

# Forfar Athletic Community Football Club



## Club Handbook

## **Club Vision and Values Statement**

Our mission is to use the power of sport, and in particular football, to motivate, inspire and to empower individuals to improve in their future health and wellbeing; and to support them to be active members of their local community.

As a club we aim to:

- provide opportunities for children and young people to play football in a safe environment.
- help children and young people attain their potential.
- develop players to play football at the highest level they can.
- help children and young people learn skills and values for later life.
- strive for continuous improvement in what we do.



In this Club Handbook you will find everything you need to know about getting involved, in the FACFC journey, whether you are a player, volunteer, supporter or a parent/guardian.

We are hugely grateful to all the volunteers across the Football Club, especially at Children's and Youth level that make the smooth running of the Club possible. Their continued commitment, effort and support are crucial to what we seek to do.

Enjoy the journey. Remember, this is your Football Club so together, let's make it work.

### **Introduction:**

Forfar Athletic Community Football Club was created in 2020 with the amalgamation of Forfar Boys Club and Lochside Boys Club. FACFC has strong beliefs on encouraging our young people in Forfar and its community who are interested in playing football. We aim to provide an environment in which they can improve their fitness and skills in a club environment, where our coaches are trained to the relevant SFA accredited coaching education standards, including appropriate Child Wellbeing (CW) and Protection of Vulnerable Groups (PVG) training.

The Forfar Athletic Community Club handbook has been put together by the Club's Committee. It is intended primarily, for prospective Users of the Club's football activities. The Club hopes that parents and guardians of young people will also find the Handbook of interest as they look to source outdoor activities for young people that are provided in a safe and fit for purpose environment.

The facilities used by the club include the home of Forfar Athletic, Station Park as well as Forfar Community Campus and various other facilities within the community. Station Park and Forfar Community Campus provide us with modern facilities with 3G and grass pitches and indoor facilities that allow us to deliver football for our members all year round.

**Forfar Community Football Club Committee:**

POSITION	NAME	EMAIL	TELEPHONE
Chairperson	Mark Kelly	<a href="mailto:mkelly27@hotmail.co.uk">mkelly27@hotmail.co.uk</a>	07447905855
Vice-Chairperson	Stephen Smith	<a href="mailto:stephen.c.smith@tesco.com">stephen.c.smith@tesco.com</a>	07938649203
Player Development Co-ordinator	Steven Stewart	<a href="mailto:stevano100@gmail.com">stevano100@gmail.com</a>	07920839708
Treasurer	Keli Pirie	<a href="mailto:kelifirie@hotmail.co.uk">kelifirie@hotmail.co.uk</a>	07961725019
Finance Officer	Ann Moir	<a href="mailto:annmcleod1@hotmail.co.uk">annmcleod1@hotmail.co.uk</a>	07958717164
Club Secretary/Co-ordinator	Katherine Litterick	<a href="mailto:katherine.litterick@outlook.com">katherine.litterick@outlook.com</a>	07834816643
Community Engagement	Denise Black	<a href="mailto:denise@wardalectrics.com">denise@wardalectrics.com</a>	07738419810
Coach Co-ordinator/CWPO	Mark Litterick	<a href="mailto:mlitterick@hotmail.co.uk">mlitterick@hotmail.co.uk</a>	07850079519

**Coaches and Parent Volunteers:**

As a Grassroots / Pathway Development Football Club, FACFC is a team on and off the pitch. Monthly subscription payments cover pitch hire, referee fees, match kit, balls, equipment, and coaches training. To make the teams work successfully on a week-to-week basis, parent volunteers are essential.

This is a fantastic opportunity to use existing skills and maybe learn some new ones. It's amazing to be part of FACFC and part of your child's football and general sports journey.

We have over 60 volunteers helping within the club. Most of the volunteers are trained coaches, educated and qualified to SFA Coaching Standard.

The Club gives full support to all volunteers - you don't need to have any knowledge or experience of football to get involved. Ask anyone who currently coaches/volunteers with the Club; it is a rewarding and enjoyable experience.

**Volunteer Recruitment Process:**

All new volunteers joining FACFC go through the following induction procedure:

- Meet with a member of the FACFC Committee.
- Complete an application form.
- Provide 2 references for Club perusal.
- Complete volunteer agreement.
- Complete a SYFA Self-Declaration Form.

- Sign the SYFA Fair Processing Notice Form.
- Complete a satisfactory PVG Scheme Record or Scheme Record Update\*\*
- Sign up annually to the Code of Conduct for Safeguarding Children’s Wellbeing; and
- Complete the Scottish FA’s Children’s Wellbeing in Scottish Football and Mental Health online module.

*\*\* A Protection of Vulnerable Group certificate (PVG) is required if an individual is deemed to carrying out regulated work. Regulated work involves caring responsibilities, teaching or supervising children and/or protected adults, providing personal services to children and/or protected adults, having unsupervised contact with children and/or protected adults. Regulated work can also apply to certain positions of trust within organisations, even where the role doesn’t involve any direct contact with children or protected adults.*

To find out more about volunteering please get in touch: [facfc.comm@gmail.com](mailto:facfc.comm@gmail.com)

### **Our Coaching Philosophy:**

Our approach to Coach Recruitment is not just about finding the person with the right qualifications, more important is finding volunteers with the right attributes and attitude. Our Coaches put learning before winning, development before competition. They stream players at the right age and not before, rotate players even at the cost of winning matches, and follow the Player Pathway. This can mean short term pain but will result in long term gain. This approach sees us produce highly skilled, resilient players and young adults, who are given every chance to maximise their potential.



At training sessions, our Coaches aim to facilitate fun and enjoyable sessions appropriate to the ages of the players; to provide well organised and planned practice sessions and matches; to communicate appropriately; to encourage children to have the freedom to express themselves; and teach basic ethics of fair play, sportsmanship, alongside sporting integrity values.

Our vision is a football culture within our community where young players are developed in a positive, safe environment; where they learn to win through effort and where valuable life lessons are developed.

We encourage success through effort, not results, use language that builds confidence, and fosters a culture of resilience and self-belief.

## **Coach Development**

FACFC has access to a wide range of Children/Youth Coaches, educated to the required SFA Coaching Standards. Currently, we have good access to 40 such Registered and Active Coaches for Children/Youth coaching sessions held at the facilities the club utilise. We will continue to expand our coaching network to continuously improve.

## **Coaching Courses**

Good coaches are vital, they provide the knowledge for players to succeed at every level and play a pivotal role in the development of our young players. FACFC is committed to promote, encourage, and facilitate the development and training of all its Coaches to meet with the SFA requirements.

In the table below shows the courses that all FACFC coaches will be qualified to and the expected timeline for these to be completed:

<b>Course</b>	<b>Game Format</b>	<b>Timeline</b>
Child Wellbeing in Scottish Football	All (Mandatory)	4 – 6 weeks
Mental Health in Scottish Football	All (Mandatory)	4 – 6 weeks
1.1 Introduction to Football	All	6 months
1.2 Children Coaching Certificate	Childrens Football	6 - 9 months
1.3 Children Coaching Award	Childrens Football (Managers)	9 - 12 months
1.2 Youth/Adult Certificate	Youth Football 11 a side	6 - 9 months
1.3 Youth/Adult Award	Youth Football 11 a side (Managers)	9 – 12 months

***Note: The timeline stated is the clubs' expectations and subject to course availability.***

## SFA Course Booking

For those interested to secure or advance their coaching badge level, booking can be done via: [www.scottishfalive.co.uk/scottishfa/coaches/](http://www.scottishfalive.co.uk/scottishfa/coaches/). You will need to login to / create your own SFA account. Once logged in, select the course that you want to do and the region you would like to do it in.

The screenshot shows the website <https://www.scottishfalive.co.uk/scottishfa/coaches/>. At the top, there is a navigation bar with logos for various Scottish football associations: Scottish F.A. (Lions), Scottish Amateur F.A., Scottish Junior F.A., Scottish Schools' F.A., Scottish Women's Football, Scottish Welfare F.A., Scottish Youth F.A., Scottish Professional Football League (SPFL), Scottish League Football League, and Scottish Highland Football League. The main content area features the Scottish F.A. crest and the text "Scottish F.A.". To the right, there is a "NO LOGIN?" section with a "CREATE NEW ACCOUNT" button. Below this is a "LOG IN" section with a "Login" button, an "Email Address" input field, a "Password" input field, and a "LOG IN" button. To the left of the login fields is a smartphone icon. Below the login section is a "PASSWORD REMINDER" section with a "Password" button and the text "Enter your email address and click continue". On the right side of the page, there is a large image of a soccer ball.

## Game Format

Team	Format	Corner Flags	Referee	Team lines	Organisation
2017	4's	Not Required	Coach Referee	No	Leisure & Culture
2016	4s's	Not Required	Coach Referee	No	Leisure & Culture
2015	5's	Not Required	Coach Referee	No	Leisure & Culture
2014	7's	Required	Coach Referee	Yes	DDYFA
2013	7's	Required	Coach Referee	Yes	DDYFA
2012	9s	Required	Coach Referee	Yes	DDYFA
2011	11's	Required	Ref allocated	Yes	DDYFA
2010	11's	Required	Ref allocated	Yes	DDYFA
2009	11's	Required	Ref allocated	Yes	DDYFA
2008	11's	Required	Ref allocated	Yes	DDYFA
2007	11's	Required	Ref allocated	Yes	DDYFA

Team Lines are available through DDYFA.

**Please be respectful towards the referee as they are there to do a job and will do it to the best of their ability. If you do not agree with a decision, please accept the decision, and focus on the game.**

### **Our Pre-Youth Section / Pathway (up to 12 Years Old)**

The welfare of all children comes first. At FACFC, children are shown respect. Children are given a fair chance to participate, to compete, to reach their potential; and with due progression as they get older, to be competitive. As a Club, we will constantly seek to stretch and challenge the abilities of young players with the aim of developing them to play football at the highest level that their potential allows. Players are expected to be punctual, have good standards of behaviour and be ready to listen, learn and practice.

Participation is always encouraged with an emphasis on skill development, athleticism, and the development of the whole child socially as well as in a sporting context. Our aim is for players to learn life skills and strong values for later life. Competition is encouraged but not to the detriment of the development of skill, speed, stamina, strength, and suppleness. "A win at all costs" attitude is discouraged.

We work in Partnership with the Scottish Youth FA to follow the Player Pathway, which takes a player-centred approach to developing the football potential of a young person. The pathway is progressive, coherent, always challenging and rewarding. At FACFC Youth Level we follow the player pathway carefully and don't fast forward or miss out any of the development stages.

Our small, sided squads vary in numbers depending on age group and start from Fun 4's, 4 a-side sessions at U7's progressing up to 9 a-side for U12's.

Team registration to the league takes place prior to the season starting. Fixtures are normally played between 1 March and 30 November inclusive each year.

Teams participating at age levels U11s, 10s, 9s, 8s and 7s are not permitted to play in any Festivals or Friendly matches until they are fully registered with SYFA at the start of the year. All players should be registered on the SYFA Live system. Only registered players are allowed to play - even in friendlies (except for a trialist). Players must only play for the age group for which they are registered. It is the responsibility of the team secretary to ensure that all players are correctly registered with the SYFA.

### **Youth Section / Pathway (13- to 19-year-olds)**

The welfare of all young people comes first. At FACFC, young people are shown respect. Youths are given a fair chance to participate, compete, reach their potential; and with due progression as they get older, to be competitive and to learn to win. As a Club, we will constantly seek to stretch and challenge the abilities of the players with the aim of developing them to play football at the highest level that their potential allows. Players are expected to be punctual, have good standards of behaviour and be ready to listen, learn and practice.

Participation is always encouraged with an emphasis on skill development, athleticism, and the development of the whole young person socially as well as in a sporting context. Our aim is for players to learn life skills and strong values for later life. Competition is encouraged but not to the detriment of the development of skill, speed, stamina, strength, and suppleness. "A win at all costs" attitude is discouraged.

We work in Partnership with the Scottish Youth FA to follow the Player Pathway, which takes a player-centred approach to developing the football potential of a young person. The pathway is progressive, coherent, always challenging and rewarding.

Team registration to the league takes place prior to the season starting. Fixtures are normally played between August and June each year.

All players should be registered on the SYFA Live system. Only registered players are allowed to play - even in friendlies (except for a trialist). Players must only play for the age group for which they are registered. It is the responsibility of the team secretary to ensure that all players are correctly registered with the SYFA.

### **Training Session Planning**

Training sessions are held at various facilities within Forfar on the 11 a-side and 7 a-side pitches. Some of the venues included are Station Park, Forfar Community Campus, and Whitehills Football pitches.

Both the Summer and Winter Training schedules are shared with the managers when they have been planned.

Players should attend all training on time with a water bottle, shin pads and bags of enthusiasm.



### Pitch and Pitch side Etiquette

All Club officials, Coaches, Players, Parents, and Spectators must follow the Clubs Codes of conduct and promote ethics of fair play, sportsmanship, alongside sporting integrity values.

To keep the Pitches the club use in the best condition, all players must wear the appropriate footwear.

Moulded studs	Screw in/Metal stud	Blades	Turf boots	Flat sole trainers
				
Grass	Grass	Grass	Grass	Grass
3G Turf	3G Turf	3G Turf (plastic blades only)	3G Turf	3G Turf
Indoors	Indoors	Indoors	Indoors	Indoors

### Facility & Pitch Bookings Contact

FACFC utilise several footballing facilities within the community for training and matches. Some of the venues included are Station Park, Forfar Community Campus, Whitehills Football pitches and Lunanhead.

Allocation of these facilities is determined by availability and the requirements of the teams. These are booked by the Club Coordinator. All requests for facilities must be made to the Club Coordinator including pitch bookings for matches one week before the fixture/ booking.

#### **Club Coordinator:**

Katherine Litterick

Email: [katherine.litterick@outlook.com](mailto:katherine.litterick@outlook.com)

Telephone: 07834816643

### Membership, Registration & Subscriptions

The FACFC Committee is responsible for setting and collecting players subscriptions which are paid monthly by Direct Debit via the My Club Hub (MCH) portal. Fees are subject to change at the club's AGM.

#### **Subscription Costs:**

- 4 v 4 and 5 v 5 age groups - £12.00 per month
- 7 v 7 and 9 v 9 age groups - £18.00 per month
- 11 v 11 age groups - £24.00 per month.

Your subscriptions pay for the following: pitch hire, training facilities, equipment, new balls, annual league and SFA fees, insurance costs, coaching courses, First Aid Training, referee fees, specialised coaching services and administration costs.

Registration is a requirement of all members and is the responsibility of the Parent/Guardian to enter the correct details of any child in the My Club Hub (MCH) online platform. Adult members will also use the MCH platform and will be required to input all requested information.

In addition, each team is encouraged to organise their own fund raising and sponsorship arrangements. All Fundraising activities are run in accordance with National and Local Government Authority Regulations. To ensure teams comply with these regulations' teams must make our Club Co-ordinator aware of all events in advance.

Match kit is provided to players when they join the club. Match kit should be replaced on a regular basis (ideally every 2 years) and players are expected to look after their kit. Teams are required to seek sponsorship or fundraise for match kit.

Requests for all kit/equipment will be made to the Club Co-ordinator in advance of purchase, then where necessary committee approval will be sought.

### **Club Information**

The following Core Club Policy Documents are available to all on the clubs My Club Hub online portal or by request.

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

These include:

- FACFC Constitution (Inc. complaints / discipline)
- FACFC Child Wellbeing & Protection
- FACFC Mental Health & Wellbeing Policy
- FACFC Code of Conduct for Coaches, Players, and Parents