



Glentnar Community Football Club

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Guidelines for Club Officials

Overview

The purpose of this document is to provide general guidelines for coaches at Glentnar Community Football Club (subsequently GCFC or 'the Club'). By setting out these guidelines, the intent is to achieve a level of consistency in the way the Club operates over the different age-groups. Where appropriate, this document will reference more detailed information such as the Constitution which can be found on the Club website.

Goals & Aspirations

The primary goal of the Club is to develop young players and help them to reach their maximum potential. At the Club, we want to develop winners but do not have a 'win-at-all-costs' mentality. There is an understanding that a results-driven strategy does not necessarily result in accomplished footballers and the Club believes that a 'Sliding-Scale' should be applied to game-time which should evolve as the players get older. At the very youngest age-groups, it is expected that all players are extended equitable game-time (assuming appropriate behaviour and attitude) but as they get older and begin to understand the realities of competition, there will be an increasing emphasis on 'playing for their place'. At the most senior age-groups, it is expected that players game-time will become almost entirely on merit although the team coaches will retain the discretion to appropriately develop players with the goal of creating a successful team.

Although Glentnar are an Amateur organisation and entirely staffed by volunteers, the goal of the Committee is to run the Club as if it were a Professional organisation. Coaches should remember that they are role models for the young players and it is very important that the correct and appropriate behaviour is displayed at all times. All players, coaches, officials and parents are expected to adhere to strict standards of behaviour and to properly represent the Club at all times. Code of Conduct forms are available on the Club website and are expected to be completed by all participants annually.

Affiliations & Standards

GCFC are affiliated to the Scottish Youth Football Association (SYFA) and the Aberdeen & District Juvenile Football Association (ADJFA). The Club is committed to supporting these organisations to the best of our ability and coaches are expected to appropriately represent the Club at all meetings and gatherings where attendance is requested. The Club will follow the guidelines of our national organisation (The Scottish Football Association (SFA)) and will endeavour to remain in line with any recommendations e.g. The Player Pathway.



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Terms of Reference

GCFC comprises of two distinct footballing sections. The Non-Trophy section comprises of players U12 and below who do not typically play in recorded leagues or for trophies. Note: On occasion, with permission from the Committee, these teams may be permitted to play competitively in special Trophy Awarding events such as Gala's. The Non-Trophy section is further split into 9 a-side (U12s), Soccer 7's (U10 & U11), 5 a-side (U8 & U9's) and Soccer 4's (U7's and below) who play 4-a-side, 5 a-side, 7 a-side or 9-a-side football as appropriate.

The Trophy section comprises of players U13 and above. These teams play in formal leagues and cups with results recorded by appropriate affiliations.

Management Structure

The Club is managed by a Committee comprising of two separate groups. This committee comprises of named Executives (Chairperson, Vice-Chairperson, Secretary, Player Development Officer and Child Wellbeing and Protection Officer) and a number of Non-Executive positions as appropriate. All Executive Committee members have a vote on club matters and any deciding vote is cast by the Chairperson. However, it is typical for the Executive to consult Non-Executives and Club Coaches during decision making processes and a general vote involving the extended team will be initiated as appropriate.

It is understood that volunteer positions tend to have a finite life-cycle so the Executive will have in place a progression plan to engaged and mentor Non-Executive members of the committee. This strategy is employed to ensure that legacy of the Club continues into future generations whilst remaining consistent with the Goals and Aspirations set-out above. In general, Coaches, Parents or Officials may be invited to join the Committee first in a Non-Executive position then onto full Executive as appropriate.

The Club is committed to adopting appropriate standards and best practices consistent with SFA Quality Mark program. Full details can be found on the Club Web-Site.

Child Wellbeing and Protection

The Club has an appointed Child Wellbeing and Protection Officer who is available for consultation on any issues relating to Child Wellbeing and Protection. This position is generally completely independent from the coaching staff. In the case where the elected Child Wellbeing and Protection Officer is part of the coaching staff and a concern is raised this would be referred to the Chairperson who is also trained in Child Wellbeing and Protection. It is the responsibility of the Head Coach from the respective teams to



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ensure that Child Wellbeing and Protection Officer contact details are known to the players and parents or guardians

All coaches are expected to undergo Child Protection workshops to fully understand related risks and issues. Coaches should ensure that they protect both themselves and players from any potential situations where a risk may exist. For example, coaches should avoid transporting players and make sure they are never alone with a single player at any time. For training and matches, a minimum of two coaches should be in attendance. If this is not possible for any reason, common sense should prevail e.g. engage a suitable parent to assist. Please remember that the same guidelines apply to parents in that they should not be left alone with any single child. A full copy of the Child Protection Policy can be found on the Club website. If in any doubt, call the Child Wellbeing and Protection Officer or one of the Executive Committee for guidance.

Risk Assessment and Accident Reporting

It is the responsibility of the Head-Coach of the team to ensure that appropriate risk-assessments are conducted prior to each training session or game. This includes checking the pitch for foreign objects and importantly, to ensure goal-posts are securely erected.

If any first-aid treatment requires to be administered, an Accident Report should be completed (a copy is available on the Club web-site). Common sense should prevail in that a specific report is not required for every bump and bruise. A general guideline is that a report should be completed if the incident is severe enough to prevent the player from taking further part in the game. A copy of the accident report (which should be signed by a witness) should be forwarded to the Club Secretary and Player Protection Officer within 48 hours of the incident. If this is not possible, the Coach should call one of the Executive Committee to ensure awareness of the incident. The official accident report should follow as soon as possible.

Club Finances

The Club has a central bank account and keeps financial records which are audited annually. Executive committee members have signing authority on the Club account. Two separate signatories are required for any payments.

The main income for the Club is in the form of player subscriptions. All players will pay a monthly subscription fee. The level of fees will vary depending on the age-group and these values will be set annually by the committee at the Club AGM. In general, the player subscriptions are used to fund registration, insurance, coaching, training equipment, match-day facilities and training facilities (mainly indoor lets during winter months).



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Secondary income is generated by Club sponsorship and fund-raising. These funds are typically used to help the club keep the monthly fee's at the minimum possible level. Such sponsorship will generally be at a Club level to maximise the exposure for any potential sponsors. There will generally be one major annual fund-raising event where maximum participation of all Teams at the Club is expected.

Each Team is expected to be self-sufficient in terms of finances and should be actively looking to generate smaller levels of finance for ancillary items such as track-suits, rain-jackets and bags. This can be in the form of attracting sponsorship or by fund-raising.

All sponsorship is expected to pass through the Club accounts for reasons of visibility and audit.

Coaches will be issued a 'Float' at the beginning of each season. Individual floats will be issued to competitive team coaches with a single float issued to Player Development Officer for Non-Trophy teams. All coaches are expected to complete an Expense Claim Form at monthly intervals in arrears, detailing the individual expense and attaching receipts when appropriate. Typical expenses will be referee fees. The expense claim should be completed to fully reimburse the coach to the level of the Float.

Coaches for individual squads are expected to ensure that the finances for each specific team are managed correctly. The Club Treasurer will assist in this process by advising of outstanding fee's but it is ultimately the responsibility of the individual Head-Coach to ensure that team finances are in order. Late fees or outstanding Standing Order should be addressed promptly to avoid escalating debts.

Coaches for individual squads are expected to deposit any monies, forward Standing Orders as appropriate and generally keep reasonable records on team finances. A Club Bank-Giro-Credit form is available for pay-in of finances to centralised account. It is important that the prescribed references are used correctly and that appropriate forms are returned to the Club Treasurer no later than 28 days after pay-in to allow reconciliation.

Coach Education

The goal is that all Glentinar coaches should be qualified for the age-group they are working with. At this time, SFA Level 3 at the appropriate age-group is the target qualification and is in-line with Quality Mark requirements. The Club will typically fund all coaching certification to Level 1.3 and will consider funding higher-level qualifications at the discretion of the Committee. It is the ultimate responsibility of the individual coach to ensure that they are qualified for the position.

Coaches are required to book their own coaching courses via the SFALive system and claim expenses for the course. It is expected that up to level 1.3 a coach will remain with



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the club for a period of 3 months after completion of the course, any courses that are taken above this level may require a longer commitment period which will be mutually agreed by the committee and coach. If a coach has not claimed expenses for their course prior to leaving the club the club shall not be liable for reimbursement of the cost.

It is also important that coaches have appropriate First Aid and Child Protection training. The goal of the Club is to have all coaches certified in these areas. The committee will provide guidance in this area but it is the responsibility of the coach to ensure they become qualified in this area.

Due to a certain level of coach attrition, there is a small amount of latitude regarding coach qualification by auditing authorities such as SFA and Club Cap organisations. This generally means that it is allowed to temporarily coach a Team without the necessary qualifications as long as there is adequate supervision and that there is a plan to attain the necessary certification with a reasonable time-frame.

It is important to note that when coaches graduate from the Children to Youth or from Youth to Adult pathways, additional certification is required.

From time to time, 'In-Service' sessions will be organised by the SFA. It is highly recommended that these sessions are attended by appropriate coaches because as well as being valuable from an educational aspect, there is often important information on new rules or guidelines imparted (such as changes to Player Pathway program).

Meetings & Reporting

The Club will conduct monthly executive and coaches meetings. Representation from executives and coaches is expected. Usual business rules should be followed in the event of non-attendance i.e. a written apology sent to Club Secretary in advance of the meeting.

On occasion, it will be necessary for coaches to attend meetings called by other organisations such as ADJFA. The main meeting requiring attendance is just prior to start of competitive season where teamlines are distributed and any new rules are explained. The Club is committed to supporting our governing bodies and attendance at these meetings is compulsory.

Woodside Playing & Training Facilities

Woodside playing facilities comprise of 1 x 11-a-side pitch, 1 x 9-a-side and 2 x 7-a-side pitches. At this time, there is an 11-a-side pitch (nearest the River Don), a smaller 9-a-side pitch and 1 x 7-a-side pitch and 1 training area.



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If during any time the pitches are over-subscribed (such as when two 11-a-side teams are fixtured at home concurrently), a rota will be applied and teams will take turns in playing home fixture at a different location (typically a municipal pitch). If there is any disagreement on this, the Committee will have the final decision.

Pitches are cut and lined by an external grounds maintenance company. At this time, pitch 1 has permanent goals, with pitch 2 and 7-a-sides having portable fixtures. All coaches are expected to ensure that goals and nets are erected in good time for games.

Note: Although the pitch is lined by an external maintenance extraordinary situations (such as unavailability of grounds maintenance company or weather conditions) may require that the pitch is re-lined prior to a match. It is ultimately the responsibility of the head-coach of the playing team to ensure that the pitch is lined. A transfer wheel lining machine is available for general use which should be kept in good condition by those using the device. Line-marking fluid will be bulk-purchased so coaches should inform a member of the executive if running low. White emulsion can be used as a substitute. Coaches can purchase and claim re-imburement via expense process as appropriate.

All coaches are expected to use common-sense relating to the use of the pitches for matches and training. The pitches at Woodside are one of the Club's biggest assets and they need to be carefully managed. If the weather is poor and there is a risk of pitch damage (or if there is a safety issue), coaches should call off training (or arrange to play at an alternative venue). The coach should always err on the side of caution as damage to pitches during winter months may not recover.

For competitive matches, it is ultimately the responsibility of the referee to deem the pitch playable. For friendlies, the appropriate Glentnar Head-Coach should make the decision.

Where practical, all activities which could potentially damage the pitch should be limited. For example, fast-feet drills should NOT be performed on the pitches (there is adequate areas behind the goals and between touch-lines) and goal-keepers should warm-up outside of the six-yard box. It is the responsibility of the Glentnar coaches to communicate this to opposition teams.

It is important to show respect to the others using the Woodside facility. Coaches are responsible for ensuring that footballers do not encroach on the Rugby areas. These areas should also be avoided when walking to and from football pitches. Coaches should duly inform players, parents and opposition regarding these guidelines.

Further to the playing areas pitches are also used as training facilities in the summer. During the winter months 2 floodlight areas are available 1 of which is shared with



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Glentinar Juniors, access to these areas will be managed using the shared facility calendar and training slots will be allocated on a first come first served basis.

Kit and Equipment

The Club goal is to have all Glentinar teams sharing a common identity. Standard home and away match-kits are essential to this strategy. Standard kit suppliers tend to change designs every 2 – 3 years so to avoid this issue, the Club will use a bespoke kit whenever possible.

The Club have a dedicated web shop for all kit related items. All teams are expected to comply with the common standards to promote the Glentinar identity. Training kit, tracksuits etc. will not be bespoke items (due to cost and delivery constraints) but will be selected periodically from best-value availability. Such items will tend to be basic design and will avoid yearly ‘fashions’ to ensure that we maintain a ongoing common identity whilst having to source from different suppliers.

Players are expected to purchase their own Playing and Training kit upon joining the club. The annual fee’s have been reduced to reflect the expense to parents and players. The kit should be purchased from the club kit-shop. Glentinar Community FC have come to an agreement with the kit provider to store a small stock of each size on the shelf to ensure that lead times for delivery to players is kept to the minimum possible.

Players are also responsible for purchasing a new kit in case of requiring a larger size or any damage. Kit is not required to be returned to the club upon a player leaving the club.

Trialists will be given a ‘loan’ kit from the club until a decision is made if they are to sign for the club or not. Trialists must pay a small deposit which will be returned upon the kit being returned in a non-damaged condition.

Woodside Changing Facilities

Changing rooms are allocated for all Competitive Teams. This covers teams from U13 through U19. Teams U12 and below are not allocated changing facilities.

Use of external changing containers will be prioritised for the older of the teams who are playing at the same time, typically U19's on Saturday and U16's on Sunday.

For SATURDAY games, Glentinar Juniors Chairman allocates specific changing rooms. Depending on activity, you may be allocated either Football, Rugby or External changing rooms. The GCFC Secretary will circulate this information on Friday prior to the game. It is very important that you keep to your allocated room and also ensure your opponents do the same. Woodside can be VERY busy on Saturdays!



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For SUNDAY games, there is no specific allocation by Juniors Chairman so to avoid confusion, the following protocols will apply.

- 1) GCFC will use ONLY external containers and internal football rooms. The rooms are numbered 1 through 4. From the front-door side of the building, nearest changing room is for officials, then football 4, 3, 2, 1 respectively (the changing room nearest exit to pitches on left is FOOTBALL 1).
- 2) If two GCFC teams are playing at the same time (or there is overlapping changing room requirements), the oldest HOME (Glentinar) team and opponents will use external changing containers with younger HOME team using FOOTBALL 1 and corresponding AWAY team allocated FOOTBALL 3.

Please ensure that changing rooms are swept out after each game. It is our responsibility to ensure opposition rooms are also cleaned. Please make sure any bottles, tape etc are cleared.

For EXTERNAL containers, a member of executive will periodically stock the toilets with paper, towels and cleaners. Going forward, coaches using containers must check cleanliness until we organise official cleaner.

Pre-Match Protocols

An individual match Permit is required for all games not officially scheduled by the affiliation match-secretary. This is very important because a Permit effectively gives permission for the match to take place. Insurance will not be valid should the match take place without a Permit. For any Friendlies, it is the responsibility of the Glentinar head-coach for the team playing the game to ensure that a Permit is obtained. For teams who play in the same affiliation, a Permit can be obtained by contacting the ADJFA Match Secretary (when the opposition is another ADJFA affiliated team) or from SYFA when the opposition is out-with local affiliation (such as for football festivals in other regions countries). Although the usual protocol is that the Home team arranges the Permit, the Glentinar coach should always check and ensure a copy of the permit with appropriate permission is in place before kick-off. Note: For any games against professional clubs such as AFC, the Permit must be granted by SYFA.

It is the responsibility of the HOME team to contact the opposition a minimum of 48 hours prior to the match to ensure officials are aware of the match location and to check kit colours.



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Referees are allocated by ADJFA Match Secretary for all scheduled league and cup games. It is the responsibility of the HOME team to contact the referee a minimum of 48 hours before the scheduled kick-off time to ensure directions to facilities are known, to check on match-fees and to advise on home and away colours. The Glentnar Head-Coach for the appropriate team has the responsibility to pay the referee before each home game (regardless of whether the match is played at Woodside). Any referee fees paid should be added to monthly expense claim form.

It is the responsibility of the Glentnar coach to inspect the pitch prior to the game. This should be done in good time to prevent opposition and referee travelling if the pitch is unplayable. If the coach believes the pitch is unplayable, the ADJFA match secretary should be contacted to request permission to cancel the game. The coach cannot cancel the game without this permission. The match-secretary may ask the coach to contact referee and opposition to inform them of any decision. It is ultimately the referee's decision to call-off a game and if the opposition have travelled when there is a reasonable expectation that the game could have been called off prior to their departure, the Club may be fined and have to reimburse the travelling team and any officials.

Note:

Except under very special circumstances, it is not permitted to call-off a game prior to the day of the match. There have been instances of opposition looking for a decision on the night prior to the game and this is not looked upon favourably by ADJFA whose protocol is to give the match every chance to go ahead. As such, it is Glentnar policy to cancel games only on day of match and always by first gaining permission of ADJFA match secretary. Of course, full courtesy should still be extended to opposition and maximum notice should be given. For example, for a 10.30am KO on a Sunday, the opposition should be contacted no later than 8.30am which is in line with expectations if the game was to be played at municipal venue.

Club Subsidies

1. Travel

The Club recognises the importance of participation in national tournaments. If a Glentnar team progresses in a tournament such that there is a need to book group transport, the Club will subsidise this booking as follows:

- Up to 50% of bus transport costs capped at £250 per team per event
- Up to a maximum cap of £500 per team per season



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Note: The individual teams have discretion in how the remaining monies can be generated for the booking as long as the head-coach provides a report detailing the funding along with any appropriate paperwork. E.g. parents / players can be charged a small fee or a fund-raising event can be organised.

2. Indoor Facilities

During winter months, there is a real possibility of games being called off and teams can find themselves without matches against opposition for extended periods.

The Club recognises that it may be necessary to book indoor or all-weather facilities to allow matches to go ahead. Although this will apply predominantly to the Non-Trophy teams, due to increased availability of all-weather facilities such as ASV and Kaimhill, the subsidy is extended across the Club as follows:

- Up to 50% of pitch costs capped at £25 per team per event
- Up to a maximum cap of £50 per team per season

Note: The individual teams have discretion in how the remaining monies can be generated for the booking as long as the head-coach provides a report detailing the funding along with any appropriate paperwork. E.g. parents / players can be charged a small fee or opposition can be asked to contribute to the charge.

In addition to this should the club be unable to secure a winter let for a team or a head coach chooses to reject the let that is allocated to them the club will subsidise any alternative let chosen by the head coach. This is capped at the typical cost of a council indoor let which is approx. £30 per session per team. Any additional cost will need to be funded by the team themselves. This cost can be paid for by the club but must be reimbursed to the club bank account within 7 days of the training taking place. Until reimbursement is received the club will subsidise no further sessions until the cost has been covered either by the £30 from the following week or receipt of the additional funds from the team.

3. Goalkeeper Coaching & Equipment

It is recognised that Goalkeeping is a specialised position and that dedicated coaching and equipment is required to maximise a players potential.

Glentinar offer a fee-waiver program for goalkeepers attending additional paid coaching. If the goalkeeper is attending such coaching provided by an independent organisation (such as Colin Cockle or AFC Community GK Coaching), the monthly fee's due to



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Glentinar will be reduced or waived. E.g. if the goalkeeper is paying £10 per month for external coaching, this figure is deducted from the monthly fees due to Glentinar. If the external training fee's are higher than at Glentinar, then no further fee's are payable. It is the responsibility of the head-coach of the respective team to ensure that the goalkeepers are aware of this concession and that proof of external fees is provided to Club treasurer to allow fee-waiver to occur.

It is also recognised that goalkeepers require special equipment and that this can be expensive for parents. The following subsidies will be provided:

- Up to a maximum cost of £30 per season per goalkeeper for GLOVES
- Provision of goalkeeping track-suit pants by Club through normal kit allocation process (and any replacements provided old garments are returned to kit-manager).

Note: Equipment can either be provided by direct purchase and reimbursement with receipt. Direct purchase is the most efficient as appropriate head-coaches have access to financial 'float' which should then be followed-up with monthly expense report. It is encouraged to look for best-value when obtaining goalkeepers equipment. Advice can be provided by Glentinar coaching staff as appropriate.



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Revision Details

Revision	Details	Date
001	Initial Revision for review	20-Aug-12
002	Updated terminology and expanded to add Pre-Match protocols and	1-Sep-12
003	Added section on Club Subsidies	10-Sep-12
004	Updated section on pitch lining (rota will be applied). Also added additional guidance on calling off matches.	15-Oct-12
005	Updated section on changing facilities to reflect external container usage. Sent to Executive for review & web-site publication.	7-Aug-15
006	Review of document 2022	5-Jan-22



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