



## **TRINITY FOOTBALL CLUB**

### **POLICY FOR CLUB OFFICIALS**

**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 Club Officials will be required to sign a statement, which will remain in force until the Club Official leaves Trinity FC, stating they will 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

#### **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.

#### **CRC Checks**

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 a Criminal Records Bureau Check. See Trinity FC's Child Welfare Officer for forms and any 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**

FA Safeguarding Children Workshop and FA Emergency Aid Course 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.

FA Level One 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 a Level One Course, funding for this must come from either the individual and/or from team funds. However if the official is completing their Safeguarding Children and Emergency Aid Courses as part of their Level One then the club will pay the cost of that part of the Level One 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 a Development Day, 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.**

## **Player Registration and Registration Fees**

Registration of players for the forthcoming season commences from the Registration Day, date set by the Club.

Managers will complete the necessary League documentation and where relevant hand to player/parent/guardian for signing. To complete the registration the player and for 18s and under the parent/guardian must complete a Trinity FC Registration Form and pay an annual fee which will have been agreed at the Club AGM. All cheques to be made payable to 'Trinity FC'

For 18's and under the sum of £25 may be deducted where a player has a sibling/s playing in another (or the same) Trinity team. The older sibling will pay the full fee and any deduction should be made from the registration fee of any younger siblings.

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**

All managers should keep a record of individual players registration fees paid.

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

## **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.

## **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.

## **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 unauthorized contracts and **no** club monies will be given in payment.

**Kit** - 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.

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

### **Home Game**

1. 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.

2. A Pitch will be allocated by the pitch allocations officers who will inform you of your pitch time. 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.

3. Make sure Match Ball is inflated, hand to the Referee and have a second ball available

4. Ensure the First Aid Kit is available at all times, the referee or any league official may wish to inspect it.

5. Before the kick-off, pay referee, 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.

6. After game get your team cards back from the other manager.

7. Ensure the result is notified to the appropriate league according to their rules.

8.9/11 a side teams..**Make sure Match Book is fully completed, the League Can and do ask for a copy which must be available on request.**

### **Away Games**

Details of kick off time and venue will be supplied by the Home Team. Always check if change of kit needs to be used.

### **Cup Games**

Refer to League Handbook regarding referee fees and 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.

### **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 him or his 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 teams own monies stays with the team for the incoming replacement.

### **End of Season Trophies**

The club shall provide and pay for a squad trophy for each teams players.

The club will pay for 2 'special award' trophies and engraving of players name as advised by the manager, e.g. Player of the Year,

Most Improved Player. Teams may request further 'special award' trophies, which will be supplied by the club, however, the team will be liable for all costs involved. On no account should Teams order their own trophies

### **Tournaments**

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.

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 you 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.

### **Photography**

There is much confusion over what is allowed with regard to 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 on our website or at:

[http://www.thefa.com/TheFA/WhatWeDo/FootballSafe/~/\\_media/Files/PDF/TheFA/PhotographyGuidelines.ashx/PhotographyGuidelines.pdf](http://www.thefa.com/TheFA/WhatWeDo/FootballSafe/~/_media/Files/PDF/TheFA/PhotographyGuidelines.ashx/PhotographyGuidelines.pdf)

### **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.

### **Further Information**

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

Website: [www.trinityfc.com](http://www.trinityfc.com)

Email: [contactus@trinityfc.com](mailto:contactus@trinityfc.com)