



Rules and Guidance Information – Richmond & Kew Football Club

Philosophy: Richmond & Kew Football Club's ("RKFC") philosophy is "Enjoy Competitive Football"

In order to achieve this aim it requires the combination of **hard work, determination, ability and dedication**. The club strives to provide the very best for players who bring these qualities. Players who excel in all these areas, who may not be the most talented of players, will more likely be rewarded within the club. The club will work hard to provide all club managers with the best resources available to the club to assist player's and teams to achieve their goals. If teams and players are successful, then most likely the club will be successful.

One of the club's aims is to be respected and acknowledged within the football community as one of the best club's in Surrey to learn and play football. The youth section of the club has developed significantly over recent years and the club strives to continue to improve in youth football.

Club Application & Fees

Any player accepted by the club is required to complete in full an online club registration form with current and accurate information. Registration is the only way an RKFC player is permitted to participate in games with the appropriate league during the football season. Players are obliged to provide details to the club of any current or potential medical conditions. It is a requirement of every registered player and/or parent of the player to immediately inform the club of any changes to contact details, such as home address or email address from the original contact details provided at the start of the season. If a player cannot be contacted then the club reserves the right to take away their registration that will stop them from playing.

All players need to register each new season. For new players a **copy** of either a birth certificate or passport is required. Originals of these documents will not be accepted. Managers and/or the Club's Secretary will inform players about the deadline for this requirement.

Please note that registration does not guarantee any playing time during a game or being placed on a squad for a game.

The club prior to the start of registration generally sets fees, so every player and parent/guardian is aware of the cost before making a commitment. If sufficient players have joined a team then it may be possible for players to join on as temporary members on a "Pay as you Play" basis with the agreement of the club. Please note: full time members will always have priority of selection when available over temporary "Pay as you Play" players.

Should a player have difficulty meeting fee criteria they should liaise in writing with the Club Secretary who will take the written request to the club's Committee to consider any discount. No fees or part of shall be returned after December 31 during a playing season should a player decide to leave or transfer to another club. There may be a refund available should a player leave before this date or becomes injured after this date and cannot play.

Should any player at the end of the season owe any money to the club, the club may suspend them. The club may inform the Surrey Football Association of the debt to prevent the player moving to another club without addressing the debt. The player will only be considered for reinstatement to the club once what is owed or due is fully repaid and also the full amount of the following year's subs is paid upfront before the commencement of the season.

Teams

The youth section of the club aims to provide playing opportunities for most age groups for boys and are looking to reinstate teams for girls for the 2020/2021 season.

Age groups range from under 7's to under 18's and at present play in the Surrey Youth League on a Sunday morning. The number of teams registered to play each year is dictated by:

- 1) The number of teams from the previous season;
- 2) The number of players coming out of the Richmond & Kew FC Academy to create under 7 teams; and
- 3) A surplus of players at a particular age group, to necessitate the creation of an additional team.

Managers and Coaching

The club have established a relationship with Be Sports, they are in charge of football direction at the club and provide coaches where required. Each team is required to have a volunteer manager that is normally a parent of one of the players in the team. It is a requirement that this parent obtain their FA coaching level 1 certificate and the club will facilitate financial support to obtain this certificate. This parent volunteer's responsibilities are to communicate to the team's parents, perform administrative tasks re contacting opposition and post match administration and depending on the coaching model selected – coaching of the team. We currently have three models that are run:

- 1) Limited Be Sports support – the volunteer parent would run the mid-week training session, prepare the team for the match on Sunday and make team selection and substitution decisions during the game. Be Sports will assist the volunteer by suggesting various training plans and allowing the parent volunteer to shadow them as they perform training sessions for other teams (Coach the coaches).
- 2) Be Sports mid week coach - the Be Sports coach will plan and implement mid week training and the volunteer parent will take the team on match day, prepare the team, select who starts and make substitutions during the game.
- 3) Be Sports coach mid week and match day - the Be Sports coach will plan and implement mid week training and prepare the team on match day. The volunteer parent in conjunction with the Be Sports coach will select the team and decide on substitutions during the game

There is a cost to having a Be Sports coach and these additional costs are passed onto the parents of the team, this is in addition to the annual subscription costs.

Training

The club pays for one weekly session of training during the football season for each team (this excludes the cost of a Be Sports coach), broadly September to April. In the closed season training can be arranged on a paid for basis at discounted member rates but is dependent on the availability of Be Sports coaches.

It is important for players to know that training is equally as important as playing in games. RKFC take this very seriously. Training is the most vital part of this club's success and for that reason several points must be made clear and understood by all players. To that end all players must observe the following:

- In the playing season training is compulsory for registered players when a practice session can be organised. If a player does not attend training they will significantly reduce their chances of playing in games, unless there is a valid excuse and the manager is informed before the event. Managers have the discretion to deregister players from the team at any time and lack of commitment can be one of the reasons for deregistration.
- Training will start on a day and time specified by the team manager. Players should arrive at least 10 minutes before the practice start time in order to be ready for the start of practice.
- It is important that players listen and behave as per the Code of Conduct of the Club. If a manager or coach gives an instruction or offers advice it is important to listen and acknowledge. This will significantly help both the team and players develop to the best of their ability.
- Training involves hard work. This is fundamental to a team's success. This is reflected in training and if players work hard and focus on getting things right in training, then this most likely lead to success and enjoyment for all involved.

Code of Conduct

The club is determined to be a model for other clubs; the League and the F.A., particularly in the way players and managers conduct themselves both on and off the field. The club has introduced a "Zero Tolerance" policy. Please note this policy applies not only to visiting players, club officials and supporters but also to all club personnel, both at home and away. RKFC is a Charter Standard Club and as such requires all club members to conduct themselves appropriately on and off the field.

Please refer to the club's Code of Conduct.

Discipline & Fines

If players abide by the criteria as outlined above there should be no issues with discipline and fines.

Fines may be given in two ways. The most common are those as a result of cautions issued during a game in the form of a Yellow Card (Caution) or Red Card (Dismissal). Please refer to the relevant League Rules for the levy on each caution.

Fines **are not** covered by club fees and therefore **will not** be paid by the club on behalf of any player or club official. Fines may be issued by the club to any player or club official if found in breach of the club's Code of Conduct.

In addition to any fine received, the person concerned may receive an additional £5 administration fee from the club. They may also receive further disciplinary action from the club, the county FA or the league.

If a player receives a caution during a game they may receive a fine. They will receive a letter/email from the

club administrator, indicating the amount that needs to be paid. The player or parent/guardian must pay this immediately. Failure to do so may result in the player being suspended by the club until the fine is paid.

There is no appeal against a yellow card. Red cards are subject to appeal but this can incur further costs.

Health & Safety

Every effort will be made to secure the health and safety of players, club officials and supporters whilst within the perimeter of the club. This effort can only be made if all parties concerned behave and conduct themselves appropriately.

All managers must carry a First Aid Kit to both practices and games and there will be a qualified first aider on the premises at all times practice or games are taking place. All incidents relating to Health and Safety must be reported to the Club's Welfare Officer. RKFC offers no guarantee on Health and Safety whilst outside the perimeter of the club premises.

Unless written non-consent is received photography is allowed within the grounds and the club's Welfare Officer will ensure that all parties concerned are approved. If any person has any concerns please liaise with a club team manager or the club's Welfare Officer.

Welfare

The Club has an appointed Welfare Officer. All incidents for concern must be reported to the Welfare Officer. Failure to do so may place the club's status in jeopardy or result in a fine.

Club Officials (July 2020)

Chairman (Committee Member) – Stuart Whitwell

Club Secretary (Committee Member) – John Kane

Treasurer and Welfare Officer (Committee Member) – Craig Evans

Youth Development Officer (Committee Member) – James Burrows

The club welcomes all players, managers, club officials and supporters and wishes everyone involved with the club the very best for every season. RKFC wants everyone to work hard and enjoy their experiences with the club and making the club an excellent example to all other football clubs. Any person who has questions or concerns about these rules and information should contact the Club Secretary.