



**EMSWORTH TOWN YOUTH FOOTBALL CLUB  
ESTABLISHED 2017  
CLUB HANDBOOK 2017/18 SEASON**

**Emsworth Town Youth F.C (ETYFC) are currently seeking registration and affiliation with Hampshire FA, and the Portsmouth Youth football league for 2017/18 season. OUR AFFILIATION NUMBER FOR 2017/18 SEASON IS:**

**HAM035032**

**We are proud to say that after a lot of hard work, our club has now managed to secure 4 new teams for the upcoming season.**

**As a club we abide by the English FA's guidelines and follow and heavily promote the FA Respect campaign at all times around our club.**

**We ask all involved with our club to take the time to read the clubs rule book in order to follow all the guidelines expected in youth football.**

***Many Thanks***

**EMSWORTH TOWN YOUTH POINTS OF CONTACT**

**Club Secretary**

Andy Cooper                      tel: 07938501926                      email: [Emsworthfc@gmail.com](mailto:Emsworthfc@gmail.com)

**Club Treasurer**

Jack Firbank                      tel:01243 375493                      email: [Emsworthfc@gmail.com](mailto:Emsworthfc@gmail.com)

**Club Chairman**

Phil Michael                      tel: 07766910282                      email: [Emsworthfc@gmail.com](mailto:Emsworthfc@gmail.com)

**Club Child Welfare Officer**

Karen Stevens                      tel: 07749493385                      email: [kazzzer50flower@gmail.com](mailto:kazzzer50flower@gmail.com)

## **A little bit about our club.....**

Firstly we would like to take the time to welcome you to our club, we are newly formed this year., Spring 2017. With the intention of becoming a highly motivated, well driven all in club. We operate as 1 club, all in, with everyone helping each other with the same intentions and goals that the club aim to achieve.

We have limited the number of teams for our first year, so we can establish a sound footing to build from. We are the only football club in our community and something that the children of the area have been crying out for, for many years. We are looking to establish ourselves as a Charter Standard Club as quickly as possible, with a view to becoming as Community Club within the next two years.

We feel that becoming an integral part of the community and having the aid of volunteers is invaluable to our club becoming bigger and better. If you wish to lend a hand in anyway please do not hesitate to offer your services as it would be greatly appreciated.

We all aim to share the same ethos and club values with our highest priority being child safety throughout the club. We also aim to provide your children with the best possible coaching we can offer with all our coaches being crc checked, and qualified in first aid, safeguarding of children and FA level 1 qualified.

Our club is all about the children and we take pride in the hard work all our volunteers do to achieve this.

We aim to keep our standards high both on and off the field and we try to promote this the best we can through channeling information throughout the club, we hope both parents and players can also maintain our high standards with good behavior, a positive attitude and a willing to progress their football.

We hope you enjoy your footballing experience with us and we wish your child/children every bit of success

Kind Regards

Emsworth Town Youth FC Committee



## **EMSWORTH FOOTBALL CLUB** **CHILD WELFARE REPORT**

Karen is an extremely experienced CWO. She plays a massive role in local football with differing roles, all of which she carries out in an extremely professional manner.

She is here to cater for your child's every need or concern football related or privately, she strongly encourages any young player to have the confidence in approaching me or making contact should they feel the need to discuss any issue big or small.

She takes great pride in the role and as a club we consider this role to be the most important of all, as safeguarding of children is seen as paramount by everyone in our club.

She also aims to fulfill all FA criteria by encouraging our coaches to complete first aid and safeguarding courses.

### **Club Child Welfare Officer**

Karen Stevens      tel: 07749493385      email: [kazzer50flower@gmail.com](mailto:kazzer50flower@gmail.com)



## **EMSWORTH TOWN YOUTH FOOTBALL CLUB**

### **CLUB RULES**

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Welcome to Emsworth Town Youth Football Club, we hope you enjoy your stay with us and we hope that your child's progression in football develop's at a suitable pace that suits each individual.

All our coaches are and committee members are highly approachable and are here to help wherever they can, please don't hesitate to have a quiet word if you have any issues or concerns.

We are building a new club for everyone to be a part of and for everyone to be proud of whether you are a volunteer, player or spectator.

#### **OUR INTENTIONS**

We aim to build many successful football teams throughout our club starting from the mini soccer school at ages 5 right up to u16 level. We aim to promote a great feel around the club with any problems being resolved in an adult manner instead of sideline gossiping.

Our biggest intention for our players is getting the best from their progression, we understand that no two children are the same and we understand that some children's development may be slower than others but the coaches are trained to deal with player development. Along with promoting player development we also aim to enhance your child's social skills and keeping our ETYFC players discipline in tact.

We aim to promote hard work both in training and on match days with maximum effort throughout the club, with this in mind we also promote fun within our sessions.

We aim to provide you all with the knowledge and understanding of how our club operates and we aim to have everyone follow our guidelines which will start from the top and filtered down throughout the club.

Our aim is to have a successful I mini soccer school that will be the base of our club and to provide us with new U7 teams season after season, we feel our mini soccer is where our club ethos and values start and continue to enhance throughout the teams seasons with the club.

#### **WHAT WE EXPECT**

Our intentions are to promote a safe environment for your children and for yourselves, we also promote a friendly environment for everyone associated with our club.



Everyone associated with the club will be expected to follow the clubs rules and the league and county rules that ourselves have to follow and pass down throughout the club.

We expect parents to inform team secretaries/managers if your child is unable to attend a scheduled match, and for coaches to inform parents with notice if games are cancelled.

We ask that under any circumstances does NO CHILD arrives at football sessions with either chewing gum in their mouths or wearing any kind of jewelry, all necklaces, hooped earrings must be removed and studded earrings should be taped over, this is for our players own safety and to prevent any kind of injury to our players.

We do not tolerate any foul or abusive language within our club, this includes all volunteers, coaches, parents and players. We heavily promote the FA's Respect campaign which discourages any ill behavior. As a club we expect our teams to play good football whilst promoting respect to everyone we are involved with.

### **ZERO TOLERANCE - BULLYING – BAD BEHAVIOR**

The club operates on a **ZERO TOLERANCE POLICY** with **BULLYING** anyone seen or found to be bullying will be immediately asked to leave the club and all registration forms removed from our files, there will be no money reimbursed from anyone who is leaving the club or has been asked to leave the club.

Our club has installed a traffic light system to help us control poor behavior of coaches and players. The traffic light system will work with Green being a first warning, amber will equal a second warning and Red will be a final and last warning and may result in being asked to leave the club.

Each case will be treated separately and as individual cases and all accounts from any incidents taken on board before any decision being made by a minimum of  $\frac{3}{4}$  of the clubs committee.

### **OUR HOME**

Each year we look to for new improvements to our playing facilities, we are very lucky to have two great homes with nice flat pitches to enable our boys to play the decent football we like to see at the club, which of course comes at a cost to the club to ensure this. Outlays for home games and training facilities come at a big cost to the club each year so we all have to be especially respectful to our surroundings at all times.

Please ensure that everyone respects our home grounds and if anyone see's the ground being disrespected then please report it to a committee member where it can be dealt with.

Please also have the decency to respect opposing teams grounds when playing games away from home.

Our mini soccer pitches are all at Hollybank Rec. Southleigh Road Emsworth.

### **VOLUNTEERS**



Each year our club expands the harder it is to find volunteers to ensure our club runs as effectively as it possibly can, as a club everyone who helps out is a volunteer and without any of this greatly received help, the club would cease to exist. We encourage to seek as many volunteers as we can, so if you feel you have something you can add to our club to make improvements then please speak to the club secretary.

From time to time parents maybe asked to also participate in events and sessions so please don't shy away, get involved with your teams and show some much appreciated help.

ETYFC are always looking for new coaches to help develop our players so please if you feel you can offer some knowledge or have some spare hours to coach then please let us know.

## **COACHES**

Should at all times promote a positive attitude towards players and the club, encouragement is key to promoting development and in helping a young child's mind develop with confidence through positive thinking.

Coaches should be expected to understand that player safety is paramount whilst player progression follows closely behind.

Coaches should be aware that all children are different and no child will progress at the same speed as another, coaches need to be lenient and encourage weaker ability players to develop as a player.

Coaches will be expected to promote equal game time within mini soccer level to enhance development, game time within the older age groups should also be considered. Coaches should always be honest and upfront with players, parents and the club at all levels.

Coaches must be honest with decision making and stick by their decisions giving clarity where needed whilst always expressing and filtering down the teams and clubs expectations to parents and players.

Coaches will ensure they complete any necessary courses and qualifications needed to coach youth football.

Coaches will be expected to ensure their team is in order both on and off the pitch with any necessary paperwork completed by deadlines.

Coaches will be expected to communicate each week regarding games, pitches and availability of matches.

Coaches will need to be able to have basic computer understanding to complete team result cards after every match that have to be submitted.

Coaches will be expected to help in and around the club with any work that needs doing to make improvements.

Coaches will be asked to promote a positive environment and will treat everyone as equal. Any unnecessary fines ie late result cards will now be paid in full by the person responsible for completing matchday cards.



## **PLAYERS**

All players should follow in their coach's footsteps by promoting positive behavior at all times, players will be expected to respect everyone around them whilst in our club kit. Players seen to be bullying will be asked to leave the club with immediate effect. Players will be expected to work hard in training and also on matchdays. Players will be expected to help each other with their progression in the club and will always show a positive attitude to development.

## **SPECTATORS**

As a spectator we ask you to enjoy your child's footballing experience, we ask you to fully remain supportive of our club, your team and everyone around the football scene. We ask spectators to stand behind the matchday respect barrier and to always shout words of encouragement rather than discouragement. We encourage spectators to respect match officials and opposing teams and we do not accept any foul and abusive language aimed at either. We ask spectators to give coaches and team secretaries plenty of notice when making cancellations and to always arrive for sessions in plenty of time in order for sessions to start promptly. Parents will be asked to fill out various mandatory club forms along with setting up and paying football fees before any player will be officially signed to the club. Any player/spectator fines will be expected to be paid by the player's parent and will not be the clubs responsibility, this including any team fines due to

## **INJURIES AND INSURANCE POLICY**

All our coaches are fully first aid qualified and have a basic understanding of treating minor injuries, all coaches will have hard copies of each player's medical sheet as well as the club having a backup. Any major injuries will be dealt with in the correct manner by informing an ambulance asap and seeking professional assistance. The club purchases insurance every year through "BLUE FIN" which is provided to us by Hants FA and its affiliation.

## **CODES OF CONDUCTS FOR ALL**

The club will hand out all copies of codes of conducts for coaches, volunteers, spectators and young players in football, these can be found on the club web site also in the pavilion, and will be required to be understood and followed by everyone within our club.

## **KITS**

All players are expected to take responsibility for their own kit, we feel if a player has a sense of looking after and respecting something they love then maybe we can educate the



children on how to respect other things in life with their social skills. We see their kit as being the player's responsibility to make sure his/her kit is ready and not the parents. All training kit must be worn on training days, and all match kit must be worn and in order on match days.

Players should make sure that their kit is taken off as soon as they arrive home and do not wear any club kit out so it could possibly get ruined.

Any kit ruined outside of football will be expected to be replaced by the parent, any wear and tear in kit will be replaced by the club.

Kit will hopefully be funded by sponsors to save further outlay and cost to parents.

Any player leaving the club will be expected to hand back in, any ETYFC items this includes kit, training kit, jackets/tops- anything with a club badge is club property.

Any manager requesting to leave the club must hand in all badged club items.

### **MOVING CLUBS**

Anyone requesting to leave the club must follow the correct channels by firstly informing the players team manager. The team manager will then seek guidance from his/her club secretary to proceed with either a de-registration or transfer for the player.

The club will only permit two transfers from any one of our teams to transfer to another club.

The club will only allow a maximum of 2 re-registrations per season per team.

The club will always seek guidance from our league representatives and Hants FA if needed, when in circumstances of parents/players fees not paid in full or kit not fully handed back into the club.

Any manager looking to move away from the club during the season or at the end of the season should always approach the club first and should always be dealt with as amicably as possible.

No manager should set up private social networking pages without a committee member copied in for child safeguarding and club protection purposes.

The club shall not grant any request for a complete team move until the end of a season.

### **SPONSORSHIP**

The club are always looking for new sponsors for teams or for the club as a whole to cover playing/training facilities, all managers should try to seek their own teams sponsor and then go through the club in order to purchase any kit or equipment.

The club have various sponsorship packages available please speak to a committee member for more details.



**RESPECT**

As a club we have many guidelines and rules that we have to follow in order to function on a day to day basis. We have now met the charter standard status by meeting these guidelines throughout our club. We hold this with great pride for being recognized for running our club the way we do and for running hand in hand with league and county rules and guidelines. It is our job TOGETHER as a club to sustain this status and to continue to progress our club through following set campaigns like RESPECT. For more info on respect please visit [www.hantsfa/respect.co.uk](http://www.hantsfa/respect.co.uk)

**SOCIAL NETWORK**

All managers should be extra vigilant when it comes to social networking, please bare in mind that coaches are role models to children and your social network status could be how their parents portray you. Please think before posting nudity, racial, discrimination or anything that could offend someone else.

**CLUB PAYMENTS**

ETYFC operate on a fully functioning direct debit club, each player's parent will be charged the minimum direct debit fee each month which will cover ground hire, equipment, winter training and anything we deal as a club needs to be paid for.

Coaches shall have a referee float each month that they will use and be replaced at managers meetings which must be attended by at least one person per age group, if a coach/manager or team secretary cannot make a meeting date then apologies should be sent to the club secretary with notice and an alternative ie a parent should attend in the team's manager absence

**I HAVE READ AND FULLY UNDERSTOOD THE RULES AND GUIDELINES SET OUT BY MY CLUB AND I FULLY BUY INTO THE CLUBS ETHOS, VALUES AND WHAT IT IS TRYING TO ACHIEVE. I PROMISE TO ALWAYS PROMOTE POSITIVE ENCOURAGEMENT TO ALL AROUND ME AND TO ALWAYS FOLLOW THE FA GUIDELINES AND RESPECT CAMPAIGN.**

Parents Signature..... Date.....

Player's Signature..... Date.....

Coaches Signature..... Date.....



**CLUB PHOTOGRAPHY**

ETYFC have their own club photographer who is crc checked and deemed safe to work with children by the authorities in charge.

ETYFC may use team images, player images will be used ONLY to promote our club via social network sites and via our club website which is [www.emsworthtownfootballclub.co.uk](http://www.emsworthtownfootballclub.co.uk)

If you are happy to allow photography of your child then please sign and hand back in this slip, likewise if you do not wish for your child to have their picture taken and used for club purposes Only then please also state below

**I AM HAPPY/UNHAPPY FOR EMSWORTH TOWN YOUTH F C TO TAKE PICTURES OF MY CHILD TO BE USED FOR CLUB PURPOSES ONLY (please delete appropriately)  
I AM HAPPY/UNHAPPY TO ALLOW EMSWORTH TOWN YOUTH FC TO SHARE MY CHILD'S IMAGES ONLINE VIA SOCIAL NETWORK SITES AND THE CLUB WEBSITE.**

Childs name..... Age group.....

Parent/Guardian signature.....





Payments, please arrange a standing order with your bank of £20 per month for 10 months. Running from 16th August 2017 until 16th June 2018 inclusive.

Bank details: Emsworth FC  
Lloyds Bank  
Sort Code 30-93-97  
Acc no. 01283095

Alternatively please pay £20 to managers by cheque by the 13th of each month.

Cheques made payable to Emsworth FC.

There will be a £10 signing on fee payable on return of this document, this is to part cover affiliation league entry and individual team insurance. This payment is non refundable.

