

**Information pack**

Dear Parent/carer,

Welcome to Kirkfield United Football Club and thank you for choosing our club which will ensure that your child has a positive, enjoyable football experience while having fun, making friends and developing their skills.

This information pack will give you a brief introduction to the club and will provide you with relevant and important information so that your child can enjoy football with us in a safe environment.

**ABOUT US**

Kirkfield United Football Club was formed in 1969 and has been based at Lanark Racecourse for over twenty years. The club has given the youth of Lanark and surrounding areas a safe and controlled environment in which to play football at associated levels (SYFA).

We currently have teams for children aged between 5 and 16 years old, including 3 girls teams. We have an amateur team and are affiliated with Lanark United Football Club. Our teams play in leagues and competitions across Scotland.

If your child decides to join Kirkfield, you and your child will be required to complete a registration form and we will then register them with the Scottish Youth Football Association as a member of Kirkfield United Football Club. Parents/carers must fill in our parental consent form, sign our code of conduct and commit to paying subs which are **£30 a month** by standing order.

**RUNNING THE CLUB**

Since its inception, the club has been organized and run solely by volunteer committee members. We rely massively on parents who make up a large number or our coaches. All volunteers are supported to progress the appropriate qualifications for the role they wish to undertake and are PVG checked.

Volunteers are encouraged to participate at all levels within our club.If you wish to become an active volunteer in running or supporting the Club then please either email our child wellbeing and protection officer at childprotection@kirkfieldunited.com or complete the attached form.

We look forward to hearing from you.

**MANAGEMENT**

The main club committee is made up of the chairman, vice chairman, the secretary, the treasurer, and the child wellbeing and protection officer.

**Chairman – David Mannering**

**Vice Chairman – Jim Ballantyne**

**Secretary – Angela Wilson**

**Treasurer – Ian McCulloch**

**Child Wellbeing and protection officer – Shona Lynn**

**CHILD PROTECTION AND WELLBEING**

We acknowledge the duty of care to safeguard, protect and promote the welfare of children and we are fully committed to developing robust policies and procedures to minimise the risk of children suffering abuse of any kind within the club setting.

All volunteers have the appropriate qualifications for the role they undertake within the club and are PVG checked.

Kirkfield United recognise that safeguarding is everyone’s responsibility and expects all officials, coaches, parents, guardians, volunteers and supporters to be fully committed to promoting and implementing the child protection policy throughout the club.

Please support us in these efforts by familiarising yourself with our child wellbeing and protection policy.

If you have any concerns or wish to report something, contact our Child wellbeing and protection officer in the first instance who is Shona Lynn at childprotection@kirkfieldunited.com.

**REGISTRATION**

Each child is registered at one age group only and in mixed matches cannot play in matches at another age group.

A registration form, parental consent form and code of conduct form should be completed and returned. Please fill in all pages and sign it to ensure your child is registered as a Kirkfield United player with SYFA and insured.

Children must be re-registered every calendar year.

**EQUIPMENT**

Children **MUST wear shin guards and football boots** for training and games. Shin guards must also be worn when training indoors. Children should also bring their own **bottle of water** to training and games.

We have a selection of second-hand boots available. We encourage children who have outgrown their boots to donate them to the club so they can be re-used by another child. Every so often we will run a boot exchange night at training.

**TRAINING**

We have three main aims at training – Safety, fun and skill development.

Please ensure children arrive beforehand and are ready to start. As well as the correct equipment, please ensure your child is dressed appropriately for the weather, brings a bottle of water and goes to the toilet before training.

Our training and match schedule generally follows the school holiday timetable. However, there are times when additional training is organised during holidays but your team coaches will communicate this.

**MATCHES**

Our mixed teams between 2013 and 2019 will have regular 9v9, 7v7 or 4v4 fixtures which are usually on a Saturday or Sunday morning. Due to our teams being registered in different leagues this means that days and times may vary. All matches are ‘non-competitive’. Of course, children will and should try to win. That is the nature of sport. But it is not a priority for the club in general or coaches. There is no league table or cups to compete for over a season. Evenly matched games are more beneficial than big wins or heavy defeats. At this age, it is all about playing the game, having fun and skill development. Our coaches aim to give all players equal game. Children are encouraged to shake hands after each match. Children who are not registered cannot play.

It is against the rules to publish results on social media or elsewhere.

The transition of the 2013 team will mean that they will be progressing to more competitive matches as they move from 9v9 to 11v11.

**MATCH KIT**

Match kit and training kits are supplied to players who attend the club. Fund raising and sponsors help us to purchase our kits therefore new players might have to wait on a kit however we will always try our best to ensure each child has a kit.

**COMMUNICATION**

We are currently in the process of updating our webpage which will be where you will find the most up-to-date news and info on training and games. There will be enquiry and registration forms as well as all relevant policies and procedures that the club enforce.

Team coaches will usually communicate with the parents through individual group chats where they inform parents and carers of all information pertaining to training, matches, and any other relevant information.

Pictures of your child will only be used to promote the club and will only be published if you have granted permission on our parental consent form.

We do not publish match results.

**FINALLY**

Thank you for your support and cooperation. Welcome to our club.

**Kirkfield United Football Club Code of Conduct.**

All of our players, Coaches and parents are aware of the necessary Code of Conduct which is set out by the SYFA to which Kirkfield United Football Club abides by.

**Code of Conduct for Kirkfield United Football Club’s Parents/carers/Spectators.**Kirkfield United’s Parents /carers / Spectators have a great influence on children’s enjoyment and success in football. All our children play football because they first and foremost love the game – it’s fun.

It is important to remember that however good a child becomes at football within our club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

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

Parents/spectator’s expectations and attitudes will have a significant bearing on a child’s attitude towards:

* Other players.
* Officials.
* Managers.
* Spectators.

Parents / spectators within our club will ensure they are always positive and encouraging towards all the children not just their own.

Parents / spectators are encouraged to:

* Applaud the opposition as well as your own team.
* Avoid coaching the child during the game.
* Not to shout and scream.
* Respect the referee’s decision.
* Give attention to each of the children involved in football not just the most talented.
* Give encouragement to everyone to participate in football.

Parents / spectators within our club agree and adhere to the club’s Code of Conduct and Child Protection Procedures.

**Ten GOLDEN rules for our parents, guardians and supporters**

1. **Let the players play**
2. **Let the coaches coach**
3. **Don’t shout instructions from the sidelines**
4. **On matchday, stand on the opposite side from the coaches**
5. **Stay 2 metres back or behind the barrier if there is one**
6. **Do not publish match results**
7. **Do not stand behind the goal**
8. **Create a positive environment**
9. **Encourage all participants**
10. **Get involved. We need volunteers**