



Members Handbook

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About this Handbook

The purpose of this handbook is to:

- suggest some good reasons why you can have confidence that you are making the right choice for your young player to join our football club
- outline what the club and our many qualified managers, coaches and other volunteers will do for your player and for you throughout the different stages of the football season
- let you know what you need to do as an adult member need to do in return in order to make a success of your membership of our club
- identify a range of further sources of information and help

This handbook does not replace or overrule our full constitution which is always available via our website www.kingstonparkfootballclub.com

Will my player be chosen for a team?

We aim to provide as many opportunities as possible for young people of both sexes in Kingston Park and the surrounding area to play football. We are a community club and we do try our very best to ensure everyone plays!

At the younger age groups we do not distinguish on the grounds of ability – everyone plays! Provided, of course, that players turn up on time to training on a very regular basis and that they conduct themselves properly.

Our constitution states that if we have too many players for one team we will do our very best to form another team. But this often depends upon the availability of new volunteers.

Your team manager will make clear for you what level and consistency of communication is expected so you can keep in touch with the manager on a fair and courteous basis. Players who miss training or matches, especially when not informing the team manager in advance, or who arrive late for matches, are likely to play less time during the matches than other players.

As players become older it is they who want to compete more. Squad and team selection usually tends to become more competitive as the players become older. You can expect that players above the age of 13 or 14 will want their team manager to select on the basis of a range of different attributes, including ability.

What kit does my player need for training and matches?

All players must wear studded football boots and shin pads at all times for all matches and training sessions.

Players should also wear clothing suitable for the weather. A waterproof jacket, track pants, woolly hats, sweat shirts and gloves are required on colder days.

Is it on?

You will always be informed in advance of the arrival time and venue for all training sessions and matches.

Your team manager will let you know if your match is subject to a pitch inspection. Pitch inspections at Kenton School will be held early on Saturday and Sunday mornings. The outcome of the pitch inspection will be given to your team manager.

Please wait for instructions as it may be possible to move the match to another venue.

Pitch inspections at away venues depend upon the management at the away club. Your team manager will tell you any news just as soon as it is known.

There is no reason therefore in either case to chase your team manager for news before it is known.

The match or training session is always **ON** unless you are told it is **OFF**.

What happens if my player is sick/unable to play in a match?

You should tell your team manager just as soon as you know if your player is sick or unable to play in match. Do not wait until the last minute! For example, parents often plan holidays weeks in advance but sometimes wait until the Saturday morning of a match to inform the team manager. This often causes real problems for the team manager.

Apologies are not normally accepted on the morning of a match or a training session!

Yes, it may be the case that a player has become sick overnight, but experience shows that the sheer number of players reported as suffering overnight sickness bears no relationship at all to the real probability of such last minute illnesses, especially at times of colder weather.



FOR ALL



Respect

How much are subs?

Playing football at Kingston Park is an inexpensive way to have fun and get fit. All of our coaches are complete volunteers – not one earns a penny. We charge the lowest ‘subs’ of any club in our area – and every single penny is spent on the players.

Your subs cover the costs of a good quality home and away strip, all training and match fees, pitch fees, referee fees, insurance etc. It also includes 22 winter sessions under floodlights on the 3G playing surface at Kenton School.

The summer months are completely free of charge! No subs at all are paid from 1st May to 31st August inclusive. Nor do you need to pay anything for the first calendar month whenever you join the club.

All subs are collected using standard orders. We do not accept cash for audit reasons. Your team manager will let you know the monthly rate for players who receive a strip and registered to play in a team. There is a much lower rate for players who choose to simply train with us.

A full month of subs is due if a player plays or trains on one occasion in a calendar month. No refund is therefore due if you choose to leave during the calendar month.

No subs are due if a player misses a whole calendar month for reasons of injury or illness provided the manager is informed throughout.

How do I set up my standing order?

- **Sort Code: 20-59-59**
- **Account No: 70385956**
- **Account Name: Kingston Park Mini Soccer**

Standing orders should be set to make payments on the 1st of each month from September to April inclusive.

It is important you add a reference to the standing order, this should include the following: age group, managers initials, players initial and surname (in that order) e.g. U16 MA A.NOTHER. Your team manager can advise you on this reference.

You can ask another adult to make the payment on your behalf if you do not have a bank account.

To ensure a completely fair approach our club monitors all subs paid on a monthly basis. Players who fall one month into arrears are suspended from playing in matches. Players who fall two months into arrears lose their membership of our club.



Who pays fines?

Our club has an excellent record of discipline on and off the pitch. Red and yellow cards are rare. The adult member or guardian(s) of any player charged by the Football Association with any of the offences listed below shall be held responsible without appeal for the payment of any fine levied upon the club.

- Dissent by Word or Action
- Serious Foul Play
- Violent Conduct
- Spitting
- Using offensive, insulting or abusive language and/or gestures.

All other charges for other offences shall be reported to the Code of Conduct Committee. That committee will decide who shall repay any fines levied upon the club or whether the club shall not seek repayment.



How can I get involved?

Become a coach – we will pay the cost of your course provided you attend all the sessions. You do not need to pass the course for us to refund you the fee – but almost everyone does pass this introductory Level One course.

Become a referee – abuse directed at the referee is now rare. We will fund the cost of your course and buy your kit if you referee six matches for Kingston Park. We will also pay you a good fee above the going rate to officiate matches. Why not give it a go? You'll be surprised at how little you know about the laws of the game when you start the course, and its great course in how to develop and manage people.

Represent your team – each team is obliged to be represented by an adult member at regular committee meetings. It is at these meetings that decisions are taken about how the club is run and how club funds are spent. It's your opportunity to have you say in these decisions.

Lend us your skills! – we are often on the lookout for people with particular skills e.g. welders, accountants, IT / web developers, doctors, nurses, engine mechanics etc. Let us know in advance of any skills you do have and we'll call upon you when needed.

How do I know my player will be safe?

We are a Charter Standard Club with Development Club status affiliated to Northumberland Football Association. The health of our systems is audited every season and we always welcome unannounced 'spot checks' from officers of the Football Association.

All our officials and team managers who come into contact with players on a regular basis have been approved by the Disclosure Barring Service (DBS). This used to be known as a 'police check.'

All our managers and coaches are qualified to Level 1 status and a growing number are qualified to Level 2. To maintain their qualification all managers and coaches need to renew their Emergency First Aid and Safeguarding Certificates on a regular basis determined by the Football Association.

The Northumberland Football Association monitors these qualifications every season during our annual audit process. We also always welcome 'spot checks' from that governing body.



**CHARTER STANDARD
DEVELOPMENT CLUB**

What happens in an emergency?

You will be asked to register your emergency contact details when you join our club. These are used when we need to get in touch with you if you are not in attendance at any match or training session.

The registration process asks you to list any known medical conditions. All our managers have Emergency First Aid Certificates but they are not allowed to administer medicine or offer medical treatment or advice at any time.

We will call you immediately if your player is injured or sick and you are not in attendance. You should always be contactable and then attend as soon as possible.

We have full Emergency Procedures in place and we will call an ambulance if we think there is any need for urgent treatment. We will complete an accident form and give a copy of this to you on request.

Please do tell us immediately if you change address or telephone numbers.

How do you safeguard the welfare of all players?

Our most important priority is the welfare of the young people that are members of our club.

If you have any concerns whatsoever about the welfare of any player you should first discuss these with the manager of your team. Your concerns will be listened to and then discussed and treated in strict confidence.

You should contact our Club Welfare Officer if you are not happy with the outcome of your discussions with your team manager, or if you would prefer not to discuss it with the manager. Our Club Welfare Officer has immediate access to professional support from our Northumberland Football Association. We can put you in contact with independent advice if you are still not content.

Contact details for our Club Welfare Officer are always available on our club website. Please do make a note of the name and contact details of our Club Welfare Officer at the start of every season. You could add these details into the address book of your mobile phone?

Matters that relate to selection of teams or tactics, or actions taken to enforce our Code of Conduct are not considered matters of Child Welfare.

How do I know everyone conducts themselves properly?

All our players and adult members are required to adhere by our Code of Conduct. The purpose of our Code of Conduct is to provide a safe and enjoyable place for young players to play football and for adults to enjoy watching training and matches.

You are required to accept this Code of Conduct when you join our club. Players and adult members are given a copy at the start of every season to remind them of the standard of conduct we always expect.

Our team managers are free to enforce this Code of Conduct with any managerial action they consider to be appropriate, usually with the support of our Club Welfare Officer. You may be reported if needed by your team manager or by our Welfare Officer to our Disciplinary Committee. There is the real possibility that you will lose your membership if you refuse to abide by our Code of Conduct.

We have a zero tolerance to any racist, sexist, or homophobic behaviour of any kind. Our Code of Conduct committee will always end your membership immediately for any behaviour of this kind. We will then always report that behaviour to the Northumberland Football Association.

Our Code of Conduct requires players/adult members to:

- Remain outside the field of play and behind the Designated Spectators Area
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.
- Always respect the decisions of match officials.
- Applaud effort and good play of both teams as well as their success.
- Remember that children play for fun.
- Let the coaches do their job and not confuse the players by telling them what to do.
- Encourage players to respect the opposition and match officials.
- Never criticise a player for making a mistake – mistakes are part of learning.
- Never question the manager's decision on team selection or tactics.
- Pay any fine levied by the Football Association.
- Arrive on time at the start and end of each session or match
- **Use the official designated car park within Kenton School.**
- **Not to park at any time on or the near the public bridleway adjacent to Manor Farm Cottages.**
- **Not to 'drop off' or 'pick up' any player or supporter from on or near that bridleway.**

What happens at Trophy Day?

We celebrate the achievements of every player over the course of the whole season at our end of season Trophy Day. Every player who appears on the March subs sheet and who has a full record of subs paid receives a good quality trophy. Extra trophies are distributed e.g. Players Player of the Year, Parents Player etc. The list depends on the age group. Trophy Day is normally held at the start of June and it is free to attend.

What happens at the end of the season?

The last league match must be played before the end of May but the season usually ends a few weeks before that final deadline. You will be asked to return your strip as it may be needed again next season. Your playing registration will then be released. You are then free if you wish to join another club and we wish you luck in your future footballing career.

Most players do return again for another season at Kingston Park. Indeed, we issue many long service medals for players with 5, 7 and 9 years unbroken service to Kingston Park CAFC. You will always be welcome back as your team manager picks a brand new team as the whole process starts again with Open Days in June.

Your Useful Contacts

Make a note of your useful contacts

Team Manager

Name.....

Mobile.....

Club Welfare Officer

Name.....

Mobile.....

Central Committee Representative

Name.....

Mobile