



# Whitburn FC

## Welcome & Induction Pack





## **Welcome to Whitburn FC**

As an SFA Quality Mark Club, we offer a player pathway from basic skills in our Football School through small-sided teams playing 4s, 5s, 7s & 9-a-side to 11-a-side youth & adult teams.

We are a founder member of Whitburn Community Sports Club SCIO, a charity registered in Scotland No SC051683.

Across all our Teams, our Coaches & Officials work for each other, ready to assist as and when required for the benefit of all our players. We will all do our utmost to ensure you and your child will enjoy being, and will want to remain, a cherished member of our footballing family.

Stephen Murphy  
Chair of Executive Committee

## **Club Mission Statement**

As a Club, Whitburn FC aims to:

Promote the enjoyment of all sports for members in environments which foster fair play and participation for all, irrespective of gender, race, colour or religion, and shall encourage co-operation, respect for others, loyalty, acceptance of rules and decisions, personal development, self-discipline and the need for teamwork;

Develop sports by welcoming new members, providing equal opportunities for their participation to improve sporting skills and personal development through physical activity & a healthy lifestyle;

Seek to provide, or assist in the provision of, the best possible facilities to allow widest possible participation in sport generally by the whole community; and

Encourage education on healthy living and the rules of the game throughout the membership by ensuring all coaches and volunteers receive the necessary training to meet all legislated requirements and maintain a best practices policy.



## Meet the WFC Team / Key Contacts

Role	Name	Email
Chair	Stephen Murphy	chair.whitburnfc@gmail.com
Vice	Paul Newton	paulandrewnewton@gmail.com
Secretary	John Murphy	clubsecretary.whitburnfc@gmail.com
Treasurer	Sandra Murphy	treasurer.whitburnfc@gmail.com
Coach Co-ordinator	John Murphy	johnsenior@murphytransport.co.uk
Facilities Co-ordinator	Rab Evans	bookings.whitburnfc@gmail.com
Development Officer		
Fundraising Co-ordinator		
Child Protection Officer	Kirsty Horn	protectionofficer.whitburnfc@gmail.com
Child Protection Officer	Alan Macdonald	protectionofficer.whitburnfc@gmail.com
<b>Team Secretaries</b>		
Girls Secretary	Andrew Hart	whitburnfcagirls@gmail.com
2009s	Sandra Murphy	whitburnfca2009@gmail.com
2009 Amber	Barry McIvor	barry_mcivor@hotmail.co.uk
2011 Rose	Alex Redmond	alex_redmond@tiscali.co.uk
2012s	Noreen Newton	whitburnfca2012@gmail.com
2013s	Alex Browning	whitburn2013@gmail.com
2014s	Kirsty Horn	whitburnfca2014@gmail.com
2015s	Claire Lambie	clairelambie1982@gmail.com
2016s	Kirsteen Dugan	kirsteen.dugan1@outlook.com
2017s	Nadeem Hanif	Nadeem.Hanif@ILF.scot
2018s	Leona Topping	leonatopping@gmail.com
Football School	John Murphy	clubsecretary.whitburnfc@gmail.com
Amateurs	Mark Frew	markfrew82@gmail.com
WJFC u20s	Ann Haddow	annhaddie@yahoo.com
Whitburn Junior	Ann Haddow	annhaddie@yahoo.com

As a club we operate and communicate as follows:

- a) Our Executive Committee meet every 6-8 weeks to continue to develop and move the club forward. The Exec are accountable for progressing the club vision, managing each section and overall governance of the club.
- b) Representation from each team is invited and to attend 3-4 meets per year with the Exec Committee.
- c) c) Communication chat groups are set up & administered by Team Secretaries & the club coach co-ordinators to support discussion and supply key information on topics such as coach education courses and player development.



## **Whitburn FC – Community Quality Mark Award**

### **What is Quality Mark and what does it mean to us as a club?**

The Scottish FA's Quality Mark system is designed to support and recognise the work of clubs and teams who have a desire to be the very best they can be. To gain one of the awards - Entry, Standard, Development, Community or Legacy - a club must reach the requirements for each level. The criteria are aimed at improving or supporting management, development structures, administration, planning and welfare.

Whitburn FC are currently a Community (Gold) Quality Mark club with ambitions of achieving Legacy (Platinum) status.

### **What is expected of each new team & volunteer?**

Whitburn FC aims to maintain and progress its high standards of coach education across our teams. This is an important part of our Club's evidence to meet our Community (Gold) Quality Mark criteria and supports us in aiming to offer our players a better environment to play the game.

All Whitburn FC Coaches are required to attend the following courses:

Coaching between ages 6-11yrs  
Level 1.1 Introduction to Coaching  
Level 1.2 Children's Coaching Certificate  
Level 1.3 Children's Coaching Award

Coaching players 13yrs+  
Level 1.1 Introduction to Coaching  
Level 1.2 Youth/Adult Coaching Certificate  
Level 1.3 Youth/Adult Coaching Award

Additionally, the club also require 2 coaches within the whole club to attend courses –  
Level 2 Children's Award (6-12yrs)  
Level 2 C Licence (12yrs+)  
Physical Preparation (Children)  
Physical Preparation (Youth)  
Level 1 Goalkeeping course

### **Payment / Booking courses**

All coach education courses are paid for by the Club. The Club also invests in Coaches who wish to progress up the Scottish FA Coach Education ladder and, should a Coach wish to attend a Level 2 Children's or Level 2 C Licence course, please discuss further with the Coach Coordinator.



Speak to your Team Secretary in the first instance to be added to the authorised list with the Coach Coordinator, who will then supply information on coaching pathways and advise the process for booking, and being reimbursed for, courses.

### **New Team Important Information**

Club Secretary or an assigned Exec committee rep will register the new team. Each team must appoint a Coach, First Aider, Assistant Coach & Team Secretary.

Each Official must be full SYFA member – complete Club application supplying two references, complete two mandatory courses (Children’s Wellbeing & Mental Health) and the PVG process. Given speedy responses from applicant and Referees, this can be completed in five weeks, but can take longer, particularly during new season registration periods.

Please see the role descriptions for each of these positions for an indication of the work and time involved.

### **Club Financial Information**

#### **Club Account**

All players are members of the club and not the team. The Team is an age group of the Club and each player/parent is an individual member respectively. All monies, however raised and/or donated to the Club or an individual Team, become and remain under the control of the Team or ultimately the Club.

The Club Constitution, paragraph 12 states: In the event of Dissolution of the Club, any assets remaining after settlement of all outstanding debts and liabilities shall not be distributed amongst the members, but shall be given to Whitburn CSC or, failing which, to some other charitable body or institution having similar objectives to those of the Club.

#### **Individual Team Account**

Each new Team is required to set up their own bank account and have 2 (non-related) signatories to access the account. These accounts are to be accessible to the Exec Committee at all times, as all are governed by the Club’s constitution.

The purpose of a Team account is for receiving funds from the Club for running costs (referee fees, pitch hire, registration costs etc); for its banking of fundraising for Team social events; and funds from the Team’s sponsor for kit etc.

The Club Constitution, paragraph 12 states: In the event of winding up or dissolution of a member team, any assets remaining after settlement of all outstanding debts and liabilities shall not be distributed amongst its members, but shall be given to the Club, Whitburn FC.



## **Fundraising**

All funds raised by individual teams will be placed into the team account and can be spent at any time. Teams must get permission to fundraise in order that the Club can co-ordinate this activity and ratify the purpose of the fundraising event through the Exec Committee.

All teams are expected to partake in, and support, all Club fundraising events - twice a year.

## **Club Policies & Procedures**

- Coach / Volunteer application form
- Code of Conduct-Parent & Player
- Code of Conduct-Coach/Volunteer
- Child Wellbeing & Protection documents
- Health & Safety Policy
- Complaints & Disciplinary Procedure