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Community Club



Affiliated member of
the Worcestershire
Football Association

Warndon Villages Football Club

Coaches' Handbook

2021-22 Season



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INTRODUCTION

Firstly, I just want to say a huge thank you.

You may be a parent who has volunteered (or been volunteered) to run the line, a coach who helps think up and deliver cool training sessions for the kids, the manager who agonises over team selection and getting all their kids playing time or a board member who does the mountain of admin behind the scenes. You all give up your valuable time to do the courses, you turn out in all weather conditions, you help ensure that our club runs smoothly and you make such an important contribution to the boys' and girls' enjoyment of their sport. You are all legends and we are extremely grateful.

Our key objectives in delivering grassroots football at Warndon Villages are very simple. In the short-term, we want the children to enjoy their football so they can't wait for the next training session, the next match, the next tournament. In the medium-term, we want to ensure that we allow all players an equal opportunity to develop as footballers; this progress will only happen over the eight months of the football season (or in many cases even longer) if we are patient and allow them all the chance to grow physically and in ability over time. In the long-term, we want to foster a love of team sport, to see players grow in self-confidence and develop their resilience through experience of success and failure. As stated in the code of conduct, if a "win-at-all-costs" approach is what drives you, you're probably at the wrong club. However, if you are all about developing players and ensuring they feel they belong at a club where they are valued and safe, then you're definitely at the right place.

This handbook probably contains a lot of information that the more experienced Warndon coaches already know, but it should nevertheless serve as a useful and updated reference tool. For those new or recently-appointed coaches, the handbook should hopefully contain the answers to many of your initial questions, but if you have any further questions, please get in touch with the relevant board member either by phone, WhatsApp or email (contact details on the following page).

Thanks again for everything you do.

Kevin

Kevin Kilmartin
WVFC Chairperson 2021-22

IMPORTANT POINTS OF CONTACT

The members of the board have many areas of responsibility but those listed below are some of the most common reasons that coaches tend to need to get in touch. We have a WhatsApp thread for coaches to ask general questions to their fellow coaches, but if you need to get in touch with the board, please refer to the email and phone numbers below.

Board Member	Position / POC for	Email	Phone number
Kevin Kilmartin	Chairperson • Training facilities	chairperson@warndonvillagesfc.co.uk	07966 432663
Kristian Askew	Vice chairperson • Kit • Player registrations	vicechairperson@warndonvillagesfc.co.uk	07984 925987
Dawn Townsend	Secretary • Liaison with leagues • Team registrations • Matchday fixtures	secretary@warndonvillagesfc.co.uk	07531 549476
Jonathan Evans	Treasurer • Refs fees	treasurer@warndonvillagesfc.co.uk	07771 595098
TBC (In the meantime, POC is the Chairperson)	CWO (Club Welfare Officer) • Safeguarding issues • DBS checks / renewals • Training courses	cwo@warndonvillagesfc.co.uk	
Steve Skyrme	Digital Lead • Website updates	digital@warndonvillagesfc.co.uk	07815 774905
Ben Robertshaw	Development Centre • Recruiting new squad players	wvfc.developmentcentre@gmail.com	07879 779569

Other useful contacts/addresses:

Club website: www.warndonvillagesfc.co.uk

FA Full Time website: <https://fulltime.thefa.com/home/index.html>

FA Full Time (Mercian League):

<https://fulltime.thefa.com/index.html?psSelectedSeason=798701652&psSelectedFixtureGroupAgeGroup=13&psSelectedDivision=578589734&Submit.x=10&Submit.y=9&psSelectedLeague=1184267>

FA Full Time (Ambassador League):

https://fulltime.thefa.com/index.html?league=7987482&selectedSeason=248288403&selectedDivision=1320917&selectedCompetition=0&selectedFixtureGroupKey=1_192140372

FA Full Time (Central Warwickshire Girls Football League):



















<https://fulltime.thefa.com/index.html?selectedSeason=972687658&selectedFixtureGroupAgeGroup=9&selectedDivision=879244781&selectedCompetition=0>

FA Full Time (Stourport League):

<https://fulltime.thefa.com/index.html?league=249830326>

LIST OF WVFC TEAMS

Training will be at Little Perdiswell until w/c October 4th, then switch to the astros for winter training.
Teams using Claines Lane must ensure they have the correct footwear.

Team age group + Name		Team manager + qualification(s)	Matchday format + league	Training
U8 Hawks		Matt Raymond TBC	5v5 Mercian	RGS Mini Astro Monday 6pm-7pm
U9 Coyotes		Alan Norgett FA Level 1 Coaching	7v7 Mercian	Claines Lane Monday 6pm-7pm
U9 Pumas		Luke Perry FA Level 1 Coaching	7v7 Ambassador	RGS Grange Monday 6:30pm-7:30pm
U10 Panthers		Sid Carney FA Level 1 Coaching	7v7 Ambassador	Claines Lane Tuesday 6pm-7pm
U10 Rhinos		Mik Wrobel FA Level 1 Coaching	7v7 Ambassador	Claines Lane Tuesday 6pm-7pm
U11 Cobras		Kevin Kilmartin FA Level 1 Coaching	9v9 Mercian	Claines Lane Wednesday 6pm-7pm
U11 Wolves		Ryan Bristow FA Level 1 Coaching	9v9 Ambassador	Claines Lane Wednesday 6pm-7pm
U12 Raptors		Dan Wilson FA Level 1 Coaching	9v9 Stourport	Nunnery Wood Wednesday 7pm-8pm
U12 Vipers		Rob Powell FA Level 1 Coaching	9v9 Ambassador	Claines Lane Tuesday 6pm-7pm
U13 Eagles		Martin Recker TBC	11v11 (9v9 goals) Ambassador	Claines Lane Monday 6pm-7pm
U13 Pythons		Mike Murray TBC	11v11 (9v9 goals) Ambassador	RGS Grange Monday 7:30pm-8:30pm
U14 Falcons		Mark Bishop FA Level 1 Coaching	11v11 Ambassador	RGS Grange Tuesday 7pm-8pm
U15 Jaguars		Jim Badham FA Level 1 Coaching	11v11 Ambassador	Claines Lane Tuesday 8pm-9pm
U15 Scorpions		John Hoinville FA Level 1 Coaching	11v11 Ambassador	Claines Lane Tuesday 7pm-8pm
U15 Tiger Sharks		Jordan Ford FA Level 2 Coaching, FA Level 1 Goalkeeping, FA Level 1 Futsal	11v11 Ambassador	Claines Lane Tuesday 7pm-8pm
U15 Wildcats		David Roberts FA Level 1 Coaching	11v11 Warwickshire	Nunnery Wood Monday 7pm-8pm
U17 Kestrels		Chris Passey FA Level 1 Coaching	11v11 Ambassador	RGS Grange Thursday 7pm-8pm
U17 Lions		Phil Chew FA Level 2 Coaching	11v11 Ambassador	Claines Lane Tuesday 8pm-9pm
Development Centre (U5-U13)		Ben Robertshaw FA Youth Award Level 3, FA Level 2 Coaching	n/a	Perdiswell Sports Centre Sunday am
AJB Sport Wildcats Development Centre		Andy Beeston FA Youth Award Level 3, FA Level 2 Coaching, FA Level 1 Futsal, USSF National Youth Licence, NSCAA Advanced National Diploma	n/a	RGS Grange Monday 6pm-7pm

A CODE OF CONDUCT FOR COACHES, TEAM MANAGERS AND CLUB OFFICIALS

Coaches are key to the establishment of ethics of football. Their concepts of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct. Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications. It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that.

However, the code calls for coaches to disassociate themselves from a “win-at-all-costs” attitude. Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, coach or parent/carer. Set out on the following pages is the FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching.

Listed below are additional standards that the Club expects the coaches, team managers and club officials to abide by:

1. All qualifications (emergency first aid, CRB checks and safeguarding) are up to date and renewals completed within an acceptable timeframe. Coaches must also sign up to the FA Licensed Coaches Club. **Failure to keep the qualifications up to date may result in the withdrawal from team affairs until such qualifications have been obtained or renewed.**
2. Be responsible for any official under 18 and ensure they are protected in the same way the players are protected.
3. Be responsible for the equipment issued by the Club and ensure all unused kit is returned to the Club.
4. Smoking/vaping is not permitted on the coaches’ side of the pitch.
5. Any fines incurred for the team are the responsibility of the coach to reimburse the club. Failure to reimburse the club may result in the coach being withdrawn from the team.
6. Each player is to receive a minimum of 50% playing time. This should however not be seen as a maximum amount of playing time for any squad member and, whilst it is impossible to allocate equal playing time exactly to all players, managers should aim to give equal playing time to all squad members if this is not to the detriment of the team or the individual.

The following two pages explain the FA’s code of conduct for coaches, managers and club officials. The Club expects the coaches, team managers and club officials to abide by these guidelines.



COACHES, TEAM MANAGERS AND CLUB OFFICIALS

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct at all times.

ON AND OFF THE FIELD, I WILL:

- Use my position to set a positive example for the young people I am responsible for
- Show respect to others 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
- Respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Be gracious in victory and defeat.

WHEN WORKING WITH PLAYERS, I WILL:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- 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 interests.



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 club, league or County Welfare Officer
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.

IN ADDITION:

- My FA Coaching Licence may be withdrawn.

A CODE OF CONDUCT FOR YOUNG PLAYERS

The FA Code of Conduct for players on the following page are the rules to which we expect each member to adhere. Players are the most important people in the sport. Playing for the team and for the team to win is the most fundamental part of the game, but not winning at any cost – fair play and respect for all others in the game is fundamentally important. This Code focuses on players involved in top- class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

Listed below are additional standards that the Club expects the players abide by:

1. Will not engage in a discussion with the referee at any point during or after the match to discuss their performance.
2. Any fines incurred by players for yellow or red cards are the responsibility of the player to reimburse the club the full amount. Failure to reimburse the club may result in your membership being revoked.

If your coaching team has an issue with a player, you should always feel you have the right in the first place to deal with that “in-house” yourselves. Times when the problem must be referred are when the breach of the code of conduct concerns safeguarding, in which the CWO must be contacted immediately, or if the problem is a reoccurring one, in which case the board must be informed. If in any doubt, contact the chairperson who will provide the required support and guidance.

YOUNG PLAYERS

WHEN PLAYING FOOTBALL I WILL:

- Always play to the best of my ability and for the benefit of my team
- Play fairly – I won't cheat, dive, 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
- Be gracious in victory and defeat – I will 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
- Understand that a coach has to do what is best for the team and not one individual player
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my 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 or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.

A CODE OF CONDUCT FOR PARENTS/SPECTATORS

The FA Code of Conduct for spectators on the following page are the rules to which we expect all our parents/spectators to adhere. Parents/spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at football within our club, it is important to reinforce the message to parents/spectators that positive encouragement will contribute to:-

- Children enjoying football
- A sense of personal achievement
- Self esteem
- Helping to improve the child's skills and techniques

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game.

Listed below are additional standards to which the Club expects the parents/spectators abide:

1. Will not engage in a discussion with the referee at any point during or after the match to discuss their performance.

If your coaching team witnesses incidents of poor behaviour by parents/spectators during training and/or matches, you should challenge that behaviour as soon as possible in a manner that you feel is appropriate, for example by taking the adult aside for a discussion. If you feel you cannot resolve the matter, you should contact the chairperson who will provide the required support and guidance.



SPECTATORS

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct for spectators at all times.

I WILL:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Respect the Referee's decisions even when you don't agree with them
- Appreciate good play from whatever team it comes from
- Remain behind the touchline and within the Designated Spectators' Area
- Let the coach 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
- Support positively and offer players encouragement not criticism
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

I understand that if I do not follow the Code, any/all of the following actions may be taken:

I MAY BE:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA 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 my club membership removed
- Required to leave the club along with any dependents.

IN ADDITION:

- The FA/County FA could impose a fine and/or suspension on the club.

GETTING STARTED + TRAINING COURSES

Once new coaches have established contact with the relevant board members and are aware of the expectations on all stakeholders in the club, there are some important next steps to be taken before they can conduct training and oversee matches.

As a thank you for volunteering, the Club provides a 50% reduction in player subs to parents/carers who are official club volunteers. To qualify for this, there is an expectation that all club volunteers complete the following free courses/checks:

- DBS check
- FA Safeguarding Children Course*
- Introduction to First Aid in Football Course*

* included in the
**Introduction to Coaching
Football** course

In addition, each team must have at least one coach who has completed the following online courses (paid for by the club):

- BT Playmaker by England Football (free)
- Introduction to Coaching Football (previously the FA Level 1 in Coaching Football Course)

There are many other courses run by the FA which can be found on the Boot Room website (<https://thebootroom.thefa.com/>). Participants fund these additional courses themselves.

For arranging all training courses and DBS checks, contact the Club Welfare Officer (CWO).

COACHES ADMIN

Unlike at other clubs, Warndon Villages has a more centralised approach to team administration which hopefully makes life easier for our volunteers. Rather than leaving it to each team's coaches to do their own budget, kit, registrations etc., we want our coaches to focus on coaching without the distraction of the additional team jobs.

Player Registration + Subs Payments

Players are registered during the school summer holidays, however if your squad size has space, you can always sign additional players later in the season. Leagues have their own maximum numbers for match day squads, but the Club also has its own recommended number and maximum number for each age group (see below). These guidelines must be adhered to in order to ensure that players'

Format	Ideal	Club Max
5v5	7	8
7v7	10	11
9v9	12	14
11v11		16

game time is not diluted by having too many players sitting on the bench. If there are extenuating circumstances why you may need additional players over the numbers in the image, these need to be presented to and approved by the board before players can be signed. Coaches must find the balance between ensuring they have enough players on any given match day and not having too many players on the substitutes bench. A rota system may be considered to rotate players from one week to the next, but this is

clearly not ideal when parents/carers are expecting their child to play a full season of fixtures and such a request has to be cleared with the board in the first place, then agreed by parents/carers in advance in writing.

Club procedures for player registration and subs payments for 2021-22 have again been impacted by Covid, however there are also new systems for registering players this season set up by the league.

The board have therefore decided upon the following for player registration:

1. All player names, parent/carer names and parent/carer email addresses to be submitted by team coaches to the player.reg@warndonvillagesfc.co.uk address.
2. Each team will be allocated to a member of the board who will send out email invitations via WGS to parents/carers asking them to give their consent online rather than offline consent using the club forms. Some leagues are also asking for updated photos to be provided.
3. Coaches will be asked to alert their parents/carers once the emails have gone out.
4. A minimum number of players must be registered by August 12th (depending on league) in order that the team can be entered in the league

For subs, the following process will be followed in the absence of club forms:

1. All teams to be emailed by an allocated board member instructions on how to pay subs. This email will contain bank details, a unique reference number for each player in that team, the amount to be paid and the dates on which payments are to be made. The payment of £270

(£135 for club volunteers) can either be made in one up-front payment or in 9 instalments of £30 (£15 for volunteers) from September to May.

Kit and equipment

The cost of all kit provided to players is included in the subs, as is replacement kit. Already existing teams from the previous season will have emailed their kit order form to Kris in the summer. New teams will have kit and equipment ordered for them. Kit and equipment will be distributed before the start of the season to coaches who are requested to take back in old kit that is too small (not socks) before issuing new kit to players. It is expected that equipment including balls will last until the end of the season to prevent the club suffering additional financial costs.

Coaches are issued with a WVFC coach's jacket and t-shirt.

Every team should have a full first-aid kit which should be brought to every training session as well as every match.

Match day

Pre-matchday preparation:

- For home matches at Little Perdiswell or Claines Lane, **check the fixture sheet** uploaded by the secretary on the website (under Coaches Corner). You do not need to request a pitch, this will be allocated to you based on the scheduled fixtures. If you want to request a different KO time or pitch size, let the secretary know with as much notice as possible.
- Ensure that you **make contact with the opposition coach** at least 3 days in advance of the fixture. Contact details of all coaches are provided by the league and some age groups in some leagues have their own social medium for communicating, such as WhatsApp. Check for potential clash of kit colours, confirm playing surface (especially if playing at Claines Lane due to footwear requirements), match location and KO time. Discuss splitting of fees if a referee has been allocated (each coach pays half on the day in cash to the referee and then you claim yours back using the referee claims form provided by and returned to the treasurer).
- If you been appointed an FA referee, **email/text the referee** at least 3 days in advance of the fixture to ensure they know where they are going (you can also confirm the fee). You will know if you have been allocated a referee as the FA will email you.
- Use whatever social medium you have set up for your team – WhatsApp, Matchday, Facebook – to **ensure all the parents/carers have the relevant information** (if they have the Matchday app they should have the match location and time).

On the day:

- **Players should arrive 30 minutes before KO** for your warm-up. At Little Perdiswell there may be a match finishing on your pitch at that time but there is always space available elsewhere.
- **The coaching team must arrive before the players in enough time to ensure that the pitch is set up.** All equipment will be in the container which will be unlocked. If you are the first to use the pitch, you must set up the following (parents/carers are often keen to help with this, so don't be afraid to ask!):

- The **respect barrier** marks the line behind which the spectators must stay on their side of the pitch. Use the metal poles provided and loop the line between them.
- **Goals** will need to be wheeled into position. These will have been unlocked.
- **Nets** need to be put on the goal and secured to the posts with Velcro. These are also in the container in black holdall bags with the size of the goals on the side.
- **Corner flags** need to be set out. These are in the container.
- It is the coaching team's responsibility to **ensure that all players are properly warmed-up and prepared for the match**. Their kit also needs to be checked to ensure that they are wearing shinpads (having a spare pair or two in your kitbag is always advisable) and correct studs for the playing surface. Shirt numbers should all be different and the captain should wear an armband. Your kit bag must contain a full-stocked first-aid kit as provided by the club.
- If you are the last to use the pitch, **you must put away all the equipment in the container and the goals returned to their storage location**. If parents/carers are wheeling the goals back, it is the coaches' responsibility to ensure that they have been lined up correctly in the right location. The duty club official will ensure that they are chained and locked up.
- **Check with the requirements of your respective league as to what matchday paperwork is required** before leaving the ground. The manager will receive a text message from the FA on the morning of the match to reply to with the final score.

After the match:

- Do not forget to **complete your match returns online in good time** otherwise you will receive penalty points and ultimately a fine from the league. If you need any assistance with this, please ask the board or your fellow coaches.

Training

Training takes place on grass at Little Perdiswell at the start and end of the season when the light allows teams to train until late in the evening. Typically, the end of September is the time when we move to floodlit astros around Worcester (see previous page for locations). Teams that train at Claines Lane must ensure that the footwear both players and coaches wear adheres to the WFA guidelines:

3G FOOTWEAR RULES GUIDE

PERMITTED FOOTWEAR:	FORBIDDEN FOOTWEAR:
<p>Artificial Ground (AG) RECOMMENDED</p> <p>Specifically designed for extra abrasion, these boots usually feature more numerous and densely concentrated studs that vary in height and may be hollowed out.</p> 	<p>Soft Ground (SG) TEAR THE SURFACE</p> <p>Sole features removable, replaceable screw-in studs and typically come in a six-stud configuration, with four at the forefoot and two at the heel.</p> 
<p>Firm Ground (FG) RECOMMENDED</p> <p>Sole plates feature moulded studs which are evenly dispersed across the foot to offer enhanced traction and comfort.</p> 	<p>Blades CAN CAUSE INJURY</p> <p>Sole plates feature multiple straight slightly shorter, evenly dispersed studs that can restrict movement and turning which could cause injury.</p> 
<p>Hard Ground (HG) RECOMMENDED</p> <p>Sole plates utilise a harder Thermoplastic polyurethanes compound for enhanced durability and typically feature multiple slightly shorter, evenly dispersed studs for optimal pressure distribution.</p> 	<p>Soft Ground Pro (SGP) TEAR THE SURFACE</p> <p>Also known as Hybrid or Mixed Stud, the sole plate comprises of a combination of conical screw-in studs and moulded studs, which are most commonly bladed.</p> 
	<p>Flat Sole (Indoor) NO GRIP & FLATTEN SURFACE</p> <p>Sole made up of non-marking materials such as moulded gum rubber and feature pivot points, flex grooves and herringbone patterns.</p> 
	<p>Turf Trainer (TF) FLATTEN SURFACE</p> <p>Otherwise known as Astro's, they feature a solid rubber outsole with numerous, small multidirectional lugs spread across the sole.</p> 
	<p>WARNING!</p> <p>TO BE CLEAR - Anybody wearing / or found to be wearing incorrect footwear will be unable to use the 3G pitch and will be refused entry / asked to leave.</p> <p>UNDER NO CIRCUMSTANCES CAN THIS RULE BE IGNORED.</p>

As well as the correct footwear, **players must ensure that they wear shinpads to training** and it is the responsibility of the coaching team to check this when players arrive. A water bottle is highly advisable.

The more experienced coaches will have their favourite activities for training, but the most important thing is to ensure **maximum player activity** on the ball (the ball should be rolling ideally for 75% of the time) which means avoiding “lines and lectures” (i.e. activities where players are waiting in lines and times when the coaches are talking for too long). Next most important thing should be **fun and engagement**; repetition of effective practice will bear fruit in the long run but some **variety** of activities every session is important, so pick the most effective drills to use every week and then mix up the rest. Playing large-sided games in training every week will not help your players to develop as they have minimal time on the ball, but **small-sided games with a particular focus** such as passing, tackling, shooting, set pieces etc. are very effective when players can see a lot of the ball.

Careful planning of your training sessions is essential to **ensure that sessions are fun, engaging , challenging and suitably pitched**. When planning your training session, give careful consideration to the FA's four-corner model:



A suggested format for a normal session might run something along the lines of the following (don't forget drinks breaks when you need them):

1. **Arrival activity** for those arriving before the start time. This could be as simple as a rondo or a shooting drill but should be supervised whenever possible. Making it fun might encourage the players to turn up a few minutes early!
2. **Dynamic stretches and heartrate-raisers**. Try to get players to lead these whenever possible. Good opportunity to quickly explain the objectives of the session.
3. **Skills drills**. What have you decided following your last game you need to work on? How can you get them to work individually in pairs/threes to practise this? How can you step up the challenge and intensity as the practice goes on? A competitive element is always good!
4. **Small-sided games**. Time to apply the skills you have just been practising.
5. **Repeat parts 3 and 4** if you have time and want to focus on a different skill/technique/tactic.
6. **Static stretches and cool down**. Try not to skip this in the rush to get home! Again, can one of the players lead this? Always a good time for the coaches to quickly sum up the session.

You will find some resources such as training plans on the Coaches' Corner page of the website, but there is a wealth of information online such as on YouTube and your fellow coaches are always happy to share their ideas if you ask. If you are new to coaching and can spare the time, it is often very handy going to watch other teams train to gain some inspiration.

Communications

Coaches tend to communicate mainly with one another via the WVFC Coaches WhatsApp thread.

Similarly, the main means of communication between coaches and board members tends to be via WhatsApp, although email, texts and phone calls are used when needed.

For communications with parents/carers, it is often useful to have a Facebook and Messenger closed group set up where you can manage carefully who is allowed to be a member. The page can then be used securely for sharing details of upcoming events, photos of matches etc. Please ensure that you have parent/carer consent if you want to share photos on your page and that everyone understands the rules about not sharing photos of other people's children. Before matches with other teams, it is good practice to ask the opposition coaching team if it is ok to take and share photos on your closed group.

For whole-club communications from the board, the Mail Chimp email platform is used. It is important that all parents/carers have provided an up-to-date email and check that emails from the Club do not go automatically into their Junk/Spam inbox. Coaches will be asked periodically to check quickly via their team social media that parents/carers have received emails from the Club.

For communication with the wider community, the Club has:

- the Club website (<https://www.warndonvillagesfc.co.uk/>)
- the Club Facebook page (<https://www.facebook.com/WarndonvillagesFC>)

IMPORTANT LEAGUE DATES

AMBASSADOR EVESHAM FOOTBALL LEAGUE

Key Dates - Season 2021/2022



Club and Team registrations to be received by 30th June 2021 (U17/U18 31st May 2021)

Minimum player registrations to be received by 19th August 2021;

(7 players for mini soccer and 9 players for 9v9 and 11 for 11v11)

End of Season 31st May 2022 - No games permitted to be played after this date

Date	Type	Description
02/09/2021	M	New Managers' Meeting (7pm - Virtual Meeting)
03/09/2021	M	League Meeting 1 (7pm - Virtual Meeting)
04/09/2021	L1	Week 1
11/09/2021	L2	Week 2
18/09/2021	L1	Week 3
25/09/2021	C1	Week 4 (AEFL Cup Round 1)
02/10/2021	L1	Week 5
09/10/2021	L2	Week 6
16/10/2021	L3	Week 7
23/10/2021	L3	School Holiday - HALF TERM
30/10/2021	L1	School Holiday - HALF TERM
06/11/2021	C1	Week 8 (AEFL Cup Round 2)
13/11/2021	L1	Week 9
20/11/2021	C1	Week 10 (AEFL Plate Round 1)
27/11/2021	L1	Week 11
04/12/2021	L1	Week 12
11/12/2021	L1	Week 13,
18/12/2021	L3	School Holidays - Christmas
25/12/2021	L3	School Holidays - Christmas
01/01/2022	L3	School Holidays - Christmas
08/01/2022	L1	Week 14
15/01/2022	C1	Week 15 (AEFL Cup Round 3) (AEFL Plate round 2)
22/01/2022	L1	Week 16
29/01/2022	L1	Week 17
05/02/2022	C1/L2	Week 18 (AEFL Cup Semi Finals) (Plate Round 3)
12/02/2022	L1	Week 19
19/02/2022	L3	School Holiday - HALF TERM
26/02/2022	L1	School Holiday - HALF TERM
04/03/2022	M	League Meeting 2 (7pm Virtual Meeting)
05/03/2022	C1/L1	Week 20 (AEFL Plate Semi- Finals)
12/03/2022	L1	Week 21
19/03/2022	L1	Week 22
26/03/2022	L3	Week 23
02/04/2022	L3	Week 24
09/04/2022	L3	School Holiday - Easter
16/04/2022	L3	School Holiday - Easter
23/04/2022	L3	School Holiday - Easter
30/04/2022	L3	Bank Holiday weekend
07/05/2022	C1	U9, U10, U11, U12 Cup Finals - TBC
10/05/2022	C1	U17 Cup Final - TBC
11/05/2022	C1	U18 Cup Final - TBC
14/05/2022	L1	U13, U14, U15, U16 Cup Finals - TBC
21/05/2022	L1	Week 25
28/05/2022	L3	School Holiday - HALF TERM (End of Season)
10/06/2022	M	AEFL AGM

Mercian Junior Football League Guidelines

Proposed Key Dates

	Month	Date	Description	Affects
	July	1	New Laws of the Game come into force	Teams
		7	WGS Player Registration – Online Consent required	Teams
	August	12	Minimum number of players must be registered	Teams
		15	League Meeting	Clubs
	September	11/12	Start of Season	Teams
		TBC	u7 / u8 Funday (TBC)	U7/8s
	October	10	League Meeting	Clubs
		23/24	Half Term – No Fixtures	Teams
		30/31	Half Term – No Fixtures	Teams
	November			
	December	18/19	Christmas – No Fixtures	Teams
		25/26	Christmas – No Fixtures	Teams
	January	1/2	Christmas – No Fixtures	Teams
		16	League Meeting	Clubs
		31	Deadline to sign new players eligible to play in Cup Semi-Final and Final matches	Teams
	February	19/20	Half Term – No Fixtures	Teams
		26/27	Half Term – No Fixtures	Teams
		28	Return Trophies (engraved by the club)	Clubs
	March	1	Club / team applications open for next season	Clubs
		13	League Meeting (TBC)	Clubs
		TBC	Cup Finals (TBC)	Teams
	April	1	Deadline to sign / transfer players (also see January 31)	Teams
		9/10	Easter Holiday weekend	Teams
		16/17	Easter Weekend – No Fixtures	Teams
		23/24	Easter Holiday weekend	Teams
		TBC	League Meeting (TBC)	Clubs
		TBC	Cup Finals (TBC)	Teams
	May	30	May Bank Holiday weekend	
		1	May Bank Holiday weekend	Teams
		TBC	Cup Finals (TBC)	Teams
		TBC	Cup Finals (TBC)	Teams
	June	28/29	End of Season	
			No 11v11 football to be played during June – FA Rules	Teams
		2/3	Spring Bank Holiday / Queen's Jubilee (Thurs/Fri)	
		12	AGM / League Meeting	Clubs

APPENDICES

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A: A CODE OF CONDUCT FOR FOOTBALL

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator have a responsibility above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of the Football Association (FA).

Community

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

Equality

WVFC is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

Participants

WVFC recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

Young People

WVFC acknowledges the extent of its influence over young people and pledges to set a positive example.

Propriety

WVFC acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

Trust and Respect

WVFC will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

Violence

WVFC rejects the use of violence of any nature by anyone involved in the game.

Fairness

WVFC is committed to fairness in its dealings with all involved in the game.

Integrity and Fair Play

WVFC is committed to the principle of playing to win consistent with Fair Play.

B: EQUAL OPPORTUNITIES STATEMENT

Warndon Villages Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986, Disability Discrimination Act 1995 and the requirements of the Equality Act 2010. Specifically, discrimination is prohibited by:-

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- Imposing on an individual's requirements, which are in effect more onerous on that individual, than they are on others. For example, this would include applying a condition, which makes it more difficult for members of a particular race or sex to comply than others of that race or sex.
- Victimisation of an individual.
- Harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which effects the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in the entire Club's recruitment selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament be considered as objectively as possible.

Warndon Villages Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination. Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's Policy, any members offending will be dealt with under the disciplinary procedure. The Football Club commits itself to the disabled person whenever possible and will treat such members in aspects of their recruitment and membership in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given wherever possible, to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

C: STATEMENT OF CONFIDENTIALITY

Warndon Villages Football Club understands that confidentiality is extremely important. The Club understands that information given by parents/carers and their child(ren) is personal and will be treated with respect. This statement outlines how Warndon Villages Football Club will maintain confidentiality and what you can expect from us.

- Information provided to the Warndon Villages Football Club will only be shared with Club members on a need-to-know basis and will deal with this information in an appropriate manner.
- Information about parents/carers or their child(ren) will not be provided to other organisations without the permission of the parent/carer. If the Board feel that it would be useful to pass some information on to another organisation, they will first discuss this with the parent/carer. The decision of the parent/carer will be respected in this matter.
- From time to time Warndon Villages Football Club may provide information about the parents/carers child(ren) to outside agencies, including the media. This information will always protect your child(ren)'s identity, unless prior permission to do otherwise has been granted by the parent/carer.
- The only time when the above procedures will not be followed is if the Warndon Villages Football Club Board has reason to believe that a child is at risk of harm. In this situation, in the interests of the child, the appropriate body (as directed by Worcestershire FA) will be informed.

D: A CODE OF CONDUCT FOR SOCIAL MEDIA

See below for the FA's guidance on responsible use of social networking sites to support clubs to manage their safeguarding responsibilities. It aims to ensure children, young people, coaches, referees and adults in a position of trust are not subjected to improper online behaviour or improper allegations.



3. Responsible use of social networking sites

Guidance for Clubs and Leagues

The following guidance is provided not as an obstacle but to support clubs and leagues to manage their safeguarding responsibilities effectively. It aims to ensure children, young people, coaches, referees and adults in a position of trust are not subjected to improper online behaviour or improper allegations.

If a club decides that the most effective way of communicating to young people is via a social networking site then the club is **strongly advised to set up an account in the name of the club** and explicitly for use by named club members, parents and carers solely about football matters e.g. fixtures, cancellations and team selection.

Coaches, referee mentors, club officials and others in a position of trust in football need to act responsibly both on and off the field and this includes the use of electronic communications.

Therefore The FA would suggest that as a general principle coaches, managers etc should avoid using social networking sites as the primary way of communicating with players. Children and young people should be advised by their coaches, parents/carers and CWO to always tell an adult they trust about communications that make them feel uncomfortable or where they've been asked not to tell their parent/carer about the communication.

The following is best practice in relation to social networking.

Do

- ensure all the privacy settings are locked so that the page(s) are used explicitly for club or league matters and are not used as a place to meet, share personal details or have private conversations
- nominate a club/league official to monitor the club/league social networking page regularly and remove access for anyone behaving inappropriately
- make sure everyone within your club knows who is responsible for monitoring the content of the social networking areas and how to contact them
- provide all users with The FA's best practice guidance on using social networking sites

- gain written parent/carer permission before access is given to U18s
- inform the CWO if you have received inappropriate communications online, keeping a record of any inappropriate, threatening or offensive material as this may be needed as evidence.

Don't

Unless a child/young person is a direct relation, the coaches, managers, referees, medics and club officials should not:

- accept as a friend, players or referees U18 on social networking sites they are members of or share their own personal social networking sites with children or young people involved in youth football
- make contact with children or young people known through football outside of the football context on social networking sites
- use internet or web based communications to send personal messages of a non football nature to a child or young person
- engage in any personal communications, 'banter' or comments.

Further FA guidance is available on the following areas:

- 1 Social networking, websites, mobile phones, and email communications
- 2 Running a website - Do's and Don'ts
- 3 **Responsible use of Social Networking sites**
- 4 Communicating responsibly with Young Leaders, Coaches and Referees Under 18
- 5 Using Texts and Emails with U18s – Do's and Don'ts
- 6 Guidance for parents/carers - Responsible use of text, email and social networking sites
- 7 Guidance for U18s using: Club WebPages, Social Networks, Email and Texts

Acknowledgements

The FA would like to acknowledge that the development of this guidance has been assisted by guidance written by the Amateur Swimming Association, England and Wales Cricket Board, Child Protection in Sport Unit and Child Exploitation Online Protection centre.

E: ANTI-DISCRIMINATION AND EQUAL OPPORTUNITIES POLICIES FOR CLUBS

As the governing body of the game, The Football Association is responsible for setting standards and values to apply throughout the game at every level. Football belongs to, and should be enjoyed by everyone equally. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities.

Anti-Discrimination Policy for Clubs

Warndon Villages Football Club is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sexual orientation, race, nationality, ethnic origin, colour, religion or disability. Equality of opportunity at Warndon Villages Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably on grounds of sexual orientation, race, nationality, ethnic origin, colour, religion or disability. This includes:

- i. The advertisement for volunteers.
- ii. The selection of candidates for volunteers.
- iii. Courses.
- iv. External coaching and education activities and awards.
- v. Football development activities.
- vi. Selection for teams.
- vii. Appointments to honorary positions.
- viii. Warndon Villages Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs. Warndon Villages Football Club is committed to the development of the programme of on-going training and awareness raising events and activities to promote the eradication of discrimination within its own organisation and within football as a whole.

F: CHILD PROTECTION POLICY

Warndon Villages Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

The key principles of The FA child protection policy are that:

- i. The child's welfare is, and must always be, the paramount consideration.
- ii. All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.
- iii. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- iv. Working in partnership with other organisations, children and young people and their parents or carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Warndon Villages Football Club recognises that this is the responsibility of every adult involved in our club.

Warndon Villages Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that the Football Association's child protection regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

We endorse and adopt The FA's child protection and best practice guidelines for recruiting volunteers and will:

- i. Develop a role profile.
- ii. Request identification documents.
- iii. As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing.
- iv. Request and follow up with two references before appointing.
- v. Require an FA DBS Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Warndon Villages Football Club members with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Warndon Villages Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people. It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or

young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

Warndon Villages Football Club supports The FA's whistle blowing policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Manager on 0207 745 4771, or by writing to the FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC. Warndon Villages Football Club encourages everyone to know about it and utilise it if necessary.

Warndon Villages Football Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the child protection and best practice workshop. The post holder will be involved with designated person's training provided by The FA. The CWO is the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person. They will liaise directly with the CFA CWO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO, a member of the committee or, in cases of serious bullying contact the CFA CPO.

Codes of conduct for players, parents or spectators, officials and coaches have been implemented by Warndon Villages Football Club. In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the CFA in more serious circumstances. All prospective members will be informed of these codes.

Further advice on child protection matters can be obtained from:

- The County Football Association's Child Protection Officer, whose details can be found in the County Handbook.
- The Football Association/NSPCC Child Protection.
- 24-Hour Helpline 0808 800 5000.
- The FA child protection team 0207 745 4649.
- www.TheFA.com/Goal

Your contact at WVFC is the dedicated Club Welfare Officer and their contact details can be found on page 5 of this handbook.

G: GOALPOST SAFETY GUIDELINES

The Football Association along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

- i. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
- ii. The use of appropriate anchors must secure portable goalposts weights to prevent them from toppling forward.
- iii. It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
- iv. Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
- v. Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
- vi. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
- vii. It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced.
- viii. New goalposts should not be purchased if they include metal cup hooks, which cannot be replaced.
- ix. Goalposts, which are “homemade” or which, have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.

Guidelines to prevent toppling:

- i. Follow manufacturers guidelines in assembling goalposts.
- ii. Before use, adults should:
 - a. ensure each goal is anchored securely in its place;
 - b. exert a significant downward force on the cross bar;
 - c. exert a significant backward force on both upright posts;
 - d. exert a significant forward force on both upright posts.
 - e. These must be repeated until it is established that the structure is secure. If not, alternative goals/pitches must be used.

For reference, you should note that the FA. and BSI have developed a standard for future purchases (PAS 36:2000), available from BSI. It is hoped that this will be developed into a full British Standard in due course.

REMEMBER TO USE ALL EQUIPMENT, NOT JUST GOALPOSTS, SAFELY AT ALL TIMES.

H: DISCIPLINARY CODE

Warndon Villages Football Club members (defined as both parent/carer and/or child) are representatives of the Club at all times, whether it be on the training ground, playing league or friendly games or on club organised events. The members are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their team, club and community. Those players/parents/carers that violate the Code of Conduct shall be subject to discipline, which may include permanent exclusion from Warndon Villages Football Club activities. Rules regarding the member's behaviour when on Club events or games are contained within the Club's Code of Conduct.

This policy details the rules and procedures that will be adhered to by the coaches, players and parents/carers during training sessions and matches. It has been designed to ensure that "... the well-being and safety of each player above all other considerations, including the development of performance" is of utmost importance. From the commencement of the Training Sessions/Matches the allocated coach will be responsible for all aspects of coaching, first aid and discipline. If at any time during the session the coach observes or is made aware of disruptive or dangerous behaviour by member(s) the following action will be taken (dependent upon the seriousness and at the discretion of the coach), either points 1, 2 and then 3 or points 2 and then 3 or even straight to point 3, as below:

- i. The coach will take the offending member(s) to one side and discuss the event, attempting to understand why it took place. The coach will then take the most responsible action to discourage any repeat of the incident.
- ii. If the disruptive or dangerous behaviour is persistent or particularly serious, the coach will speak with the child's parent/carer, should it be the child in question, to try and sort out the alleged problem. This will then be put in writing and sent to the Board with a copy sent to the parent/carer.
- iii. Where the disruptive or dangerous behaviour is persistent over consecutive training sessions and the coach has spoken three times with a parent/carer about their child(ren), the coach involved will have a meeting with the Board and will, if agreed by a unanimous vote, be dismissed from the Club. Should it be the parent/carer in question, then if they have been warned twice (once dependent upon seriousness), then again the incident will be discussed at a Board Meeting and if a unanimous vote, will not only be dismissed from the Club but also their child (children).

I: CLUB COMPLAINTS PROCEDURE

In the event that any Club or Member feels that he/she has suffered discrimination or bullying in any way, or that the Club Policies, Rules of Code of Conduct have been broken, they should follow the procedure below:

a. They should give a written report of the matter to the Club Secretary or another member of the Board. The report should include:

- i) Details of what, when and where the alleged incident took place;
- ii) Any witness statement and names, addresses of that person(s);
- iii) Details of any former complaints made about the same alleged incident, date, when and to whom they were made;
- iv) A preference for a solution to the alleged incident.

b. The Club's Board will sit for any hearings that are needed.

c. The Club's Board will have the power to do one of the following three points:-

- i) warn as to future conduct in writing;
- ii) suspend from membership whilst impending investigations takes place, which could result in;
- iii) removal from membership.

If for any reason that person is found to have broken the Club's Policies or Codes of Conduct.

d. In the event of an external complaint, the Board will hold a meeting to discuss the alleged incident and will again follow number 3, above.

e. A child or member should not be seen to harass, pester or interfere with another person, be it physical or verbal. If found guilty of such an offence that person(s) will be removed from membership forthwith.

f. The Board's decision will be final.

J: CLUB CONSTITUTION

WARNDON VILLAGES FOOTBALL CLUB RULES/CONSTITUTION

1. NAME

The Club shall be called Warndon Villages Football Club.

2. OBJECTIVES

The objectives of the Club shall be to provide coaching, association football matches and social activities for its members.

3. STATUS OF RULES

These rules (the Club Rules) form a binding agreement between each member of the Club.

4. RULES AND REGULATIONS

- a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
- b) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.
- c) The Club will also abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

5. CLUB MEMBERSHIP

- a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
- b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Board. Membership shall become effective upon an applicant's name being entered in the Membership register.
- c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register. All applications will be held on file for five years, then archived.
- d) The Football Association and Parent County Association shall be given access to the Membership Register on demand.

6. VOTING RIGHTS

The members (children) of the Club have no voting rights. Voting rights will be allocated to the parents/carers of the members in the ratio of one vote per child who are members of the Club under their care. Those with voting rights will hereinafter be referred to as Voters Appendix E. Each Club Official will also get one vote plus a vote for each child, should they have one, within the Club.

7. ANNUAL MEMBERSHIP FEE

An annual fee payable by each member shall be determined from time to time by the Board. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be refundable. The Board shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

8. RESIGNATION AND EXPULSION

- a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Board of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- b) A member who fails to attend for training for 3 weeks without prior agreement of the Club shall be deemed to have resigned.
- c) The Board shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
- d) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property.

9. THE BOARD

- a) The Board shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary, plus up to 5 other people, elected at an Annual General Meeting (AGM).
- b) Each Club Officer and Board Member shall hold office from the date of appointment until the next AGM, (approximately September each year), unless otherwise resolved at a Special General Meeting (SGM). One person may hold no more than two positions of Club Officer at any time. The Board shall be responsible for the management of all the affairs of the Club. Decisions of the Board shall be made by a simple majority of those attending the Board Meeting. The Chairperson of the Board Meeting shall have a casting vote in the event of a tie. Meetings of the Board shall be chaired by the Chairperson or in their absence the Vice-Chairperson or the Club Secretary. The quorum for the transaction of business of the Board shall be three.
- c) Decisions of the Board of Meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- d) Any member of the Board may call a meeting of the Board by giving not less than 7 days' notice to all members of the Board. The Board shall hold not less than four meetings a year.
- e) An outgoing member of the Board may be re-elected. Any vacancy on the Board, which arises between Annual General Meetings, shall be filled by a member proposed by one and seconded by another of the remaining Board Members and approved by a simple majority of the remaining Board Members.
- f) Save as provided for in the Rules and regulations of the Football Association and the County Association to which the Club is affiliated, the Board shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

10. ANNUAL AND SPECIAL GENERAL MEETINGS

- a) An Annual General Meeting (AGM) shall be held in each year to:
 - i) receive a report of the activities of the Club over the previous year,
 - ii) receive a report of the Club's finances over the previous year;
 - iii) elect the members of the Board and
 - iv) consider any other business.
- b) Nominations for election of people as Club Officers or as members of the Board shall be made in writing by the proposer and seconder, both of whom must be existing Voters of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
- c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five Voters stating the purposes for which the meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- d) The Secretary shall send to each Voter at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

- e) The quorum for a General Meeting shall be to assess development over the past year. See where there is room for improvement over the coming year. Set down goals for the Club's achievements. Review the Health & Safety aspects as and when necessary. Review the finances of the Club and review the fundraising committee.
- f) The Chairperson or in their absence a person elected by the Board shall take the chair. Each Voter present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Board shall have a casting vote.
- g) The Club Secretary, or in their absence, a member of the Board, shall enter Minutes of General Meetings into the Minute Book of the Club.

11. CLUB TEAMS

At its first meeting following each AGM, the Board shall appoint a Club Official to be responsible for each of the Club's football teams. The appointed officials shall be responsible for managing the affairs of the team. The appointed officials shall present to the Football Director at its last meeting prior to an AGM a written report on the activities of the team and pass to the Board for that meeting.

12. CLUB FINANCES

- a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b) The income and assets of the Club (the Club property), shall be applied only in furtherance of the objects of the Club.
- c) The Board shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- d) The Club shall prepare an annual Financial Statement in such form as shall be published by the Football Association from time to time.
- e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Board and entry in the Minute Book shall be conclusive evidence of such a decision.
- f) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Board. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- h) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

13. DISSOLUTION

- a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the Voters present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Board shall be responsible for the winding up of the assets and liabilities of the Club.
- c) Any surplus assets remaining after the discharge of the debts and the liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the

benefit of the game. Alternatively, such assets may be disposed of in such other manner as the Voters of the Club with the consent of the parent Association shall determine.

THIS CONSTITUTION WAS ADOPTED AT A BOARD MEETING HELD AT:

8 Toftdale Green, Lyppard Bourne, Worcester
ON FRIDAY 1st July 2005

THE BOARD:

Signed By:

Chairperson..... Steve Eastwell

Vice Chairperson Sarah Beddoes

Secretary Wendy Bennett

Treasurer Graham Bourne

Club Manager Mitch Giblen