



ANNAN ATHLETIC FOOTBALL CLUB

Club Academy Scotland
Youth Development
Induction Guidelines

Supported by

Scottish Football Association



INDUCTION GUIDELINES

CONTENTS

1. INTRODUCTION
2. COACHES
3. EDUCATION AND DEVELOPMENT
4. PLAYERS
5. SCOUTING POLICY
6. EXIT STRATEGY
7. PARENTS/GUARDIANS
8. CHILD PROTECTION POLICY
9. CODE OF ETHICS AND CONDUCT POLICY
10. FIRST AID POLICY
11. HEALTH AND SAFETY POLICY
12. REPORTING
13. GENERAL EMERGENCY PROCEDURE
14. COMPLAINTS PROCEDURE
15. PHOTOGRAPHS
16. CONTACT TELEPHONE NUMBERS
17. UNIFORM
18. TELEPHONES
19. CONCLUSION

INDUCTION GUIDELINES

1. Introduction

The aim of these guidelines is to introduce everyone to our policies and procedures and to prepare them to meet the high standards of performance expected of them. It also aims to assist the coaches, players and parents in understanding their roles and responsibilities when representing Annan Athletic Football Club.

This will help ensure that Annan Athletic Football Club is operating professionally and adopting methods of best practice at every level.

To ensure an efficient and professional service is attained, Annan Athletic Football Club asks every coach, player and parent/guardian to familiarise themselves with the following information and ensure that they fully understand what is expected from them.

2. Coaches

All coaches must hold the appropriate National Governing Body (NGB) coaching qualification or teaching qualification as stipulated by Annan Athletic Football Club. A copy of their certificate(s) should be submitted prior to the commencement of any coaching work.

Coaches must also complete a Protection of Vulnerable Groups (PVG) formerly known as a Disclosure Scotland form and supply the names of two referees (who shall be contacted).

Please note if coaches refuse to complete either of these actions, then Annan Athletic Football Club shall withdraw consideration of their application.

Coaches will also undergo appropriate training to ensure that they are suitably qualified in areas such as First Aid and Child Protection to provide support and ensure the welfare of the player.

Coaches must also familiarise themselves with the 'Coaches' Code of Conduct prior to starting coaching. Coaches should contact the Head of Youth Development if they have any issues with this area. **(See Appendix 1)**

3. Education & Development

Annan Athletic Football Club will actively encourage a coach's personal development by helping to support further coach education and courses that the coach wishes to attend.

All coaches must attend any In-Service training organised by Annan Athletic Football Club and the Scottish Football Association in order to continue with their education and development.

4. Players

All players representing Annan Athletic Football Club will do so in the most professional manner possible. Players are expected to maintain high levels of personal standards and must attend all educational talks and training with regards to their individual lifestyle and development as both a player and a person.

They must familiarise themselves with the 'Players' Code of Conduct and any player not abiding by this Code will be released from the Club. **(See Appendix 2)**

Players will receive appropriate training and coaching programmes to assist with all aspects in relation to football which will improve their individual and team performance.

5. Parents/ Guardians

Parents/Guardians who behave in an unacceptable manner while attending either a coaching session or game, will be required to improve their behaviour or their child will be released from the Club.

Parents/Guardians should familiarise themselves with the Parent/Guardian Code of Conduct and if they have any issues with this, they should contact the Head of Youth Development. **(See Appendix 3)**

No obscene language or indecent behaviour is to be tolerated nor is the abuse of any kind, towards any player, coach, parent, opponent or official.

Parents/Guardians must never approach a Coach after a game and if they have an issue or complaint then contact the Head of Youth Development. **(See section 14)**

Coaches are advised to contact the Head of Youth Development for advice if an individual continually behaves unreasonably or disrupts sessions.

6. Scouting Policy

Annan Athletic Football Club operates a Scouting Policy with strict guidelines and procedures to follow when identifying talent. **(See Appendix 4)**

It is imperative that these procedures are followed in order to prevent any misunderstanding and potential conflict between Annan Athletic Football Club, the Boy's Club or organisation and Parents.

7. Exit Strategy

Annan Athletic Football Club have in place, an 'Exit Strategy' designed to ensure that any player who the Club feels needs to continue their development outwith the Youth Development Initiative programme, is given appropriate guidance and performance feedback to enable them to continue to participate in football. **(See Appendix 5)**

This strategy hopefully ensures an 'Open Door' policy that ensures that any player who leaves to further their development realises that they would be welcomed back into the Youth Development Initiative programme in the future.

8. Child Protection Policy

Every player that represents Annan Athletic Football Club programme should be able to do so in a safe environment where they are protected from any form of abuse.

Annan Athletic Football Club has been guided by appropriate organisations such as The Scottish Football Association and Children 1st, and has compiled a more detailed Child Protection Policy. This Policy is available upon any request.

Please note that it is not the responsibility of a coach to decide that child abuse is occurring but it is their responsibility to follow through on any concerns.

Coaches should familiarise themselves with Annan Athletic Football Club's Child Protection Policy and follow the procedures documented if they have any concerns. If coaches have any questions concerning Annan Athletic Football Club's Child Protection Policy then they should contact the Child Protection Officer or Head of Youth Development prior to starting coaching. **(See Appendix 6).**

Annan Athletic Football Club and **sportscotland** organises the sports coach UK Safeguarding & Protecting Children Workshop each year. All coaches working for Annan Athletic Football Club must attend this workshop, within one year of employment. Costs for the workshop fee will be met by Annan Athletic Football Club.

9. Equity Policy Statement

Annan Athletic Football Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of equity:

Equity is about fairness, equality of access, recognizing inequalities and taking steps to address them.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of football, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy football in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Annan Athletic Football Club expected everyone conform to high levels of behaviour while representing the Club.

Please familiarise yourselves with the Code of Ethics and Conduct Policy and contact the Head of Youth Development if you have any issues with this area. **(See Appendix 7)**

10. First Aid Policy

Staff & Coaches working on behalf of Annan Athletic Football Club have a 'duty of care' to provide basic first aid and should carry a basic first aid kit. Therefore, when dealing with any first aid incident, action should be taken in accordance with training received.

Please note that all coaches working for Annan Athletic Football Club must have a First Aid Certificate. Annan Athletic Football Club shall organise appropriate training courses for coaches. This cost shall be incurred by Annan Athletic Football Club.

Any individual/groups requiring assistance or treatment in any form for an injury or ailment sustained whilst participating in an Annan Athletic Football Club activity must be the subject of an Incident Report.

Parents/Guardian's should be informed of any injury that occurs to a player during a coaching session or game. Coaches should then notify, and arrange for an appointment to visit, the Club's Physiotherapist.

A Parent/Guardian must be in attendance with any player under 18 years of age at these visits.

NB. The Club Physiotherapist must complete the appropriate documents for anyone receiving treatment for injuries.

11. General Emergency Procedure

- Ensure safety from further danger
- Ensure welfare of all concerned
- Arrange medical care if required
- Provide first aid in accordance with training received, unless at a supervised sports facility
- Contact the Head of Youth Development

12. Health & Safety Policy (including Risk Assessment)

Annan Athletic Football Club requires all personnel to be familiar and adhere to the Health & Safety Policy.

Coaches must seek to promote and develop a positive attitude to health and safety by ensuring it features as an integral part of the way sessions are delivered. If coaches have any questions or concerns relating to the policy, they should contact the Head of Youth Development prior to commencing any coaching on behalf of Annan Athletic Football Club.

Risk Assessment

Risk assessments will be carried out in accordance with current legislative requirements. Coaches will be provided with information regarding risk assessments that have been completed for their particular work activities.

Coaches should check the 'area' they are using prior to the session/game starting and ensure that the playing surface is safe and free of any additional hazards. E.g. glass

Equipment

Coaches must ensure that the equipment they use is safe for use, before, during and on the completion of the session. e.g., footballs, markers, bibs, goalposts, etc. If equipment is faulty, it must not be used.

Please note that for manual handling activities where it is not reasonably practical to avoid risk of injury (e.g. putting up/taking down portable goals, hanging of goal nets, etc.) an assessment shall be made and measures taken to eliminate or control the risk implemented. Coaches will receive training regarding the measures/actions needed as appropriate and must not use the equipment without this training.

Transport

There will be occasions when travel arrangements are organised in order to fulfil Youth Initiative fixtures. Annan Athletic Football Club will be responsible for providing appropriate and suitable methods of transport when required. Parents/Guardians are responsible for ensuring that their child/children arrive on time at designated pick –up points and also be responsible for meeting them on time at designated drop-off points on their return.

13. Reporting

An efficient and safe operation demands that everyone plays a part towards ensuring that relevant information reaches those who need to know.

Coaches can best avoid exposing themselves and Annan Athletic Football Club to criticism or liability by informing the Head of Youth Development whenever circumstances necessitate their involvement i.e. major incident.

1. Incident e.g. Damage, unruly patron, assault, fire, theft, loss etc.
2. Accident Where players require treatment in any form for an injury or ailment sustained during a coaching session or game.

Personal accidents or injuries that happen during coaching work; Coaches must complete the Incident/Accident Form at the time of the incident/accident.

Please note that the nature of some problems will dictate and require that the police need to be involved. They should always be contacted in circumstances involving thefts or assaults. In such cases, the player's parents/ guardians shall be contacted immediately.

The Head of Youth should also be informed as soon as possible.

14. Complaints Procedures

Should anyone wish to express an opinion in connection with any aspect of Annan Athletic Football Club's Youth Initiative Programme, they should be referred to the Head of Youth Development.

Please note that any complaints received will be fully investigated and appropriate action taken.

The person who advises of any issues may be asked to act as a witness or provide evidence to support their complaint.

15. Photographs

Anyone wishing to take photographs of any aspects of Annan Athletic Football Club's programmes should have the necessary permission (letter from Manager/Head of Youth Development). If you see someone using a camera, contact the most senior person on site who will either confirm that permission has been given or will take action accordingly. The aim of the exercise is to ensure that customer privacy and Annan Athletic Football Club's confidentiality is not compromised. Permission from Parent/Guardian to allow their child to take part in any PR exercise will be sought by the Club via the Induction Guidelines Signing - Off form.

ANNAN ATHLETIC FOOTBALL CLUB

16. Contact Telephone Numbers

Who	Telephone	Other	E-mail address
<i>Galabank</i>	<i>01461 204108</i>		<i>annanathleticfc1@btinternet.com</i>
<i>Head of Youth Development</i>	<i>Jim Chapman 07834 374304</i>		<i>chappie9@tinyworld.co.uk</i>
<i>Child Protection Officer</i>	<i>Eric Dunion 07933 985498</i>		<i>eric.dunion@hotmail.co.uk</i>
<i>Emergency Services</i>	<i>101</i>	<i>999</i>	
<i>Other</i>			

17. Uniforms

Please ensure that Club clothing, if provided, is kept in presentable order and worn during all training sessions and games. The uniform must only be worn for coaching sessions on behalf of Annan Athletic Football Club.

If you do not have Club clothing then please ensure that the clothing worn at sessions is appropriate sportswear (no team colours) and is in a presentable order (clean & tidy). Sharp or metallic jewellery, likely to cause injury, that cannot be removed, must be bandaged/covered up prior to the commencement of any coaching session.

All Club's clothing supplied to either player or coaching staff must be returned. Failure to do so will result in delay of being released from the Club.

18. Mobile Telephones

Coaches must ensure that their personal mobile phones are switched off during all coaching sessions except for emergency situations (First Aid, etc).

19. Conclusion

Annan Athletic Football Club has compiled the information in this document for the protection of all Staff, Coaches, Players and Parents/Guardians. It also intends to highlight the professional and responsible manner with which it undertakes its activities and hopes to clarify key issues that may affect anyone involved in our Programmes.

If anyone requires clarification on any of the information given in this document then they should contact the Head of Youth Development.

APPENDIX 1

Code of Conduct for Coaches

Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a “win-at-all-costs” attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Recommendations:

- 1.1 Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- 1.2 Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
- 1.3 Coaches must adhere to all guidelines laid down by governing bodies.
- 1.4 Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- 1.5 Coaches must not exert undue influence to obtain personal benefit or reward.
- 1.6 Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- 1.7 Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- 1.8 Coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.

ANNAN ATHLETIC FOOTBALL CLUB

- 1.9 Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- 1.10 Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- 1.11 Coaches must consistently display high standards of behaviour and appearance.
- 1.12 Coaches must not use or tolerate inappropriate language.
- 1.13 Coaches must promote and encourage, particularly to young players, the importance of a healthy lifestyle and diet.
- 1.14 Coaches must provide guidance and support to players on the dangers of drug abuse.
- 1.15 Coaches must adhere to the terms of the Club's Policy on Anti-Discrimination.

APPENDIX 2

Code of Conduct for Players

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important.

This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

Recommendations:

1. Obligations towards the game

A player should:

- 1.1 Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and physical development.
- 1.2 Make every effort to lead a healthy lifestyle which will include an appropriate diet and an avoidance of recreational or performance enhancing drugs.
- 1.3 Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
- 1.4 Set a positive example for others, particularly young players and supporters.
- 1.5 Avoid all forms of gamesmanship and time-wasting.
- 1.6 Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- 1.7 Not use inappropriate language.

2. Obligations towards one's own team

A player should:

- 2.1 Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
- 2.2 Resist any influence that might, or might be seen to, bring into question his commitment to the team winning.

3. Respect for the Laws of the Game and competition rules

A player should:

- 3.1 Know and abide by the Laws, rules and spirit of the game, and the competition rules.
- 3.2 Accept success and failure, victory and defeat with an equal measure of dignity
- 3.3 Resist any temptation to take banned substances or use banned techniques.

4 Respect towards Opponents

A player should:

- 4.1 Treat opponents with due respect at all times, irrespective of the result of the game.
- 4.2 Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

5 Respect towards the Match Officials

A player should:

- 5.1 Accept the decision of the Match Official without protest.
- 5.2 Avoid words or actions that may mislead a Match Official.
- 5.3 Show due respect towards Match Officials.

6 Respect towards Team Officials

A player should:

- 6.1 Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
- 6.2 Show due respect towards the Team Officials of the opposition.

7 Obligations towards the Supporters

A player should:

- 7.1 Show due respect to the interests of supporters.

8. General Obligations

A player should:

- 8.1 Avoid wearing of any jewellery either in training or games.
- 8.2 Adhere to all Club Policies and Procedures.
- 8.3 Adhere to the terms of the Club's Policy on Anti-Discrimination

APPENDIX 3

Code of Conduct for Parents/ Guardians

Parents/ Guardians have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – its fun. It is important to remember that however good a child becomes at football it is important to reinforce that positive encouragement will contribute to:

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improving the child's skills and techniques.

A parent's/ guardians expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators.

Recommendations:

1. Support your Child

A Parent / Guardian should:

- 1.1 Make every effort to support and encourage the child to develop their own sporting abilities, in terms of skill, technique, tactics and physical fitness.
- 1.2 Make every effort to support and provide education in respect of the importance of leading an appropriate and healthy lifestyle in relation to rest, diet, behaviour and school work.

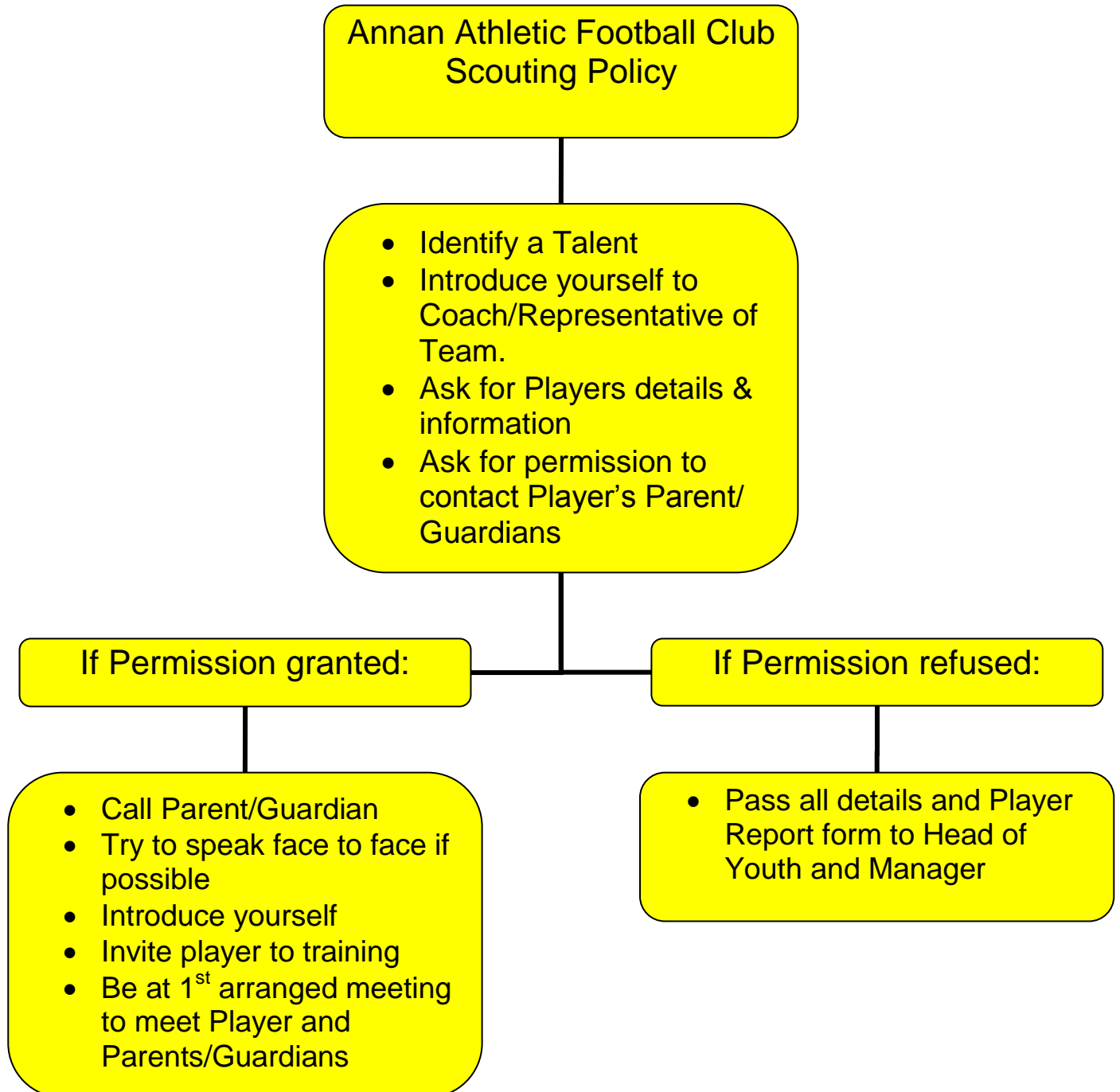
2. Parent / Guardian behaviour

A Parent / Guardian should:

- 2.1 Never use inappropriate language at any time in front of the Child and Team
- 2.2 Resist from giving any coaching and guidance which may influence the decisions of the child while playing a game or in training
- 2.3 Refrain from showing disrespect towards the opposition and officials at all times.
- 2.4 Never approach any Coach, Player, Opponent or Official after any game.
- 2.5 Lead by example and set high standards in relation to their own conduct and behaviour.
- 2.6 Provide support and encouragement towards creating a positive environment which allows the child to demonstrate their potential.
- 2.7 Agree and adhere to the club's Code of Conduct and other policies.

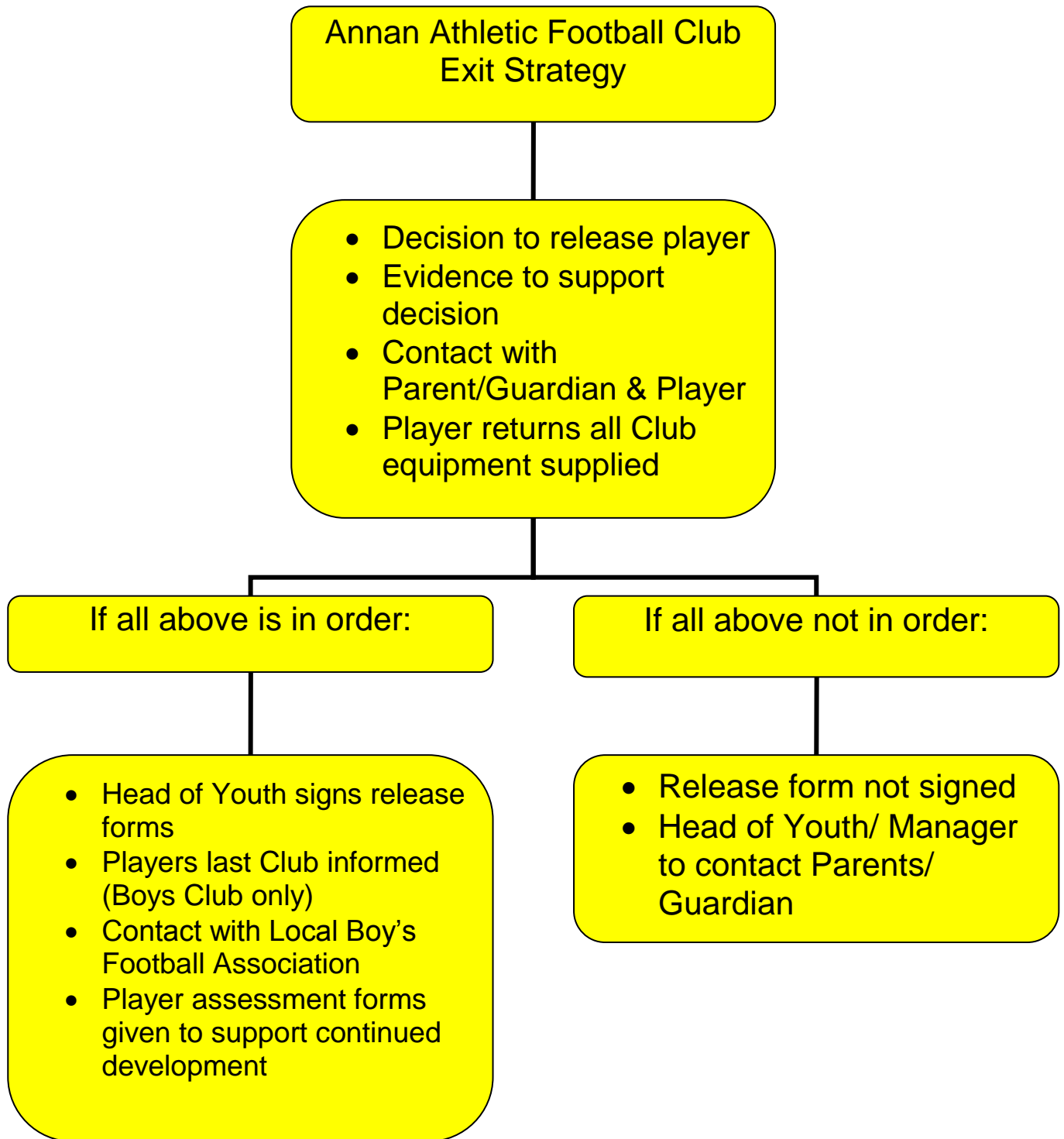
APPENDIX 4

The flow chart below represents Annan Athletic Football Club's 'Scouting Policy' and the strict procedures that all staff, scouts and coaches must follow.



APPENDIX 5

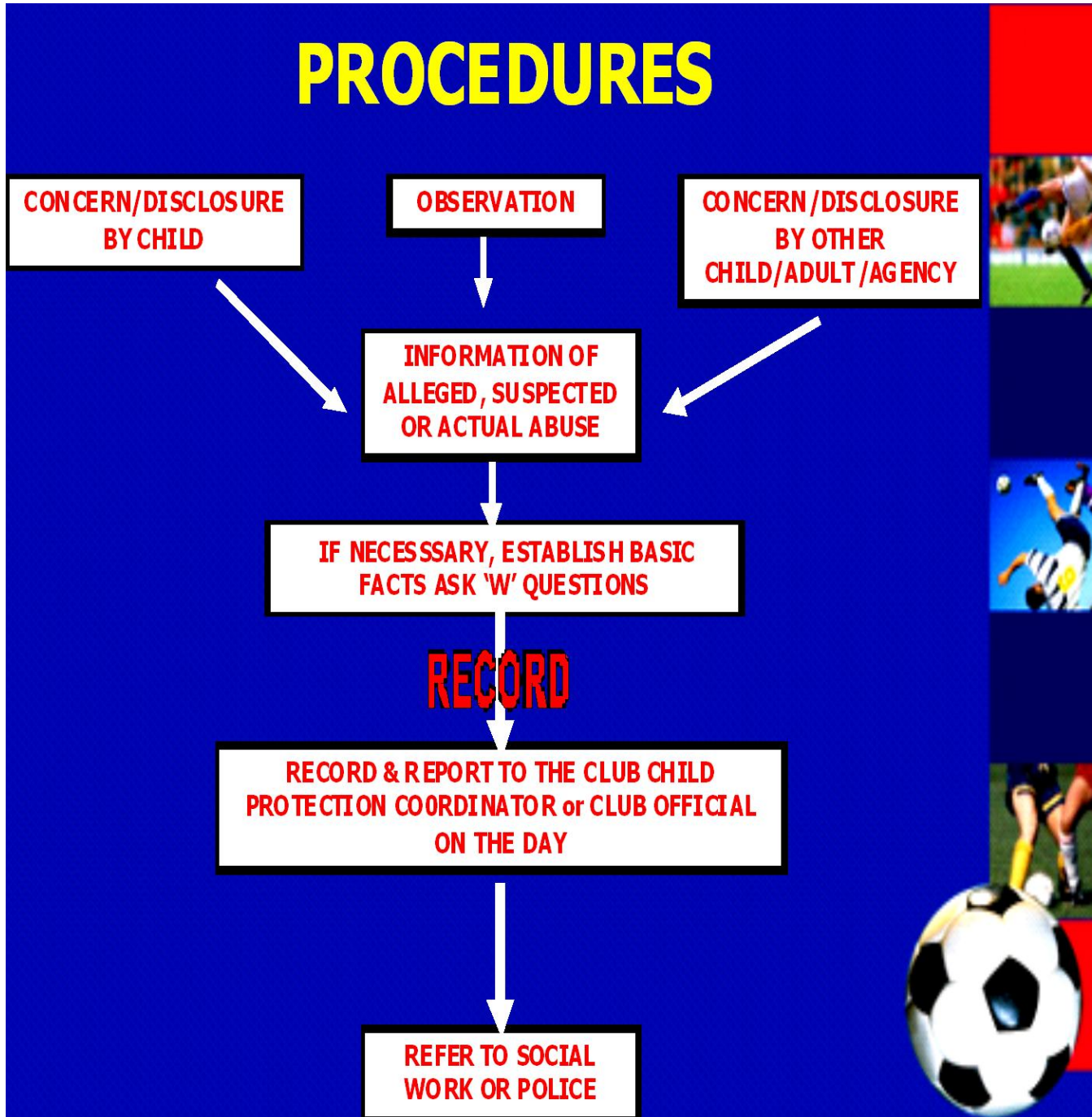
The flow chart below represents Annan Athletic Football Club's 'Exit Strategy' and the strict procedures that all staff, scouts and coaches must follow.



APPENDIX 6

Reporting Procedures

Below represents a diagram of the Club's reporting procedures in relation to any Child Protection issue.



APPENDIX 7

Code of Ethics and Conduct Policy

All staff and members of Annan Athletic Football Club are expected to conform to ethical standards in all areas including humanity, relationships, commitment, co-operation, integrity, advertising, confidentiality, abuse of privilege and personal standards.

ALL STAFF REPRESENTING THE CLUB MUST:

- Place the well being and safety of the members above all considerations, including developing performance
- Comply with the laws of the game and the rules of any competition which they participate in
- Operate without discrimination on the grounds of gender, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, birth or other status
- Respect the basic human rights, dignity and worth of each individual
- Provide a balance between the development of performance and social, emotional, intellectual and physical needs of the individual
- Not encourage members, performers or officials to violate the rules of the sport
- Observe the authority and decisions of all officials
- Encourage performers to obey the spirit of the rules and fair play on and off the sports arena at all times
- Ensure that all activities, training and competition programmes are appropriate for the age, maturity, experience and ability of the individual performer
- Treat opponents with due respect, both in victory and defeat
- Be able to present evidence of current qualifications upon request
- Treat all personal information about performers and members alike as confidential, except for in exceptional circumstances i.e. health & safety, legal or medical requirements, disciplinary action or to protect children from abuse
- Consistently display high personal standards and project an image of health and cleanliness
- Not drink alcohol or smoke either during or before supervising or coaching performers
- Seek ways of increasing personal and professional development.

ANNAN ATHLETIC FOOTBALL CLUB

INDUCTION GUIDELINES - SIGN OFF FORM

Topic	Statement	Signature	Date
Code of Conduct Coaches	I have received, read and agree to abide by the Club's Code of Conduct for Coaches		
Code of Conduct Players	I have received, read and agree to abide by the Club's Code of Conduct for Players		
Code of Conduct Parents/Guardians	I have received, read and agree to abide by the Club's Code of Conduct for Parents		
Child Protection Policy	I am fully aware of Club's Child Protection Policy and reporting procedures		
Code of Ethics and Conduct Policy	I am fully aware and agree to abide by the Club's Code of Ethics and Conduct Policy		
First Aid Policy	I am fully aware of Club's First Aid Policy		
Health & Safety Policy	I am fully aware and agree to abide by the Club's Health & Safety Policy		
Photography & Media	I hereby give permission for my child to participate in any PR events which promote the Club's Youth Development Programme		
Transport	I hereby give permission for my child to undertake any transport arrangements necessary to participate in the Club's Youth Development Programme		

I have received, read and understood all appropriate information and details with regards to Annan Athletic Football Club's Youth Development Induction Guidelines.

Name:

COACH

Name:

PARENT/GUARDIAN

Signature:

Date: