



CENTRAL FOOTBALL ACADEMY

Scottish Football Association

Quality Mark

Central Girls Football Academy - Club Development

Boys' teams under the Central umbrella are represented in the FVDL and the Central leagues. Boys play at Fun Fours and 7 a side, with currently 8 boys teams registered with the SYFA.

Facilities have been provided for all the girls and boys teams, generally in the Grangemouth

area at Little Kerse and Inchyra Park. We also have facilities at Coasters Indoor Football Centre, mainly for our team community programmes such as Academy Kickz.

Our winter lets have been arranged with the council and later this month we will provide training for all our 15 boys' and girls' teams at Graeme High, 5 nights of the week.

Friday night is used as our Player Development Centre.

The girls programme is well established and successful; we have had 15 Internationalists on our books at youth levels 17/16/15's, with Sam Kerr going on to represent Scotland Women's 1st Team with Central she was Under 17's Scotland captain.

Our adult 1st team who are playing their first season in Championship Division 1, known as Clyde FC, we have now established that Clyde FC Ladies will be the senior option and the exit route when leaving Central Football Academy

Success in silverware reflects well at national level, however at Central we firmly believe that the success is built on the grassroots work done by the coaching staff. The girls at the top end have benefitted from years working with our coaching staff, importantly embracing our ethos.

We are starting to build the boys section in the same mould and investing with our young players a full pathway and opportunity throughout their playing lifetime from child to adult, providing equal opportunities at all.

Central Football Academy- Training Programme (Venues and Times)

Monday - Thursday

Inchyra Park Summer
Graeme High School Winter
2014 – James/ Dibs Mon-Wed 6-7:30
2012 – Calum Tues-Thurs 6-7:30
2010 – Ross McF Mon-Wed 6-7:30
2009 – Calum / Chris Mon-Wed 6-8
2007 – John Mon-Wed 6-8
2006 – Ross Tues-Thurs 7 – 9
U9's – James / Dibs Mon-Wed 6-7:30
U11's – James / Dibs Mon-Wed 6-7:30
U13's Jaguars – Mark Mon-Wed 6-7:30
U13's – James Mon-Wed 6-8
U15's – Darren Mon-Wed 6-8
U17's – Jason Tues-Thurs 7 – 9
Senior – Dibs / Darren Tues-Thurs 7-9

Friday

Saturday Little Kerse, Raploch, Forthbank, Inchyra

Sunday Little Kerse, Broadwod Stadium



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Central Football Academy
CODE OF CONDUCT

SCOTTISH FA QUALITY MARK
CODE OF CONDUCT- COACHES AND CLUB OFFICIALS

We all have a responsibility to promote high standards of behaviour in the game. As a coach you will be in a position of great responsibility in the development of the children you work with and you are a role model to your players and parents. We are asking every coach and club official to follow a code of conduct to Honour Our Game.

On and off the field, I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, officials and parents.
- Understand and abide by the laws, rules and spirit of the game and any competition in which you participate
- Promote Fair Play and high standards of behaviour to Honour Our Game
- Work with the officials and always show respect
- Never engage in public criticism of the officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Place the well-being , safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/spectators of all players have agreed to the Code of Conduct
- Always be honest with players, parents, guardians and officials
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Always look for and encourage positive attributes, performance and effort

I understand that if I do not follow the Code of Conduct, action may be taken by the club, league or National Association.

Coach/Club Official:

Head of Football/Secretary:

Date:



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Central Football Academy
CODE OF CONDUCT

SCOTTISH FA QUALITY MARK
CODE OF CONDUCT- PLAYERS

We all have a responsibility to promote high standards of behaviour in the game. As a player, you have a big part to play. Fair Play and respect for all others in the game is essential. We are asking every player to follow a Code of Conduct to Honour Our Game.

When playing football, I will:

- Always work hard to learn and improve and play to the best of my ability
- Play fairly with sportsmanship and respect to Honour Our Game
- Respect my team-mates, opposition, officials and self
- Play by the rules and always respect the referee
- Value your opposition by playing hard and fair
- Shake hands with the other team and referee at the end of the game
- Lead by example both on and off the pitch
- Listen and respond to what my coach tells me
- Talk to someone I trust or a CFA Inspire and Welfare member if I am unhappy about anything at my club

I understand that if I do not follow the Code of Conduct, action may be taken by the club, league or National Association.

Player:

Coach:

Date:

	Players Name	Age Group or Team	Date	Signature
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2				
3				
4				
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Central Football Academy
CODE OF CONDUCT

SCOTTISH FA QUALITY MARK
CODE OF CONDUCT- PARENTS & SPECTATORS

We all have a responsibility to promote high standards of behaviour in the game. Parents have a great influence on children's enjoyment and success in football. Children play football because they first and foremost love the game – it's FUN. Remember children's football is a time for them to develop and learn. We want them to win but not at all costs. Play your part by supporting your child and observe the Code of Conduct at all times.

I will:

- Remember that children play for FUN
- Applaud effort and good play
- Always respect the match officials' decisions
- Remain outside the field of play or within the Designated Spectators' Areas
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage your child, and others, or be quiet. Praise effort and performance, not results
- Encourage the players to respect the opposition, referee and officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour
- Parents must develop an appropriate supportive relationship with both the coach and their child based on mutual trust and respect
- Support the coach's decisions and discuss any concerns directly with the coach

I understand that if I do not follow the Code of Conduct, action may be taken by the club, league or National Association.

Parent:

Coach:

Date:

	Adults Name	Players First Name	Team	Date	Signature
1					
2					
3					
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CENTRAL FOOTBALL ACADEMY
CODE OF CONDUCT

HEAD OF FOOTBALL

Job Title:Head of Football

Responsible to:Executive Management

Skills and Attributes Required:

- Reliability
- Enthusiasm
- Good listener
- Diplomacy
- Organised
- Decisive
- Confidence
- Good Time Keeper

Main Duties:

1. Take responsibility for managing the Executive Management and the affairs of the club.
2. Be prepared to make a regular time commitment.
3. Co-ordinate and meet with club members to allow everyone to present their views, ensure all decisions are properly understood and recorded.
4. Oversee and guide all decisions taken by the Executive Management team.
5. In conjunction with the secretary, help prepare an Annual Report.
6. Liaise with the Secretary over executive meetings and create agenda for each meeting and approve information to members before circulating.
7. Be completely familiar with the constitution, club rules, executive procedures and the National Governing Body rules and regulations.
8. Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
9. Help to prepare and submit any statutory documents that are required eg accounts etc
10. Represent the club at local, regional and national level.

SIGNATURES

Head of Football.....

Date.....

Secretary.....

Date.....

SECRETARY

Job Title:Secretary – member of the Executive Management

Responsible to:Executive Management

Skills and Attributes Required:

- Enthusiasm
- Well organised
- Good at delegation
- Prepared to make a regular time commitment
- Confidence
- Good knowledge of the workings of the club
- Good written and spoken communicator
- Good knowledge of administrative procedures and rules

Main Duties:

1. Dealing with all club correspondence
2. Registering players on the appropriate forms
3. Affiliating the club to appropriate bodies
4. Organising and booking match facilities, transport etc
5. Attending league or association meetings
6. Organising club meetings
7. Representing the club at outside meetings

SIGNATURES

Head of Football.....

Date.....

Secretary.....

Date.....

SOCIAL AND FUNDRAISING SECRETARY

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Job Title:Social and Fundraising Secretary

Responsible to:Executive Management

Skills and Attributes Required:

- Enthusiasm
- Well organised
- Good at delegation
- Prepared to make a regular time commitment
- Confidence
- Creative
- Good communication skills

Main Duties:

1. To co-ordinate and organise a pre-season event
2. To co-ordinate and organise Executive Management nominated events.
3. To co-ordinate and organise an end of season event.
4. Book venues and entertainment.
5. Involve others in the club to participate and help, e.g., parents, players etc
6. Liaise with Club Secretary and to invite sponsors and local dignitaries
7. Liaise with Treasurer to deal with income and expenditure for the events

SIGNATURES

Head of Football.....

Date.....

Secretary.....

Date.....

LEAD AND ASSISTANT COACH

Job Title:Lead Coach/ Assistant Coach

Responsible for:Allocated team

Responsible to:Executive Management

Recommended

Qualifications:Lead Coach - SFA Level certification at 3 and above

Assistant Coach - commitment to achieve SFA Level certification 1/2/3
also First Aid certification.

Skills and Attributes Required

Coaches should have the ability to:

- Motivate performers
- Communicate effectively
- Make things FUN.
- Use time efficiently and effectively
- Forward plan
- Develop an appropriate level of technical knowledge
- Observe and analyse skills and make improvements
- Make use of appropriate equipment and adapt if necessary
- Evaluate all coaching sessions

Main Duties:

1. Consult with team coaches and Head of Football about the aims of the sessions.
2. (Lead Coach) Co-ordinate the coaches and coaching for allocated team.
3. To plan, prepare, deliver and evaluate the coaching programme to develop the young players.
4. (Lead Coach) Provide support and advice to the assistant coaches and helpers within the coaching team.
5. Be prepared to delegate organisational jobs which do not need your coaching skills e.g. keeping the register, equipment and player/parent communication.
6. Brief all helpers, assistant coaches and players on the aims of the session and the purpose of each activity. Involve all helpers and make sure they are made aware of the value of their input.
7. Liaise with the Head of Football to ensure that there are regular, appropriate, competitive opportunities for all players.
8. Ensure that you are well briefed about any special needs of the participants involved i.e. medical condition/disabilities etc.
9. Attend any meetings where appropriate.
10. Make participants aware of their progress through team assessment.
11. Identify and recruit, in line with club procedures, additional volunteers to assist in the running of the club activities e.g. parents.
12. Ensure the Executive Management is aware of all club activities and encourage strong links and communication between the other club teams through the season.

13. Provide information on where the participant can continue in the sport and liaise with the National Governing Body to access regional and national structure for talented performers.
14. Abide by and promote sound ethics and club policy, child protection, fair play and equal opportunities to all members.
15. Develop your own skills by attending SFA coach education courses, sportscoachUK courses and any in-service training that is organised by the club.
16. [Lead Coach]To ensure that all coaching staff qualifications are kept up to date.
17. Take responsibility for ensuring that the equipment is correct and is kept in good working order.
18. Be aware of and promote the clubs codes of conduct for coaches, players and parents at all times.
19. Be aware of and follow the procedures for recording accidents.
20. Be aware of the club's Child Protection policy, Health and Safety policy and Emergency procedures and take responsibility for Health and Safety aspects during activities.
21. Ensure that there is an accessible, well stocked first aid kit at the venue and a telephone nearby.
22. Provide club issued information on sports science and lifestyle guidance.

SIGNATURES

Head of Football.....

Date.....

Secretary.....

Date.....

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INSPIRE AND WELFARE OFFICER

Job Title: Inspire and Welfare Officer

Responsible to: Executive Management

Skills and Attributes Required:

- Approachable with friendly manner
- Good Listener
- Well organised
- Motivated
- Prepared to pass on concerns to professional agencies when necessary.
- Observant

Main Duties:

1. Ensure that the Child Protection procedures are available and understood by all members.
2. Co-ordinate any in-service training for Child & Vulnerable Adult Protection issues
3. Update the clubs' Child and Vulnerable Adult Protection Policy when appropriate
4. Establish and maintain the complaints procedures.
5. An independent link within the club to deal with any issues that the member may raise.
6. Be familiar with current Child Protection legislation.
7. Understand the National Governing Body Child Protection procedures, rules and regulations.
8. In the event of a complaint being made, ensure that the complaints procedures are met and see the procedures through to the final decision.
9. To be accessible through direct contact by all members, to discuss and evaluate concerns and respond appropriately.
10. Advise that although an 'in confidence' service is provided it may be necessary to deal with disclosures in an appropriate manner, with the safety of the person of paramount importance

SIGNATURES

Head of Football.....
Date.....

Secretary.....
Date.....

TREASURER

Job Title:Treasurer - Accountant

Responsible to:Executive Management

Skills and Attributes Required:

- Well organised
- Able to keep records
- Confidence in handling figures and money
- Honesty
- Prepared to make a regular time commitment

Main Duties:

1. Responsible for the club finances
2. Deal efficiently and effectively with all invoices and bills
3. Keep up to date records of all the financial transactions
4. Ensure that funds are spent properly
5. Issue receipts and record all money received
6. Attend committee meetings, prepare reports and present to the auditors
7. In agreement with committee, plan the annual budget
8. Monitor the budget throughout the year
9. Prepare annual accounts for AGM
10. Help prepare any statutory documents that may be required e.g., VAT returns, PAYE, grant aid reports etc.

SIGNATURES

Head of Football.....

Date.....

Secretary.....

Date.....

PUBLICITY OFFICER

Job Title:Publicity Officer

Responsible to:Executive Management

Skills and Attributes Required:

- Enthusiasm
- Well organised
- Prepared to make a regular time commitment
- Confidence
- Imagination
- Good written and spoken communication

Main Duties:

1. Take responsibility for publicising the club and its events
2. Liaise with the Executive Management to promote the club
3. Build a list of local media contacts
4. Collate the results / match reports and send to the local / national press
5. Produce press releases / articles to promote and publicise the club through the media
6. Invite the press to attend club events and crucial matches
7. Keep a record of all press cuttings and radio.
8. Liaise with the Executive Management regarding potential sponsors
9. Work with Youth Football Scotland's nominated journalist with news stories and articles on the club to promote Central Girls nationally

SIGNATURES

Head of Football.....

Date.....

Secretary.....

Date.....

CONSTITUTION

1. Name

The name of the organisation shall be HappyFeet/ Central Football Academy

2. Objectives

The club is established to pursue the following objectives

- a. Participation in the sport of association football hereinafter referred to as the 'sport'.
- b. The organisation, management and development of association football for all members of the Club.
- c. Membership of appropriate leagues for the purpose of establishing regular competitive play for the club's representative teams
- d. The provision of training and playing facilities for its members.
- e. Promoting and maintaining the highest standards of technical competence and safety in the sport.
- f. Upholding the rules of sport.
- g. Providing equal opportunities for successful participation by all section of the community.
- h. The promotion of the sport.

3. Affiliation

The club is affiliated to Scottish Women's Football, the SYFA and the SFA

4. Membership

All members are subject to the Constitution of the Club and the regulations of the National Governing Body.

- a. Membership of the club is open to all individuals provided they comply with this Constitution.
- b. No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- c. All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- d. Each fully paid member shall be entitled to attend General Meetings and receive a regular Newsletter for the membership.
- e. All members will have access to a copy of the relevant Code of Conduct, a copy of the Club's Child Protection Policy and a copy of the Constitution.

5. Suspension, Refusal or Termination of Membership

- a. The executive management committee shall be entitled to:
 - i. Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.

- ii. For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the executive management committee before a final decision is made.
- b. The member may apply for reinstatement to the executive management.
- c. Any member who fails to pay their fee by the date required shall forfeit their right to representation on the executive management committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.
- d. Any member under suspension shall be barred from taking part in any match or event under the control of the club.
- e. The management committee shall inform the member in writing of any decision to terminate their membership.
- f. Notification of the termination of a membership will be forwarded to the Governing Body.

6. General Meetings

a. General Meeting

General meetings will be held throughout the year between the executive management committee. The executive management committee will invite members to attend through means of email, with time, venue etc: The executive may convene meetings with relevant members invited, coaches for coaches' meetings, child protection for child protection officers. Information of the management executive meetings will be issued to all members by email

7. Rules for General Meetings

- a. A minimum of twenty one days' notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- b. The Head of Football, or in his absence a member of the executive management will take the Chair.
- c. All members shall register with the Secretary prior to the start of the meeting.

d. The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

8. The Executive Management Committee

a. The members of the executive management committee are nominated by the current permanent executive management committee, namely the Head of Football and the club secretary.

b. Candidates may be selected at appropriate time and will become active on the executive management team from the time of acceptance of the position and will last until the current calendar year. Re-selection for the post will be decided by the permanent of the executive management committee.

c. All applications to the executive management committee shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary.

9. Members of the Executive Management Committee

a. The Executive Management Committee shall consist of the following:
i. Head of Football
ii. Secretary

b. Other posts of the executive management committee are deemed to be subcommittee posts: although including the following the list is not exhaustive:
Child protection officer, team coaches, treasurer

c. The committee may co-opt any member to an identified post until the conclusion any member to an identified post until the conclusion of the current calendar year, providing that the number of co-optees shall not exceed one half of the total number of persons serving on the executive committee.

d. The executive management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the current calendar year. The proceedings of all such committees shall report to the executive management committee by a representative elected by that sub-committee.

10. Rules for the Executive Management Committee

- a. The Head of Football shall chair the meeting, or in his absence the Secretary or a nominee from the committee shall carry out the duties.
- b. Reasonable notice of any meeting of the executive management committee shall be given by the Secretary, except when:
 - i. The date of the meeting had been agreed at the previous management meeting, in which case seven days' notice shall be given.
 - ii. In an emergency the Head of Football may call a meeting at four days' notice.
- c. The quorum shall be as listed at Rule 9. a)
- d. All members of the executive management committee as listed at Rule 8. a) shall be entitled to vote.
- e. All votes shall be determined by a simple majority. In the event of a tied vote, the Head of Football may exercise a casting vote.
- f. Meetings shall be open to all members of the club.

11. Finance

- a. The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2, of this constitution.
- b. The club shall have the power to raise money by means of monthly payments as determined by the Executive Management Committee.
- c. All monies shall be lodged in a bank account in the name of the club, under the trading name of Central Football Academy Limited.
- d. The Head of Football shall be authorised signatories to sign cheques on behalf of the club.
- e. The financial year of the club shall run from April 5th to April 4th to

12) Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present at a scheduled General Meeting.

13) The Dissolution of the Club

- a. Any resolution to dissolve the club may be passed at any General Meeting provided that:
 - i. The terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
 - ii. At least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
 - iii. Such a resolution shall receive the assent of two thirds of those present and entitled to vote.

- b. Upon dissolution of the club, after all club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to a girls football charity or similar as determined by the meeting, to be employed for the development of the sport.

14) Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of HappyFeet/CFA

SIGNATURES

Head of Football.....

Date.....

Secretary.....

Date.....

