in terms of equipment and facilities and when we have done this we should be in a position to gradually extend further the number of teams we run.
- In the meantime we will continue with our own modest income generation through local sponsorship, own teams fundraising and other fundraising events.
- In terms of spending, our philosophy is and always will be one of children first. In this respect we have spent 100% of all revenue directly on the kids.



Club Rules

Founded in 2001, AC Oxgangs is a youth football initiative set up with the aim of providing a club where local children are encouraged to develop their footballing skills at a positive and friendly place. We are absolutely committed to creating and maintaining the right conditions at the club and as such this section sets out some basic guidelines that parents and their children will be happy to follow, in partnership with us.

- At training or matches you are asked to wear the clubs kit with pride and behave in a sporting manner.
- To develop your skills you need to listen and respect your coach.
- If a player cannot attend training or make it to a match they have to let you know as soon as possible.
- At all times we will maintain a professional manner.
- We work tirelessly for the club, both on and off the training field.
- We will always try to focus on what the child could do better, rather than what went wrong.
- We will provide the best basic kit for all the squads established at the club.
- We will strive to provide a safe and friendly environment for all the children.



We are aware that not all clubs operate within the spirit of the rules. But as a club we are fully committed to this approach and as such we need to ensure that:

- We take advantage of the four goal margin rule and put on an extra player if need be. (Soccer 7's only)
- We offer other teams the same opportunity when they are four goals down. (Soccer 7's only)
- We make sure that **all** the players get an equal opportunity to play in the matches.
- We make sure that **all** the players feel valued and that the same players are not always the substitutes.

We trust that these rules are clear. We do realise that the coaching role can be a frustrating one. But as coaches we must strive to do all we can to promote a positive learning and development environment. As such we need to remind ourselves that the shouts from this side should be encouraging and when a mistake is made we must try to focus on what needs to be done differently, rather simply than what went wrong.

Our Vision

“Is to see **all** children who come through the club to enjoy their football and play at the highest level they are able to, in a safe, positive environment”.

Values

- Kids First – In all we do.
- Focus on Improvement – What can be done better rather than what was done wrong.
- Fair Play – Sporting Behaviour.
- Respect – For All.



Child Protection

As you might expect this is an issue we take very seriously at AC Oxgangs. While the vast majority of people who work with children are well motivated there is a need to be careful in the selection procedure to screen out those who are not suitable. Any person wishing to join AC Oxgangs has to be processed through our recruitment process. **No person is allowed to have contact with the children of our club until this process has been completed.** This is as much protecting you as we are protecting ourselves.

Recruitment Tools

- Application Form
- X2 Referees
- Brief Interview
- Self Declaration Form
- Enhanced Disclosure Application

A brief summary of the Child Protection Policy.

Key Points

1. Volunteers are advised not to spend excessive time alone with children.
2. Meetings with individual children should take place as openly as possible. Never encourage or make arrangements to meet a child alone in any environment. Coaches/Volunteers should not meet with children outside organised activities, unless it is with the full knowledge and consent of the parents.



3. Coaches should avoid unnecessary physical contact with children. On occasion when an injury occurs or a child is distressed the involved adult should explain to the child what he or she is doing but only with the consent of the injured party and in full view of as many persons as possible.
4. Car journeys, however short should be with the full knowledge and consent of the parents and someone in charge of the club. It is not good practice to be alone with the child in the car and if possible make your pickup point or drop-off point with at least two children.
5. Never keep suspicions of abuse by a colleague to yourself. If there is an attempt to cover up you could be implicated by your silence. Contact (Cheryl Lee, 0131 445 4573).
6. Club outings should be well organised, parents should be informed by letter on times of departure and return.
7. Appropriate number of adults involved for supervision.
8. In relation to overnight stays, never ask a child to your room. If checking rooms make sure you do this in pairs.
9. Make the children aware of the availability of telephones to contact home.
10. Parents should be aware of contact numbers in the case of an emergency.
11. Medical consent forms must be completed by the parent/guardian and carried by the qualified first aid person.
12. Volunteers should never engage in a sexually provocative manner or indulge in horseplay, which may be construed in the wrong manner.
13. Never allow children to use foul language unchallenged.



14. Never make suggestive comments to a child, even in fun.
15. Any allegations a child makes must be addressed and recorded.
16. If a complaint is made the club leader must be informed immediately and a record of that meeting logged in the presence of one committee member as witnesses.



DEALING WITH ALLEGATIONS AND THE PROCEDURE TO FOLLOW

The club has designated Cheryl Lee 0131 445 4573 / 07725721742 as the person who will be responsible for dealing with concerns at the club.

If a child gives an indication that he/she may want to talk to you about a problem you should:

- Arrange a time and place where you can talk confidentially as soon as possible. If on occasion privacy is required, Cheryl Lee or another committee person should be informed and should be within earshot of the conversation. The door should be left open. Of course this may not be possible.
- Stay calm and reassuring.
- Explain to the child that if the complaint is of a serious nature that it may be necessary to inform others.
- Listen to everything the child has to say – do not stop the child from talking.
- Under no circumstances interrogate the child.
- Be clear in your mind what the child has related to you.
- Ask if he/she has told anyone else and if not, who would be a good person to contact.
- Explain that there are other people who will help them and it maybe necessary to contact them.
- Don't make any promises to the child.
- Thank the child for informing you and reassure he/she that they were right to do so.

ACTION

Record the discussion accurately and as soon as possible after the event. Contact Cheryl Lee immediately and seek guidance in relation to the complaint. If Cheryl Lee is not available contact Social Services.



Training and Courses

It is essential that every team has a designated and qualified First Aid Person, also it is essential that every coach has the relevant coaches training to their team's age. Each year the club will arrange and pay for the necessary training, this job is designated to Peter Philp. If you have any questions or require training please contact him on 07879604384.

Please be aware that under SYFA guidelines every coach has to possess the following to coach:

- Relevant Coaching Badges
- First Aid
- Safeguarding & Protecting Children in Sport

Weekly Subs

1. During the coming season we will be running up to 16 teams across different age groups. This as you might expect places a huge financial strain on the club and with most teams playing or training at least twice a week the cost of running the club, will be greater than ever this year. All expenditure goes directly to the children within the club.
2. We anticipate more expenditure will be required for maintenance and replacements next year and we also anticipate that there will be more teams wanting help with the costs of organised trips etc. As this is the case each December we will review our subs amounts and we will reconsider the situation on whether or not we need to introduce a modest increase in the contributions for the season.



3. We have a standing order scheme set up; this of course is our preferred option on collecting subs saving lots of passing around monies etc. A hard copy of this form is placed at the end of this pack.
4. As per previous seasons parents with more than one child at the club or who would find that payment of the weekly subs would cause hardship, can discuss **privately** their own arrangements with the relevant coach(es).

Revenue and Expenditure Policy

The committee have thought long and hard about how to best manage our income and expenditure in a manner that is fair, transparent and allowed for the club to grow in a sustainable and cohesive manner.

We are recommending that we adopt that each group has full integration with the club, adopting all our policies and standards and sharing a joint bank account to be administered by the committee, in line with our expenditure policies. Importantly this option advocates the retention of local sponsorship money within each year with any surplus going to the club.

If we are to adopt this option we need to formally adopt a policy on managing expenditure fairly and transparently. The kit requirement outline in Annex A provides the basis for this policy. It is recommended that we follow it.



Use of Colinton Mains Park

Parking

Coaches must ensure that parents (ours and visiting teams) park sensibly and with due consideration for the surrounding area.

Rubbish

Please ensure that the children, parents and supporters put rubbish in the bins that are provided on site.

Equipment

Ensure that we put away all the goals, nets, pins away tidily. If there is any problem with the goals or if they need mended please let a member of the committee know.

Pitches

Due to the pitches being extensively used they are becoming less resilient to bad weather in the winter. As a consequence, it may be that occasionally they will be called off. During the winter months please liaise with Brian Lee if you suspect that the pitches may be off.

Behaviour

We expect our teams to follow the spirit of our ethos. See page 3.



Communications

As with all types of organisations getting communications absolutely right is extremely difficult. AC OXgangs is no different and as we continue to grow, the communication challenge gets more difficult year after year.

We now have teams operating between age 8 and 16 and some years in particular are running as many as three teams.

Communications Co-ordinators

To help manage the information flows we have three coaches you should use as first point of contact

Mr Brian Lee
Mr Peter Philip
Mr Tony White

Newsletter

We will be trying to put out a newsletter at 3 monthly intervals throughout the season. As ever this needs to be “news you can use” and we will be totally dependent on updates from all of the coaches.

Website

Similarly our website requires current material and we are extremely grateful to all those coaches who submit material every week. Much of what we do is by email or via our website. Please check these from time to time.

Danny Lee our website co-ordinator is currently working a new and even better website so keep checking this at all times. The new site will allow coaches and children of the club to chat using our new forum which will be up and running very soon.



Management Committee and Operating Structure

Committee Business

Club business will be discharged through two sub committees. These will comprise of a Football and Coaching sub-committee with an emphasis on football matters and a business committee, which will focus on finance and sustainable development.

It is intended that both these bodies will meet as a full management committee four times a year on the first Sunday of each business quarter.

Both Sub-committees will meet at intervals of sufficient frequency to discharge the actions delegated by the full management committee but it is anticipated that they will also meet at least quarterly.

Voting

This will take place for the election of Club officials and any issue that the club deem of importance.

Currently only committee members will be entitled to vote. We are currently considering opening up to all interested parties so that they may join as formal members. This membership would be responsible for electing or re-electing committee members.

Changes to the Club Constitution

Changes can be implemented if approved by the Committee and a two-thirds majority is obtained at an annual or ordinary general meeting of the club.



Committee Members and Contact Points

Life President	Dennis Kennedy		
Chairman & Acting Treasurer	Doug Reilly	0131 445 1985	doug.reilly@acoxgangs.com
Secretary	John Giblin	0131 447 5925	john.giblin@acoxgangs.com
Director of Football Operations	Tony White	07764 516 476	tony.white@acoxgangs.com
Director of Coaching: 11-a-side	Peter Philp	0131 445 4659	peter.philp@acoxgangs.com
Director of Coaching: Soccer-Sevens	Brian Lee	0131 445 4573	brian.lee@acoxgangs.com
Community Liaison & Logistics Officer	Stewart McManus	0131 477 0622	stewart.mcmanus@acoxgangs.com
Director of Human Resources, Recruitment & Child Protection	Cheryl Lee	0131 445 4573	cheryl.lee@acoxgangs.com
Treasurer	Vacant		
Director of Marketing & Fundraising	Teresa Rowe	0131 441 9705 07917 523 096	teresa.rowe@acoxgangs.com

Anyone wishing to be considered for vacant roles within the committee should e-mail enquiries@acoxgangs.com.



Policy on kit and equipment provision – Annex A

Kit & Equipment	Essential	Important	Desirable	Nice to have
Home strip (Top, shorts and socks)	*			
Change Strip (Top, shorts and socks)			*	
Training Bibs		*		
Kit Bags		*		
Footballs	*			
Cones	*			
Tracksuit		*		
Polo shirts				*
Training Kit			*	
Water Bottles and holders		*		
First Aid Kit	*			
Boots	*			
Shin Pads	*			

Boots and shin pads are essential but the children will always provide their own. This is a simple framework upon which the committee will decide on the allocation of funds. If and when all teams at the club have this minimum standard of kit, consideration will then be given to the kit classified as important. When that standard is reached, provision of the desirable kit will be considered and so on. This policy does not preclude any team doing its own localised fund-raising or generating its own sponsorship for any of the above.



Child Protection & Adults at Risk Policy Statement

AC Oxgangs Football Club is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. AC Oxgangs Football Club has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised. Furthermore we will endeavour to keep up to date with national developments relating to the care and protection of children and young people.

AC Oxgangs Football Club will:

1. Ensure that all workers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation
2. Develop best practice in relation to the recruitment of all workers (paid staff and volunteers)
3. Provide opportunities for all newly appointed workers (paid and unpaid) through the provision of induction training, which gives an overview of the organisation's purpose, values, structure and services
4. Ensure that all workers understand their responsibility to work to the standards and procedures detailed in the organisations [Code of Conduct](#), Code of Good Practice and Child Protection procedures
5. Ensure that all workers understand their obligations to report care or protection concerns about a child/young person, or a workers conduct towards a child/young person, to the organisation's designated person for child protection
6. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner



7. Ensure that the designated child protection officer understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work)
8. Ensure that the organisation meets all its responsibilities in adhering to the requirements of the Protection of Children (Scotland) Act 2003
9. Provide opportunities for all workers (paid and unpaid) to develop their skills and knowledge particularly in relation to the care and protection of children and young people
10. Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's complaints procedures
11. Endeavour to keep up to date with national developments relating to the care and protection of children and young people



AC Oxgangs Football Club

Recruitment of Ex-Offenders Policy

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record to paid/unpaid childcare and adults at risk posts within AC Oxgangs Football Club.

AC Oxgangs Football Club undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in a childcare/adults at risk position within the organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in the applicant not being granted the position

This organisation implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for.

To ensure the correct applicant is appointed and to enable AC Oxgangs Football Club to determine the relevance of any convictions or conviction to positions applied for AC Oxgangs Football Club will use the following recruitment tools:

[Application Form – Childcare Positions](#)

[Application Form – Adult at Risk Positions](#)

[Self Declaration Form – Childcare Positions](#)

[Self Declaration Form – Adult at Risk Positions](#)

[References](#)

[Interviews](#)



Disclosure Certificate

As part of the AC Oxgangs Football Club recruitment policy, we request the appropriate level of disclosure certificate at the final part of the recruitment stage, when a position has been offered. Enhanced disclosures will only be sought for positions that are deemed exempted posts. An exempted post is one, which is detailed in the Exclusions and Exceptions (Scotland) Order 2003.

Where a position requires an Enhanced disclosure we will make this clear on the information provided about the post.

Should the organisation decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.



AC Oxgangs Football Club Secure Handling, Use, Storage and Retention of Disclosure Information

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of Disclosure information, AC Oxgangs Football Club will ensure the following practice. Disclosure will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.

The AC Oxgangs Football Club will ensure that an individual's consent is given before seeking a Disclosure, and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, AC Oxgangs Football Club will ensure that all sensitive personal information that is collated for the purposes of obtaining an Enhanced Disclosure will be managed confidentially at all times by those involved in the Disclosure process. Where non conviction Disclosure information is provided to AC Oxgangs Football Club by a Chief Constable or Chief Officer of a relevant Police Force and not to the Disclosure Applicant concerned AC Oxgangs Football Club will not disclose the actual details of the Disclosure information to the Disclosure Applicant but can inform them, if asked that additional information has been provided, should this information affect the recruitment decision, not actual details of the additional information or where it was resourced.

Disclosure information will only be shared with those authorised to see it in the course of their duties. Disclosure information will be stored in a locked non-portable container, for a maximum of 90 days. Only those authorised to see this information in the course of their duties will have access to this container. Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information may be retained. Recipients of disclosure information may, however, keep a record of the following:

- Date of issue of disclosure
- Name of subject
- Disclosure type
- Position for which the disclosure was requested



- Unique reference number of disclosure
- Recruitment decision taken

The AC Oxgangs Football Club will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. The AC Oxgangs Football Club undertakes to make a copy of this policy available to any applicant for a post with the Club that requires a Disclosure. Before acting as an Intermediary Organisation, AC Oxgangs Football Club will take all reasonable steps to ensure that the organisation on whose behalf we are acting can comply with the Code of Practice, published by Scottish Ministers under Section 112(1) of the Police Act 1997 Part V, and in full accordance with this policy. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the Code of Practice, and in full accordance with this policy. We will also ensure that any body or individual at whose request applications for Disclosures are countersigned has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.



AC Oxgangs Football Club Code of Conduct

You Should

- Play your part in helping to develop an ethos where all people matter and are treated equally, and with respect and dignity
- Always put the care, welfare and safety needs of a child first
- Respect a child's right to be involved in making choices and decisions which directly affect them
- Listen attentively to any ideas and views a child wants to share with you
- Respect a child's culture (for example their faith and religious beliefs)
- Respect a child's right to privacy and personal space
- Respond sensitively to children who seem anxious about participating in certain activities
- Speak to a member of staff immediately if you suspect that a child is experiencing bullying or harassment
- Be aware of the vulnerability of some groups of children to being isolated and hurt (for example, children with disabilities and learning difficulties; children from Gypsy & Traveller communities; Black and Minority Ethnic children)
- Ensure that when you are working with children you are at least within sight or hearing of other adults
- Listen carefully to any child who 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately to your line manager



- Report immediately any suspicion that a child could be at risk of harm or abuse
- Never dismiss what a child tells you as ‘lies’ or exaggeration
- Only restrain a child who is at imminent risk of inflicting harm to themselves or others or is at risk of damaging property
- Never underestimate the contribution that you can make to the development of safe communities for children

You Should Not

- Exaggerate or trivialise another worker’s concerns about a child or ignore an allegation or suspicion of abuse in the hope that it will either ‘go away’ or that ‘someone else will deal with it’
- Discuss personal issues about a child or their family with other people except with your line manager when you are concerned about the child’s well being
- Be drawn into any derogatory remarks or gestures in front of children or young persons
- Allow a child, young person or adult to be bullied or harmed by anyone in the organisation
- Allow children to swear or use sexualized language unchallenged

You Must Never

- Engage in sexually provocative games, including horseplay
- Never allow others to or yourself engage in touching a child in a sexually provocative manner



- Never make sexually suggestive comments to a child, even in fun
- Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint
- Never form inappropriate emotional or physical relationships with children
- Harass or intimidate a child or worker because of age, 'race', gender, sexual orientation, religious belief, socio economic class or disability
- Never invite or allow a child to stay with you at your home



A Code of Good Practice

A Code of Good Practice is essentially about the steps taken to reduce everyday harm (particularly accidental harm) to children, young people and workers. A Code of Good Practice usually includes (for example):

- Recommended adult to child ratios
- The management of individual health, medical, special dietary and intimate care needs including procedures for administering First Aid and responding to emergency medical needs
- Procedures which promote safe use of photography
- Procedures which promote safe use of the Internet
- Procedures for transporting children and young people
- Safe touching
- Guidance on the use of restraint
- Procedures for responding to allegations of bullying and harassment such as racism and sexism
- Health and Safety procedures

Examples of Codes of Practice can be found in the PoCSA training guide (page 77) where there are also links to additional websites that detail information that should be included in a Code of Conduct.



AC Oxgangs Football Club - Risk Assessment

HAZARD	CONTROLS MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
Goalposts (both permanent and temporary) Danger of collapsing Injuries from metal hooks used to secure goal nets	Goalposts on pitch should be checked by coach/referee before each match. Portable goals must be anchored to ground, when in use, in accordance with FA and British Standards Institute advice: goalpost safety Metal cup hooks are not to be used on permanent or portable goals, plastic ones should be used instead.	Medium/high	We follow FA and BSI guidelines when purchasing goals and do not use goals with metal cup hooks.
Weather extremes	Grounds man/Coaches/Referee can call the game off in extreme weather conditions	Low/medium	
General state of the pitch Uneven ground Presence of holes Presence of foreign objects	Referees regularly check state of pitch Referee checks pitch before game.	Medium/high	Event organisers to check state of ground before the event begins and during the day
Balls Too hard Damaged (peeling leather)	Balls pumped to appropriate pressure. Referee checks this. Balls are thrown away when the leather peels off.	Low	
Footwear Inappropriate footwear for conditions (danger of slipping/risk of injury) sharp studs	Referees checks footwear for sharp studs before matches	Low	Clubs are responsible for making sure their players wear footwear appropriate for the surface they are playing on, and to check their studs regularly.
Jewellery	All jewellery has to be removed or taped up before a match. Referee checks this.	low	Each player to be responsible for removing their own jewellery before matches
Conduct of players Dangerous play/physical violence	We play to FA rules. The referee can caution or send off players in breach of these rules.	medium	



<p>Physical injuries from normal play</p>	<p>Players should warm up and cool down properly before matches. Each team manager has access to an adequately stocked first aid kit Players with injuries or medical complaints should let these be known to their manager. Players must wear shin pads. Coverage by club injury insurance.</p>	<p>medium</p>	<p>All coaches to have a relevant and up to date first aid qualification.</p>
<p>Dehydration/Exhaustion</p>	<p>Water bottles are provided by club coaches</p>	<p>medium</p>	



AC Oxgangs

Standing order form

Please pay AC Oxgangs Football Club

Bank : HBOS – Liberton

Sort Code: 80-02-73

Account No: 00539285

Amount :

Frequency: Weekly/ Monthly (select one)

From :

Ref:

(eg: '98Smith)

From my bank Account

Account No:

Sort Code:

Signed:

Date: