



Foreign Communities of Alba
ASSOCIATION

Procedures

Our history

And who are we today

Foreign Communities of Alba Association (known under trading name 'FCA Association') is registered under [SC052771 with the OSCR \(Scottish Charity Regulator\)](#). We are a charity focused on Sports, Recreation, Integration and Removing Social Isolation. We are operating in West Lothian, Falkirk and North Lanarkshire councils in Scotland.

Back in late 2021 five of our founders couldn't find many sports activities for Poles in Falkirk, Bathgate and Whitburn area. They felt a bit depressed, some had addiction history. To not fall into bad habits, they decided to start a football group. It was a stunning success, given that it offered not only sports, but also socialising. People made friends, families met.

Today we are an active group, which has about 300 members. We have three football trainings a week. On top of that, a very big hiking group and a lot of volunteering opportunities. We've done loads of socializing and charitable events. Many of us found new friends. We are planning for a bicycling group, DIY group, chess group, a community house and a women football section ... and more. Through our group we have also integrated with locals and this tremendously helped to remove the feeling of loneliness and removed the cultural barriers. In some cases helped in finding better jobs.

We are open for anyone to join.



New projects: procedure

— — —

- Any organization member or a member of the public can submit a new project request
- New project needs to be submitted to the board, one of: CEO, COO, Chairman, or one of the Vice-Chairmans (best if sent to hello@fcaassociation.org)
- The board then meets to discuss the new project (a minimum quorum is 3)
- If the project does not raise immediate concerns, it is submitted for review to the project coordinator and our supportive bodies (at the discretion of the board)
- If the project does not constitute any further concerns, the project coordinator adds it to the list of projects supported and managed by the organization
- The project manager is elected (usually the person who submitted the project) by the board
- The project starts its lifecycle

* Any projects not submitted via this official route will not be acknowledged as officially supported by the organization and deemed invalid.

** This procedure needs to be completed within 10 working days

Cooperating with partners: procedure

— — —

- Any organization member or a member of the public can suggest a new partnership
- New partnership needs to be submitted to the board, one of: CEO, COO, Chairman, or one of the Vice-Chairmans (best if sent to hello@fcaassociation.org)
- The board then meets to discuss the new partnership (a minimum quorum is 3)
- If the partnership does not raise immediate concerns, it is submitted for review to our supportive bodies (at the discretion of the board)
- If the partnership does not constitute any further concerns, partner is added to the organization webpage -> <https://fcaassociation.org/partnerships/>
- The board then issues a thank-you letter and meets with the partner to agree the scope of the partnership
- Any further decisions on how the partnership operates remains at the discretion of the board members

* Any partnerships not submitted via this official route will not be acknowledged as officially supported by the organization and deemed invalid.

** This procedure needs to be completed within 10 working days

Complaints and conflict resolution: procedure

- Any organization member or a member of the public can submit a complaint or ask the organization to resolve a conflict (or generally ask for support)
- The main document providing guidance here is the Code of Conduct, which can be found here: <https://fcaassociation.org/our-team/#key-documents>
- The organization guarantees full privacy, while the complaints and conflict resolution procedure is in progress. On an only need-to-know basis.
- All complaints need to be submitted to the board, one of: CEO, COO, Chairman, or one of the Vice-Chairmans (best if sent to hello@fcaassociation.org). If the complaint concerns a board member, another impartial board member can be selected to receive the complaint.
- If an organization member was pointed in the complaint, they will be informed via email they have 2 weeks to explain the situation and provide sufficient evidence. They also have the right to select one other impartial member of the organization to support their case.
- Within the two weeks the board will select a complaint/conflict resolution team, which will usually consist of: one member nominated by the board and two impartial members who will be asked to volunteer (in case if an organization member was targeted by the complaint or conflict, they have the right to nominate one of these volunteers)
- After the two weeks, the complaint/conflict resolution team has a week to review the available evidence and to reach a decision.
- The available decisions are:
 - complaint / conflict was invalid and parties will be asked to make amends on their own
 - complaint / conflict was valid
 - Organization will be advised to adjust their ways
 - Organization might be advised to provide extra support to an individual or an organization
 - (conflict) One or more of the parties might be officially warned to adjust their behaviour
 - (conflict) One or more of the parties might be suspended for a certain amount of time from membership
 - (conflict) One or more of the parties might be removed from the organization (with no right to refund the membership fees)
- All final decisions are subject to organization's board. The complaint/conflict resolution team acts as an advisory body and has no executive powers.

* Any complaints or conflicts not submitted via this official route will not be acknowledged as officially supported by the organization and deemed invalid.

Thank you very much!