**Kirrie Thistle Community Football Club**

One Community, One Club

WELCOME PACK



*The aim of Kirrie Thistle Community Football Club is to provide a safe and fun environment in which to encourage and promote the development of football and health within the community. This will be achieved through the provision of youth and amateur teams that foster fair play and participation for all, irrespective of race, colour, religion, sex, sexuality or disability. Kirrie Thistle Community Football Club also encourages parents, family and friends to join the club, enjoy the football and support the teams.*

[www.kirriethistlecfc.co.uk](http://www.kirriethistlecfc.co.uk/)

Follow us on

Twitter: [@CfcKirrie](https://twitter.com/CfcKirrie)

Facebook: [@kirriethistlecfc](https://www.facebook.com/kirriethistlecfc/)

**Brief History & Overview**

Kirrie Thistle Community Football Club was established in 2019 and is the charity body providing governance and guidance to the football teams of Kirriemuir ranging from Fun 4’s right through to the amateur and walking football teams. KTCFC has grown from the success of Kirrie Thistle Community Sports Club and has focused its interest on the development of football in the Kirriemuir and Dean areas.

The governance of the club is provided by a group of trustees within which are the Chair (Alan Davie), the Treasurer (Shona Snell) and the Secretary (Sarah Phillips). The remaining trustees of the club are Mike Watt, Mike Davie, Stewart Ferguson, Brian Peet and Lee Hutcheon. In June 2019, a Community Development Officer, Garry Balfour, was employed to build on the strengths of the club and identify and capitalise on new development areas for KTCFC.

Today the Club has roughly 220 players from 5 years through to 19 years which includes a Girls’ Team. Younger players are encouraged to play football and learn team skills through the “Scott Mckenna Soccer Centre” which is hugely successful and runs two sessions every Saturday morning.

The aim of KTCFC is to make football available to all members of our community, increase participation in football and improve footballing facilities for the Kirriemuir and Dean community.

**CLUB SPONSORS**

Kirrie Thistle Community Football Club is extremely grateful to our all our sponsors across the teams and age groups; without whom we might not be able to run our teams, nor even exist as a club.











If you know anyone or would like to support Kirrie Thistle Community Football Club, please contact:

Sarah Phillips

Secretary

admin@kirriethistlecfc.co.uk

Kirrie Thistle Community Football Club takes its responsibilities very seriously and, as such, the Club is working towards the achievement of the SFA Legacy Award. In order to achieve this, we are doing the following;

* All coaches, volunteers and officials are PVG Checked
* All teams have a First Aider
* Minimum of 8 teams at different age groups (Boys & Girls teams)
* Link to Adults Football (we have a link with Tayside FB AFC)
* All head coaches are at or working towards Coaching Level 3
* All remaining coaches are at or are working towards Coaching Level 1
* Necessary Coaching Kit
* Code of conducts for Coaches, Volunteers, Players & Parents in development
* Job Descriptions for Coaches and Volunteers in development and
* Bank account
* Recorded minutes of meetings

**Governing Bodies**

Kirrie Thistle Community Football Club is affiliated to the following governing bodies/organisations

* Scottish Youth Football Association (SYFA)
* Boys & Girls Clubs of Scotland (BGCS)

**Club Development**

Kirrie thistle Community Football Club understands clearly the requirement of local clubs and charities to continue to grow and, in light of this, we were fortunate to secure the employment of Garry Balfour as our Club Development Officer (cdo@kirriethistlecfc.co.uk). Garry brings with him a wealth of coaching and youth football experience and has had a huge impact on the development of the club in his short while with us so far. He has been integral in setting up opportunities for our youngest members (Scott McKenna Soccer centre) and in developing a coaching model that is being rolled out across the club.

**Chair’s Note**:

Whether you are a new member or not, I hope this pack gives you all the information you need about our club. If there is anything else you should need to know, please don’t hesitate to contact our committee members; you can find their contact details on page 5.

We, at Kirrie Thistle Community Football Club, are very pleased you have registered with our Club and attending our Club Sessions. You are joining our Club at an exciting time of growth and development. We are heavily involved within the local community and are striving to improve opportunities for all members of our community.

We have links to adult and senior teams and other forms of football, and we’re hoping to get to the point where youngsters can come into the club at any age and stay with the Club until adult hood if they so desire.

We are always looking to increase participation, but with that there is a flip side where we need more volunteers. We are always on the lookout for more volunteers (not just coaches) to help build the Club and drive it forward.

We are looking for all types of help from fundraisers, people with secretarial skills, good organisers, website administrators, club promoters, events organisers, coaching, putting up nets or making up juice bottles to name just a few. People who just want to help in any way are what we need!!

The club is becoming more business-like and has to develop this way in order to progress. Perhaps there is something from your profession/day job that you can offer to the Club?

Many people having a small role is much better than one person having many roles, which historically is the way youth football teams have tended to run and is definitely a trend we need to stop.

If you believe you can help in anyway, please speak visit our website and complete the contact form, contact us via Facebook or Twitter or speak to a coach.

Finally, I would like to take this opportunity to wish you all the very best and hope you and your child has a long and enjoyable time with Kirrie Thistle Community Football Club.

Alan Davie

Chair, KTCFC

**Trustees Contact List**

We strongly believe that, in the interests of creating a strong community-spirit within our club, our committee members should be accessible to all club members.

Here are the contact details for our trustees:

|  |  |  |
| --- | --- | --- |
| **NAME** | **EMAIL** | **POSITION** |
| Alan | Davie | chair@kirriethistlecfc.co.uk | Chair |
| Shona | Snell | treasurer@kirriethistlecfc.co.uk  | Treasurer |
| Sarah | Phillips | admin@kirriethistlecfc.co.uk  | Secretary |
| Mike | Watt | teamspresident@kirriethistlecfc.co.uk  | Teams President |
| Mike | Davie | mikejdavie@gmail.com  | Trustee |
| Stewart  | Ferguson | fergglobal@sky.com  | Trustee |
| Brian | Peet | bppeet@gmail.com  | Trustee |
| Lee | Hutcheon | leehutcheon@btinternet.com  | Trustee |

**Cancellation of Training/Game Procedures**

Sometimes, due to unforeseen circumstances (such as our Scottish weather!), training or matches have to be cancelled. When this occurs, we will endeavour to let you know as far in advance as possible.

All information will be communicated first and foremost through our Club’s Facebook & Twitter pages. Please follow us to keep up to date with the latest news.

When a player joins our club, they will be asked for two contact numbers as well as emergency contact details. These numbers will be securely kept by each team manager, and, in the case of any cancellation, will be used to attempt to contact you. Each team manager will also, where necessary, telephone the facility to inform them of the cancellation.

**General Code of Behaviour**

All members and parents are expected to:

* Maintain a high standard of personal behaviour at all times.
* Respect the rights, dignity and worth of others regardless of their gender, abilities, cultural background or religion.
* Be aware of, and operate within the rules of the sport.
* Refrain from any acts of aggression, physical or verbal.
* Refrain from any behaviour that would bring the Club into disrepute.
* Show respect to other people’s property and the facilities being used.
* Obey the general regulations for users of facilities owned/used by the club

**Club Policies and Procedures**

Our club is extremely keen to ensure that we are offering a safe and well-run environment for our members in which to participate.

As part of our commitment to this aim, we have developed a number of policies and procedures to help us manage our club.

Policies are available through our website.

**Child and Vulnerable Adult Policy**

**Policy Aim**

Kirrie Thistle Community Football Club aims to ensure that any vulnerable people, whether children, young people or vulnerable adults are safe and protected within the confines of the club environment and are at no time at risk from any member of staff or Volunteer.

**Child Protection Officer**

The club will identify one person to undertake the role of Child Protection Officer, who will be a member of the Club and who has undertaken appropriate screening through Disclosure Scotland, and attended appropriate child protection training. This officer will be available during all club times, where possible, for club staff, volunteers and athletes and will ensure to the best of their ability that the welfare of children and vulnerable adults is held in the highest regard.

Club Child Protection Officer: Hannah Myles

Contact Number: 07572 135401

Email: childprotection@kirriethistlecfc.co.uk

**Disciplinary/Complaints Procedure**

# Kirriemuir Thistle Community Football Club will operate the following disciplinary procedures in line with all policies, procedures and codes of conduct operated by the Club.

## Conduct

Kirrie Thistle Community Football Cluboperates a code of conduct for all members of the coaching staff, volunteers, officials and participants. All members and volunteers of the club will sign up to this code of conduct. Signed copies of the code of conduct will be stored electronically within the confines of GDPR.

Any breach of the code of conduct will result in the administration of the following complaints and disciplinary procedure.

### Complaints procedure

Any member of the coaching staff, official, volunteer, participant and / or parent has the right to make a formal complaint regarding the conduct of any member of the club at any time.

This complaint must be submitted in writing to the Secretary, Child Protection Officer or Chair detailing the nature of the complaint and any supporting evidence in support of the complaint.

The subject of the complaint has the right to confidentially at all times and should be informed of the nature of the complaint as soon as it is received. Any members breaching this confidentiality will themselves be subject to the complaint procedure.

### Hearing procedure

Upon receiving a complaint the trustees of the Club may invite the complainant to expand on the nature of the complaint. This meeting may be recorded solely for the purpose of the investigation.

Following this process, the subject of the complaint will be invited to a hearing, at which they are entitled to be accompanied by any person of their choosing, to discuss the details of the complaint. This meeting may be recorded solely for the purpose of the investigation.

Following this procedure the investigating member(s) shall inform all relevant parties of the outcome of the event and any action that shall be taken.

**Note:** in the event that the nature of the complaint is in direct relation to a child protection matter the police or social services will be contacted immediately. In this event the only investigation to be undertaken shall be led by the relevant professional service following which the club will adhere to any findings of this investigation.

### Appeals Procedure

Following a decision by the investigation committee, the subject of the complaint shall have the right to appeal the decision and request a further investigation into the matter.

The club shall acknowledge this appeal and undertake a fresh investigation and report the findings to all relevant parties.

### External Assistance

In the event of an appeal the subject of the complaint has the right to seek external assistance from either a professional body or suitable party to undertake an investigation into the matter in conjunction with the club. ONLY the subject of the complaint can request this course of action.

## Decision

The investigation shall be deemed closed and the decision final in the following circumstances.

1. The committee present a decision that is not contested by appeal.
2. An appeal investigation presents a decision that clearly reflects the club’s policies and code of conduct.
3. The police or social services lead an investigation into a child protection matter.

Written complaint submitted

(or verbal complaint if relating to Child Protection)

Subject has no right of appeal following police/social services decision

Club complies with findings

Police, Social services investigate and inform club of decision.

Club consults external, impartial party for decision

Subject of complaint has right to appeal

Decision made and informed to all relevant parties

Hearing is held with subject of complaint

Complaint is considered at committee

Committee refers complaint to professional body for assistance (CRBS, Police, Social services)

If complaint relates to Child Protection

If complaint refers to general conduct

In all cases results of investigation and hearing will remain confidential to club committee, subject of complaint and complainant