The application process for any official seeking membership of an SYFA Club is as follows:

The applicant should make verbal application to the club. He/she should outline the following:

* His/her coaching experience;
* His/her experience in relation to working with players;
* Other clubs, leagues or associations he/she has been involved with;
* The reasons he/she wishes to join the club.

If satisfied with the applicant, the club should ask the applicant to complete a self-Declaration form, a membership application form giving the names and contact details of two separate individuals who are prepared to supply references plus details of any previous clubs, leagues or associations.

On receipt of a fully completed club membership application form, the club should hold a committee meeting and interview the person to determine if he/she is suitable to become an official of the club. The club membership application form must ask for the applicant to submit the names and full contact details of 2 persons prepared to supply a reference. The club should hold a committee meeting to further discuss the suitability of the application for membership. The club must seek advice on suitability from any previous clubs of which the applicant has been a member. The club should write to each of the referees and examine their replies. If the club is satisfied with the applicant, the applicant seeking membership of the SYFA Club **MUST** complete an **SYFA Self-Declaration Form** (available to download from the SYFA website within the protection section) and PVG form. If the club is not satisfied with the applicant they should write to the applicant advising him/her of this and return any paperwork that the applicant submitted. The SYFA Protection Panel may instruct officials, at any time, to submit or resubmit a fully completed SYFA Self- Declaration Form and/or a PVG Scheme Record Update form. All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is YES, must be sent to the SYFA National Protection Officer at SYFA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked PRIVATE AND CONFIDENTIAL. The SYFA Protection Panel will be the ONLY committee to view and/or use this SYFA Self Declaration Form. All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is NO, must be sent to the SYFA Club Protection Officer and safely stored by the club. These forms should be available for viewing as part of any SYFA Monitoring Programmes. The applicant can then be offered provisional membership of the club. On acceptance into provisional membership the club must ensure that the official does not have unrestricted access to players.

Full membership of the SYFA Club will only be awarded after final SYFA Protection Panel clearance is obtained. The SYFA Protection Panel’s decision shall be final and binding. There is no right of appeal for any decisions on membership taken by the SYFA Protection Panel. On receipt of notification from the Chief Executive, detailing that the official has been refused membership of the SYFA, the Club Secretary will inform the applicant that his/her application for membership of the club has been rejected. On receipt of notification from the Chief Executive, detailing that the official has been awarded membership of the SYFA, the Club Secretary can then offer the official full membership of the club. If accepted into membership of the club the official should serve a probation period as decided by the club. During this probationary period the club should monitor and appraise the new member’s suitability for continued membership of the club.

Membership to Carnoustie Panmure FC (SCIO) is open to any individual aged 16 or over who volunteers their time on a regular and consistent basis to assist the organisation. Only members can vote at meetings.

|  |  |
| --- | --- |
| Full Name inc title & middle names |  |
| Date & Place of Birth |  |
| Address  Postcode |  |
| Telephone Number  Home / Mobile |  |
| Email address |  |
| Age Group / Club ID |  |
| Position applied for |  |
| Existing PVG Scheme Member | Yes / No, if Yes, Scheme no - |
| Please give details of any previous clubs you have worked with inc details of any qualifications |  |
| Reason for wanting to join the SYFA club |  |
| Referee 1  Name & Address  Telephone & Email address |  |
| Referee 2  Name & Address  Telephone & Email address |  |

**ETHICS**

Carnoustie Panmure Youth Football Club actively promotes and supports ethics in sport, where ethics can be defined as the application of moral rules, principles, values and norms. In line with the policy of the Scottish Football Association and Sportscotland, the Club practices the following core values within delivering football opportunities:

**Fairness & Fair Play, Inclusion for ALL, Integrity, Respect & Equality**

Every member within Carnoustie Panmure Youth Football Club whether as players, administrators, officials, coaches or supporters must take personal responsibility for ensuring that football activities are fun and fair for all.

**COACHES CODE OF CONDUCT**

* Respect the rights, dignity & worth of every player and treat everyone equally within the context of football.
* Always pursue fair play
* Prohibit use of camcorders and cameras unless parental consent has been provided
* Place safety and well-being of the player above the development of performance
* Be aware of the Scottish FA’s and the Club’s Child Protection Policy and Procedures
* Ensure that coaching sessions are enjoyable, well-structured and focus on developing skills, decision making and a general understanding of the game
* Develop an appropriate working relationship with players based on mutual trust and respect
* Encourage players to accept responsibility for their own behaviour and performance
* Ensure that sessions and games are appropriate for the age, maturity, experience and ability of the individual
* Must consistently display high standards of behaviour by not swearing, smoking, drinking alcohol or use sexual, threatening or abusive language in front of the players
* Must be smartly presented and wear uniform clearly identifying themselves as Carnoustie Panmure Youth FC coaches
* Know where to find appropriate first-aid
* Hold a current membership list and have a register available at all activities.
* Observe the Club’s Health & Safety Rules.

By signing this form I apply to become an official of Carnoustie Panmure Youth Football Club. I will abide by the rules of the club and it’s Codes of Conduct for Coaches.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hand this form to Stephanie Robinson, 3 Malt Row, Carnoustie DD7 7GU

**Club use** Date accepted / / Entered onto register [ ] Confirmation email [ ]

References Checked [ ]

SYFA Self-Declaration Received / / Convictions YES / NO Posted to SYFA [ ]

Committee Approval of Provisional Membership / / PVG Application via DDYFA / /

PVG Certificate Received / / Certificate Number

Committee Approval of Full Membership / / Signature of Club Secretary………………………………………………….