



Sciennes Primary School Football Club

Members' & Coaches' Handbook

This document is a reference guide to Sciennes Primary School Football Club (SPSFC), aka “Sciennes FC”), providing information about how the Club operates, Codes of Conduct, contact information and other guidance.

Members of the Executive Committee will endeavour to keep the contents up to date. Feedback and suggestions for improvement are welcome and can be addressed to any member of the Executive Committee.

Topics are captured in alphabetical order and an index is provided at the end in case of difficulty locating what you are looking for.



Contents

About the Club.....	4
Annual General Meeting (AGM).....	4
Breakages & Broken Equipment.....	6
Childcare.....	6
Club Accounts.....	6
Coaching.....	6
Coaching Qualifications.....	7
Codes of Conduct.....	8
Committee Meetings.....	10
Competitions.....	10
Constitution.....	10
Contacts (Club).....	10
Contacts (External to Club).....	11
Cup Competitions.....	12
Discretionary Spend.....	12
Domain Name (www.sciennesfc.co.uk).....	12
Dropbox.....	13
Edinburgh P7 Select.....	13
EPSSA.....	13
Etiquette Around School on Training & Match Days.....	14
Executive Committee.....	14
Expenditure.....	15
Facebook.....	15
FAQs for Parents.....	15
First Aiders.....	15
First Aid Kits.....	16
Football Strips.....	16
Fundraising.....	16
Girls' Football Tournaments.....	17
Initiatives.....	18
Injuries.....	18
Insurance.....	19
Issues & Concerns.....	19
Membership Fees.....	20
Non-Attendance.....	21
P1 Football.....	21
P6 Scottish FA 2020 Development Centre Trials.....	21

Parent Council	21
Pitch Allocations	22
Professional Coaching	24
Purpose and Aims of the Club	24
PVGs.....	24
Season Duration and Training Frequency	25
SFA Performance School.....	25
Soccer Fours	25
Soccer Sevens	25
Soccer Sevens Festivals	25
Soccer Stars P4/P5 SFA Programme.....	26
Spending Plan	26
Start of Season Tasks.....	26
Summer Fair	26
Tournaments	27
Training.....	27
Trials	27
Training Taster Sessions for P1s	27
Winter Fair.....	28
Winter Lets Facilities	28
Winter Lets Etiquette	32
Website (www.sciennesfc.co.uk)	32
Year End Trophies.....	32

About the Club

Sciennes Primary School Football Club operates as a 'sub-group' of the Parent Council and has its own Constitution and governance. The Club is not run by the School, as Football is not part of the School's curriculum. To that end, our Club is independently run from the School and City of Edinburgh Council.

The Club aims to allow boys and girls who attend the school to play and enjoy football with others of a similar age. As well as having fun and learning football skills, the Club emphasizes good sportsmanship, teamwork and fair play.

The Club is open to P2-P7 year groups, with P1s invited to try out the Club after the Easter break.

The Club is run by and relies upon parent volunteers: to get involved, parents do not need prior coaching experience and can contact a member of the Executive Committee, or a current coach to find out more.

Annual General Meeting (AGM)

The Club's AGM is held annually in May or June each year. For more details of what is covered, refer to the Constitution. Members of the Club, as defined in the Constitution, are invited to the AGM and are entitled to put themselves forward for election to Club Committee or Executive Committee positions, and to vote on matters raised at the AGM.

The Secretary is responsible for communications about the AGM, arranging the venue (typically a room in the school) at the date agreed by the Executive Committee and inviting the Members to attend. It is normal practice to also invite the Chair of the Parent Council and School's Head Teacher /Deputy Teacher as observers, though neither of these parties is entitled to vote at the AGM.

The AGM in 2023 was held 21st June 2023.

The typical Agenda for our AGM is:

	Agenda Item	Notes
1	Approve minutes of last AGM	Circulated separately
2	Chairperson's Report	
3	Treasurer's Report <ul style="list-style-type: none"> - approve accounts - agree 2023/2024 registration fees 	Registration fees currently £30 for a full year. No P1 partial year fees charged in 2023/2024
4	Elect or re-elect Club Committee and Executive Committee for 2023/2024 season	Merchandise: Treasurer: Secretary: Chairperson: Year Group Representative (P2 Boys): Year Group Representative (P3 Boys): Year Group Representative (P4 Boys): Year Group Representative (P5 Boys): Year Group Representative (P6 Boys): Year Group Representative (P7 Boys): Year Group Representative (P2/3 Girls): Year Group Representative (P4/5 Girls): Year Group Representative (P6/7 Girls):
5	Nomination of Members ("coaches") from each group	Four members for each year group per the Constitution
6	Key Short Term Tasks for New Committee	
7	Approve Club Codes of Conduct for 2022/23	
8	Parent Council Report	
9	End of Season 2022/23 plans End of Season 2023/24 (diary check)	
10	AOCB <ul style="list-style-type: none"> - Amendments to Constitution - Kit room / container - Ordering merchandise / equipment - Website subscription fee - Proposed date for first meeting of the new Committee 	

Breakages & Broken Equipment

Care must be taken to look after Club equipment and return it after use. However, things can get accidentally damaged in use or may naturally wear out.

Any broken items must be reported to the Club buyer (merchandise@sciennesfc.co.uk) or Chairperson (chairperson@sciennesfc.co.uk), who will arrange for repair or replacement and recycling as appropriate.

Childcare

The Club does not offer a child-minding service. It is required that each child will have a parent or other responsible adult in attendance during training sessions and matches.

Club Accounts

The Club accounts are managed by the Treasurer. They are independently examined (by the Parent Council Treasurer) and they are signed off annually by the Chairperson before being submitted to the Parent Council Treasurer.

Coaching

All year groups are coached by the parents and or carers of children in those groups. Without them the Club would not function. Parents of new P2 groups are very much encouraged to get involved, and are given initial assistance by other more experienced coaches. No great knowledge of the game is expected or required.

Coaches can also participate in SFA coaching classes aimed specifically at coaching of children. These classes run regularly at various venues throughout the region and the costs of coaching are paid for by the club. They are a fun way to improve coaching skills and are suited to everyone interested in helping to coach. *(See Coaching Qualifications.)*

Coaching groups also have access to the Club's Dropbox account, which has information about the running of the club; player and coaches' registers and provides areas for each year group to store training plans and other useful information.

See also Professional Coaching.

Coaching Qualifications

Sciennes parents/carers volunteering as coaches are actively encouraged to take advantage of the opportunities to improve their coaching provided by the Scottish Football Association (SFA). The SFA offers a structured pathway for coaching children of primary age. (See right.)

Details can be found here:

<http://www.scottishfa.co.uk/sfa.cfm?page=3573>

These coaching courses, beginning with Level 1.1 are fun to participate in and give some great insights and ideas for making our Saturday mornings more effective and enjoyable for the Sciennes Football Club participants.

To book a place on one of the courses, visit the following website:

<https://www.scottishfalive.co.uk/scottishfa/coaches/>

In order to book you must first register. A guide covering how to register can be found here:

<https://www.dropbox.com/s/lq2bid0u1wwnlst/1.6%20%20Booking%20a%20course%20online.pdf?dl=0>

If you have attended the Level 1.1 Early Touches course, you must go on the Level 1.2 course within 4 years for the Level 1.1 pre-requisite to still apply. For more about the rules in this regard, see:

https://www.dropbox.com/s/htj10aymqr59hpw/Continuous%20Coach%20Development_1.pdf?dl=0

Children's Pathway

CHILDREN'S PATHWAY

ADVANCED CHILDREN'S LICENCE

[More Info/Book](#) ↻



LEVEL 2

Children's Coaching Licence

[More Info/Book](#) ↻



LEVEL 1.3

Children's Coaching Award

[More Info/Book](#) ↻



LEVEL 1.2

Children's Coaching Certificate

[More Info/Book](#) ↻



LEVEL 1.1

Introduction to Coaching

[More Info/Book](#) ↻

Codes of Conduct

Sciennes Primary School Football Club fully supports the codes of conduct as introduced by the Scottish Football Association. The Club has Codes of Conduct for Coaches, Parents and Players.

These should be provided to parents each year following registration and sent to all new coaches.

The Codes of Conduct are as follows, and can be downloaded from the Club's website at:

<https://www.sciennesfc.co.uk/s/Sciennes-Football-Club-Codes-of-Conduct.pdf>

COACHES' CODE OF CONDUCT

- Allow all players, no matter their level of ability, the opportunity to play.
- Respect the rights, dignity & worth of every player and treat everyone equally within the context of football.
- Always pursue fair play.
- Place safety and well-being of the player above the development of performance.
- Be aware of the SFA's and the Club's Child & Vulnerable Adult Protection Policy and Procedures.
- Ensure that coaching sessions are enjoyable, well-structured and focus on developing skills, decision making and a general understanding of the game.
- Develop an appropriate working relationship with players based on mutual trust and respect.
- Encourage players to accept responsibility for their own behaviour and performance.
- Ensure that sessions and games are appropriate for the age, maturity, experience and ability of the individual.
- Must consistently display high standards of appearance and behaviour.

PLAYERS' CODE OF CONDUCT

- Play by the rules – the rules of your club and the laws of the game.
- Never argue with a referee or other official [coach] – without these people you can't play football.
- Control your temper - verbal abuse of officials and abusing other players doesn't help you enjoy or win any games.
- Be a team player – It's a team game, treat it that way.
- Treat all players as you would like to be treated – fairly.
- Co-operate with your coach, the referees and team-mates.
- Play for your own enjoyment & to improve your skills.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, team-mates and family if you do – and many such comments are actually illegal.
- Remember, you are representing your school.

PARENTS CODE OF CONDUCT

- Remember that you are there for the participants to enjoy the game.
- Encourage participation but don't force it.
- Teach that enjoyment is more important than winning.
- Never ridicule mistakes or losses – supporters are there to support not downgrade.
- Lead by example and respect all players, coaches, referees and spectators – physical or verbal abuse will not be tolerated.
- Recognise all volunteers who are giving up their valuable time.
- Never publicly criticise referees – raise personal concerns with club officials in private.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your family and yourself if you do – and many such comments are actually illegal.

The Codes of Conduct are copied from the document of the same name maintained on Dropbox here: [\\CLUB ADMINISTRATION\Codes of Conduct\Current](#)

Committee Meetings

The minimum number of meetings required per year is specified in the Constitution. A standing agenda for Committee Meetings is also specified therein.

Competitions

A number of league, cup and tournament competitions are arranged with other schools through the season. Some of these are organised centrally and Sciennes team participate; others are set up and run by Sciennes.

The emphasis throughout these competitions must remain on enjoyment and fair play.

The Secretary or Year Group Representatives will be made aware of any upcoming competitive games and will pass this information on as appropriate.

Constitution

The copy of the Club's Constitution can be requested from the Secretary or downloaded at our website at: https://www.sciennesfc.co.uk/s/SPSFC-Constitution-FINAL_7Feb18.pdf

The Constitution can be found on Dropbox found here:

[\\CLUB ADMINISTRATION\Constitution\Current\](#)

The last Changes to the Constitution were approved at the Club's 2017 AGM. These require approval of the Parent Council before being adopted.

Contacts (Club)

Club emails should be addressed as follows:

Position	Email address
Chairperson	chairperson@sciennesfc.co.uk
Merchandise (Buyer)	merchandise@sciennesfc.co.uk
Secretary	secretary@sciennesfc.co.uk
Treasurer	treasurer@sciennesfc.co.uk

Contacts (External to Club)

The following contacts outside the Club in Sciennes Primary School or in other schools and groups may be useful.

Role	Details	Correct at	Comments
Active Schools Coordinator	Tom Scott	26-Nov-16	Assistance with reduced cost facilities access
Business Manager	Steve Davis Business Manager Sciennes Primary School Steve.Davis@sciennes.edin.sch.uk 0131 667 1243	17-Aug-21	
Chair, Boroughmuir Thistle FC	Gavin Michie, Chair Boroughmuir Thistle FC chair@boroughmuirfc.com www.boroughmuirfc.com	1-Jun-17	Local girls' football club with training on Wednesday and Thursday evenings and games on Sunday mornings
Chair, Parent Council	sciennesparentcouncil@gmail.com	05-Dec-23	
Domain Owner	Sciennes Football Club (run by Gordon Stove) www.sciennesfc.co.uk	18-Aug-21	For "sciennesfc", Zoho email accounts
EPSSA Coordinator	Jack Beesley	11-Jun-17	
Kit Supplier (The Football Nation)	The Football Nation 128 Lothian Rd Edinburgh EH3 9BG Tel: 0131 228 8614 Email: shop@thefootballnation.co.uk Sciennes Kit: http://www.thefootballnation.co.uk/sciennes-primary-school	27-Aug-17	Order kit at the shop link
Head, Sciennes Primary School	Sharon McGhee Head Teacher admin@sciennes.edin.sch.uk Sciennes Primary School 10 Sciennes Road Edinburgh, EH9 1LG 0131 667 1243 https://sciennesprimaryschool.com/	05-Dec-23	
Football rep. At James Gillespie's High School	Frank Carstairs Teacher of Physical Education James Gillespie's High School 57 Lauderdale Street Edinburgh, EH9 1DD	2-Jun-16	Interested in support from Sciennes parents for football coaching at S1+

	0131-447-1900		
Parent Council PVG Coordinator	Leeanne Boyle lboyle756@gmail.com	05-Dec-23	
Peffermill	Sport.bookings@ed.ac.uk Peffermill playing fields Tel. 0131 651 7541	05-Dec-23	
Scottish FA Football Development Officer	Jack Beesley Scottish FA Football Development Officer, City of Edinburgh Council Jack.beesley@ea.edin.sch.uk T. 07894 816 336	05-Dec-23	Organises SFA 2020 Development Trials
Soccer Fours Soccer Sevens Coordinator	Jack Beesley Soccer Sevens Co-ordinator City of Edinburgh Council Forrester/St.Augustines Campus Broomhouse Road Edinburgh EH12 9AD Jack.beesley@ea.edin.sch.uk	05-Dec-23	Coordinator for Soccer Sevens fixtures for P4-P7 year groups Soccer Fours fixtures for P3 year groups
Treasurer, Parent Council			

Cup Competitions

See: Inspectors Cup, School Board Cup, EPSSA Cup

Discretionary Spend

Each group has a standard discretionary spend of £100 per year with an additional £5 for each player in excess of 20. P7 and P6/7's year groups have double the total discretionary spend (i.e. £200 with an additional £10 for each player in excess of 20).

The discretionary spend is of course discretionary and it is up to the coaching group how it is spent provided it is used to the benefit of the children in the Club.

Domain Name (www.sciennesfc.co.uk)

The Club domain name, sciennesfc.co.uk, is owned by the Club and the website is managed by Gordon Stove (gordonstove@aol.com T. 07939051829).

Dropbox

Dropbox is used to store coaching and administrative information for the Club. A “README” file in the top folder explains where to find things.

Access can be secured following this link if access has been shared with you:

<https://www.dropbox.com/sh/lxf62fs9azbfr5l/yEEKMopn0g>

Members of the Club are offered access and are encouraged to upload training plans and the likes to Dropbox for their respective year group folders. For more information contact the Chairperson.

Edinburgh P7 Select

Trials for the Edinburgh P7 Select are applied for around the same time as the Edinburgh P6 Scottish FA 2020 Development Centre trials.

EPSSA

EPSSA is the Edinburgh Primary Schools Sports Association (a Council body) that organises football activities (among other sports) for primary aged children in the P4/5 and P6/7 age groups.

Typically the call to sign up and pay the membership fee for the year comes out in October each year and there is a deadline by which payment must be received. The communication goes to the school. (In 2016, the deadline for signing up for the season was Wednesday 2nd November 2016.

The information to be supplied includes:

- School:
- Contact Name:
- Whole School Roll:
- School Roll for P5, P6 & P7:
- Main Football Contact for P6:
- Email Address of Main Football Contact for P6:
- Main Football Contact for P7:
- Email Address of Main Football Contact for P7:
- Main Netball Contact:
- Email Address of Main Netball Contact:

The annual subscription for 2016-17 was £80.00 per school, irrespective of school roll. This was an increase of £30 on the previous year. Renewals by the school can be done online at:

https://orb.edinburgh.gov.uk/info/200548/sports_and_outdoor_education/670/sports_and_outdoor_learning_unit.

EPSSA Girls' Football League

The EPSSA girls' football league runs from around September to April and comprises fixtures for P4/5 and P6/7 teams. This is currently organised by Bill Stobie with entry forms generally sent to school head teachers to be completed and returned late August or early September. If the entry form has not been received by 1st September, it would be worth chasing up!

Etiquette Around School on Training & Match Days

Access to the Club's kit room is via Millerfield Place and the back of the school. As Millerfield Place is a residential area, coaches and parents alike are requested to take care when moving equipment back and forth from the kit room to avoid parked cars and to respect private property.

Please also observe the following:

- Don't leave a car parked in the turning area near to the school gates
- Don't park in permit holders' spaces during restricted times
- Don't clean boots and leave the mud on the pavements
- Keep noise levels down

Executive Committee

The Executive Committee comprises the roles of Chairperson, Secretary, Treasurer and Merchandise. Please refer to the Club Constitution for details of the role of the Executive Committee and its responsibilities.

[M] Executive Committee comprises responsibilities in outline include:

Position	Typical responsibilities
Chairperson	Ensuring the Club is run in accordance with the Constitution; coordinating Club communications in concert with the Secretary; creating the Club newsletter; administering Facebook & Dropbox, maintaining this Handbook; handling escalated matters. Website management and content updates.
Secretary	Working with the school's Child Protection Officer to manage PVGs; making preparations for Committee meetings and AGMs; preparing minutes; communicating to affected groups with regard to competitions and trials; supporting other Club communications.
Treasurer	Managing the Club accounts; monitoring Spending Plan; setting up registrations forms (jotforms); managing registration receipts.
Merchandise (Buyer)	Handling purchases of equipment for the Club including footballs, training equipment, end of year awards; coordinating arrangements with the Club kit shop at The Football Nation; supporting arrangements for professional coaching and winter lets. Managing equipment repair and replacement.

Expenditure

Funds raised by the Club from registrations and other means are used to provide equipment used by the teams, to improve the facilities we have (e.g. the kit room) and to pay for venues for the winter months. In a typical year we may need to cover the costs of:

- New footballs for training and matches
- Goals and spares
- Other training kit such as kit bags, bibs, cones etc.
- Winter lets for 9 teams for up to 12 weeks
- Professional coaching support from for younger age groups
- End of year medals and P7 awards

Expenditure is planned and managed through the annual Spending Plan.

Facebook

The Club's Facebook page is <https://www.facebook.com/SciennesFC>. Information about upcoming events and other Club notices are posted from time to time.

Contact the Chairperson for posting on the Club's Facebook.

FAQs for Parents

A copy of our Frequently Asked Questions (FAQs) document can be requested from the Secretary.

The FAQs document can be found at our website at: <https://www.sciennesfc.co.uk/faqs> or on our Club's Dropbox, here: [\\FAQ](#)

First Aiders

The Club keeps a register of qualified first aider volunteers. This can be obtained from the Club Secretary;

Current first-aiders are also marked on the Coaches Register which can be found on Dropbox here:

[\\CLUB ADMINISTRATION\Coach Register](#)

In November 2016 the Club funded ten spaces on approved sports first aid training, significantly improving the coverage within the club. Certificates for those coaches qualified through that course can also be found on Dropbox.

It is recommended that the First Aid Training be run at least every other year in order to maintain the number of first aid qualified coaches in the Club as parents move on when their children leave Sciennes.

First Aid Kits

Each year group should carry a first aid kit in their kit bag and familiarise themselves with its contents. Please speak to a qualified First Aider for advice on choice of First Aid Kit or content replacements, or get in touch with Merchandise to order one.

Football Strips

The Club football kit is supplied by The Football Nation:

<https://www.thefootballnation.co.uk/sciennes-primary-school>

Visit the shop and order online. Orders can be picked up at their Lothian Road shop or delivered to another address for a delivery

Coaches' kit can also be obtained from Football Nation here:

<https://www.thefootballnation.co.uk/sciennes-primary-school>

At the time of writing, the following items are available:

Item	Price (2023)
Shirt	£19.49
Shorts	£6.00
Socks	£5.25
Rain Jacket	£12.80
Coaches' Polo Shirt	£13.85
Coaches' Zip Sweatshirt	£24.49
Goalkeeper set	£37.24

Children of families entitled to Income Support may receive a 50% discount on these prices: contact merchandise@sciennesfc.co.uk to obtain a discount code if one was not provided following registration.

Fundraising

The Club raises money in the following ways:

- Annual Registrations (maintained at £30 for the season 2023-2024) – this is by far the main source of funding
- Summer and Winter School Fairs – a small sum is made from kit sales and games at the school fairs
- Individual year groups can raise additional funds to supplement their discretionary spend via bake sales or other activities

Fundraising from recent school fair events has yielded the following:

Year	Event	Net Income
2017	Summer Fair	£114.45*
2016	Winter Fair	£101.10**

*includes kit sales, and does not include deduction for prizes; ** includes kit sales

To give an idea of the fundraising success from bake sales the girls' teams ran at their autumn and spring tournaments in recent years, see below:

Event	Amount Raised
Spring Tournament 2017	£120.06
Autumn Tournament 2016	£102.30
Spring Tournament 2016	£210.11
Autumn Tournament 2015	£164.15

A record of income and expenditure related to the girls' teams' fundraising can be found here:

[\\CLUB ADMINISTRATION\Money\Fundraising\Girls Football Fundraising & Expenditure](#)

Girls' Football Tournaments

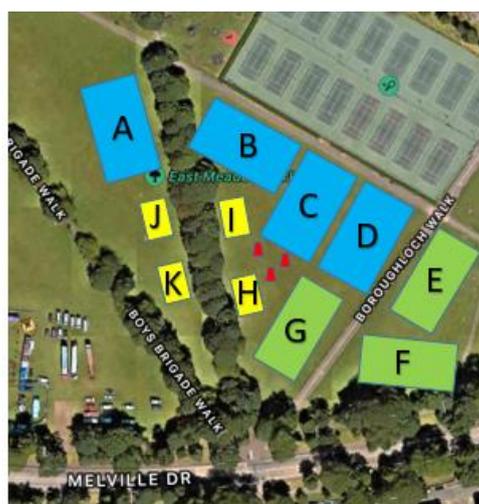
The girls' teams' coaches organise a Spring Cup competition each year. Other schools are invited to enter girls' teams to each tournament in the P2/3, P4/5 and P6/7 year groups.

To help with league fixture arrangements, a note should be sent to the coordinator of the EPSSA school fixtures to keep them informed of the tournament dates. As a rule, the tournaments are scheduled as follows:

- Spring Cup – Normally scheduled for the second Saturday in May

A Tournament Plan is produced for each tournament and can be found on Dropbox.

The position of pitches for the tournaments is as follows:



- P6/7 pitches
- P4/5 pitches
- P2/3 pitches
- Organisers gazebos/bake sale

Initiatives

A number of initiatives or 'grand plans' as referred to in Newsletters started in the 2015-16 season building on earlier ideas in many cases to improve Sciennes FC in some enduring ways that that the Members and children in the Club will benefit from for years to come. Those completed recently or current at the time of writing are:

Season Commenced	Initiative	Comments/Completion
2021-22	Continually improve running of our Club, as the best council primary school in Edinburgh. Setting the gold standard for other schools to follow / emulate.	In progress
2020-21	Train coaches to SFA Childrens Pathway level 1.1 at least	In progress
2019-20	Maintain unique coloured balls for each year group	In progress
2018-19	Introduce training tops to all children and then from P4 onwards and new players in future years	In progress
2017-18	Improve facilities selection for winter lets	In progress
2016-17	Increase female participation in coaching	In progress
2016-17	Introduce P1s at an earlier stage	Completed: 29-Apr-17
2015-16	Increase ratio of qualified coaches	Completed & ongoing
2015-16	Refurbish/re-layout of kit room	Completed late 2016

Members are welcome to propose new ideas.

Injuries

Primary responsibility for the duty of care resides with the parent or carer of the player or their nominated representative. Coaches should have up to date emergency contact details for the players in their group.

Nevertheless, in case of injury, notify a First Aider if assistance is required.

Inspector's Cup

The Inspectors Cup competition takes place annually, usually in the last Saturday of April at Wardie Playing Fields at 9.30am. It is open to P7's.

Insurance

The Club is insured as a sub-group of the Parent Council as stated in the Parent Council Constitution. The City of Edinburgh Council pays for our insurance, and it is currently provided through SPTC (The Scottish Parent Teacher Council).

An overview of previously requested insurance details can be found on Dropbox here:

[\\CLUB ADMINISTRATION\Parent Council\Insurance\](#)

For further details of the current insurance policy if required, contact the Treasurer of the Parent Council.

Issues & Concerns

Any disputes arising during sessions or matches can hopefully be resolved amicably by those involved. The Committee and Executive Committee is available to assist with such difficulties where required. The Chairperson and Secretary can be contacted in such cases.

The Club will deal with issues that arise as follows.

If an issue arises that a parent, coach or Member wishes to bring to the attention of the Club, in the first instance this should be brought to the attention of the Year Group Representative, who will try to address and resolve the issue there and then.

If the issue is not or cannot be satisfactorily addressed by the Year Group Representative, the issue can be escalated by the person who raised the issue or by the Year Group Representative to the Chairperson, who will try to address and resolve the issue.

If the issue is not or cannot be satisfactorily addressed by the Chairperson, the Chairperson can escalate to the issue to the Parent Council or Sciennes Head Teacher as appropriate.

It is recommended that Year Group Representatives (or others if an issue is escalated) listen calmly and sympathetically to issues raised, and seek to respond fairly and in a reasonable time with their proposed resolution to the person raising the issue. The Club does not have a formal complaints procedure other than what is written here but for serious or major complaints, it is recommended that Year Group Representatives and other Committee Members keep emails and other records of what is discussed so these could be referred to if necessary.

As a sub-group of the Parent Council, if required, the Club could with the assistance of the Parent Council leverage the complaints procedure of the Parent Council, which is captured in the Parent Council Constitution. Contact the Parent Council Chairperson for the most recent copy of the Parent Council Constitution. A copy of the Parent Council Constitution, correct as of 11th June 2017 can be found on Dropbox here:

[\\CLUB ADMINISTRATION\Parent Council\Constitution\](#)

Membership Fees

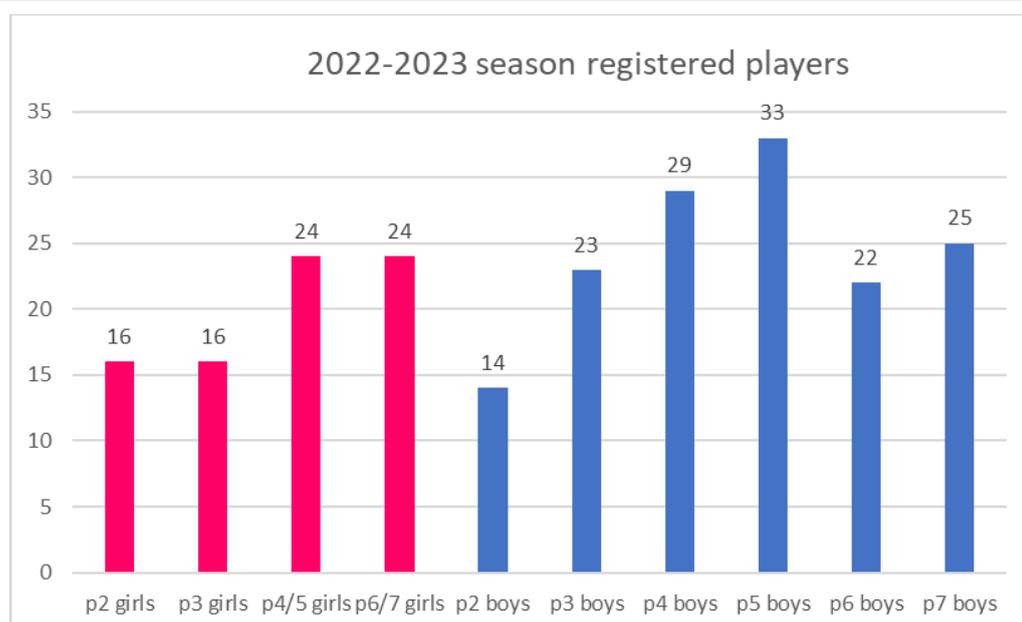
Membership fees are currently £30per year¹, free to those on income support. Fees should be paid using ParentPay, which is the Club’s preferred option because the tool provides helpful reports the Club can readily use to produce team lists, generate mailing lists etc., avoiding the need to re-key information. The fee is a one-time payment and remains the same price for each player registration throughout the school year whenever they join during the school year.

<https://www.sciennesfc.co.uk/join>

If in exceptional cases this method of registration is not possible, payment can be made by cheque accompanied by the completion of a paper registration form (available on request from the Secretary). Cheques should be made payable to “Sciennes Primary School Football Club” and routed to the Club’s treasurer.

¹ Agreed at AGM 2023

Player registration has been strong in recent years, with almost two-thirds of the school pupils joining our football club. Numbers since 2015 are shown below:



Non-Attendance

If players have registered and are consistently not turning up, coaches should make efforts to contact the parent/carer to check everything is in order (e.g. are they receiving information or do they have any other concerns). *(Note from Executive Committee meeting 9-Feb-15)*

P1 Football

See 'Training Taster Sessions for P1s'

P6 Scottish FA 2020 Development Centre Trials

Sciennes has been able to put forward up to 4 players for the P6 Scottish FA 2020 Development Centre Trials. The numbers allowed are related to the size of the school. Emails inviting application to the trials are sent to the school late August and usually need to be returned within 1-2 weeks.

The trial process aims to select the most talented players in the city at this age group. Those selected will be invited to participate at the exciting Scottish FA 2020 football centre on a weekly basis. According to the organisers, the standard of the trial is always very high and only the schools most talented players should be sent along. Applications using the official forms should be returned to soccersevens@ea.edin.sch.uk.

The trials are open to both boys and girls.

Parent Council

The Club is a sub-group of the Parent Council. As with the Chess Club, we have our own Constitution and Membership. A Member of the *Football* Club acts as a representative ("Subgroup Convenor") for the Parent Council. In accordance with Parent Council practices, this person fulfilling this role is rotated at least every 3 years. The representatives for the current and preceding years have been as follows:

Season	Representative
2018 – present	Gordon Stove
2017-2018	Conrad Graham
2016-2017	Conrad Graham
2015-2016	Conrad Graham
2014-2015	Nick Croft
2013-2014	Nick Croft

Pitch Allocations

The picture below shows the rough areas allocated to the different year groups for Saturday morning training. The space allocations are not precise and so it is important that groups reach an accommodation if space is a bit tight. Our home matches are played on the Meadows, Edinburgh. <https://www.sciennesfc.co.uk/where-we-play>



<https://www.google.com/maps/place/The+Meadows/@55.9413041,-3.1918722,15z/data=!4m5!3m4!1s0x0:0xcd3a5a2dac2b228918m2!3d55.9413041!4d-3.1918722>

Year Group	Team size	Pitch size	SPSFC Goal type	Goal post size	Football size	Game times per game	Goalkeeper	Rules	Driving philosophy
P2 Boys	4 v 4	30m x 20m	Small metal Samba	1.8m from inside post to inside post or smaller 1.2m from the ground to the lower edge of the crossbar or smaller	Size 3 ball	10 to 15 mins	No	no offside kick-ins rolling subs	Learning to love the game Learning to move Fun based More touches of the ball Dealing with the ball
P3 Boys	5 v 5	30m x 20m	Small metal Samba	1.8m from inside post to inside post or smaller 1.2m from the ground to the lower edge of the crossbar or smaller	Size 3 ball	10 to 15 mins	Yes		
P4 Boys	7 v 7	65m x 45m (max) 55m x 36m (min)	Plastic Samba	4.9m from inside post to inside post or smaller 1.8m from the ground to the lower edge of the crossbar or smaller	Size 4 ball	Two halves of 20 minutes or three periods of 15 minutes (both with 5-minute intervals)	Yes	no offside goal kicks throw-ins penalties	Learning to love the game Learning the skills of the game Skills acquisition Speed and agility Opportunities to play in all positions Improved confidence Freedom of expression
P5 Boys	7 v 7	65m x 45m (max) 55m x 36m (min)	Plastic Samba	4.9m from inside post to inside post or smaller 1.8m from the ground to the lower edge of the crossbar or smaller	Size 4 ball	Two halves of 20 minutes or three periods of 15 minutes (both with 5-minute intervals)	Yes		
P6 Boys	7 v 7	65m x 45m (max) 55m x 36m (min)	Metal Large Goals	4.9m from inside post to inside post or smaller 1.8m from the ground to the lower edge of the crossbar or smaller	Size 4 ball	Two halves of 25 minutes with a 5-minute interval.	Yes		
P7 Boys	7 v 7	65m x 45m (max) 55m x 36m (min)	Metal Large Goals	4.9m from inside post to inside post or smaller 1.8m from the ground to the lower edge of the crossbar or smaller	Size 4 ball	Two halves of 25 minutes with a 5-minute interval.	Yes		
P2/3 Girls	4 v 4	30m x 20m	Small metal Samba	1.8m from inside post to inside post or smaller 1.2m from the ground to the lower edge of the crossbar or smaller	Size 3 ball	10 to 15 mins	No	no offside kick-ins rolling subs	Learning to love the game Learning to move Fun based More touches of the ball Dealing with the ball
P4/5 Girls	5 v 5	30m x 20m	Plastic Samba	1.8m from inside post to inside post or smaller 1.2m from the ground to the lower edge of the crossbar or smaller	Size 3 ball	10 to 15 mins	Yes	no offside 18 yard retreat line goal kicks throw-ins penalties	Learning to love the game Learning the skills of the game Skills acquisition Speed and agility Opportunities to play in all positions Improved confidence Freedom of expression
P6/7 Girls	7 v 7	65m x 45m (max) 55m x 36m (min)		4.9m from inside post to inside post or smaller 1.8m from the ground to the lower edge of the crossbar or smaller	Size 3 ball	Two halves of 20 minutes or three periods of 15 minutes (both with 5-minute intervals)	Yes		

Adapted from:

<https://www.scottishfa.co.uk/football-development/participation/childrens-youth-football/children-youth-player-pathway/6-8-years-old/>

<https://www.scottishfa.co.uk/football-development/participation/childrens-youth-football/children-youth-player-pathway/9-12-years-old/>

Last updated by Gordon Stove (chairperson@sciennesfc.co.uk) on 16th July 2021.

Professional Coaching

From time to time the Club may secure professional coaching for a number of training sessions to supplement the coaching provided by parents in the Club. For the P2-P4 age groups Grey and Gold has been piloted in the 2017-18 season. Contact merchandise@sciennesfc.co.uk for more details.

Purpose and Aims of the Club

The club aims to allow boys and girls who attend the school to play and enjoy football with others of a similar age. As well as having fun and learning football skills, the Club emphasises good sportsmanship, teamwork and fair play.

Further details of the objects of the Club can be found in the Club Constitution.

PVGs

All coaches are required to complete the Disclosure Scotland PVG process.

Standard PVG (Protecting Vulnerable Groups) application forms are provided to the Club by the school's Parent Council PVG coordinator, who administers this process on behalf of the Parent Council; and circulated to those requiring one by the Club Secretary. The Club aims to keep a supply of forms available.

People who are already registered with PVG through work or another club or institution should ask for an "Affiliate member" form instead.

On the standard form, parts A – C should be completed as appropriate. In Part A put x against 'Scheme Record'. If the individual has a professional registration body e.g. teaching/ medic/ nursing/ social work, please ask the Secretary, as Morven has a list of codes for this section.

Parent Council PVG representative needs to see each form with 3 pieces of ID (1 photographic) to confirm identity and address. She is then required to complete a coversheet and send the forms to CRBS who investigate each one on behalf of Disclosure Scotland.

It is recommended to the Executive Committee to arrange for Parent Council PVG representative to come to football on a Saturday morning to expedite matters at the start of a new season and/or at other times as may be necessary.

Schoolboard Cup

The School Board Cup competition is a competition for P6 (& under), which in 2017 took place starting on Saturday 6th May 2017 at Wardie Playing Fields at 9.30am. Details are circulated each year to the Sciennes Head Teacher and forwarded on to the Club Secretary. Further information can be found on Dropbox under FAQs.

Season Duration and Training Frequency

The Club begins each year in August, usually on the second Saturday after the return to school, and ends on the last Saturday before the final week of the Summer Term. Training (or matches) take place each Saturday, with the teams decanting to indoor or all weather facilities in the winter months (December to February).

SFA Performance School

The SFA Performance School, run in partnership with the City of Edinburgh Council at Broughton High School is a programme aimed at talented boy and girl footballers who are currently in P7 entering S1 (in August 2017).

The following link <http://www.performance.scottishfa.co.uk/> takes visitors to the Scottish FA website where you will find the on-line application process. An auto email is then generated upon completion of the application offering trial dates and times. For children who play for a school and/or recreational team the closing date in 2017 was Wednesday 1st February 2017 and for children who had already signed for a pro club the closing date was Wednesday 15th February 2017.

The website gives an idea of the standard expected for joining the Performance School.

Soccer Fours

Organised introduction to football year groups p3

Soccer Sevens

Organised competition for football year groups for teams that are P4, P5, P4/P5 mixed, P6, P7 or P6/P7 mixed. Organised by the Soccer Sevens Coordinator, information is provided by the school and should be forwarded to the Club Secretary for dissemination. The Club Secretary should be prepared to check that entry details have been received if these are not forthcoming. The registration process for the Soccer Sevens August 2016 – June 2017, closed Friday 27 May 2016. Verification and all details were due to be confirmed by Wednesday 22 June 2016.

Soccer Sevens Festivals

Annual series of inter school matches held on consecutive Saturdays in June. Contact the Soccer Sevens Coordinator for details.

Soccer Stars P4/P5 SFA Programme

This was a new programme run by the Scottish FA for P4/P5 girls and for those slightly younger with a real talent for football. (It was first announced May 2016.) It was described as open to all standards and represents the introductory step on the performance pathway which leads to Development Centre, Sports Academy, Regional and National squad selection.

A 2016 flyer can be found on Dropbox under \\FAQs\External Training Opportunities.

Spending Plan

An annual spending plan is proposed by the Executive Committee and presented by the Treasurer for approval of the Parent Council.

Start of Season Tasks

The following tasks should be performed in preparation for the start of a new season:

- July/August: Reminder to coaches about the official season start date (as agreed at preceding AGM)
- Early August: Secretary/Chairperson arranges for the registrations system to be set up on ParentPay via the School
- Early August: Secretary/Chairperson arranges for the registrations system to be set up for p1 tasters (currently through jotforms).
- August-September: Collect names, contact phone numbers and email addresses of coaches and update the Coaches' Register on Dropbox accordingly.
- August-September: For all coaches who have direct contact with players, obtain their names, whether or not they have any SFA or other coaching qualifications, and whether or not they have and first aid qualifications and follow up with the PVG Coordinator to ensure those individuals secure a valid PVG disclosure if they don't already have one.
- August-December: Coaches chase up registrations for children attending the Club but not yet registered.

Summer Fair

The Club runs an outdoor stall at the Summer Fair to raise awareness of the club.

Typically the stall could include:

- Joining information and early registrations
- Boot Exchange / Recycling
- Lost Property
- Kit recycling
- Fundraising Games
- Disposal of old footballs
- Beat the goalie

Tournaments

See Girls' Football Tournaments

Training

Training takes place on Saturday mornings, when our allocated space on the Meadows is available to the Club. Start time is left to individual groups to decide (typically not sooner than 9am and not later than 10:30am). The duration of training is a minimum of 1 hour.

There is precedent for training to run up to 1.5 hours.

Trials

There are a number of different trials for children aspiring to take their football further beyond Sciennes.

Typically, the School receives and passes on information about trials for P6 and P7 trials at the end of August each year. Entries need to be submitted usually within around 1 week of the email we receive – check carefully.

The number of entries Sciennes has (typically 4) is based on the number of pupils in the school. (Smaller schools receive fewer.)

Selecting who will be put forward is a tricky business. From past experience we do not do make a formal assessment or trial within the club, but instead allow the coaches for the particular year group to pick who in their opinion are the best players and put them forward. The decision should be based on mental, physical, tactical and technical abilities. Also it is recommended simply to inform the parents/ carers of the players who are selected and not to broadcast to the whole club.

Training Taster Sessions for P1s

Introductory training sessions are used to introduce P1s to the Club shortly before the end term in preparation for them joining in P2. Currently, these training sessions are run from the second Saturday after Easter (TBC). It was decided in 2019-2020 season that P1s will not be charged a joining fee to attend training taster sessions, to help encourage P1s to join fully for p2 onwards.

<https://www.sciennesfc.co.uk/join>

Until the 2016-17 season P1s were invited only to 1-2 two weekends in June, usually following the Summer Fair in the school, but this arrangement was reviewed (December 2016) and the extended arrangement successfully piloted.

The Club has not opened to P1s from the outset for a number of reasons, principally logistical ones:

- Lack of coaches: Introducing new coaches for P2s is a perennial challenge but at least there

are parents with familiarity with the school at that stage; Getting P1 started would be a greater burden and PVG'd coaches would need to step down from other year groups to get things started

- Space on the Meadows: At the start of the season, there are fewer matches and most teams playing/training at 'home'.
- Lack of space in the kit room for more teams' kit

Winter Fair

The Club runs an indoor/outdoor stall at the Winter Fair to raise awareness of the club and sign up P1s for training taster sessions in the summer.

Typically the stall could include:

- Joining information and late registrations
- Boot Exchange / recycling
- Lost Property
- Kit recycling
- Fundraising Games
- Beat the goalie

Winter Lets Facilities

Each year group requiring indoor facilities for training in the winter months is responsible for making their own arrangements. By past precedent the Club has paid up to £40 per hour for facilities but in practice we endeavour to secure facilities for much less or even for free. The following lists summarise some of the facilities that have been used in previous years:

Schools (arranged via Tom Scott (Active Schools Coordinator))

Note that using school halls benefits the club as these are generally available at zero or reduced fees.

Liberton (indoor halls x 2)

Gracemount (indoor halls x 2, outside astro x 3)

Castlebrae (indoor halls x 2, outside astro x 3)

St. Thomas Aquinas High School (indoor halls x 2)

Sciennes (indoor hall x 1)

James Gillespies (indoor hall, outdoor astros)

Local Community Facilities

The Crags Sports Centre (call directly and quote Sciennes Primary School) approx.
£25 per hour

Local Commercial Venues

Gracemount Leisure Centre

World of Football (Chesser)

Edinburgh University (Kings Buildings)

Peffermill (contact Edinburgh Uni Centre of Sports & Exercise, preferential rates for Alumni) £8 per pitch per hour booked through our Club's Chairperson chairperson@sciennesfc.co.uk (This is our preferred facility for winter football, as we have developed a great relationship with Peffermill and the University). Where possible, we would try to arrange the large 3G pitches to be secured for the P6 and P7 boys and girls, as they need larger spaces to train and play 7-side football. Our preferred pitch allocations for Peffermill are:



Winter Football at Peffermill
until 31st March 2021

9am to 10am





Sciennes Primary School

Winter Football at Peffermill
until until 31st March 2021
10am to 11am



Winter Lets Etiquette

The following should be communicated by year group coaches to their year groups when using indoor facilities:

- Remind the children of additional hazards when playing indoor (i.e. don't run into a wall at full pace or trip over benches etc.!).
- Request that the children do not tamper with any fire exits
- Ensure that children are only accompanied to toilets by a disclosed parent
- No food to be consumed on the premises
- Water bottles should be sealed and care taken to avoid spillages (but if there are then please mop it up)
- All left belongings and litter should be removed by the coaches prior to leaving the school
- Non marking shoes should be worn in the halls
- Ensure you end your session on time, as there may be a group after you needing time to set up their session
- Ensure that you take and return any equipment you require from the club kit room
- Report any damage immediately to the janitor and the Club committee

Website (www.sciennesfc.co.uk)

The Club introduced a website in 2019 and is run by the Club's Chairperson, who oversees content and changes.

Year End Trophies

We generally use Alpha Trophies, 111 Ferry Road, Edinburgh have our Sciennes School logo. Other trophy providers are available (for example <https://www.trophiesplusmedals.co.uk/>)

Year Groups

Boys play in year groups starting in P2. Girls play in double year groups: P2/3, P4/5, and P6/7.

Year Group Representative

Each year group has a Year Group Representative (one of the coaches) elected as their Committee Member at the AGM.

Index

2020 Development Centre, 17
2020 Development Trials, 8
About the Club, 1
Active Schools Coordinator, 24
AGM. See Annual General Meeting
Aims of the Club, 19
all weather facilities, 20
Alpha Trophies, 25
Angela Christie, 2, 7, 22
Annual General Meeting, 1
Autumn Tournament, 13
bake sales, 12
Bill Stobie, 9
Board Cup, 8
Breakages, 2
broken items, 2
Broughton High School, 20
Chairperson, 10
Cheque Payments, 2
Cheques, 2, 16
Childcare, 2
Club Accounts, 2
Coaches Register, 11
COACHES' CODE OF CONDUCT, 5
Coaches' kit, 12
Coaches' Register, 21
Coaching, 4
Coaching Qualifications, 4
Codes of Conduct, 4
Colin Campbell Sports, 7
Committee Meetings, 6
Community Facilities, 24
Competitions, 6
complaints procedure, 16
Concerns, 16
Constitution, 6
Contacts (External), 7
Disclosure Scotland, 19, 20
Discretionary Spend, 8
domain name, 8
Domain Name, 8
Dropbox, 8
Email, 6
EPSSA, 9, 13
EPSSA Cup, 8
Etiquette, 24
Etiquette Around School, 10
Executive Committee, 10
External Training Opportunities, 21
Facebook, 11, 25
fair play, 19
Fairs, 12
FAQs, 11
Fees, 16
First Aid Kits, 11
First Aiders, 10, 11
Football League, 9
Football Nation, 12
Fundraising, 12, 22
Gracemount, 24
grand plans, 15
Grey and Gold, 19
indoor facilities, 24
Initiaves, 15
Injuries, 15
Inspector's Cup, 15
Inspectors Cup, 8
Insurance, 15
Issues, 16
James Gillespie's High School, 7
James Gillespies, 24
jotforms, 17
Kings Buildings, 24
kit, 12
Kit Provider, 7
Kit Sales, 22
Level 1.1 Early Touches, 4
Liberton, 24
Lost Property, 22, 23
Membership fees, 16
Merchandise, 10
Millerfield Place, 10
newsletter, 10
Newsletters, 17
Non-Attendance, 17
P1 Football, 17
P1s, 23
P7 Select, 9
Parent Council, 18
Parent Council Constitution, 15, 16
Parent Council Treasurer, 2
PARENTS CODE OF CONDUCT, 5
Peffermill, 24
Pitch Allocations, 18
PLAYERS' CODE OF CONDUCT, 5
Professional Coaching, 19
Purpose, 19
PVG, 19, 20
PVGs, 19
qualified first aider, 11

Registrations, 12
repair, 2
Schoolboard Cup, 20
Scottish Football Association, 4
Scottish Parent Teacher Council, 15
Season Duration, 20
Secretary, 10
SFA Performance School, 20
Soccer Sevens, 8, 21
Soccer Sevens Coordinator, 8, 21
Soccer Stars, 21
space allocations, 18
Spending Plan, 10, 21
Spring Cup, 13
standing agenda, 6
Start of Season, 21
Strips, 28

Subgroup Convenor, 18
Summer Fair, 22
Taster Sessions, 23
Tournaments, 13
Training Frequency, 20
Treasurer, 10
trial process, 18
Trials, 22
Trophies, 25
Website, 25
Winter Fair, 23
Winter Lets, 24
Winter Lets Facilities, 23
World of Football, 24
Year End, 25
Year Group Representative, 25
Year Groups, 25

History of Sciennes Primary School Football Club

AGMs

Held: June or July each year

Sciennes Girls' Spring Cup Winners:

Year	P2/3 winners	P4/5 winners	P6/7 winners
2023	James Gillespies	Liberton & Mary Erskine (joint winners)	Mary Erskine
2022	James Gillespies	Buckstone	Mary Erskine
<i>COVID-19 pandemic enforced playing restrictions 2020-2021</i>			
2019	Liberton	Liberton	Mary Erskine
2018	Sciennes	Sciennes	Mary Erskine
2017	Sciennes	Bruntsfield	Mary Erskine
2016	Sciennes	Mary Erskine	Sciennes
2015	Bruntsfield	Sciennes	Bruntsfield
2014	Bruntsfield	Blackhall, Mary Erskine	St. Mary's
2013	Bruntsfield	Blackhall	St. Mary's, Sciennes
2012	Sciennes	Bruntsfield	Mary Erskine
2011	Sciennes	Sciennes	Sciennes
2010	Sciennes	South Morningside	Mary Erskine

Executive Committee Members

Year*	Chair	Secretary	Treasurer	Merchandise
2023	Gordon Stove	Euan Alexander	Martin O'Kane	
2022	Gordon Stove	Euan Alexander	Rob Stewart	
2021	Gordon Stove	Euan Alexander	Rob Stewart	Robin Edgar
2020	Gordon Stove	Robin Mitchell	Rob Stewart	Robin Edgar
2019	Gordon Stove	Robin Mitchell	George Turnbull	Robin Edgar
2018	Conrad Graham	Gordon Stove	George Turnbull	Doug Lyons
2017	Conrad Graham	Gordon Stove	George Turnbull	Doug Lyons
2016	Conrad Graham	Doug Lyons	George Turnbull	Iain Mackintosh
2015	Conrad Graham	Doug Lyons	John Caldwell	Iain Mackintosh
2014	Phil Boyle	Nick Croft	John Caldwell	Jae Hossle

*Year of election

Fundraising at School Fairs

Year	Event	Net Income
2020	COVID-19 winter donations	£900 approximately
2019	Winter Fair	
2019	Summer Fair	
2018	Winter Fair	
2018	Summer Fair	
2017	Winter Fair	
2017	Summer Fair	£114.45*
2016	Winter Fair	£101.10**
2016	Summer Fair	
2015	Winter Fair	
2015	Summer Fair	

*includes kit sales, and does not include deduction for prizes; ** includes kit sales

Strips

The Sciennes Football Strips were supplied by Football Nation (<https://www.thefootballnation.co.uk/sciennes-primary-school>).

The Club does not get involved in the sale of the football merchandise and does not make any profit from Football Nation sales, so as to keep costs of merchandise low.

Item	Price (2023)
Shirt	£19.49
Shorts	£6.00
Socks	£5.25
Rain Jacket	£12.80
Coaches' Polo Shirt	£13.85
Coaches' Zip Sweatshirt	£24.49
Goalkeeper set	£37.24