



BIDFORD JUNIORS FOOTBALL CLUB HANDBOOK

The primary purpose of the handbook is to support Managers and Coaches, particularly new ones and provide clear guidance on how the club runs and its principles. It will also help existing and prospective parents, players, coaches, managers and visitors to understand the club's rules, policies and principles and why we do some things the way that we do. It is available and visible for all members and visitors to view on our website. The handbook is subject to change from time to time unlike the "Rules and Constitution" which can only be changed as described in the rules at an AGM or SGM.

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BJFC HISTORY

Welcome to Bidford Juniors FC!

Our local village family club was founded in 2000 by two Dads in the village of Bidford on Avon who believed there was enough interest in forming a local junior team as many children were playing for other neighbouring teams at that time. They were right and very quickly other age-groups joined. The club has continued to thrive since that time and now has more than 120 children playing organised football and many more developing their interest and skills in the lower age-groups. The Club is affiliated to Birmingham FA although has close links with Worcestershire FA as the club has been a member of the local Ambassador Evesham Football League since it's inauguration.

The club prides itself on being an FA Charter Standard club with some of the lowest membership fees in the area. The club colours of Amber and Black have continued since the beginning, but a new club badge was developed in 2017. In 2012, the Club held their first of many annual tournaments for local team with great success and praise. In 2020, the club reached its 20th anniversary through the continued efforts of so many dedicated volunteers on the committee, management and coaching team. The club continues to organise social events outside for football for both children and parents with the aim to create a sense of belonging to the club. Annual presentation days are held where all players are recognised for their efforts during the season and as part of this long service awards are presented to players who have given 5- or 10-years continual service to the club.



BJFC COMMITTEE

Roger Davis – Chair

Russ Beach - Vice Chair

Juliette Haerle – Club Secretary

Alison Field – Child Welfare Officer

Ian Slater - Treasurer

Sarah Fountain – Fundraising Officer

Contact: bidfordjuniors@hotmail.co.uk



CLUB'S PRINCIPLES, ETHOS & RESPECT

BJFC's purpose is to provide football activity in a safe and positive environment where Managers, Coaches and Players should always endeavour to avoid criticism of others and instead provide encouragement in both training and on match days.

The Club is for players aged between 4 (Reception year at school) and 18 years old. The club welcomes children regardless of ability, experience or life difficulties because we believe that the national game should be available for all of those that want to play the game. We encourage all children to reach their true potential in football by applying the FA's four corner model. This model was developed by The FA in order to aid coaches with their planning and delivery of grassroots coaching sessions. The aim is to encourage coaches to break down their sessions more intricately and consider the impacts their coaching has on the players they work with.



Technical – Football skills 'on the ball'; control, passing, dribbling, shooting etc.

Psychological – Mental attributes; decision making, enjoyment, spatial awareness etc.

Physical – Movement within the game; sprinting, turning, jumping, acceleration, agility etc.

Social – Interactions with other participants; communication, teamwork, friendship etc.

The Club firmly believes in the FA's **RESPECT CODE OF CONDUCT** for all Managers, Coaches, Players and Parents. Every Player and Parent is issued a copy of the code of conduct on an annual basis as part of the club registration process. Copies of the Player and Parent Code of conduct are shown on the following pages



Respect Code of Conduct



Young Players

We all have a responsibility to promote high standards of behaviour in the game.

As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play to the best of my ability
- Play fairly - I won't cheat, complain or waste time
- Respect my team-mates, the other team, the referee or my coach/manager
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at 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.



Respect Code of Conduct



Spectators and Parents/Carers

We all have a responsibility to promote high standards of behaviour in the game

This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything.

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

I will:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- 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
- Avoid criticising a player for making a mistake - mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

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

I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or County FA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have 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.



FOOTBALL FORMATS

Youth leagues provide organised football for young people to play the game, learn, develop and enjoy their football.

The FA's recent Youth Development Review; considered feedback from leagues, volunteers and children across the country and resulted in two main proposals affecting grassroots football; the player pathway and competition strategy. The player pathway will see a journey for young people from a 5v5 match format through 7v7 and 9v9 to the adult orientated 11 a side format that builds and progresses their learning and development as they enjoy

- ✓ More touches of the ball to develop technique
- ✓ More dribbling opportunities and 1v1s. More shots and more opportunities to score goals
- ✓ More involvement in the game and decision-making opportunities
- ✓ More enjoyment through playing football.

| Age Group | U5/U6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 18 |
|------------------------------------|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| School Year | Recep / 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12&13 |
| Rules | Fun | FA Mini | FA Mini | FA Mini | FA Mini | FA 9X9 | FA 9X9 | FA | FA | FA | FA | FA |
| League & Cup Competitions | None | None | Cup & | Cup & | Cup & | Cup & | Cup | Cup | Cup | Cup | Cup | Cup |
| Number of Players | N/A | 5 v 5 | 5 v 5 | 7 v 7 | 7 v 7 | 9 v 9 | 9 v 9 | 11 v 11 | 11 v 11 | 11 v 11 | 11 v 11 | 11 v 11 |
| Substitutes Per Game | N/A | 5 | 5 | 7 | 7 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Rolling Subs | N/A | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Mixed (boys and girls) | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | NO | NO |
| Pitch Sizes (yards) recommended | N/A | 40 x 30 | 40 x 30 | 60 x 40 | 60x40 | 80 x 50 | 80 x 50 | 90x60 | 90x60 | 100x60 | 100x60 | 110x70 |
| Penalty Area Size (yards) | N/A | 16 x 9 | 16 x 9 | 18x10 | 18x10 | 32x13 | | 35x13 | 44x18 | 44x18 | 44x18 | 44x18 |
| Penalty Spot | N/A | 7 | 7 | 8 | 8 | 9 | 9 | 10 | 12 | 12 | 12 | 12 |
| Goal Size (feet) recommended | N/A | 12 x 6 | 12 x 6 | 12 x 6 | 12 x 6 | 16 x 7 | 16 x 7 | 21 x 7 | 21 x 7 | 24 x 8 | 24 x 8 | 24 x 8 |
| Ball Size | 3 | 3 | 3 | 3 | 4 | 4 | 4 | 4 | 4 | 5 | 5 | 5 |
| Off Side applies | no | no | no | no | no | yes | yes | yes | yes | yes | yes | yes |
| Photos | no | no | no | no | no | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Copy Birth Certificates | no | no | no | no | no | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Max Registered Players | N/A | 10 | 10 | 14 | 14 | 18 | 18 | 20 | 20 | 20 | 20 | 20 |
| Match Duration (minutes each half) | N/A | 20 | 20 | 25 | 25 | 30 | 30 | 35 | 35 | 40 | 40 | 45 |

BJFC supports the FA's Youth Development proposals on competition strategy with formats that are considered to best support young player development and enjoyment. Following the FA's research including focus groups with young people it was found that the adult orientated "one season long competition" did not support young player development and enjoyment so a new child-friendly approach has been developed that builds competition as players get older with shorter mini leagues or competitions. Under 7s to Under 11s will have no league tables published. From the Under 12's upwards league tables are published.

This new approach away from "non-competitive" matches dismisses the notion that there is such a thing as "non-competitive" football. In every child's match, even with U7s, the two teams want to try their best to win. However, a "win at all costs" mentality is not supported at BJFC. Instead we seek to provide a positive environment that encourages children to develop their football without the result being the most important factor.



AGE GROUP & TEAM STRUCTURES

Age Group Structures

BJFC use the following definitions to help define structures within age groups;

- Age Group; Under8's or Under12's are age groups.
- Team; Players grouped together within an age group e.g. BJFC Under13's Spitfires is a team.

A team would have at least one Manager or Coach with the appropriate FA Level 1 qualification. In age groups where numbers grow sufficiently there will be multiple teams. BJFC aim is to have as many teams as possible and sustainable at each age group.

Team Sizes – 5v5. Children play the 5v5 format at Under7's and Under8's. A 5v5 team needs a minimum of six regular and committed players. The ideal number per team is 7/8 and max squad size 10

Team Sizes – 7v7. Children play the 7v7 format at Under9's and Under10's. A 7v7 team needs a minimum of eight regular and committed players. The ideal number per team is 9/10 and max squad size 14

Team Sizes – 9v9. Children play the 9v9 format at Under11's and Under12's. A 9v9 team needs a minimum of ten regular and committed players. The ideal number per team is 11/12 and max squad size 18

Team Sizes – 11v11. Players play the 11 a side format from Under13's. An 11 a side team needs a minimum of twelve regular and committed players. The ideal number per team is 13/14 and max squad size 20

TEAM MANAGEMENT AND COACHING STRUCTURE

The Club has produced a simple 10 Point Plan for Managers to help them understand their key responsibilities. This is detailed below.

Managers 10-point plan

1. Basic requirement of DBS, Safeguarding, First Aid and desire to complete FA Level 1
2. Ensure membership forms are fully completed, ID checked and fees are in on time and keep own record of contacts
3. Commitment & communication - Liaise with committee & parents via email, text, Teamer, WhatsApp, Facebook pages
4. Organisation - Mark pitches, check for dog dirt, goals up, respect barrier, bibs for subs and have relevant equipment ready
5. Collect subs and complete register, pay referee then hand in remainder of subs regularly when asked by treasurer
6. RESPECT the collective responsibility of everyone involved in football to create a fair, safe and enjoyable environment in which the game can take place
7. Honesty & Integrity – always set an example to players and parents
8. Inspire & Motivate players to develop and perform
9. Enthusiasm, enjoyment & encouragement – be positive in everything that you do
10. Development - Awareness of the needs of every team member and how they are motivated. A good manager should be able to judge when to use a firm approach and when words of encouragement are a better call



BJFC will strive to achieve the following structure with every age group;

Age Group Leader for U6/U7 will preferably be over 18 but must be aged over 16 and then have a responsible Adult present.

Age Group leader, coaches and parent helpers for U8-U18 (Must be over 18)

Ideally the Age Group Leader / Team manager must have all in date qualifications including the. If the Team Manager does not have this qualification, then in certain instances allowance will be made for a coach within that team to have the FA Level1 qualification at the Club's discretion.

Team Managers and Coaches are assigned to a specific team and will manage and coach the team on match days and training sessions. They will be responsible for selection and tactics on match days and ensuring that every player receives reasonable pitch time. They are responsible for ensuring that the environment is safe and equipment (including medical kit) is up to date.

A parent helper is someone who regularly helps or assists when the normal Coach is unavailable and who is known to the club and confirmed as having an in-date FA accepted CRC and an in-date FAs Safeguarding Children qualification.

PLEASE NOTE NO ONE IS PERMITTED TO ASSIST IN THE COACHING OR MANAGING OF A TEAM OR GROUP OF PLAYERS AT ANY TIME WHO IS NOT CONFIRMED BY THE CLUB'S CWO AS BEING APPROPRIATELY QUALIFIED TO DO SO (SEE QUALIFICATION SECTION OF HANDBOOK).

COACHES, MANAGERS & VOLUNTEER QUALIFICATIONS

The DBS CRC (DBS = Disclosure and Barring Service. CRC = Criminal Record Check).

All members (16+) who hold a position where they offer instruction or guidance to a child as a Manager or a Coach or an occasional Helper **MUST** hold an in-date FA Accepted CRC. This is now An FA requirement for all grassroots youth football clubs and a requirement to maintain BJFC charter standard status. BJFC fund the cost of the CRC.

A CRC is valid for three years after which it must be renewed. The CRC process is an online process that requires ID verification. The BJFC CWO (Club Welfare Officer) will instruct how to complete their CRC and the club will offer that person a reasonable deadline to complete the online process and conduct the ID verification with the CWO.

EVERY MEMBER BEING A MANAGER, COACH OR A HELPER **MUST** HOLD A VALID IN-DATE FA ACCEPTED CRC. ANY PERSON WHO ALLOWS THEIR CRC TO EXPIRE (AFTER 3 YEARS) **MUST NOT** ENGAGE IN ANY CLUB ROLE UNTIL THE CRC PROCESS IS COMPLETE. IF ANY TEAM DOES NOT HAVE A COACH WITH A CURRENT IN DATE FA ACCEPTED CRC THIS WILL RESULT IN THE TEAM BEING SUSPENDED BY THE FA. IT IS THE RESPONSIBILITY OF THE MANAGER OR COACH TO ENSURE THAT THE PROCESS IS COMPLETE. ALL TEAM COACHES WHO DOES NOT COMPLETE THE CRC PROCESS ON TIME WILL BE ASKED TO STOP ALL ACTIVITIES WITH BJFC CHILDREN UNTIL THE CRC IS CONFIRMED BY THE FA AS COMPLETE.

Upon successful completion of an initial CRC check a Coach is issued with a FAN (FA Number) which enables that person to book FA courses.



FA Level 1 Certificate in Football Coaching

A Coach having been DBS checked will be issued with a FAN and can then be booked onto the FA level 1 Course. The course is a total of 32 hours. The exact course structure depends on the provider, but many are either run over four full days on two (often consecutive) weekends or have short evening weekday sessions combined with whole day sessions at the weekend. Modules include "Emergency Aid" and "Safeguarding Children" both of which deliver a separate certificate valid for three years.

BJFC will pay for the FA Level 1 course after the Coach confirms dates that they are available. Anyone who does not pass their FA Level 1 course or who leaves within 1 year of passing will be expected to return pro-rata costs of the course. BJFC require at least 1 Level 1 coach with each individual team.

Emergency First Aid

Certificates are normally achieved initially at the FA Level 1 course and are then renewed after three years with a course lasting three hours on a weekday evening.

BJFC REQUIRE COACHES TO HAVE AN IN-DATE FA EMERGENCY AID QUALIFICATION. BJFC REQUIRE AT LEAST ONE TEAM COACH WITH AN IN DATE VALID FA EMERGENCY AID QUALIFICATION WITH EACH INDIVIDUAL TEAM. HOWEVER, IN THE INTERESTS OF CHILDREN'S SAFETY ALL COACHES SHOULD ENDEAVOUR TO COMPLETE THE EMERGENCY FIRST AID COURSE

AN IN DATE VALID WORK BASED QUALIFICATION MAY BE ACCEPTED BY THE FA. THIS REQUIRES EVIDENCE OF THE WORK BASED QUALIFICATION TO BE EMAILED TO THE FA AND CONFIRMATION THAT THE COACH HAS READ THE FA BRIDGING DOCUMENT.

Safeguarding Children

Certificates are normally achieved initially at the FA Level 1 course and are then renewed after three years with an online module that takes about three hours and can be completed in one's own time.

BJFC REQUIRE COACHES TO HAVE AN IN-DATE FA SAFEGUARDING CHILDREN QUALIFICATION. IF THE COACH OR MANAGER ALLOWS THEIR FA SAFEGUARDING CHILDREN QUALIFICATION TO EXPIRE THAT PERSON WILL BE SUSPENDED.

CPD (Continuous Professional Development)

BJFC encourages Coaches to improve and develop. To that aim the club will seek to support its Coaches to further develop and gain more qualifications especially FA Level 2 coaching certificate. Where funds allow and subject to committee approval the club will normally pay 100% of fees for a Coach to gain further qualifications. BJFC may ask the Coach to remain coaching at BJFC for a minimum of one year following the financial support and recoup any support should the Coach leave within 12 months.



PLAYER RECRUITMENT

The club will always seek to recruit more players and grow all squads up the max squad level and if there are managers and coaches available to coach them effectively. This is because with more players the club can offer more teams within an age group and align players to a team that is best suited to their capability, experience and development needs.

To recruit players BJFC will use a variety of methods including:

Encouraging word of mouth amongst parents

Online media e.g. Facebook

Paper media e.g. Mercury

Advertising the club to children at school especially in reception and Year 1

Giving out details at club events e.g. soccer schools and schools tournament

TEAM SIZES

As a club that seeks to grow teams there will naturally be times when teams get large before, they reach enough players to create an additional team. Large teams will mean less pitch - time for all players until enough players arrive to create the additional team which will then result in two lean teams with lots more pitch time. We ask that parents and players understand and accept the club position on player recruitment and squad sizes and support Managers and Coaches with large teams.

The club will continue to grow squad sizes to ensure enough players for when the squad progress to the next format e.g. we may have an Under8s 5v5 team with six players registered and everyone happy because all six get plenty of game time. However, the club will want to attract more players to that squad because as they progress to 7-a-side at Under9s then six players is not enough players and there will be no team. So, the club will want to grow the U8s team to at least nine players so that it can sustain 7v7 football and progress seamlessly to the new format where nine players are ideal. This player recruitment approach will continue at every age group to avoid having to fold a team because we do not have enough players for a new format.

PLAYER SELECTION & MOVEMENT

Where the Club has more than one team within an age group the Club does not operate 'A' or 'B' teams. New players will join a team that has the better opportunities to meet the needs of both the Club and the player.

Each Age Group Manager will make the ultimate decision on player selection and make the selection criteria clear to all players and parents of players when they join the team. Some players may join and play in friendly games only whilst they develop their abilities. Other players may play in competitive and friendly games.

Within squads, each player will always have the opportunity for match day game time. The League and Club suggest that for players selected to play in competitive matches that they play at least 50% of the game.



MATCHDAY GUIDELINES

The Team manager or designated Team Coordinator is responsible for communicating match details to the opposition and referee (this is known as confirming the fixture) and for communicating the details to the parents of the children playing so they know where to be and what time etc.

Confirming a fixture with the opposition should always be done by Tuesday evening by phone, text or email. Confirmation of venue and meet time to parents can be done either via email, text, WhatsApp or utilising one of the free online tools such as "teamer.net" requesting confirmation that the player is available.

PLEASE CONFIRM AVAILABILITY OF YOUR CHILD AS SOON AS YOU RECEIVE A REQUEST TO DO SO – FAILURE TO DO THAT MAY RESULT IN THE MATCH BEING CANCELLED FOR ALL PLAYERS.

On the match day itself Children are expected to arrive on time with the appropriate clothing and footwear and a still drink. Parents are expected to support pre-match tasks by erecting the respect barrier, helping to make the area safe and if necessary, erecting goals and corner flags. Parents should help by putting away match day items too and collecting and disposing any rubbish.

Managers and Coaches are expected to be well prepared with a warmup routine, a selection plan and a plan to ensure all players get a reasonable amount of game time.

During the game spectators are expected to watch from one side of the pitch behind the respect barrier. No one is permitted to watch from behind the goal (FA directive). BJFC have invested in respect barriers for all facilities used by the club and expect every team to use them.

Coaches and players are positioned on the opposite side of the pitch. Parents of young players should remain behind the respect barrier although of course if there is an issue or a child is injured the parent will be asked to assist on the Coaches side of the pitch or even on the pitch itself.

PARENTAL SUPPORT

BJFC Coaches can coach so much more effectively if parents help and support them. Indeed, our most successful sides are the sides where parents respect and help the Coaches so that our volunteer Coaches can coach rather than do simple chores that parents can do instead. Here is a list of some things parents can do to help their child's team;

- Ensure children are on time and are well prepared with water, kit and tied laces
- Make sure the surface is safe, fill in any holes and clear any animal faeces
- Put up / put away goalposts and corner flags and the Respect barrier
- Help take match day subs
- Take responsibility for the team's team match report paperwork
- Volunteer to help in the Pavillion makes refreshments to help fund the club



There are also key times in the football season where Parental and Player support to volunteer is required in order to ensure an effective club for the benefit of all Players. Examples may be volunteering at the Club Tournament Day or volunteering at the Club Presentation Day.

PARENT MEETINGS

It is highly recommended that Managers hold a parent meeting each year. A parents meeting enables the Managers and Coaches to communicate their plans for the year and their expectations of the children and their parents. The parents meeting can be as formal or informal as necessary.

KIT AND EQUIPMENT

Kit is defined as playing kit (shirts, shorts, and socks), jackets, tracksuits, rain jackets, bags. Equipment is defined as any equipment sourced by BJFC for use during BJFC activity and could be training equipment, balls, discs, bibs, trophies, corner flags, goals, line marking equipment, line marker, tactics board, equipment bags, respect barriers. The list is not exhaustive - if in doubt please check with Kit the BJFC Kit Manager.

All BJFC kit and equipment provided is the property of BJFC and not the player or coach and in the event of the member leaving the kit must be returned immediately. Kit and/or equipment must always be ordered via the Kit Manager using the Kit & Equipment Request Form. No other individual is permitted to order BJFC kit without written confirmation from a member of the management committee or the Kit Manager. This single channel of procurement ensures:

1. New kit is correct using the club's colours, brands and suppliers.
2. Existing stocks are utilised to ensure money is not wasted on new stock when existing stocks exist.
3. The club uses its total purchasing volumes to get the best deal.

General Principles

- Bidford Juniors Football Club's money should spent as it were your own
- If purchases have not been purchased in line with the Delegated Authority limits detailed below there is no guarantee that the money will be refunded.
- Refunds will only be paid if an invoice, receipt or equivalent can be provided – FA CRB's excluded.

Delegated Authority

| Amount | Authoriser |
|--------------|---|
| £0 - £30 | Managers & Operational Committee Members |
| £31 - £2,500 | Treasurer or two Committee members' if Treasurer is unavailable |
| £2,500 + | The Committee by majority |

Coach's kit

The Club will pay for Coaches Shirt, shorts and socks who have completed their FA Level 1 Coaching certificate or maintained their coaching position within the club for 12 months. The club will reimburse kit costs to coaches who



buy the kit themselves after 12 months of service. The Coach can individually purchase a training jacket through the club. The Coaches initials will be on the shirt.

BJFC Kit & Equipment Request Form

All new kit requests should be completed on the New Kit request form a copy of which is available from the Kit Manager

SPONSORSHIP POLICY

BJFC has a several sponsorship option as detailed below.

Sponsoring a Match Kit

Benefits

- The Sponsors company logo on the front of the match kit for a minimum of **2** years
- Complementary half page advert in any programmes and newsletters produced by the Club
- Photo of team in Match Kit with Sponsor's logo on
- Positive contribution to the local community

Cost

- U7 - U11 Age Groups - £700.00
- U12-U18 Age Groups - £800.00

Other Information

- Cost covers the cost of procuring the initial kit (including your logo) and covers any replacements that may be needed throughout the life of the kit.
- Payments must be made to the club before the order is placed (usually in July prior to season start). The Club Treasurer can provide a receipt of payment should it be required.
- It is for the individual manager to maintain the relationship with the sponsor

Other Sponsorship Options

Match Kit Contribution – If a Sponsor does not want to pay the full amount but would like to contribute to the match kit this is possible without being entitled to the benefits listed above.

Training Kits – If a Sponsor wants to pay for the training kit of a squad this is possible to do so and add the Sponsors logo. If this option is chosen, it is up to the manager to decide the appropriate amount of sponsorship and parent's contribution to cover the total kit cost. As a guide, the sponsors money should be at least 70% of the total cost of the training kit and the manager should gain agreement from the parents on their payment prior to ordering the kit.

Sponsoring Events – Bidford Juniors Football Club run several events throughout the year and offers a variety of sponsorship packages to suit any budget.



Sponsorship Payment

All Sponsorship money for match kit, training kit, other kit or events should be paid to Bidford Juniors FC. Bank Account BACS details are available on request. It is essential sponsorship money is paid into the club and not directly to the kit supplier.

REFEREES

BJFC will seek to use referees for all competitive and development matches. If referees are allocated by the league or the County FA then teams should use the referee allocated and pay the referee at the prevailing rate as instructed by the league or cup rules.

General Principles

- It is the manager's responsibility to collect the match fees from each player each game
- It is the manager's responsibility to arrange for a referee for their home games.
- It is the manager's responsibility to record and maintain accurate records of the monies collected and paid in relation to match fees and referee fees paid.
- The manager should send this record to the Treasurer as per their request to enable the accounts to remain up to date.
- Referees should be paid prior to the match where possible
- The fees below are all-inclusive and mileage allowance cannot be claimed. The costs above will be shared between home and away clubs.
- Referees should be paid prior to the match commencing in line with League guidelines below:
 - 5 v 5 & 7 v 7 Mini Soccer U8-U10 £16
 - 9 v 9 U11-U12 £22
 - 11 v 11 U13-U18 £28
 - Assistant referees (where appointed) £12

Unqualified volunteers and club linesmen / assistant referees are not paid by BJFC. BJFC will support young referees who are playing members of the club by paying 50% of the cost of their referee course. This will be paid subject to club funds allowing and the candidate proving that they have attended the course.

LEAVING CHILDREN WITHOUT PARENTAL SUPERVISION

BJFC would prefer that all parents remain at training and matches with their children especially younger age groups. However, we understand that from time to time parents may have to leave children at a training session or match and the club expects the parent to inform a Coach and confirm which of the remaining adults is responsible for their child. Parents should not expect a Coach to be responsible for their child beyond the normal context of delivering a safe football training session.

It is important to note that BJFC Managers and Coaches are encouraged not to transport other children (besides their own) in their vehicles if they are the only other person in the vehicle. This is considered best practice in many organisations that deliver children's activities.



DISRUPTIVE CHILDREN

The Club is a youth football club where we expect everyone to be respectful. It is essential that children attending training and matches are respectful and follow the club's code of conduct.

All children and parents should recognise that Coaches are volunteers attempting to develop young people with organised and structured matches and sessions to enable young players to progress and reach their true potential in a positive and safe environment. A child who is disruptive will make it difficult for the volunteer to achieve a positive safe environment that supports player development.

The Coach may deal with a disruptive child using the following process:

1. A child displaying disruptive behaviour will be excluded from activity for a period (e.g. 5, 10, 15 minutes).
2. Once the player has re-joined the activity if behaviour is still disruptive the Coach will exclude the player from the rest of the activity. The Coach may then request that the child's parent takes the child away from the activity completely.
3. If a child is consistently disruptive the Coach should consult with the parent with a view to improving the child's behaviour and if after consultation with the child's parent the child is still disruptive the Coach should seek a meeting with the child's parent and the Club Welfare Officer. Depending on advice from the CWO the child may or may not be invited to attend this meeting. The meeting with the CWO will seek to resolve the consistent disruptive behaviour however at this meeting the CWO and the Coach have the power to apply a suspension or expulsion from BJFC which will be confirmed in writing.

BULLYING

BJFC has a zero tolerance to bullying and any member seen to be bullying will be subject to the club's complaint procedure and liable to be suspended or expelled. If a member is being bullied or teased outside of BJFC activities by another BJFC member parents should report it to the Manager for the team so that they are aware of potential issues.

PLAYING UP

The club do not permit 'playing up' unless there are exceptional circumstances and playing up permission is confirmed in writing by the management committee. Exceptional circumstances are defined as one or more of the following as long as playing up complies with the FA and league rules:

- There is no squad available for an age group. In this instance players of that age group will be permitted to 'play up' a year until BJFC has a squad available for the player's age group. The player will then play in the correct age group.
- League rules mean that no child can play competitive league football until U12. This means that an U11 or younger child cannot play up to U12
- At U18 league age group where Year 12 and 13 boys can play within the same team.



The Club apply this principle and clear rules on “playing up” so that all members understand the club position on the subject because the subject of “playing up” has the potential to cause many issues that result in the club committee having to deal with disputes rather than club development and it is felt that a clear and strict policy is the best position to adopt.

TALENTED PLAYERS

Whilst BJFC welcome players of all abilities we also recognise talented players. BJFC Coaches should identify talented players and discuss their further development with parents. This could mean suggesting one of the following

- Extra specific position coaching (e.g. goalkeeper).
- Trialling or training with a club that has an academy or centre of excellence.
- Playing in a more appropriate league pool with another team or different higher league (e.g. Midland Junior Premier League - MJPL)

WINNING VERSUS DEVELOPMENT

The club encourages a player and team development approach and does not support “win at all cost” tactics and practices. This development approach means that the club value all players equally regardless of ability and give all players opportunity to develop. A less advanced player will never develop and get as advanced as some more talented players if they are not given enough focus at training or time in matches. The development approach also means that the score is not the most important thing. The “final result of the match” is an adult orientated view of football not always shared by children. This is why BJFC Coaches particularly in the mini soccer section where results are not recorded or published will focus children away from the result of the game and more onto the way they are playing or developing or their effort to do what they have learned. When we focus solely on the result the child will too and if the result has not gone for them, but they have had a great game the child will naturally feel that they have let down their coach and parents despite having a great game

PARENTS COACHING FROM THE SIDE-LINES

BJFC respectfully ask that parents do not coach the children. The main reason for this is that we know from FA research and feedback from children that they simply find it too confusing.

FACILITIES

BJFC use numerous facilities in and around Bidford. All club members and parents are responsible for ensuring that facilities are used and left in a way that is reasonable and considerate towards the owner of the facility and other users.

The Club plays home games at Dugdale Avenue and The Big Meadow.



At **Dugdale Avenue** there is a container storing the goals and kit used at that location as well as a line marker. There is no water so water should be taken in order to mix line marking paint. There are also no toilet facilities at Dugdale with nearest ones being at Broom Hall Inn further up Victoria Road or in the village centre. Dugdale gate is opened by The Parish Council Clerk. Prior notice should be given to her by the Team Manager to open the gate for training and match day purposes.

At the **Big Meadow**, the pavilion has full facilities and is owned by the Bidford Sports Association (BSA) a combination of Bidford Juniors and The Bidford Cricket Club. The facility also has a container for storage of goals and line markers.

Line Marking

Line marker fluid, available from the Kit Manager, must be used sparingly, if refreshing existing visible lines, the dilution ratio should be about one-part marker to 6 of water. NOT LEAVE MARKER FLUID IN THE LINE MARKER - ALWAYS EMPTY IT ONCE FINISHED. Measurement equipment and lines are available in the Big Meadow pavilion.

ONLINE SOCIAL MEDIA

BJFC are developing their website and have Facebook page and encourage members to view, like and subscribe to these. BJFC gain permission that photographs of playing members can be used in BJFC media during the registration process. Any individual members posting photographs of BJFC members on social media should have the express permission of the member's parents.

BJFC strongly advise all members to be careful of what references are made to BJFC on social media and ask ALL members to refrain from making any comments that may bring the club into disrepute including negative comments about the club, opposition or officials. A member bringing the club into disrepute on social media may be subject to the suspension or expulsion.

FUNDRAISING

Fundraising is an important aspect of BJFC income. It supplements membership fees and enables the club to renew equipment, pay for facilities and fund qualifications and courses. Fundraising monies and efforts can be evidenced by grant providers on the club's financial statements, so they also support the club's grant applications.

Fundraising monies are not normally used to purchase kit and clothing – these items are normally funded by sponsorship. Fundraising monies will only be used to fund kit and clothing once the club are convinced that all efforts to secure sponsorship within the team have been completely exhausted.

All fundraising activities that are organised to support BJFC must be approved by the management committee and all monies from fundraising activity must be provided to the Club Treasurer to be deposited in the BJFC account. If fundraising activity has been organised for a specific purpose, then the funds raised can be ring fenced by agreement with the Treasurer.

As a general principle teams and squads that organise, and support fundraising events are more likely to be supported by the club when requesting reasonable levels of financial support. Teams and squads that do not support the club's efforts are less likely to benefit from club funds.



TOURNAMENTS

BJFC will fund the cost of entry fees for BJFC squads entering external tournaments. Each squad will be allowed to claim back the cost of one tournament fee. Please note it is down to the Team Manager to decide how many (if any) tournaments the team enter. Squads can enter more than one tournament, but the Club will not fund the costs of those

Bidford Juniors Tournament

This is the club's biggest fundraising event. Normally the tournament is for U7-U12 age groups but may be extended to other age groups. All age groups are expected to support the tournament on the day whether their child is playing or not by supporting many tasks or rotas including car-parking, entry gate, stalls and activities.

END OF SEASON PRESENTATIONS

At the end of each season BJFC will host team presentations. The presentations are an important fabric of the club to recognise the efforts of the children during the season. All players and members are expected to fully support the presentations. BJFC will provide a member's trophy for every playing member for U8 to U18. A medal will be provided to U7, U6 & U5 age groups. In addition to member trophies each team will receive trophies to make special awards for the following:

- ✓ Players Player of The Year - voted for by the players
- ✓ Managers Player of The Year - decided by Managers and Coaches
- ✓ Most Improved Player of The Year - decided on by Managers and Coaches or voted on by players and / or parents

The club do not fund additional trophies. It is recommended that Managers do not add further awards and trophies but if these are then these are at the Manager's cost.

MEMBER FEES

Member fees are decided by the committee at either the AGM or an SGM. Revenue from membership fees enables the club to operate and run a community youth football club paying for equipment, playing and training facility hire, coaches kit, insurance, league and county FA affiliations, referees, member trophies, website, coaching qualifications, and many more elements. It is important to note that the fee is payable to become a member of BJFC and in return BJFC provide football activities on a regular basis during September to May defined as a planned weekly training session.

Members must recognise that events beyond BJFC control (e.g. weather, coaches' availability, league structures) may affect the number of training sessions and matches that BJFC can deliver. BJFC do not provide any refund mechanism in these events.

New prospective members are welcome to attend up to three training sessions before they pay a fee in order to consider joining BJFC. The period that the membership fee covers is a full year.



Annual Subscriptions – Club Membership without League Registration

- Members are available to be selected to play for Bidford Juniors Football Club in friendly games only

| Age Group | Annual Subscription |
|-----------|---------------------|
| U5-U6 | £40 |
| U7 | £75 |
| U8 - U16 | £80 |

Annual Subscriptions – Full Membership including AEFL league registration

- Members are available to be selected to play for Bidford Juniors Football Club in both friendly and league affiliated games

| | |
|----------|------|
| U8 - U16 | £100 |
|----------|------|

- The fees above are for the 1st child, subsequent children receive a discount of £20 per child per year
- The full year subscription runs from July to June
- Annual subscriptions will be reviewed annually at agreed at the annual AGM
- Subscriptions are payable on the 1st July prior to the beginning of the season.
- In the situation where a player requests not to pay in a lump sum, the manager’s role is to represent the player and circumstances to the committee (via email or text). The committee are the only persons with the authority to approve a change in payments
- An additional £20 discount is applied for children whose parent / guardian is either:
 - o an active coach at BJFC who also obtains a FA Level 1 Coaching Certificate or
 - o is a committee member of BJFC

DATA PROTECTION

Club Privacy and Data Protection Notice

Bidford Juniors Football Club (Club) ("we", "our", "us") take your privacy very seriously. This Privacy and Data Protection Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We will take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members. You provide information about yourself when you register with the Club, and by filling in forms at an event, or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with



the explicit consent of the participant or, if applicable, the participant’s parent or guardian. Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.

Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided. The reason we need participants’ and members’ personal data is to be able to run the football club and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for. We have set out in the table below, a description of the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

| Purpose/ Processing Activity | Lawful Basis for processing under Article 6 of the GDPR. |
|--|--|
| Processing membership forms and payments/ subs | Performance of a contract |
| Organising matches | Performance of a contract |
| Sending out match or Club information and updates | Performance of a contract |
| Sharing data with coaches, managers or officials to run training sessions or enter events | Performance of a contract |
| Sharing data with leagues we are in membership of, county associations and other competition providers for entry in events | Performance of a contract |
| Sharing data with committee members to provide information about club activities, membership renewals or invitation to social events | The Club has a legitimate interest to maintain member and participant correspondence for club community purposes. |
| Sharing data with third party service or facility providers | The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Club, participants and its members. |
| Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority | The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants and its members. |
| Publishing match and league results | Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with written consent of parent/guardian |



| | |
|---|--|
| Sending out marketing information such as newsletters and information about promotions and offers from sponsors | Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent. |
| To ensure we understand possible health risks | Consent. We will only process details on your medical history with your consent. |

Who we share your personal data with

When you become a member of the Club, your information will be entered onto the ‘Whole Game System’ database, which is administered by the FA. We also pass your information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club’s data processing may require your personal data to be transferred outside of the UK (for example if a Club trip abroad was organised). Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data 2 months after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on Whole Game System is subject to their privacy policy so we advise you review that policy together with this notice. If you would like your personal data to be deleted from Whole Game System then please contact them.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK’s data protection supervisory authority, the Information Commissioner’s Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data. If you have any questions about this Privacy Notice then please contact Club Secretary.



| Reason for update | Issue | Initials | Date |
|-------------------|-------|----------|------------|
| Initial Issue | 1 | DH | 24/06/2020 |
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