

# **RUSSELLERS F.C.**



**RUSSELLERS**

Managers Handbook  
2007/2008

## Contents

- **Club Structure *(separate to PDF)***
- **Committee Members and their roles**
- **Contact List *(separate to PDF)***
- **Code of Conduct**
- **Managers Role and Responsibilities**
- **Appointing Managers / Assistants**
- **Child Protection**
- **Data Protection**
- **Coaching and Qualifications**
- **Match Day Procedures**
- **Registration Procedure, Subscriptions and Fines**
- **Disciplinary Procedure (Managers)**
- **Disciplinary Procedure (Players/Parents)**
- **Event Support Procedure**
- **Purchasing Equipment**
- **Forms**

# Committee Roles

## **Dave Pitman - Chairman**

The chairman does not have any specific duties but oversees the work carried out by the officers elected and presides over the monthly and annual general meetings.

## **Dave Fone - Vice Chairman / Club Secretary**

As above in the absence of the Chairman.

To be first contact point for the league. To send out all letters from the club to the league and other clubs. To sign and check all the registration cards before they go to the DRA's (Divisional Registration Administrations). To deal with transfers between clubs. To attend all League meetings (first Wednesday of the month).

## **Simon Perrot - Treasurer**

Responsibility for the safeguarding of club assets. Maintaining the cashbooks and bookkeeping records of the club and summarising for audit approval on an annual basis to be presented to the AGM. Ensuring a good relationship with our bankers and suppliers and ensuring that the relevant resources are acquired at the right price and that our liabilities are monitored and controlled with due diligence and control.  
Being accountable to the members and officers of the club with regards to the assets of the club/

## **Tom O'Shea - Registration Officer**

To ensure all children are correctly registered with the club thereby meeting the clubs liability insurance arrangements.  
Maintaining a record of all children within the club.

## **Denise O'Shea – Social Secretary**

Responsible for arranging social events throughout the club including presentation evening, Christmas parties, Tournament and fundraising events.

## **Bradley Donn – Child Welfare Officer**

Responsible for organising and maintaining all records relating to child protection procedures within the club including gaining CRB checks for all managers and assistants.

## **Steve James – Mini Soccer/ Course Officer**

To co-ordinate all mini soccer events and organisational procedures. Deal with any club concerns regarding the running of mini soccer and act as liaison between mini soccer parents/managers and the club.  
Providing all managers with the opportunity to attend courses and to keep a record of all courses attended.

## **Sara Welham – Minutes Secretary**

Responsible for recording, maintaining and distributing the minutes as per the monthly committee meeting.



## **RUSSELLERS FOOTBALL CLUB – CODE OF CONDUCT**

In order to promote a good sportsmanlike attitude, the club mandates a Code Of Conduct, which people associated with the club must adhere to.

### **Manager / Coach:**

The manager / coach will adhere to the associated League's code of Conduct.

The manager / coach will motivate and coach all players in football skills and match tactical skills.

The manager / coach will proactively encourage a good sportsman like attitude from players and parents.

The manager / coach will proactively encourage fair play.

The manager / coach will approach parents concerning any problems or difficulties with players at the appropriate times.

### **Players:**

The player will adhere to the associated League Code of Conduct.

The player will turn up for training sessions / matches at the agreed times.

The player will pay his fees before training sessions or matches.

The player will attend training sessions / matches with clean kit and boots and have appropriate clothing for wet / cold weather.

The player will listen to the manager / coaches instructions at all times.

The player will respect all other players / parents / manager and coaches at all times.

The player will respect and look after the property of the club (Footballs, Cones, Training Posts, Bibs, Team Kit, Kit Bags, Tracksuits, Rain jackets etc....)

The player will return all Club property at the end of season to the manager / coach.

The player will listen to the manager / coaches instructions at all times.

### **Parents:**

The parents will adhere to the associated League of Conduct.

The parents will encourage and motivate players to turn up for training sessions / matches at agreed times.

The parents will ensure that the player has the appropriate fees before attending training sessions and matches.

The parents will encourage the player to attend training / matches with appropriate, clean clothing and kit.

The parents will encourage players to have a good sportsman like attitude.

The parents will respect other parents / players / managers and coaches.

The parents will refrain from shouting tactical instructions at matches.

The parents will approach the manager / coach with any problems or difficulties concerning the player.

The parents will keep the manager / coach fully informed of any medical condition relating to the player.

# Managers Roles and Responsibilities

The role of the manager within the club carries considerable responsibility. The manager must act with honesty and integrity at all times. Player safety must be a priority at all times and remember 'all managers are role models for the children they train'

The list below will provide you with some basic principles and rules that you must adhere to, of course the list is endless but should you require further clarification you can view the FA web site [www.thefa.com](http://www.thefa.com) and study the sections under 'grass roots'.

- The manager must adhere to the Russellers code of conduct
- All children must be treated in accordance with the FA's child protection program
- The manager and assistant must hold a child protection certificate at all times (new managers have six months to obtain certification)
- Managers must treat all children as equal
- The managers must hold a record of all children within there care and ensure that the player 'personal details form' is up to date
- The manager must ensure that all children have the correct kit for training and match days (shin pads are mandatory)
- The manager must ensure that he/she follows the 'goal post safety' guidelines at all times (see the FA site-search goal safety)
- The manager must not use foul or abusive language at any time
- The manager is responsible for all team affairs even if some of the tasks (collection of subs/match card etc) have been delegated to a third party
- Managers are the only people to contact the club secretary
- The manager may appoint one non paying assistant to help run the team. The manager remains responsible for all the tasks undertaken by the assistant

## Match Day

- Managers must arrive at the ground 30 mins before kick off
- Insure that the goal/nets are secure and in accordance with 'goal post safety'
- Only players with the correct kit are allowed to play
- Ensure match card procedure is completed before kick off
- Completed match cards to be sent to RO by Tuesday of following week
- Ensure all results are telephoned to Bradley Donn by 6pm
- Ensure all players adhere to the clubs code of conduct
- Treat your opposite manager, players and parents with respect

## New Manager/Assistant process

<p><b>Email the committee detailing:</b></p> <p>a) Which team the new member will be associated with?</p> <p>b) The expected start date for the new manager?</p> <p><b>New member to:</b></p> <p>c) Fill in the application form</p> <p>d) Return ASAP to the committee either electronically or by hand to the registration officer TOM O' SHEA</p> <p>e) CRB check to be processed via the welfare officer (if not already held)</p> <p>f) CPW course to be organised via Course officer (if not already held)</p> <p>g) Organise a time/date for the new member to come in front of the committee</p> <p><b>Russellers Committee to:</b></p> <p>g) Organise a time/date for the new member to come in front of the committee</p>	<p><b>Committee email addresses:</b></p> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <tr><td><a href="mailto:anntpitman@aol.com">anntpitman@aol.com</a></td></tr> <tr><td><a href="mailto:david@dfone.fsnet.co.uk">david@dfone.fsnet.co.uk</a></td></tr> <tr><td><a href="mailto:bradleydonn@msn.com">bradleydonn@msn.com</a></td></tr> <tr><td><a href="mailto:simon.perrott2@virgin.net">simon.perrott2@virgin.net</a></td></tr> <tr><td><a href="mailto:toshea@westmeria.com">toshea@westmeria.com</a></td></tr> <tr><td><a href="mailto:stevenjames1968@hotmail.com">stevenjames1968@hotmail.com</a></td></tr> <tr><td><a href="mailto:toshea@westmeria.com">toshea@westmeria.com</a></td></tr> <tr><td><a href="mailto:sara.welham@ntlworld.com">sara.welham@ntlworld.com</a></td></tr> </table>	<a href="mailto:anntpitman@aol.com">anntpitman@aol.com</a>	<a href="mailto:david@dfone.fsnet.co.uk">david@dfone.fsnet.co.uk</a>	<a href="mailto:bradleydonn@msn.com">bradleydonn@msn.com</a>	<a href="mailto:simon.perrott2@virgin.net">simon.perrott2@virgin.net</a>	<a href="mailto:toshea@westmeria.com">toshea@westmeria.com</a>	<a href="mailto:stevenjames1968@hotmail.com">stevenjames1968@hotmail.com</a>	<a href="mailto:toshea@westmeria.com">toshea@westmeria.com</a>	<a href="mailto:sara.welham@ntlworld.com">sara.welham@ntlworld.com</a>
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<a href="mailto:toshea@westmeria.com">toshea@westmeria.com</a>									
<a href="mailto:stevenjames1968@hotmail.com">stevenjames1968@hotmail.com</a>									
<a href="mailto:toshea@westmeria.com">toshea@westmeria.com</a>									
<a href="mailto:sara.welham@ntlworld.com">sara.welham@ntlworld.com</a>									

 <h3 style="margin: 10px 0;">Managers/Assistant Application Form</h3>	
Name (Full)	Date
Address	Telephone
	Mobile
Post Code:	E-mail
D.O.B.	Marital Status:
Job held:	Employer:
Football Qualifications (coaching Certificates etc)	Dates?
Have you previously managed a children's football team?	Dates?
Y/N	
Details (club name etc.)	
	Cont....

Previous Experience with kid's clubs/activities?	Dates?
Do you hold a first aid/emergency aid qualification? Y/N	If yes dates?
Have you been CRB checked? Y/N	If yes dates?
Do you hold a criminal conviction other than a motoring offence? Y/N	If yes dates?
Do you hold a child protection (FA) certificate? Y/N	If yes dates?
Why do you think you are suitable for a Manager's role within Russellers FC?	
Signed.....	

## **Child Protection**

We have a duty of care to look after our children at all times. We must treat all children equally and with respect.

Bradley Donn is the clubs Child Welfare Officer should you have any concerns with this area. Additional support can be found on the next page.

The club regards child protection as the most important area of the club. As managers and assistants you hold a position of trust and must take care when dealing with children.

Child protection covers many areas and we should remember that it extends not only from the training ground but to match days as well.

Please ensure that your children treat each other with respect along with your opponents.

All managers and assistants within the club are required to hold a child protection qualification. At present approx 99% of Managers and assistants are covered.

From the 1<sup>st</sup> of February 2007 all managers and assistants will be required to hold a certification, any manager or assistant not covered will have to stand down from their position until certified.

All managers will be CRB checked upon joining the club.

For further information regarding child protection and football please visit: [www.thefa.com](http://www.thefa.com)

## **Data Protection**

All club officers and managers are responsible for the information that they hold. Child sensitive information must be held secure at all times.

In line with the league procedure would all managers ensure that the only information allowed to training and matches is the name of the player and the telephone number.

**Please do not carry the players address details to any training session or match.**

## **SOUTH EAST LONDON AND KENT YOUTH LEAGUE**

### **CHILD PROTECTION POLICY & CLUB REPRESENTATIVE STATEMENTS**

The South East London and Kent Youth League is committed to creating and preserving the safest possible environment for children to play football.

It is the duty of all League Management, Referees, Club officials, Team Managers and any other individuals directly or indirectly involved with member clubs or teams playing in the League to be aware of, and help prevent the abuse which children can suffer, neglect, physical, sexual and emotional.

The South East London and Kent Youth League accepts children's welfare is paramount and all children, whatever their age, culture, disability, gender or religious belief, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately, by the League's Child Protection Officer:

Sandra Botten: -020 8304 8933  
e-mail: -[sandra.botten@tiscali.co.uk](mailto:sandra.botten@tiscali.co.uk)

#### **Other Useful Contacts:**

Childline: 0800 1111  
FA/NSPCC Child Protection Helpline: 0808 800 5000  
Text phone/hearing impaired users: 0800 056 0566

## **CLUB REPRESENTATIVE STATEMENT**

### **'Working Together'**

As your Club Representative, It is important to me that you know I see my position as a supporting role to everyone involved in the SELKENT Youth League.

This includes Club Officials, Managers and all Club Members.  
As such please remember I am very approachable, that I will help you in any way possible, whether it be regarding rule procedures, or just general information.

It is very important that you know that any discussion I have with you, in person or as a group, will be with the utmost confidentiality.

Mark Cocklin: -020 8303 8289 (H)  
07767 648098 (Mob)  
e-mail: - [mark.cocklin@engelhard.com](mailto:mark.cocklin@engelhard.com)

## **Coaching and Qualifications**

The club is keen to ensure that our children are coached and taken care of at all times.

Your coaching methods should be in line with your child protection program. Please ensure that your children turn up for training and matches with the correct kit and clothing for all conditions.

Ensure that the equipment you use is safe and in good condition.

Please use the correct size footballs:

Ages under 7 to under 8 – size 3

Ages under 9 to under 15 – size 4

Ages under 15 upwards – size 5

Please adhere to the FA's goal post safety program.  
(see [www.fa.com](http://www.fa.com))

The FA web site covers many areas of coaching and development in football.

The club is committed to ensuring our children receive the best possible coaching and care. With this in mind all managers and assistants are required to hold a child protection certificate (see child protection section)

In addition all managers are required to hold a level 1 coaching certificate, the club will fund all managers attending this course.

The level 1 course will cover Coaching, Child protection and Emergency aid.

Other recommended courses include Emergency/first aid, mini soccer referees workshop, assistant referee's workshop (linesperson)

Should you wish to attend any other football related course please speak to STEVE JAMES-Course officer who will discuss the request with the committee.

## **Match Day Procedure**

- **Managers must arrive at the ground 30 mins before kick off**
- **Insure that the goal/nets are secure and in accordance with 'goal post safety'**
- **Only players with the correct kit are allowed to play**
- **Ensure match card procedure is completed before kick off**
- **Completed match cards to be sent to RO by Tuesday of following week**
- **Contact Bradley Donn by 16:30**
- **Ensure your players adhere to clubs code of conduct**
- **Treat your opposite manager, players and parents with respect**
- **Please follow the clubs data protection procedure**

**For additional information regarding match cards, please see following two pages.**

## MATCH CARD PROCEDURE

1. Ensure you are fully conversant with Rules 10K, 11A and 13J.

- a) All players' names, dates of birth and registration numbers must be completed on the match card. These can be completed by the manager prior to arrival at the ground. Players to be listed in registration number order.
- b) When players have changed for the start of the game, each manager must exchange match cards and players' registration cards, having previously signed their own match card.
- c) Managers will then supervise the signing of the opposition players. This must be done in conjunction with checking the registration card against the player to ensure players are properly identified. (see section 2 )
- d) A player whose registration card is not available shall not be permitted to take part in the match.
- e) Retain the opponents match card. After the game make sure you have completed referee's name and mark. Complete results and sign this card. Both sides of match card must be completed.
- f) Each Manger is responsible for posting the opposition's match card to the relevant Registration Administrator, who must receive the card within 5 days of the fixture. Non-receipt will result in a £10 fine.
- g) Failure to carry out match card procedure will incur a fine of up to £25.

2. Signatures

- a) Under 7's are not required to sign the match card.
- b) Satisfy yourself that the signatures of the players of all other age groups are the same as the registration cards.
- c) If there is a discrepancy you must report this in writing to the Registration Administrator, but you cannot stop the player from taking the field of play.

## PROCEDURE FOR REPORTING MATCH RESULTS



1. Ensure you are fully conversant with Rules 11B, 11C and 11D

- a) Results to be telephoned, or e-mailed, to the Results Secretary by **6pm** each Sunday by the Secretary of the home club, or representative only. Only one representative per club. The designated result number and e-mail address is  
Tele: 020 8859 8325, e-mail: sallydolan2004@yahoo.co.uk

**Failure to do this will result in a fine. Results are not required for Under 7's.**

- b) All Clubs, regardless of whether home or away, who have played County Cup games must telephone the results of all matches of that club to the Results Secretary before **6.p.m.** on the day of the match. Failure to do this will result in a fine.
- c) Postponed or abandoned matches and unfulfilled fixtures, including County Cup games, must also be notified to the Results Secretary in the same manner as above. Failure to do this will result in a fine.
- d) Please be aware that the Results line is very busy between 5-6pm. It would be helpful if Clubs could telephone their results in as early as possible. Please do not use mobile phones to phone in results, as these are prone to interference. Results may be e-mailed to the Results Secretary.
- e) In accordance with Rule 10 H, when a fixture is not fulfilled on the due date both clubs must provide a Selkent F1 to the appropriate Fixture Secretary within three days of the fixture. Failure to comply may result in a fine.

### A completed Match Card

	TEAM NAME	GOALS	REFEREE <b>J LEWIS</b>	
HOME TEAM	MELCHESTER	3	MARKS 1, 2, 3, 4, 5, 6, 7, 8, <b>9</b> , 10	
AWAY TEAM	PANTHERS	0	LEAGUE APPOINTED <input checked="" type="radio"/> Yes / No	
	PLAYER'S NAME (Printed)	REG. No.	PLAYER'S SIGNATURE	DATE OF BIRTH
1	M. SKERMAN	1128	M Skerman	11/9/92
2	M. CANN	1129	M Cann	2/4/93
3	J. SMITH	1130	J Smith	3/11/92
4	D. GARLICK	1131	D Garlick	27/12/92
5	A SAUNDERS	1132	A Saunders	18/10/92
6	D SCOTT	1134	D Scott	30/12/92
7	G MANTELL	1137	G Mantell	1/11/92
8	P ANDERSON	1138	P Anderson	30/3/93
9	P BYRON	1139	P Byron	27/7/93
10	P CROSS	1140	P Cross	30/9/92
11	M MALYON	1141	M Malyon	2/2/93
12	D PICKERING	1142	D Pickering	1/4/93
13	N WALFORD	1143	N Walford	7/5/93
14	J MYATT	1144	J Myatt	8/12/92
15	N SMITH	1145	N Smith	11/4/93
16				
HOME MAN'S SIG			AWAY MAN'S SIG	



# MATCH CARD

(To be completed in ink)

AFFIX  
FIRST  
CLASS  
STAMP

CLUB NAME	MELCHESTER
MATCH DATE	18-9-05
DIVISION	A
AGE GROUP	U13
KICK OFF	10am
LEAGUE CUP / TROPHY	
REMARKS	

To Divisional Registration Officer

M

SANDRA BOTTEN  
42 WESTERHAM DRIVE  
SIDCUP  
KENT  
DA15 9NR

## **REFEREE NOTIFICATION - CLUB PROCEDURES**

Clubs must notify the Referees Secretary of all home League competitions (11-a-side only). County Cup match details are required for both 11-a-side and mini-soccer. All notifications must be made 8 DAYS prior to the fixture. Venue, date, kick-off time and age group must be detailed.

## **METHOD OF APPOINTING REFEREES**

1. The Referee Secretary will notify Club Secretaries only, not Team Managers.
2. On receipt of the referee appointment, please ensure that contact is made with the Official by telephone without delay.
3. Failure to contact the Referee within 2 days of being advised will incur a fine.
4. Please provide Referee with full details of the fixture(s) including date, time, venue and whether match is a League or Cup fixture.
5. County and League Cup games will take priority over League fixtures. In the event of a cup match having to be re-cast, please notify the Referee Secretaries as early as possible giving full details of venue and kick off time.

## **METHOD OF MARKING REFEREES**

1. General control – marks out of 5
  - a) Did he/she face up to the difficulties or was he/she influenced by spectators?
  - b) Were decisions given fairly?
  - c) Was positive use made of the linesmen?
  - d) Was the Referee positioning satisfactory?
  - e) Was the referee confident and quick thinking?
2. Application of the Law – marks out of 3  
Were the decisions generally correct, based on his/her interpretation of the laws of the Game? (Isolated controversial decisions should be ignored)
3. Personality and appearance – marks out of 2
  - a) Did the appearance and personality inspire confidence?
  - b) Did his/hers appearance and personality inspire confidence

## **REPORTING OF DISCIPLINARY MATTERS**

### **REFEREES INFORMATION**

All Cautions, Sending-Offs and other Misconduct must be reported by the Referee to the appropriate County. Disciplinary reports involving matches in this Competition should be sent to the London Football Association Ltd at the following address:

Mr D.G. Fowkes  
Chief Executive  
London Football Association Ltd  
11 Hurlingham Business Park  
Sullivan Road  
Fulham SW6 3DU

Tele: 0870 774 3010  
E-mail: [info@londonfa.com](mailto:info@londonfa.com)

# **Registration, Subscriptions and Fees, Fines**

## **Registration**

Registration procedures for the club/league are contained on the following pages. Please ensure that you fully understand the procedure for registering and de-registering children.

Any un-registered child will not be eligible to play for Russellers nor will the child be covered by the clubs liability insurance. Please ensure all timescales for completion for these forms is met.

The registration officer for Russellers for 2007/08 is Tom O'Shea

## **Subscriptions/Fees**

Subs for 2007/08 are detailed on the following pages. It is the manager's responsibility to ensure all registration fees (annual) and subs for the calendar month are collected in a timely manner.

One non paying manager and one non paying assistant are allowed for each team. Committee members do not have to pay subs or registration fees for their children.

Subs must be paid in to the bank by the 5<sup>th</sup> working day of the month. Failure to comply with this request will lead to the manager being dealt with under the clubs disciplinary procedure. (One verbal warning, one written warning, removal from the position of manager)

A copy of the written warning will be sent to all parents within the team.

Expenses sheets must be sent to Simon Perrot by the 10<sup>th</sup> of the month or brought to the monthly meeting personally.

Should a manager delegate the task of collecting money to a third party, the individual concerned must be nominated and approved by the committee before commencing the role as team treasurer.

## **Fines**

Over the past year the club has incurred a number of fines relating to procedural matters, for example late match card, incorrect completion of match card, non fulfilment of fixtures etc.

Please ensure you read the section on how to complete a match card and ensure that it is posted to the RO no later then Monday evening.

The first and second fine received by the club for this type of error will be met by the club; subsequent fines will be paid by the manager personally. Offences of this nature will be dealt with under the clubs disciplinary procedure.

# **Registration Procedure**

## **Registration Procedure 2007/2008**

In previous years this area of the club has been difficult to manage. We have a large number of boys/girls at the club and the administration surrounding all these children must be in order at all times. As managers it is your responsibility to ensure any child playing in your team is registered and has paid the necessary fees. Likewise it is equally important to advise the club if the player needs to be de-registered.

The procedure is very clear, as a club we want to ensure that our administration is up to date and all children registered are account for.

## **League Registration**

To comply with league rules all players must be registered and identified as the correct age.

1. Each registration card must be completed along with two new passport photographs
2. Players not previously registered must also provide a copy of their birth certificate as proof of age
3. Forms / photographs and birth certificates to be with Tom O'Shea by the 31<sup>st</sup> of July at the latest
4. Registration cards to be signed by the player and parent
5. Then give to club secretary (Dave Fone) to authorise.

## **Club Registration**

Club registration procedure is as follows.

The enclosed form must be completed in full and signed by both the player and parent

Incorrect forms will be deemed invalid and the player ineligible until the correct form is returned

Players will be ineligible until full payment received (£30.00 junior / £50.00 senior)

Should a player leave the club the registration officer must be notified within 7 days

Unregistered players must not play in any matches / tournaments, this includes friendly matches

Unregistered players will not be covered by the clubs liability insurance

Unregistered players on trial must be notified (along with their parents) that they will not be covered by the clubs liability insurance

All managers to complete the attached registration log and expenses sheet for all players

Completed registration forms must be returned (including full payment) to the registration officer (Tom O'Shea) by the 31<sup>st</sup> of August at the latest.

**Any manager / player / parent missing this deadline will have their league registration withdrawn**

## **NOTES ON REGISTRATION PROCEDURE**

**1. Please ensure that you are fully familiar with registration procedures as laid down in the Rule book, including eligibility of players.**

**2. Registration Documents should only be sent to the Registration Administrator for the age group of your particular Division. Check that all sections of the Registration Card are completed correctly and that all signatures are present. Cards should be filled in with black or blue ink, preferably ballpoint pen. Correcting fluid must not be used and will invalidate the Registration Card. If the player has not been previously registered with this League, proof of date of birth must accompany the Registration Card in the form of a photocopy, which will be retained by the League. Original birth certificates will not be accepted and the Registration Administrator will not proceed with the registration until a copy is provided. If the player has previously been registered, the previous season's registration card may be submitted instead of the birth certificate.**

**3. New photographs (passport size) must be provided when players are registering at the beginning of the new season.**

**4. You are required to ensure that you have the Registration Cards authorised by the Registration Administrator and returned to you before the player can play. Responsibility for the authenticity of all documents used to establish a player's registration remains with each Club.**

**5. Capital letters and printed signatures will NOT be accepted for U10's and higher age groups. Registration Administrators will exercise discretion with U8's and U9's. Under 7's do not have to sign the card.**

**6. When sending completed registration cards to the Registration Administrator or wishing to obtain blank registration cards, you MUST enclose a stamped addressed envelope. Should you need to visit a Registration Administrator, you must make an appointment to do so before calling.**

**7. It is a requirement that Club Secretaries, when signing players, check that their age and signatures are correct, before authorising registration card.**

**8. Helpful Information.**

- a. Registration Cards are available from Registration Secretaries and all Registration Administrators.**
- b. Transfer Forms are available from your Division Registration Administrator.**
- c. Match Cards are available at League General Meetings and will also be available at the London Marathon Playing Fields.**
- d. Extra Handbooks are available at General League Meetings.**

## **PROCEDURE FOR TRANSFER OF PLAYERS**

The following notes are intended to assist Club Secretaries and Team Managers, when making application for transfer of players. The transfer procedure is simple if the following steps are carried out.

### **TO OBTAIN A TRANSFER FORM**

1. Familiarise yourselves with Rules 8P (1) to (x)
2. Explain the Transfer procedure to the player and parent/guardian.
3. Obtain the consent of the player's current Team Manager
4. Apply for a Transfer Form from the relevant division Registration Administrator.

### **UPON RECEIPT OF TRANSFER FORM BY RECEIVING CLUB**

1. The Registration Administrator will already have completed part of the form. These details must not be altered. If there are any queries, please refer back to the Registration Administrator immediately.
2. Fill in details of Part 1.
3. Player and Parent/Guardian must agree to the transfer request and sign the declaration.
4. The Receiving Club Secretary must sign transfer form.
5. The releasing Club Secretary must sign the consent to transfer. If there are objections to this, please refer to section below 'Objections to Transfer'.
6. Obtain the player's registration card from the releasing Club.
7. Send the completed transfer form, registration card, cheque for £5 made payable to SELKENT Youth Football League and a stamped addressed envelope to the Registration Secretary.
8. On return of the registration card the player will be eligible to play.

### **OBJECTIONS TO TRANSFER See Rule 8P (v)**

Objection to a Transfer by the Releasing Club must be given in writing within 7 days of refusal to release the transferring player, to the:

Registration Secretary:  
John Whitworth  
11 Carteret Way  
Deptford  
SE8 3QB

## **Disciplinary Procedure**

### **Managers / Assistants**

As discussed earlier the role of the Manager within the club is a key and responsible position. The duties we perform on behalf of the club will naturally fall under the spotlight. All managers must ensure that they operate in line with the clubs code of conduct, failure to do so will result in disciplinary action.

Below are details of the disciplinary structure.

- Any manager (or assistant) in breach of the clubs code of conduct
- Gross misconduct
- Foul and abusive language at training / matches or directed to any child, club official, fellow manager, opposing manager, parents or players
- Failure to adhere to the clubs internal rules as laid down in this handbook
- Failure to adhere to the represented league rules (Match Card procedure, fines etc)

The committee have agreed the following process for dealing with individuals as noted above.

- The manager or assistant will be immediately suspended from all club activities pending a full disciplinary hearing
- The manager / assistant will be notified in writing the date of the hearing
- The manager / assistant will be given a minimum 7 days to prepare for the hearing
- The manager / assistant may call upon any individual to provide support and information relating to the alleged incident
- Following the hearing the committee will notify its decision in writing within 7 days unless additional information is required from a third party (referee, league official, opposing manager etc)
- The committee have the right to verbally caution, formally caution (written warning) suspend or permanently remove the individual from the club or re-instate as a manager / assistant
- The manager / assistant will have 14 days to appeal any decision
- The appeal will be heard at the next available meeting
- The committee have the right to overturn their original decision or stand by their decision
- The committees decision is final

# **Disciplinary Procedure**

## **Parents**

**We all know how passionate football can be and also understand that parents often get a little carried away. We naturally want all spectators to enjoy themselves but we must ensure that they operate in line with the clubs code of conduct and failure to do so will result in disciplinary action.**

**Below are details of the disciplinary structure.**

- **Any parent in breach of the clubs code of conduct**
- **Gross misconduct**
- **Foul and abusive language at training / matches or directed to any child, club official, fellow manager, opposing manager, parents or players**
- **Failure to adhere to the clubs internal rules as laid down in this handbook**

**The committee have agreed the following process for dealing with individuals as noted above.**

- **The parents will be immediately suspended from all club activities pending a full disciplinary hearing. The parents child may continue to play for the team**
- **The parent will be notified in writing the date of the hearing**
- **The parent will be given a minimum 7 days to prepare for the hearing**
- **The parent may call upon any individual to provide support and information relating to the alleged incident**
- **Following the hearing the committee will notify its decision in writing within 7 days unless additional information is required from a third party (referee, league official, opposing manager etc)**
- **The committee have the right to verbally caution, formally caution (written warning) suspend or permanently remove the individual from the club or re-instate as a manager / assistant**
- **The parent will have 14 days to appeal any decision**
- **The appeal will be heard at the next available meeting**
- **The committee have the right to overturn their original decision or stand by their decision**
- **The committees decision is final**

# **Disciplinary Procedure**

## **Players**

Players within the club must remember that they are representing Russellers FC, their team mates and parents. The priority in children's football must be enjoyment. Occasionally children get upset / frustrated but they must ensure that they operate in line with the clubs code of conduct and failure to do so will result in disciplinary action.

Below are details of the disciplinary structure.

- Any player in breach of the clubs code of conduct
- Gross misconduct
- Foul and abusive language at training / matches or directed to any child, club official, fellow manager, opposing manager, parents or players
- Failure to adhere to the clubs internal rules as laid down in this handbook
- Should a player be booked or sent from the field of play the resulting fine must be paid by the player. The player must also adhere to any disciplinary action taken by the league
- The club has the right to enforce its own disciplinary procedures in addition to action taken by the league

The committee have agreed the following process for dealing with individuals as noted above.

- The player will be immediately suspended from all club activities pending a full disciplinary hearing. The parent will be notified in writing the date of the hearing
- The player will be given a minimum 7 days to prepare for the hearing
- The player may call upon any individual to provide support and information relating to the alleged incident
- Following the hearing the committee will notify its decision in writing within 7 days unless additional information is required from a third party (referee, league official, opposing manager etc)
- The committee have the right to verbally caution, formally caution (written warning) suspend or permanently remove the individual from the club or re-instate as a manager / assistant
- The player will have 14 days to appeal any decision
- The appeal will be heard at the next available meeting
- The committee have the right to overturn their original decision or stand by their decision
- The committees decision is final

## **Purchasing Equipment**

The procedure for requesting and purchasing equipment is as follows:

- All requests must be in writing to Simon Perrott (form at back)
- The request will be discussed at the next available meeting
- The request will be either approved or not approved
- Simon Perrott will contact the team manager advising the outcome of the request
- Simon Perrott will agree with the manager the procedure for purchasing the equipment (from subs, payment direct etc)
- All purchases must be accompanied by a receipt

**ALL PURCHASES MUST HAVE PRIOR APPROVAL REGARDLESS OF COST**

## **Event Support**

Over the years the club has organised a number of events, disappointingly the level of support varied from event to event and there appears to be a small number of individuals that are prepared to help and support every event and others that support on a more limited basis.

For the club to move forward and continue to provide a great place to play football the committee feel that all managers and assistants should help and support all the events organised.

For all future events the committee will decide the number of people required the type of age group concerned and allocate jobs to the committee members and managers. This will ensure that the work load is distributed across all members and managers in a fair way.

Naturally some people will have a valid reason for non attendance; however the committee expect the full backing of all members when running events.

# FORMS



## **'IN CONFIDENCE' – Russellers – Personal Details sheet**

In order for the club to be able to take appropriate action for the safety / care of any player, could you please fill out all details on this personal details sheet and return it with your membership form.

**Please note:**

This information will be kept 'IN CONFIDENCE' by the club team manager. Information will NOT be released to any third party without appropriate permission.

Please fill in all un-shaded areas:

First name	
Middle name's	
Surname	
Date of birth	
Players Address and Postcode	
Home telephone number	
Players Mobile number	
School	
Form / Class	
Parent emergency contact name  Mobile number  Address (if different from above)	
Parent emergency contact name  Mobile number  Address (if different from above)	
Additional emergency contact name  Mobile number  Address (if different from above)	
Any known medical conditions?  Any regularly prescribed Medicines?  Is the player Asthmatic?	

**Club Use Only**

Squad Number	
Membership form signed?	
League registration card?	
Kit Allocated?	
Signing on fee paid?	
League registration number	



<b>Item Required</b>	
Team Name:..... Manager:..... Details:	
Approx cost in total	£
Details of any sponsorship and funds pledged	£
Net cost to Russellers FC	£
Purchase approved by committee - Date	.....
Passed to treasurer for payment - Date	.....

# Russellers Football Club

Club Secretary: **Mr Dave Fone**

64 Cumberland Avenue, Welling, Kent, DA16 2QA Tel No: 07957 376392

Affiliated to: Kent County F.A. (No. 41942) London Youth F.A. (No. R122784)

## **Membership Application for 2007/2008**

Please note that for this season the signing-on fee will be £30.00 for all members. Fees must be paid to the respective team manager at the time of submitting this application form. Please also note that training and match fees will be £4.00 payable per session. Please make any cheques payable to: 'Russellers Football Club'.

**Please also note the following points:**

- The club cannot be held responsible for personal property either lost or stolen from any training session or home / away match fixtures.
- Parents, friends or children incurring fines will be held responsible for the payment of the fine.
- Any person found in breach of the Russellers Code Of Conduct will be expelled from the club at the Committees discretion.
- Although the club carries public liability insurance, parents should consider insuring their child for personal injury.

Please fill out all sections on this form:

<b>PLAYERS FULL NAME</b>	
<b>DATE OF BIRTH</b>	
<b>FULL ADDRESS</b>	
<b>POST CODE</b>	
<b>SCHOOL ATTENDED</b>	(IF APPLICABLE)
<b>CLASS / FORM</b>	(IF APPLICABLE)

Please note that league members must include with this application form:

- Two photocopies of their birth certificates, (the original birth certificate will be checked against the photocopies)
- Two recent identical passport-sized photographs
- The membership fee

Please answer the following questions so that we can proceed with your applications as soon as possible:

Are you a member of any other club or team apart from your school?	<b>Yes / No**</b>
Have you been registered by another club / team as a playing member with a league or other competition?	<b>Yes / No**</b>

If you have answered YES to either of the above questions, please provide the following information:

Name of club / team?	
Managers name?	
Managers telephone number / mobile no?	
When did you last play for this club / team?	
In which league do they play?	
Has this club ever disciplined you?	<b>YES / NO**</b>
Do you have any outstanding debts with this club?	<b>YES / NO**</b>
Has any FA ever served you with a suspension for misconduct?	<b>YES / NO**</b>
Please list any known medical conditions or special needs? (Asthma, learning difficulties etc...)	

PLAYERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT / GUARDIAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(\*Delete as applicable)

**PLEASE NOTE:** By signing this membership form, you agree to abide by the Russellers Code Of Conduct