

PAYFC Coach/Volunteer Induction Pack

We are a club run by volunteers and made up of 67 coaches and approx. 300 kids and we would like to give you warm welcome to coaching with Penicuik Athletic Youth Football Club (PAYFC) and please follow the next steps:

1. Contact the (Club Development Officer) Louise Shepherd to advise what team you are going to be coaching with to allow Louise to add you to the Database. Tel no: 07801282055 or email: louise.shepherd217@sky.com It is recommended that each Team has no more than two coaches working with each team, however some teams will operate with only one Coach and a few parent helpers who will assist with setting up goals etc or several teams will also have a separate secretary for the team who will deal with all administration.

2. Contact the Welfare Office (Sabrina McManus) to arrange to get a PVG Form and Coach Registration form to allow the club to complete a check with Disclosure Scotland. Email welfare@payfc.net It is mandatory that you complete the PAYFC Coach Registration Form which is available on the www.payfc.net website under the Coaches section and also return this to Sabrina McManus. Once you have completed the Coach Registration Form & PVG form you need to return these in person to Sabrina, along with photo ID & proof of address. Please do not post these to Karen, as she needs to see you in person to check your ID. Once this has been completed you will also need to complete and SYFA PVG you will need to complete an existing PVG form and get Peter Frame at Loanhead Miners YFC to countersign for you, he will also need to see photo ID and proof of address.

3. Order Coaching Kit (Track suit, T-shirt, & Jacket) from the Procurement Officer Fraser Bertram. Email PAYFCProcurement@outlook.com. New Coaches are required to wait 4 – 6 weeks into coaching with PAYFC prior to ordering Coaching kit at a cost of £75 to the club, to ensure the club have received a 'clean' PVG and to ensure the coach is committed to coaching. If a Coach resigns from coaching the club also expect all Coaching kit to be returned to the club.

4. Provide your contact details to the Club Secretary Carol Laird to allow Carol to add you to the Coaches distribution list and forward you all invites to the PAYFC monthly committee meetings. email: payfcsecretary@gmail.com.

5. Complete the SFA Early Touches 1.1 One Day Course in the relevant Pathway (Child or Adult) within the first 6 months of coaching with the club then the level 1.2 course. It is then up to the discretion of each coach if they want to complete more SFA coaching courses, however PAYFC did achieve the SFA 'Legacy' Quality Mark in 2015 and this means we are required to maintain 2 coaches per team (one coach who has completed the 1.2 course & one coach who has completed the 1.3 course in the relevant pathway Child or Adult). Visit the SFA website, under the Coach Development section to choose the relevant course for you on a suitable date, then log onto www.scottishfalive.co.uk and book yourself onto the relevant course. Note that each course will be paid by the club on behalf of the Coach via the treasurer Lynn Bertram email treasurer@payfc.net, however the coach firstly needs to have successfully been checked by Disclosure Scotland by completing a PVG before you can attend a SFA coaching course. If a coach wants to attend one of the more advanced and expensive Scottish FA Coaching Courses (Children's Award, B or C Licence) then they must seek financial approval from at least 3 members of the committee before they book this course and this will be arranged through the committee.

6. First Aid Training – one coach or parent helper per team requires to have completed a relevant 2 day First Aid course every 3 years and please ensure you know who the designated First Aider is for your team. The First Aider also needs to have completed a PVG Form with the club and this can be arranged through Sabrina McManus. If anyone additional wants to become a first aider for PAYFC, please contact Louise Shepherd (Club Development Officer) on 07801 282 055 or email: louise.shepherd217@sky.com

7. Join our Facebook page to keep up to date with PAYFC News, Fundraising events & visit the www.PAYFC.net website and ensure you are familiar with the following documents: - Coach Code of Conduct - Player Code of Conduct - Subscription/Standing order payment - Child Protection Policy - Ordering Training Kit - Positive Coaching Scotland – Bill of Rights

8. Should you have any queries regarding the Financials for PAYFC, please contact the Club Treasurer Lynn Bertram by email on: treasurer@payfc.net