



# WOODHAM RADARS FC

# WOODHAM RADARS FC MEMBERS HANDBOOK SEASON 2017/18



CHARTER STANDARD  
COMMUNITY CLUB



Respect

# Welcome to Woodham Radars Football Club

This handbook serves to provide all the staff, members, parents and guardians with information on the club's constitution, code of conduct, procedures and contacts within the club.

As a community charter standard football club, we are committed to providing a friendly and fun environment for children to learn and develop their football skills. Our ethos is one of fair play and respect for others and they are considered of equal importance.

## OUR VISION:

“To be the football club of choice in South Woodham Ferrers, providing the best facilities and highest standards of football education in a friendly, fun environment for all of our players and members and to have a positive impact within our community”

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## OUR OBJECTIVES

- ⚽ To encourage and facilitate the playing of football at all levels.
- ⚽ To provide continuous development opportunities for our players, coaches and volunteers.
- ⚽ To develop a Club culture based on respect, best practice, safety and fair play.
- ⚽ To encourage parents to participate in the running of the club for the benefit of the players, Club and community.

To deliver this, it is important that our ethos is shared and demonstrated by our coaches, team managers, assistants, players, parents or carers and the Committee

## Woodham Radars F.C can be contacted at the following

Email: [email@woodhamradarsfc.co.uk](mailto:email@woodhamradarsfc.co.uk)  
Online: [www.woodhamradarsfc.co.uk](http://www.woodhamradarsfc.co.uk)  
Twitter: [@radarsfc](https://twitter.com/radarsfc)  
Facebook: [www.facebook.com/woodhamradarsfc/](https://www.facebook.com/woodhamradarsfc/)



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## OUR ETHOS

Our ethos is the starting point for the creation of a culture of player development that leads to successful teams.

It is a statement about the identity and character of Woodham Radars and outlines our fundamental and distinctive characteristics both on and off the pitch, our values and standards of behaviour and the things we believe are crucial to our Club.

It is an opportunity to celebrate the pride in being part of our football club and to help create new perceptions of what it means to be a Woodham Radars player and Club member.

By communicating what we do and why, we hope to provide clarity and create relationships with all those involved in the development of our Club and of our players at every level.

There is a commitment and determination to continue to improve each aspect of our ethos, although the core values and principles will not change, the methods and ways of working will be continually updated and refined to reflect new ideas and inputs.

Collaboration is a core value of our ethos and we want all those involved in the development of our Club and players to contribute their ideas, feedback and ways forward to help us shape a successful future.

Our ethos is about being fair and inclusive but competitive and consists of 5 core elements:

- ⚽ Who Woodham Radars are
- ⚽ How Woodham Radars play
- ⚽ How Woodham Radars coach
- ⚽ How Woodham Radars support
- ⚽ How are Woodham Radars run

## WHO WOODHAM RADARS F.C ARE

Woodham Radars Football Club is a local Charter Standard Community Club established 45 years ago in 1972 catering for players of all abilities from the age of 4 through to Adult. We are a non-profit; membership based organisation with an active committee developing the club for the benefit of the members.

The Charter Standard scheme sets standards of coaching, administration and child protection for clubs working with young people.

Woodham Radars is affiliated to the FA through Essex County FA and enters teams into the Blackwater & Dengie Football League, Essex County Girls League, Pope & Smith Chelmsford Sunday League & Greene King Essex Veterans League

Woodham Radars Football Club are an advocate of the FA's Respect Campaign.



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## HOW WOODHAM RADARS F.C PLAY

It is an absolute commitment of the club that no child is ever excluded the opportunity of playing football for reasons of gender, race, nationality, ethnic origin, colour, religion, sexual orientation or perceived ability as a footballer.

Our players match play journeys start from the age of 6 with mini soccer rules. Under 7's and 8's play 5 v 5 football, Under 9 & 10's play 7 v 7, then 9 v 9 at Under 11 & 12, finally progressing to 11 v 11 sided football from Under 13 onwards. Each step up from 5 V 5 through to 11 v 11 requires different team sizes so we need to ensure we develop and grow the teams we have at Woodham Radars Football Club to make sure our players continue their journey and enjoy the experience whilst developing their potential. The basis for the team development first and foremost is an understanding that children want to have fun and play with their friends and although we monitor the range of ability through the squad, the development and enjoyment of the players is the centre of this process.

We strongly believe that football is a game to be played and enjoyed by everyone, and our success is measured not by the trophies we win, but by the number of children who choose to play for and remain at the Club throughout their childhood and into the senior game.

This is notwithstanding children whose natural progression may take them to higher levels of the game.

We have a clear playing philosophy based on:

- ⚽ A possession based approach
- ⚽ Playing through the three thirds of the pitch
- ⚽ Quality of passing, intelligent movement and support off the ball
- ⚽ Penetrative/incisive attacking play
- ⚽ Counter attacking and transition
- ⚽ All players getting equal game time throughout the season

We expect our players to:

- ⚽ Show respect towards opponents, referees, team officials and supporters.
- ⚽ Play as a team and work hard for each other
- ⚽ Show good sportsmanship at all times

We expect our Team managers to:

- ⚽ Treat everyone equally
- ⚽ Place the wellbeing and safety of players above all other considerations.
- ⚽ Develop working relationships with players based on mutual trust and respect
- ⚽ Ensure that all players get a fair chance to play, in line with our "Playing Time Guidelines"



# WOODHAM RADARS FC



## Playing for Woodham Radars

Parents and Guardians should take responsibility for delivering and collecting their children for training and matches. Players should arrive on time and only be left unattended if parents are confident that their children are happy to be left. Whilst the club will always exercise reasonable care, and adhere to the club's Safeguarding Children Policy, parents remain ultimately responsible for the safety of their children.

### Reception & Under 6s must have a parent or guardian with them at all times.

It is important that players wear the right kit for training and matches in all weather conditions. In addition to the kit provided by the club (from September 2017) players are required to wear appropriate footwear, shin pads must be worn at all times. Players should always bring a bottle of water with them to drink at all training venues except for the Village Hall Playing Field where drinks are provided from the clubhouse.

Where a team has been registered with the league all players will receive the same kit allocation which comprises:

- ⚽ rain jacket
- ⚽ match shirt
- ⚽ match shorts
- ⚽ match socks
- ⚽ training shirt
- ⚽ training shorts
- ⚽ training socks

Where a player decides to train only they will receive the kit allocation which comprises:

- ⚽ rain jacket
- ⚽ training shirt
- ⚽ training shorts
- ⚽ training socks

For Reception and U6's, kit allocation comprises a training shirt, and a rain jacket once regular attendance has been established.

Additional kit will be available to purchase via our website/club shop: [www.woodhamradarsfc.co.uk](http://www.woodhamradarsfc.co.uk)



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## Winning and Losing

Of course, our players are taught and encouraged to use the skills and tactics they've learnt to score goals and to defend goals and ultimately to try to win games. Winning is encouraged throughout the game as it's a natural part of sporting life, but it's equally important that each child learns to lose well.

Although research conducted by the FA has proven that most young players have forgotten about the result after 5 minutes of the game finishing, it's the parents who tend to dwell on results!

In the interest of player development games from U7 through to U11 are non-competitive, hence no official league placings or results are published.

## Recruitment of Players

The Club will keep close links with local primary and secondary schools in the area to encourage participation of pupils in football and to help us 'Grow the Club' with new players and new teams.

**We have no aspirations to be the biggest football club in the area – we want to be the best.**

The Club will seek to start new teams according to the objectives set out in its development plan, but only where we have a team manager identified and sufficient players to make the team viable.

It is the policy of the Club that any player will be eligible to train with the Club regardless of ability. Train only members only receive a partial kit allocation and are only eligible to play in friendly matches. Training members can convert to full membership at any time at no additional cost.

Joining the club requires completion of membership forms, which will provide contact information including emergency telephone numbers and any medical information such as allergies.

As a Woodham Radars Club member, you have a duty to:

- ⚽ Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
- ⚽ Co-operate with the club on health & safety issues
- ⚽ Correctly use all equipment provided by the club
- ⚽ Not interfere with or misuse anything provided for your health, safety or welfare
- ⚽ Comply with our Codes of Conduct



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## Registration Fees

Each member on signing-on for the club will pay a signing on fee of £30.00 when they register to play for the club in the relevant league (except the Reception & U6 Development Squad)

U7 - U18's will pay a monthly fee of £22.00 by standing order.

Reception/Under 6 pay £10.00 registration per annum and £2.00 per session which includes training top and jacket.

U21's & Over will secure a bond to the club and pay £3.00 per 3G training session & £6.00 per game unless negotiated otherwise, the club will be operating a No Pay, No Play policy.

## What Does Your Signing On Fee & Monthly Subscription Cover:

### £30.00 Signing on Fee:

- ⚽ League subscription expenses for your child
- ⚽ Match day & training insurance costs for your child
- ⚽ Partly covers Training and Matchday equipment

### £22.00 Monthly Subscription:

- ⚽ Training Kit
- ⚽ Matchday Kit
- ⚽ Rain Jacket
- ⚽ Additional Apparel - Subject to agreed team sponsorship
- ⚽ 2 Training sessions per week for Under 7 and above (Up to 3 Hours)
- ⚽ 1 Match Session per week
- ⚽ Refreshments where possible
- ⚽ Maintenance of Village Hall, Lodge Road & Cold Norton Playing Fields
- ⚽ Insurance for Clubhouse and other storage areas
- ⚽ Personal Injury Insurance for all players
- ⚽ Funding of our Annual Presentation Day
- ⚽ Summer Tournament (subject to managers support)
- ⚽ FA Level 1, 2, UEFA B, Youth Module 1, 2 & 3 Coaching courses
- ⚽ First Aid & Safeguarding courses
- ⚽ CRC fees for our Managers, Coaches, Referees & Helpers.
- ⚽ Matchday Pitch hire at all available venues
- ⚽ William De Ferrers 3G annual pitch fees
- ⚽ Annual hire costs of Village Hall, Lodge Road, Cold Norton & Elmwood School Fields
- ⚽ Advertising
- ⚽ Website Hosting & Maintenance
- ⚽ League Registrations & Fines
- ⚽ Training & Matchday equipment
- ⚽ Funding of external coaching sessions, i.e.: specialist Goalkeeper training
- ⚽ Any additional general costs involved with running a community football club



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## Parent and Player feedback

As an FA Charter Standard Club, there is a recommendation of a yearly feedback review process with Parents, Managers and players, particularly for players of 12 years or older. The Club support and encourage this and over the course of a season will look to hold at least two meetings with each team.

The Club expectation is that each team manager and respective set of parents should have a pre-season meeting to establish the ground rules for how the team will operate in the season ahead and ensure everyone is aware of the Club's policies, codes of conduct and guidelines.

The Club policies and guidelines exist to protect the Club's reputation, ensure we adhere to the terms of our insurance policies, to protect our volunteers and to provide clarity for parents. Ultimately, they exist to protect the best interest of all the players in the Club.



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## Playing Time Guidelines

Our Team Managers must consider a wide range of factors in their match day selections, these include player availability, general fitness, injury and attitude. The expectation is that playing time will balance out across the course of a season, in line with our playing time guidelines. To ensure that we can effectively meet these playing time guidelines we limit the overall size of our squads and match day team selections. This allows managers to rotate players across the duration of a season. In addition to how we choose to limit our squad sizes the Laws of the Game limit the maximum size of a team selection for match days. By keeping our team sizes below the maximum, we help ensure all players receive as much game time as possible.

Age Group	Playing Time	Squad Size	Max Match Day
Up to U6	Not applicable	N/A	N/A
U7 – U8	All team members should receive equal playing time where possible, with a best practice recommendation of at least 50% per player each game	Minimum 5 Maximum 8	Maximum 10
U9 – U10	All team members should receive equal playing time where possible, with a best practice recommendation of at least 50% per player each game	Minimum 7 Maximum 10	Maximum 12
U11 – U12	All team members should receive equal playing time where possible, with a best practice recommendation of at least 50% per player each game	Minimum 9 Maximum 16	Maximum 14
U13 – U16	Most players will receive at least 50% of game time. FA Guidelines currently suggests a minimum of 5 – 10 minutes.	Minimum 11 Maximum 18	Maximum 14
U17 - U18	All players should play an absolute minimum of 10 minutes in every game where they are selected for a match day squad	Minimum 11 No Maximum Limit	Max 14

For teams up to U11's a player's development and enjoyment of the game comes above any other consideration. Winning a game is not a factor in playing time decisions - there are no league tables and no published results.

As players reach the age of U12/ U13 football, Managers will find team selection and game scenarios where certain players get less match day playing time than others, in attempting to maximise the team's competitiveness. A lot will depend on the age and maturity of the particular players and the team.

Effective communication is key to gain clarity of the situation and to benefit from sensible two-way feedback and discussion. Such conversations should establish whether it is only a temporary feature or likely to continue. It should also establish how the child in question feels. Parents and players need to understand that both the FA and the Club acknowledge and accept that this is as a reality of football as players get older. Also new players and larger squad sizes could always potentially cause some players to feature less in games. This is a reality which the Club accepts and honest and objective discussions between our team Managers, players and parents are always encouraged whether instigated by the managers, the parents or the players themselves.



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## Age Chart 2017-18 Season

Until recently, this was a minefield of inconsistency and varied according to region and league rules. Now the FA have issued a ruling to ensure consistency of application across the whole country. Essentially the age group that a player joins is determined by his or her date of birth – this also mirrors the school year. The key date is 31<sup>st</sup> August and the chart below shows which age group applies for this season.

FA rules do permit a child to 'play up' a year (an U9 can play for an U10's) but under no circumstances can a child play for the age group below. Players in girls teams can play up 2 years (an U9 can play for an U11's team). As a club, Woodham Radars Football Club require that for any player wishing to play up a year, a consensus of agreement is reached between both age group managers, the child's parents and of course the player themselves. We always try to consider what is best for the child, taking in account factors such as ability and physical development.

Any further questions that you may have can be answered by the age group managers, see club contacts for details.

Age as of 31/08/17	School Year Sept 2017	2017-18 Football Age Group
4	Reception	Reception
5	Year 1	Under 6
6	Year 2	Under 7
7	Year 3	Under 8
8	Year 4	Under 9
9	Year 5	Under 10
10	Year 6	Under 11
11	Year 7	Under 12
12	Year 8	Under 13
13	Year 9	Under 14
14	Year 10	Under 15
15	Year 11	Under 16
16	Year 12	Under 17
17	Year 13	Under 18



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## HOW WOODHAM RADARS F.C COACH

As a Club, we expect all our players to want to improve and develop their game, our managers and coaches, with the support and help of parents, commit to the development and enjoyment of football for every child. In general, our coaching sessions are available only to club members, from time to time we will allow potential club members to join coaching sessions for 2-3 weeks or via open trials days.

We may supplement our volunteer workforce with contracted coaching appointments. These appointments are funded by the Club and focused on specific skill development for U6 through to U18.

Teams are naturally made up of players of different abilities and attributes, the measure of developmental progress and the measure of enjoyment for one player may not be the same as for another.

The Club recognises development and progress rates will be different for different players, our coaching aims to produce technically excellent and innovative players with exceptional decision-making skills; allowing players to develop to be the best they can be.

All children, regardless of ability, will be eligible to join the club, where squad size allows, even if there is a perceived ability gap. Some children may need to develop confidence, be new to the game, or have health issues. Some children may be content to just train with a team, and not play matches until they feel confident enough. We want to help keep players in love with the game as a priority and will always do our best to accommodate players within a team.

Part of Woodham Radars Football Clubs ethos is there is no need to change the teams players are in within our system to develop ability. Retaining team structure whilst developing a team ethos throughout our teams will help in moving between 5, 7, 9 and 11 a side football. Managers and Coaches that have completed their coaching badges will be able to identify and manage differentiation within their teams meaning all players progress, play and develop together.

To help us along the footballing journey we have group coordinators associated with each game size (5v5, 7v7, 9v9 & 11v11). It is the group coordinator's role to ensure that the coaches carry out the team development fairly and openly. His or her role is critical in the early years at the club, as individual managers and even parents may have other priorities. The interests of the children are paramount and should be the basis of all our decisions.

The allocation & movement of players between teams is undertaken with the mutual agreement of the managers of both teams and ultimately by the Club committee.

Coaches meet regularly to continue assessment.



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## HOW WOODHAM RADARS F.C SUPPORT

We all have a responsibility to promote high standards of behaviour in the game. Remember children's football is a time for them to develop their technical, physical, tactical and social skills.

**Winning isn't everything.**

Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

**We expect all our supporters to adhere to the following Respect Code of Conduct for Spectators, Parents & Carers**

- ✓ Remember that children play for FUN
- ✓ Applaud effort and good play as well as success
- ✓ Always respect the match officials' decisions
- ✓ Remain outside the field of play behind the respect line/barrier
- ✓ Let the team manager do their job and not confuse the players by telling them what to do
- ✓ Encourage the players to respect the opposition, referee and match 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

It's important to understand the FA, the Leagues and our clubs expectations because the following actions may be taken by the club, the League, the County FA or The FA.

You may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the Club, League or County FA Welfare Officer
- Required to meet with the Club Committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the Club
- Requested by the Club not to attend future games
- Suspended or have your club membership removed
- Required to leave the Club along with any children playing for the Club.

In addition:

- The FA/County FA could impose a fine and suspension against our club

There are times on match days when team managers need support in setting up pitches, goalposts and corner flags. We really appreciate any help provided. On match days, any assistance is at the discretion of and under the direct supervision of the team manager.

The Club has a responsibility to provide equipment that is fit for purpose and maintained to the required standard. The goals are sports equipment, not gymnasium equipment nor playground equipment. They should not be used for playing on or climbing up.

**If you see any child playing on any equipment or inside /outside the Clubhouse and or garage or containers please do not ignore it – ask the child to stop**

All Storage areas are also off limits to U16's.



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## The FA Respect Code of Conduct for Young Players

### When playing football, I will:

Always play to the best of my ability

Play fairly- I won't cheat, complain or waste time

Respect my team-mates, the other team, the referee or my coach/manager

Play by the rules, as directed by the referee

Shake hands with the other team and referee at the end of the game

Listen and respond to what my coach/team manager tells me

Talk to someone I trust or the club welfare officer if I'm unhappy about anything at the club

### I understand that if I do not follow the code, any/all of the following actions may be taken by my club, County FA or the FA:

#### I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club

#### In addition:

- My club, County FA or the FA may make my parent/carer aware of any infringements
- The FA/County FA could impose a fine and suspension against my club



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## HOW WOODHAM RADARS F.C ARE RUN

The Club is run by a Committee, which is elected at its AGM, the Club Committee is responsible for:

- ⚽ The administration of the Club.
- ⚽ The development of the Club in line with its Ethos, Vision & Objectives.
- ⚽ The periodic review and adherence to the Club's Welfare and Safeguarding Policies and Procedures, Codes of Conduct and the coordination of the Club's Volunteers and for Schools Liaison.
- ⚽ Ensuring that, at all times, the Club has in place appropriate Public Liability Insurance in accordance with the guidelines issued by the Football Association.
- ⚽ Ensuring continuity of Management Committee appointments

The Annual General Meeting (AGM) is held in July of each year, the purpose is to:

- ⚽ Receive the reports from the Officers of the Club over the previous year
- ⚽ Elect or re-elect the following officers of the Club: Chairman, Secretary, Treasurer, Child Welfare Officer, Team Managers & any other required officers of the club
- ⚽ Table proposals for the forthcoming season and changes to the overall development plan, including budgeting & funding requirements.
- ⚽ Club membership & team recruitment
- ⚽ Status of kit order & distribution
- ⚽ FA affiliation, insurance and league membership
- ⚽ Financial review, to receive a written statement of the Club's finances over the previous year ended 31st May
- ⚽ Approve revisions to the overall development plan

At least fourteen days before the AGM a notice of such meeting is posted on the club's website



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## INSURANCE

In 2012 The FA carried out a review of insurance across grassroots football which highlighted a lack of guidelines, and prompted the introduction of minimum standards across all Counties. The National Game Insurance Scheme (NGIS) has been designed to address this by raising the standard of insurance covers available and to provide more affordable solutions to grassroots football.

Woodham Radars F.C holds two levels of insurance

- Legal liability Insurance which provides cover for Public & products, Employers', Officers and committee, Professional indemnity and Cyber liabilities.
- Personal Injury Insurance. The club subscribes to an optional scheme each year to provide personal injury insurance.

The policies operate whilst at any ground or premises where there is an agreed fixture or training and includes travelling directly to and from such activities.

The cover is renewed on 25th May of each given year and will renew annually.  
This is to fall in line with County FA affiliation processes

### What are the significant policy exclusions?

- Influence of alcohol, solvents, drugs or medication unless prescribed.
- Known illness or sickness
- Engaging in a criminal act
- Club social events that include fireworks, bonfires, driving events, bouncy castles, water sports or any activity above 3 metres off the ground.
- Travel to a specific location against advice issued by the Club or any official body.



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# TEAM MANAGERS, COACHES, OFFICERS AND VOLUNTEERS SECTION

## Club Officials

- Committee
- Age Group Representatives

## Club Procedures

- DBS / CRC Checks
- Qualifications
- Safeguarding
- Team Representatives
- Meetings
- Social Committee
- Discipline
- Discipline Procedures
- Player Fines
- Complaints Procedure
- Player Transfers

## Team Coach Roles & Responsibility

## Managers Match Check Lists

## Kit & Equipment Policy

## Respect Codes of Conduct

- Adult Players
- Coaches, Team Managers & Club Officials
- Match Officials



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## Club Officials

The following club members have agreed to volunteer their time to help develop and run the club, their aim is to provide the best available programme of football for everyone in South Woodham Ferrers. We are continually growing and always looking for like-minded people to be part of our team, if you would like to be involved in your club or know anyone who would like to help please contact the club by email at [email@woodhamradarsfc.co.uk](mailto:email@woodhamradarsfc.co.uk)

## Management Committee

Title	Name	Email	Telephone
Joint Chairman	Kenny Bentham	<a href="mailto:kenny.bentham@woodhamradarsfc.co.uk">kenny.bentham@woodhamradarsfc.co.uk</a>	07787 557759
Joint Chairman	Martin Turner	<a href="mailto:martin.turner@woodhamradarsfc.co.uk">martin.turner@woodhamradarsfc.co.uk</a>	07947 643688
Club Secretary	Mick Fry	<a href="mailto:mick.fry@woodhamradarsfc.co.uk">mick.fry@woodhamradarsfc.co.uk</a>	07802 257503
Treasurer	Cindy Adlam	<a href="mailto:treasurer@woodhamradarsfc.co.uk">treasurer@woodhamradarsfc.co.uk</a>	07790 134733
Business Manager	Des Cross	<a href="mailto:des.cross@woodhamradarsfc.co.uk">des.cross@woodhamradarsfc.co.uk</a>	07918 777474
Child Welfare Officer	Gloria Gold	<a href="mailto:welfare@woodhamradarsfc.co.uk">welfare@woodhamradarsfc.co.uk</a>	07973 324668
Kit & Equipment	Martin Turner	<a href="mailto:martin.turner@woodhamradarsfc.co.uk">martin.turner@woodhamradarsfc.co.uk</a>	07947 643688
Development Officer	Danny Buckle	<a href="mailto:danny.buckle@woodhamradarsfc.co.uk">danny.buckle@woodhamradarsfc.co.uk</a>	07790 722252
Fundraising Officer	Mark Brown	<a href="mailto:mark.brown@woodhamradarsfc.co.uk">mark.brown@woodhamradarsfc.co.uk</a>	07793 139957
Funding Officer	Clair Torres	<a href="mailto:clair.torres@woodhamradarsfc.co.uk">clair.torres@woodhamradarsfc.co.uk</a>	07711 030965
Parent Liaison Officer	Peter Fry	<a href="mailto:peter.fry@woodhamradarsfc.co.uk">peter.fry@woodhamradarsfc.co.uk</a>	07808 403925
Webmaster	Kenny Bentham	<a href="mailto:kenny.bentham@woodhamradarsfc.co.uk">kenny.bentham@woodhamradarsfc.co.uk</a>	07787 557759

## Sub Committee: Age Group Representatives

Title	Name	Email	Telephone
Reception Co-ordinator	TBA		
5v5 Co-ordinator:	Danny Buckle	<a href="mailto:danny.buckle@woodhamradarsfc.co.uk">danny.buckle@woodhamradarsfc.co.uk</a>	07123 456789
7v7 Co-ordinator:	TBA		
9v9 Co-ordinator:	TBA		
11v11 Co-ordinator:	TBA		
Girls Co-ordinator:	Clair Torres	<a href="mailto:clair.torres@woodhamradarsfc.co.uk">clair.torres@woodhamradarsfc.co.uk</a>	07711 030965
Senior Co-ordinator:	Paul Prosser	<a href="mailto:paul.prosser@woodhamradarsfc.co.uk">paul.prosser@woodhamradarsfc.co.uk</a>	07983 474897
Vets Co-ordinator:	Lee Bull	<a href="mailto:lee.bull@woodhamradarsfc.co.uk">lee.bull@woodhamradarsfc.co.uk</a>	07919 200942



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## Club Procedures

### DBS / CRC Checks

All managers, coaches, club officials or any other person having involvement or regular contact with anyone under 18 in the club, and any other persons that the committee may designate from time to time must have a Disclosure and Barring Service check. These are confidential and arrangement to be checked is done by our Child Welfare Officer: **Gloria Gold**, Email: [welfare@woodhamradarsfc.co.uk](mailto:welfare@woodhamradarsfc.co.uk)

### Qualifications

At least one person (manager or coach) must hold at least a valid FA level 1 coaching badge per team. If courses are booked and paid for by the club, and you do not attend without cancelling in good time, the person named to be on the course will need to repay any cancellation fee, penalty or the cost of the course. The manager/coach is responsible for keeping certificates in date and for their renewal when due; the club will be entitled to be reimbursed (either in full or partially as decided by the committee) by the manager/coach if they leave the club within 12 months of taking a level 1 qualification or youth module or 24 months of a level 2 or higher qualification.

### Safeguarding

All Team Managers and Coaches are required to have a first aid certificate and child safeguarding certificate as per The FA best practice guidelines. The Club will pay for any first aid courses, safeguarding courses are free of charge.

### Correspondence

All correspondence with leagues, Essex county football association and referee secretaries must be conducted through the Club Secretary (unless otherwise arranged); league and county rules only allow and recognize the secretary as the official channel for correspondence. Correspondence other than through the club secretary will leave the club open to disciplinary proceedings.

### Team Representative

Each team is strongly recommended to have a parent representative to assist the manager or help with administrative matters for the team

### Meetings

Managers are part of the management committee of Woodham Radars Football Club and meetings are normally held every 1st Thursday of the month at the Village Hall. The chairman or club secretary advises the dates of the meetings. The following has been adopted as the club procedure in relation to meetings. Managers or a deputy should attend all meetings. If the manager or deputy cannot attend a meeting the chairman or club secretary must be informed. If a manager or deputy does not attend meetings the committee may call the manager before them to explain why or be liable to pay a fine. Other club members are welcome to attend meetings.

### Age Group Representatives

Each Team MUST attend the AGM. If the Team Manager is unable to attend we would ask that representative from the team attends.

### Friends of Radars

Friends of Radars is an independent fundraising committee comprised of volunteers and members from within the club. Friends of Radars meet every 2<sup>nd</sup> Thursday of the month to discuss fund-raising events, the annual club presentation day and any planned football tournaments; the Friends of Radars Chairman reports to the management committee.



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## Discipline

Managers must make sure that all players in their teams fully understand that they are subject to the Rules, Regulations and Punishments of the Football Association and the League.

If County FA suspends a player the suspension applies to ALL football matches including school ones and if a player plays in a game when suspended the club or school can be dealt with by the Football Association and the Player suspended 'Sine Die' (to a date sometime in the future).

### Discipline Procedures

Where a member of the Club (Manager, Player or Parent/Guardian) is reported by a Match Official to the Essex County Football Association the following procedure will apply, The Manager of the team involved will inform the Club Secretary what has happened so that they are aware correspondence will be coming from the Essex County Football Association. The Club Secretary or an officer of the Club will deal all correspondence and communications regarding discipline matters. Under no circumstances will a member of the Club contact the Football Association, the League or Match Official concerning a matter subject of a complaint.

On receipt of the paperwork the Club Secretary or Club Official will ensure that it is completed and submitted in accordance with the laid down procedure. Any paperwork given out by the Club Secretary or Club Officer for completion must be returned to him/her as soon as possible.

Each member of the Club shall be personally liable for any fines levied against them as a result of disciplinary action by Essex County Football Association, The League or any other body where members are bound by their rules.

## Fines

The member who incurred the will refund the money paid by the club along with an administration fee to the club treasurer within 28 days of the penalty. If the money is not re-paid to the club treasurer by the period stated the member may be suspended from the club until outstanding money is repaid.

No player will be cleared for transfer to another club unless all outstanding fines or fees are paid in full, by the player, or their parents/guardian. These must be paid to club treasurer.

For avoidance of confusion Member means Player, Parent/Guardian, Officers of the club and Managers, Coaches, Trainers and Volunteers.

## Player Transfers

The transfer of players between the clubs teams is to be treated the same under league rules as if it were to another club. A player wishing to transfer during a current playing season from one team to another within the club must first speak to his Team Manager to request permission. The team Manager will contact their age group representative who will then contact the Club Secretary who will liaise with the two managers to ensure that the relevant league rules are complied to.

If there is any doubt about the validity of the transfer the Club Secretary only will seek guidance from the relevant League Registration Secretary and will inform both Managers of the result of the consultation. If the transfer goes ahead the Club Secretary will the relevant paperwork is completed and the league rules are complied to.



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## Club Complaints Procedure

If any member feels that he or she has suffered discrimination in any way, or that the Club policies, Rules or Code of Conduct have been broken they should follow the procedures below. Woodham Radars Football Club takes all complaints very seriously and will investigate each reported incident, as appropriate.

1. They should report the matter to a member of the committee or team manager (if appropriate). Contact details can be found on the Woodham Radars Football Club website. Note: If your complaint is urgent and involves the wellbeing of a child, please contact Gloria Gold, Club Welfare Officer via email to [welfare@woodhamradarsfc.co.uk](mailto:welfare@woodhamradarsfc.co.uk)
2. Your report should include:
  - a) Details of what, when and where the occurrence took place.
  - b) Any witness statements and names
  - c) Names of any others who have been treated in a similar way
  - d) Details of any former complaints made about the incident, date, when and to whom made
  - e) A preference for a solution to the incident
3. The complaint shall be reviewed by the most appropriate members of the committee and all parties shall be given a fair hearing. If required, the committee shall protect the anonymity of any involved party.
4. The Club's Management Committee will sit for any hearings that are requested. This may include invited members of the respective league or County FA, should the matter necessitate.
5. The Club's Management Committee will have the power to:
  - a) Warn as to future conduct
  - b) Suspend from membership
  - c) Remove from membership; any person found to have broken the club's policies or Codes of Conduct
6. The Club's Management Committee decision shall be final and no appeals process will be implemented



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# Team Manager Roles & Responsibilities

## Who will I be responsible to?

Club Committee

## Who will I be responsible for?

A team from under 7's to Senior

## What is the role of the Youth Team Manager?

The Woodham Radars Football Club motto is 'All Players, All Abilities, All Welcome'. To achieve this the Club provides football for children from the age group of 4 to adult. The development of players at the different age groups is crucial to keep them enjoying football, developing their skills and maintaining their passion for the game in an environment that is challenging, exciting and enjoyable.

The managers of an age group need to work together to provide benefit and the development of all children in the squad. We should enable our players to have fun, make new friends and learn the game

## What sort of tasks are involved?

The tasks will include:

### Weekly:

Team selection

Organisation of coaching/training twice per week

Logistics

Team and kit equipment

Reporting results to the club and league after matches

### Regularly:

- Squad development reviews
- Attend managers meetings
- Team page on club website
- Recruitment

### Once each season:

- Provide up to date team photo for website
- Present awards and overview season on presentation day
- Organise to attend one yearly tournament for your team
- Organise one yearly fundraising event for your team
- Collect all kit at the end of each season

## How much time will I have to give to the job?

Team activities on match day will, depending on the venue for the game, take approximately 4 hours. Coaching and training sessions at the club each week take up around 3 hours. Other duties associated with the tasks outlines above spread across the week will take around 1-2 hours.

## What else can you tell me about the role?

The club requires the minimum FA level one coaching badge, (including First Aid and Safeguarding Modules) for all Team Managers (managers assistants and coaches require First Aid and Safeguarding Modules). The club will assist you in obtaining this award if you do not already have the qualification. Other club officials and team managers are always available for any assistance or advice. A club first aid kit will be issued to all team managers, which can be replenished on request. The club provides playing strip, footballs, training venue and training/match day equipment.



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## Managers Check List

Item	Actions
<b>Fixtures:</b>	<p>Collect fixtures from league websites, pitch allocations and KO times will allocated by:</p> <p><b>Kenny Bentham / Martin Turner:</b> Village Hall, Lodge Road &amp; Cold Norton Playing Fields, William De Ferrers &amp; Elmwood School &amp; William De Ferrers 3G <b>Paul Prosser:</b> Village Hall Senior Pitch (Senior 1) <b>Lee Bull:</b> Village Hall Senior Pitch (VETS)</p> <p>All fixtures will be posted in our social media groups and website where possible. This should be updated by Tuesday evening at the latest.</p> <p>Please note that all playing areas have a strictly <b>NO DOGS</b> and <b>NO SMOKING</b> policy.</p>
<b>Arranging Matches:</b>	<p>If at home we would suggest that you contact the away manager as soon as you know your KO time to confirm venue and time.</p>
<b>Match Days:</b>	<p>Check playing venue, set Up goals, corner flags and ensure that the respect barrier is in place and that spectators know that they need to stand behind it. If appointed, greet referee and make arrangements for fees to be paid. Greet opposing team manager, and exchange registration information. No ID Card = No Play, an identity parade must be held should managers want to identify players against ID Cards. Ensure all players have the right equipment i.e. footwear and shin pads All players and substitutes to line up pre-match to shake hands. All teams should have access the following equipment: Goals or Goal Nets Corner Flags Water Bottles Bibs 2 Match Balls: U7 – U9 Size 3, U10 – U14 Size 4, U15 and above Size 5 Ball Pump Captains Armband Medical Kit (see below)</p>
<b>First Aid:</b>	<p>All teams should have their own First Aid Kit it is the managers responsibility to ensure that their kits have the following basic items. A supply of adhesive dressings A selection of clean bandages A Suitable dressing material to cover lacerations etc A supply of clean water, and Eyewash facility A suitable mouth to mouth resuscitation aid A list of emergency numbers contact details for players One of the two teams must have a qualified and league registered first aider in attendance</p>



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## Managers Check List Continued...

Item	Actions
<b>During the Match:</b>	Please ensure the all coaches, players and spectators observe the Respect Code Support and encourage your team, praise the efforts of both teams.
<b>After the Match:</b>	Both teams do 3 cheers and shake hands with opposition Registration Information to be returned to opposing manager Win or Lose praise your teams efforts Please make sure all equipment is collected and stored away in appropriate area, all rubbish should be removed from venue.
<b>Reporting Results:</b>	Results must be reported to appropriate leagues, in the requested format. League results <b>MUST BE</b> reported to respective league as soon as match is completed, failure to do this will result in the club being fined. Offenders will be asked to cover these costs unless the club can prove to the league that there were issues allowing results to be posted.



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## Kit & Equipment Policy:

The purpose of this policy is to define the standard kit specification for all age groups throughout Woodham Radars Football Club. This will ensure consistency across the club and create a united Club image.

### Training Kit Colours (All teams)

**Shirt:** Dark Melange & Yellow Fluor

**Shorts:** Anthracite

**Socks:** Anthracite

The kit manufacturer is Joma (current style name: Shirts – Campus II, Shorts – Nobel, Socks – Classic 2).

### Home Kit Colours (All teams)

**Shirt:** Royal Blue & White

**Shorts:** Royal Blue

**Socks:** Royal Blue

The kit manufacturer is Joma (current style name: Shirts – Champion IV , Shorts – Nobel, Socks – Classic 2).

The colours must be Royal Blue and White.

### Away Kit Colours (All teams)

**Shirt:** Free Choice

**Shorts:** Free Choice

**Socks:** Free Choice

The kit manufacturer is not specified.

### Artwork:

The Woodham Radars Football Club Badge will be embroidered or heat sealed on the left hand breast, RADARS on the back of the shirt. All shirts will be numbered on the back. No players names or initials are to be placed on any part of any club issued kit, sponsored or otherwise. Training Jackets should carry the Woodham Radars Football Club logo on the front, and RADARS on the back.

### Sponsorship:

Kit sponsorship is welcomed. The kit must be in line with the above specifications. The Sponsor's name can be printed on the front of the shirts. It will also be displayed in the clubhouse and on the website.

Sponsorship for 5v5 teams is a minimum of £300.00, Sponsorship for 7v7 teams is a minimum of £350.00

Sponsorship for 9v9 teams is a minimum of £400.00, Sponsorship for 11v11 teams is a minimum of £450.00

Any money sponsored over the minimum amount will be available to spend directly on the team sponsored but will be subject to colour and style restrictions with the exception of the away match kit. Colour must be royal blue and white, styles acceptable in the Joma ranges of Champion IV and Campus II with the exception of the away match kit.

It is the responsibility of the Team Manager to ensure the sponsor is aware of and complies with the kit specifications.

### Renewal:

Unless renewed by a sponsor, shirts will be renewed by the club on a two-year basis. Socks can be renewed annually if required.

### Kit Orders:

All orders for new kit and equipment must be processed and approved through the club's kit officers, Martin Turner can be contacted on **07947 643688** or by email **[martin.turner@woodhamradarsfc.co.uk](mailto:martin.turner@woodhamradarsfc.co.uk)**



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# Respect Codes of Conduct & Associated Sanctions

## Season 2017/18



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## Respect Code of Conduct for Adult Players

We all have a responsibility to promote high standards of behaviour in the game. Players tell us they want a referee for every match, yet thousands of match officials drop out because of abuse and intimidation they receive on and off the pitch.

Respect your referee today and you may just get one for every match this season. Play your part and observe The FA's Respect Code of Conduct for players at all times.

### On and off the field, I will:

- Adhere to the Laws of the Game
- Display and promote high standards of behaviour
- Promote fair play
- Always respect the match officials' decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect
- Remember we all make mistakes
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game

### I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or the FA:

- Be required to apologise to team-mates, the other team, referee or team manager
- Receive a warning from the coach
- Receive a written warning from the club committee
- Be required to attend an FA education course
- Be dropped or substituted
- Be suspended from training
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the club

### In addition:

- The FA/County FA could impose a fine and suspension against my club



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## Respect Code of Conduct for Coaches, Team Manager's & Club Officials

We all have a responsibility to promote high standards of behaviour in the game. In the FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This is included the abuse of match officials and the unacceptable behaviour of over competitive parents, spectators and coaches on the sideling.

Play your part and observe The Football Association's Respect Code of Conduct in everything you do.

### On and off the field, I will:

- Show respect to other involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote fair play and high standards of behaviour
- Always respect the match official's decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour

### When working with players, I will:

- 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/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- 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
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interest

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or the FA:**

- Required to meet with the club, league or County Welfare officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend an FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave the club or be sacked by the club

### In addition:

- My FACA (FA Coaches Association) membership may be withdrawn



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## Respect Code of Conduct for Match Officials

We all have a responsibility to promote high standards of behaviour in the game. The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the side-lines.

Play your part and observe The FA's Respect Code of Conduct of match officials at all times.

### I will:

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and officials
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the payers and encourage Fair Play
- Respond in a clear, calm and confident manner to appropriate request of clarification by the team captains
- Prepare physically and mentally for every match
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate
- I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or the FA

### I may be:

- Required to meet with The FA/County FA Refereeing Official
- Required to meet with The FA/County FA Refereeing Committee



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