



# HANDBOOK 2022/23



For All

PLAY  
SAFE

In partnership with

NSPCC



ACCREDITED  
CLUB ★ ★  
PART OF ENGLAND FOOTBALL



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## Our Philosophy

### Our Values

- To offer a fun, safe and friendly football environment, for **ALL Children of ALL Abilities**.

### Our Vision

- It's not about winning at any cost.
- We want our players to enjoy their experience at the club and stay throughout their development.
- To help shape the future of the children under our care, whilst playing football.

### Our Playing Philosophy

- All players should be given equal playing opportunity throughout the season.
- No player should be pigeon-holed into a position at mini-soccer level.
- Players should be given the time to learn and develop, without worrying about making a mistake.
- Always remember to be humble in victory and gracious in defeat.



## Trinity FC Policy for Club Officials

Effective September 2022

**All Club Officials, Players, Parents and Spectators are subject to the Rules, Regulations, Policies and Codes of Conduct of the Football Association, Football Leagues and Trinity FC.**

### Club Officials Statement

All members who agree to being a Club Official, agree to be bound by and abide by:

1. Trinity FC Rules and Constitution
2. Trinity FC Codes of Conduct
3. Trinity FC Policy for Club Officials

### Code of Conduct

Our code of conduct is published on the website - <https://trinityfc.com/codes-of-conduct>

### Club Rules

Our club rules are published on the website - <https://trinityfc.com/club-rules>

### Club Committees

The day to day running of the Club, Disciplinary Hearings and Forward Planning for the club is dealt with by members of the Management Committee, comprising of Club Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer, Child Welfare Officer, Development Officer, Registration Secretary and Kit Officer. Other members may be appointed to the Committee with agreement of existing Committee members. Managers are part of the General Committee of the Club.

### Correspondence

**All** correspondence with the Leagues, Essex County Football Association or Referee Secretary must be via the Club Secretary. League and County rules only allow and recognize the Secretary as the official channel for correspondence. Correspondence other than through the Club Secretary will leave the club open to discipline proceedings.

### Child Welfare

Trinity FC complies with the FA Child Protection Policy and has an appointed Child Welfare Officer if you have any concerns or need any advice.

### Enhanced DBS Checks (Previously CRC)

The FA requires all Managers, Coaches, Club Officials and any other persons that the Club deems appropriate, who, within the Club, have involvement with any child under the age of 18, to have an Enhanced DBS Check. See Trinity FC's Child Welfare Officer for further details.

### References

For any new Trinity Official, the Club will require details of two people who will supply references to the Club Welfare Officer. The references will remain confidential.

### Courses / Qualifications

**FA Safeguarding Children Course and Introduction to First Aid in Football** is the minimum requirement necessary for all managers, coaches, club officials, parent helpers and any other person the club deems appropriate. These two courses will be paid for by Trinity FC.



**Introduction to Coaching Football (Previously FA Level 1 in Coaching Football)** - The FA requires that at least one official from each team takes this course; this is paid for by Trinity FC providing the manager remains with the club for two years after qualifying. Trinity FC encourages all coaching personnel to complete the Introduction to Coaching Football - funding for this must come from either the individual and/or from team funds. However, if the official is completing their FA Safeguarding Children Course and Introduction to First Aid in Football as part of their Introduction to Coaching Football, then the club will pay the cost of that part of the course.

**Other FA Courses** – Trinity FC may consider paying for, or contributing to, the cost of other FA Qualifications/Courses, providing request is made to the Management Committee prior to commencement.

**Development Days** – From time-to-time Trinity FC will run Development Days, participation and payment for this is solely down to the individual.

**For any course paid for by Trinity FC, should the Club Official leave the club within two seasons of completion, a pro rata reimbursement will be payable to Trinity FC.**

### Team Kit

A home (main) kit and potentially an away (alternative) kit will be provided by the club; it should be noted that these stay the property of the club. Refer to Kit Policy Document available on Club website.

### First Aid Kit

A first aid kit is supplied to every team; it is the manager's responsibility to ensure the kit is taken to every match and training session. Please contact Kit Liaison Officer for requirements including top ups.

### Equipment

New teams starting up will be provided with basic training equipment. Established teams are expected to purchase further equipment from their own team funds.

### Training Fees and Teams Own Monies

It is up to each manager to decide whether or not to charge their players training fees and, if so, how much per training session. These amounts 'belong' to the respective team, **not** to Trinity FC. It is each manager's responsibility to record and account for their training fees, or any other form of independent fund raising and related expenditure. **Such records shall be presented to any persons with due cause to.** As an example, most teams collect between a range of £5-£10 a month.

### Contracts

Any proposed contracts in Trinity FC's name must be presented to the Management Committee for approval. To become valid such contracts must be signed by two of the following Trinity FC Officers, Chairman, Secretary, Treasurer. Trinity FC will not be liable for any unauthorised contracts and **no** club monies will be given in payment.

### Expenses

Referees' fees will be reimbursed on production of a completed Managers Expenses Form. No deductions must be made from Registration Fees. Any other expenses incurred must be approved by the Management Committee before any reimbursement can be made. Claims must be accompanied by a receipt.



Management Committee – All expenses must have approval from the rest of the Management Committee. Individuals must complete an Admin Expenses Form for all expenses and include receipts.

## Home Games

The use of respect barriers is a requirement and should be used at every home game.

Be sure to leave the pitch in the condition you found it; if there are any issues with the pitch, report them to the club's pitch management team.

When returning equipment back to the container i.e. goals, be sure to put them back neatly against the inside right of the container – this allows for easier removal the next time they are used.

Ask parents to help with removing and returning equipment to the containers.

## Referees

As per the code of conduct - **always** respect the referee. Remember you are responsible for the players and parents' behaviour towards them; some of these referees are under 18 (they wear an armband) and are still learning and gaining experience – any abuse towards them, directly goes against the FA guidance on Safeguarding Children.

There are many angles when a decision is made in the game, sometimes the referee might see it differently to you – instead of shouting and screaming at them whilst the game is going on, approach them in a calm and respectful way at the end of the game and discuss the decision, **but overall respect the decision.**

**Any team found to breach the expectations of them towards a referee will have to go through the disciplinary procedures.**

## Friendly Matches

Where a pitch is hired by a Trinity team to host a friendly match, then that manager shall pay the casual hire cost and any other cost incurred including referee fees.

## Adult participation with children under 18

In accordance with FA guidelines and Public Liability Insurance clauses, adults are not permitted to play in matches, friendlies or training sessions with or against children under the age of 18, whilst the children are under the care of Trinity FC.

## Other Club Tournaments

Other clubs have tournaments taking place, you may enter as many or as few as you wish, you are responsible for payment to all tournaments, and this can be collected from parents or from your team funds. Please be aware that it is your responsibility to ensure that the Tournament has been affiliated to the FA, as, if it is not the FA may issue you with a fine.

## Discipline procedures

**Where a member of the Club (Manager, Player or Parent/Guardian) is reported by a Match Official to the Essex County Football Association the following procedure will apply**

1. The manager of the team involved will inform the Secretary what has happened so that he/she is aware correspondence will be coming from the Essex County Football Association. If the matter may be relevant to a Child Protection issue, the manager must also inform the Child Welfare Officer.



2. The Secretary or an officer of the Club will deal with all correspondence and communications regarding discipline matters. **Under no circumstances will a member of the Club contact the Football Association, the League or Match Official concerning any matter that is relevant to the complaint.**
3. On receipt of the paperwork the Secretary will ensure that it is completed and submitted in accordance with the laid down procedure. Any paperwork given out by the Secretary for completion must be returned to him/her by the date requested.
4. Each member of the Club shall be personally liable for any fines levied against them as a result of disciplinary action by Essex County Football Association, The League or any other body where members are bound by their rules.
5. The member incurring the fine will refund the money paid by the Club to the Treasurer within 28 days of the penalty being paid.
6. If the money is not re-paid to the Treasurer by the end of 28 days, the member will be suspended from the club until the money is repaid to the Club.
7. No player will be cleared for transfer to another club unless all outstanding fines incurred by them, or their parent(s)/ guardian have been repaid to the Treasurer.

### Players leaving the club

A player will only be given clearance to register for another club providing they have discharged all debts owed to the club; this includes the return of all Trinity FC playing kit.

### Players transferring within the club

The transfer of players between club teams is treated the same under league rules as if it were to another club. If a player wishes to transfer from one team to another within the Club, the player or parent/guardian must first inform his team manager. The team managers involved will then contact the Secretary to ensure the league rules are complied with. If the transfer can go ahead the Secretary will ensure the relevant paperwork is completed and the league rules complied with.

### Teams or Managers ceasing to be part of Trinity FC

In the event that a team ceases to be part of Trinity FC, the team manager shall be responsible and liable to clear **any** outstanding financial liabilities with the Club. If the team moves to another club, then it will retain ownership of its own monies after all liabilities with Trinity FC have been discharged. In the event that the manager/coach leaves Trinity FC but the majority of the team remains with Trinity FC then the balance of that team's own monies stays with the team for the incoming replacement.

### Photography

There is much confusion over what is allowed regarding photography and videoing of children while playing sport. The FA has issued guidelines to help clarify issues. All Club Officials must read the guidelines. A copy is available here: <https://www.thefa.com/-/media/thefacom-new/files/rules-and-regulations/safeguarding/section-8/8-3-photographing-and-filming-children-colour-version.ashx>

### Social Networking

In accordance with FA Guidelines, if you are using Social Networking as means of communication with players under 18, it must be used as a means of **conveying information only**.

Web Social Networking Sites – if you choose this way to communicate, in order to safeguard yourself as well as the players, **under no circumstances** must you use your personal accounts. A dedicated Trinity FC team account must be opened, and the Trinity FC Club Secretary and Child Welfare Officer





must be informed and given access to the account. **Under no circumstances** must you enter into a 'private online or text chat' with any child under 18.

The FA has issued guidelines to help the understanding of Safeguarding in the Digital World. All Club Officials must read the guidelines. A copy is available here: <https://www.thefa.com/football-rules-governance/safeguarding/section-6-safeguarding-in-the-digital-world>

**Any further information required, please contact Trinity FC Club Secretary.**



## General Information

### Player Registration and Registration Fees

Registration of players for the forthcoming season commences from the Registration Day - date set by the Club. To complete the registration the player and the parent/guardian (for 18s and under) must complete a Trinity FC Registration Form and pay an annual fee, which will have been agreed at the Club AGM. Where genuine circumstances prevent some parents from making payment in full, managers should seek part payments where possible and speak to either the Registration Secretary, Club Secretary or in more sensitive cases Club Child Welfare Officer. For players training with Trinity FC who are not participating in League football a completed signed TFC Registration Form is required.

### Team Record Keeping

A record should be kept of each game played, including date of game, opposition, players' names, and referee fees paid.

### Additional Training Gear

The clubs official supplier is SX Sports [https://www.sxsports.co.uk/sxsports\\_navx.asp?prod=trinity-fc&navid=137&type=l2&prods=true&lev1=18&l1r=18](https://www.sxsports.co.uk/sxsports_navx.asp?prod=trinity-fc&navid=137&type=l2&prods=true&lev1=18&l1r=18). Ordering should be done directly with the supplier.

### End of Season Trophies

The club shall provide and pay for a squad trophy for each team's players.

### Trinity FC Tournament

The Trinity FC tournament usually takes place during the first two weekends of September, we would like all our teams to participate and for Club Officials to help over the weekends at some time. This is an important fundraiser for the club.

### Defibrillator / AED

This is located at the clubhouse – See Trinity Pitch Layout section.

### Committee

Chairman: Larry Dale - +447775525617 - [larry.dale@cpieuromix.com](mailto:larry.dale@cpieuromix.com)

Vice Chairman: Tony Allen - +447706166009 - [tonyallen67@hotmail.com](mailto:tonyallen67@hotmail.com)

Secretary: Jan Bushell - +447530824117 - [contactus@trinityfc.com](mailto:contactus@trinityfc.com)

Child Welfare Officer: Vicky Hollick - +447939544516 - [vickytrinityfc@gmail.com](mailto:vickytrinityfc@gmail.com)

Development Manager: Kateel Quereshi - +447740360059 – [kateelr@hotmail.com](mailto:kateelr@hotmail.com)



## League Match Information

Trinity mini soccer (U7-U10) plays in the South East Essex Primary Mini Soccer League (SEEPL) and fixtures are available to view at <https://fulltime.thefa.com/index.html?league=136987510>

Trinity junior football (U11-U18) plays in the Southend Junior League (SJL) and fixtures are available to view at <https://fulltime.thefa.com/index.html?league=5770629>

### **Procedures for matches – General Guidance only, please refer to your League Handbook**

The official website for each league is below, where you will find relevant information like rules and contact details for club secretary's and teams in the league.

- SEEPL (Mini soccer) is <https://seepl.co.uk>
- SJL (Junior League) is <https://sdjsfl.co.uk>

## Home/Away Games

1. Ensure the First Aid Kit is available at all times, the referee or any league official may wish to inspect it.
2. Team Registration Details
  - a. Mini soccer – Make sure you have a copy of your Team Registration Sheet available if required for inspection.
  - b. Junior League - Exchange Team Registration Cards with the opposing Manager. You must have the match book and team cards of the other team for the duration of the match.
  - c. Junior League - After game get your team cards back from the other manager.
3. Junior League - each team is expected to supply a linesman - it is best to ask an adult that is part of the team. You can get an official to carry out this role, but you will have to find and pay for them out of team subs.

## Home Games

1. The pitch allocations officers will allocate a pitch and provide kick off times as soon as possible; if you have a preferred KO time, please let them know as soon as possible.
2. Notify time of kick-off and how to get to the ground to the Manager of opposing team and to any League Appointed referee (mini soccer teams will have a club referee appointed if one available) - **this must be done by the deadline according to the relevant League Rules**. If the League has not appointed a referee, contact the Trinity Referee Coordinator who will try to arrange one for you. If a parent/adult referees, then he has the same authority as a qualified referee for the duration of the match.
3. Before the game check that the nets are secure, and the corner flags/spectator barrier are in place. For Mini Soccer the goals need to be placed on the relevant pitch with corner flags and spectator barrier. All equipment removed from the club storage container must be returned carefully and in the correct place.
4. Make sure Match Ball is inflated, hand to the Referee and have a second ball available.
5. Ensure the First Aid Kit is available at all times, the referee or any league official may wish to inspect it.
6. Pay referee before the game.



## Away Games

The opposition should provide these by Tuesday evening, if you've not heard by Tuesday afternoon, just send a polite message to give them a poke. Always check if change of kit needs to be used.

**JUNIOR LEAGUE TEAMS ONLY - Make sure Match Book is fully completed, the League CAN and DO ask for a copy, which must be available on request.**

## Referee and Assistant Referee Fees

- **Under 18s - Ref: £40 Asst: £30 (inclusive)**
- **Under 15s and U16s – Ref: £35 Asst: £20 (inclusive)**
- **Under 13s and U14s – Ref: £30 Asst: £20 (inclusive)**
- **Under 11s and U12s – Ref: £25 Asst: £15 (inclusive)**
- **Mini-soccer – Ref: £15 Asst: £12 (inclusive)**

Any cup games fee usually split between teams, but home team pays ref before match and gets the other half from opposition. It is not the ref's responsibility to get the half payments.

## League Cup Information

### JUNIOR LEAGUE TEAMS ONLY

There must be a result on the day - Extra Time is not required and if the scores are level at Full Time then Five (5) penalties apply; if still level after Five (5) penalties, Sudden Death penalties apply - League Rule Book.

**This applies to knock out cup matches only and not competitions with group matches.**

Fees for League Cup games are the same as for League Games.

Full rules can be found here (<https://sdjsfl.co.uk/Cup>).



## FAQ

### Is there training session ideas anywhere?

There are many training session ideas around on the internet, but the FA also have some at <https://thebootroom.thefa.com/resources/sessions>. The club also highly recommend you check out the work of Pete Sturgess (FA Foundation Phase Technical Lead) to help gain a better insight into foundation development.

### How do I get level 1 qualified?

This is achieved by completing the **Introduction to Coaching Football** (<https://tinyurl.com/2p8te9eu>) course; note there is a prerequisite of completing [FA Playmaker](#) first.

### Do I have to pay for my own course?

The club will reimburse you the cost of the course as long as all criteria's are met as detailed in the Policy section.

### Can I learn anything before my Level 1 course?

If you have to wait a while before your course starts, you can gain access to some free courses at <https://falearning.thefa.com/course/index.php?categoryid=250>, which should help with your learning.

- The FA Sudden Cardiac Arrest
- The FA Safeguarding 'For All'

### Do I need a referee for games?

The club will always try to organise a referee for official home games, unless you say otherwise. The referee needs to be paid before the game starts and you will be fully reimbursed by the club. To reduce admin time, this should be done on a monthly basis via EMAIL [trinity.football@yahoo.co.uk](mailto:trinity.football@yahoo.co.uk), quoting Date/Time, opposition and referee's name.



# Trinity Pitch Layout

