

# Newcastle Benfield Juniors FC



## Coaches Pack

# **Chairman's Welcome**

## **CONGRATULATIONS AND WELCOME TO NEWCASTLE BENFIELD JUNIORS FC!!!**

On behalf of our club chairmen, we would like to welcome you to our fantastic club.

Whether you are an existing coach, or just joining, we are honoured that you have chosen to join us at Newcastle Benfield for the upcoming season and we hope it will be a very memorable one for yourself and your team.

We have exciting plans being put in place to push us onto the next phase of a new club development plan, which will enable us the opportunity to provide everyone with a junior club that you can all be proud to represent.

Work has been ongoing for the last year in unison with our senior football club, with the integration of our juniors so we become a more unified club moving forward.

Lots of those plans include match day experiences for our mini and junior boys and girls teams, as well as other exciting benefits for our older teams, giving every player the experiences that not many other clubs can offer.

As a coach at Newcastle Benfield Juniors FC, you must uphold the qualities and values that our club live by, to support and help your players in every way possible, but remember, they are here to learn and enjoy the experience.

Every section of our club is geared around helping to produce young footballers with the right attitude and commitment to the game we all love, but we also teach important life skills like respect, honesty, kindness, and loyalty. We are not elitist in any way and are proud of the fact that we offer football for players of all ages and abilities.

We are also aware that not everyone comes from the same background in life, but when you come through our gate, you are all the same and we want to be clear that no prejudice will be accepted by anyone here at our club, which is why we ask you to commit to the words we live by, our saying.

**One team One dream**

**Best wishes and good luck**

**Marc Lumsdon and Nicky Evans**

**Chairman and Vice-Chairman**

**Newcastle Benfield Juniors FC**

# Welcome to Newcastle Benfield Juniors FC

Welcome to Newcastle Benfield juniors. It is good to see so many excited returning faces as well and many new happy ones. This is your coach's pack; it has plenty of information in about Newcastle Benfield Juniors as well as some very important forms for you to complete.

Inside this pack you will find

- Code of conduct for Newcastle Benfield juniors FC
- Coaches form
- Various consent forms
- Qualification's record
- Contact details for the club and who is who

Please have a read through and complete all consent forms and registration forms, in **BLOCK CAPITALS AND BLACK INK**, once all the consent forms are completed, please return to Welfare.

We as a club would like to take this opportunity to say thank you for joining us and we are sure this season will be full of many triumphs where the fun and love of football is shared by all involved in a safe happy environment.

See you all on the pitch from the Newcastle Benfield Team.

# Coaches, Team Managers and Club officials code of conduct

## Set the standards for a great game

### Play your part and support

#### The FA's Code of Respect:

#### On and off the field I will:

- Always show respect to everyone in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the referee and encourage the players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, tolerate offensive, insulting, or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home & away

#### When working with players, I will:

- Place the well-being, safety, and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players ability and age
- Work with others (e.g., officials, doctors, welfare officers, physiotherapists) for each players' best interests

#### I understand that if I do not follow the Code, I may:

- Required to meet with the club or league Welfare officer or your CFA Designated Safeguarding officer (DSO)
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position, and/or have my license with drawn

Signed .....

Date.....

# Coaches Form

<b>Name</b>	
<b>FAN</b>	
<b>Address</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Qualification</b>	
<b>CRB</b>	
<b>1<sup>st</sup> Aid</b>	

All coaches will be issued kit and equipment (if needed) by the club.

- I understand that any kit/equipment issued is the property of the club and must be returned if/when I leave. I understand that the club may issue an invoice for any kit/equipment not returned.
  
- I agree to pay back the cost of any courses the club have paid for if I leave within 2 years. This will be a percentage depending on when you leave.

I am/am not happy to administer 1<sup>st</sup> Aid to players/ spectators.

Signed\_\_\_\_\_

Date\_\_\_\_\_

<b>Item</b>	<b>Size</b>	<b>Cost</b>	<b>Issued</b>	<b>Returned</b>
T shirt				
¼ Zip				
Coat				
Tracksuit Pants				
Rain Jacket				

<b>Course</b>	<b>Date Completed</b>	<b>Cost</b>
Safeguarding adults		<b>£0</b>
Safeguarding for all		<b>£0</b>
Safeguarding for Committee		<b>£0</b>
Safeguarding Children (Online Renewal)		<b>£30</b> <b>£0</b>
First Aid		<b>£30</b>
Sudden Cardiac Arrest		<b>£0</b>
Concussion Guidelines		<b>£0</b>
Playmaker		<b>£0</b>
Level 1		<b>£160</b>

# Club expectations

At Newcastle Benfield Juniors FC we think of our coaches as family and will help and support you through your coaching journey. We strive to ensure our coaches are happy and get the most out of their time with us. We are privileged to have amazing coaches here at Newcastle Benfield Juniors FC, who support the qualities and values of our club.

All coaches must behave in a professional manner when representing the club both on and off the pitch and promote a positive role model for the players. They will use positive encouragement and language with players.

All coaches will ensure that they turn up to training and games with the appropriate equipment including (but not limited to): 1<sup>st</sup> Aid kit, footballs, bibs, cones, player record sheets and team sheets.

Safeguarding is **everyone's** responsibility, all Newcastle Benfield Juniors FC coaches will follow the correct safeguarding policy, to help protect our coaches from allegations, coaches will not work alone with the children, and they will have a second adult at training (either assistant or parent). Coaches **should not** be offering to give players lifts on a **1:1 basis**. If you have to use changing rooms, NO coach is permitted in the changing room while the players are changing, you **MUST** wait until the team captain comes out and lets you know that everyone is fully dressed before you enter.

All Newcastle Benfield Junior FC coaches will promote the respect guidelines

The club will pay the ref where you are the home team, during the winter months if the grass is called off and you book a 3g pitch, it will be the responsibility of the team to cover the cost.

It is the responsibility of the home team manager to make sure the team sheet is sent to the league, this **MUST** be done within 3 days, and details are at the bottom of the sheets. Any late submissions will incur a £10 fine (reduced to £5 if paid within 7 days). If you incur a fine for non-fulfilment of fixture, this is £100 (reduced to £50 if paid within 7 days). Discipline fines vary, and may include match suspensions, there will also be a £15 admin fee. Any fines incurred will be your responsibility to pay, either from your team pot or personally. League rules, team sheets and contact directory can be found on [northumberlandfootballleagues.co.uk](http://northumberlandfootballleagues.co.uk) under the Admin heading.

Please note, any communication with the league **MUST** go through the club Secretary: [secretary@benfieldjuniors.com](mailto:secretary@benfieldjuniors.com)

Fines to be paid into Main account: **40-34-18 14291530**

Sponsors, fundraising etc. to be paid into Team Account: **40-34-18 14553764**  
Please use your team's name as the reference for any payments into this account.

## **County Cups (U12 and above)**

All teams from U12 will be entered into the relevant County Cup, these are organized by NFA and are separate to your league fixtures/cups. The initial fixtures, rules and team sheet will be emailed through from the club secretary, if you are the home team you will also be forwarded your refs details (these are arranged by NFA). You will need to contact the ref to confirm the game, arrange kick off time and ask them to send their bank details and milage amount to [treasurer@benfieldjuniors.com](mailto:treasurer@benfieldjuniors.com) for payment. If you have a league game scheduled for the same day as a County cup game, you will need to message your league fixture secretary to inform them, so the league game can be rearranged.

## **Player Registration**

Player registration opens in July and closes at the end of March. Anyone wanting to sign a new player to their team needs to email [secretary@benfieldjuniors.com](mailto:secretary@benfieldjuniors.com) with the following information:

Players Name	Parents Name
Players DOB	Parents DOB
Player Photo (Headshot)	Parents Email
Player ID	Parents Address

Once the player is league registered, the secretary will download your new squad list and send it to you, this needs to be available to show the opposition coach, printed out in colour.

## **Subs/Pitchero**

The club uses Pitchero for our member database and sub payments. When a player signs up to your team, they will be added onto Pitchero along with a parent. The parent will receive an email, inviting them to join Newcastle Benfield Juniors FC. They need to accept this invite to set up their account, once they have done this, they will then receive a link via email from Pitchero for setting up their subs. If they do not receive the email, they will need to log into their account, go to payments and the link should be there If anyone has any difficulty, please ask them to email

[secretary@benfieldjuniors.com](mailto:secretary@benfieldjuniors.com) or [treasurer@benfieldjuniors.com](mailto:treasurer@benfieldjuniors.com)



## **WhatsApp**

Please be advised that WhatsApp is used as a form of communication with coaches. For this to work we need your consent to pass your number on to club officials so that they can set the group up.

The club will add each coach using their phone number.

Please be aware that you may be able to view other coaches contact numbers this way. We ask that you use common sense and do not abuse this.

This is a great way to contact coaches as a group to inform them of any plans for the club it also ensures the club does not miss anyone out.

## **Right to leave OVER 12 ONLY**

Newcastle Benfield Juniors Football Club operates an age policy of which we understand a child is growing in independence. In this case we will not allow any child under the age of 12 years old to leave any including but not limited to training session, game, tournament, without the accompaniment of an adult. An adult is defined as a person of 18 years old.

## **Gift Aid**

Newcastle Benfield Juniors is a registered charity, number 1172642. As a charity we can claim Gift Aid on subscriptions.

“To qualify for Gift Aid, charity subscription payments must be for membership only. They must not give members personal use of the charity’s facilities or services.

These conditions still allow members to:

- receive newsletters you produce to explain your charity’s work
- visit and view the work of your charity
- take part in activities that form part of your charity’s objectives

If you pay for the membership of a charity for a child (under the age of 18), this can be accepted as a gift.” (Gov.uk)

If you leave the club before the end of the season, please email [secretary@benfieldjuniors.com](mailto:secretary@benfieldjuniors.com) with your child’s name and team so we can make sure your details are removed from our records in line with GDPR regulations.

## **Tournaments**

You must inform welfare about any tournaments you have booked, especially end of season ones. Risk assessments may need to be carried out. The players will be your responsibility during **Game time**, at all other times they are the responsibility of a parent/guardian.

## **Social Media**

To ensure the club follows best practice and adheres to safeguarding policies, Newcastle Benfield Juniors FC has a Facebook account, **Newcastle Benfield Juniors FC**, which everyone can join. It will have details about events, trials, tournaments etc. We also have a Twitter account, **Benfield Juniors Fc** and our club website **Benfieldjuniors.com**

All pages are monitored, and any abusive, or racial comments will be deleted and the person responsible may be removed from the groups.

When posting on social media, please remember that the players' names should not be used, (unless it is in a closed group), full names should never be used, either use initials or shirt numbers. Check your player record sheets to ensure that all players have got permission for their photo to be used on social media. No coach should have any players as friends on social media, the only exception is your own child.

# Minibus

- I am able to drive the minibus.
- I agree to provide my driving licence to the club when booking the minibus to confirm I have the necessary category to be able to drive the bus.
- I agree to provide the club with a copy of my insurance details
- I agree provide the club with a code to check my licence if requested.
- I agree to notify the club of any changes to my licence.
- I will only use the minibus whenever needed for the purpose of travel to and from but not limited games, training, and tournaments.
- I will ensure that there is a second adult present.
- I will ensure that the players behave correctly and in a safe manner.
- I understand that where seatbelts are provided, I will ensure that they are used.
- I understand that if any circumstances arise, I will notify the parents and relevant club staff when safe to do so.
- I consent to emergency treatment to be given when needed by staff who are first aid trained and by any response to emergency 999 or walk in health centres.

Please note this consent form is for coming season.

You can withdraw your consent by sending written confirmation to Newcastle Benfield Juniors FC Welfare officer.

Name	Signed	Date

# Photography and filming consent form

Name of organisation:	Newcastle Benfield Juniors FC
-----------------------	-------------------------------

Newcastle Benfield Juniors FC will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Newcastle Benfield Juniors FC Welfare Officer immediately.

<b>Consent information:</b>	
<i>To be completed by coach:</i>	
<input type="checkbox"/> I give permission for my photograph to be used within the club for display purposes	
<input type="checkbox"/> I give permission for my photograph to be used within other printed publications	
<input type="checkbox"/> I give permission for my photograph to be used on the club's website	
<input type="checkbox"/> I give permission for videos of me to be used on the clubs' website	
<input type="checkbox"/> I give permission for my photograph to be used on the club's social media pages	
<input type="checkbox"/> I give permission for videos of me to be used on the clubs' social media pages	
<input type="checkbox"/> I give permission for my photograph to be used in the national press such as but not limited to TV, papers, media pages and social media	
<input type="checkbox"/> I give permission for videos footage to be used in the national press such as but not limited to TV, papers, media pages and social media	
<input type="checkbox"/> I can confirm that I have read or been made aware of how these images or videos will be stored within the organisation.	
<b>Signature of coach:</b>	<b>Print name coach:</b>
<b>Date:</b>	

## Medical Consent Form

*By signing the forms, the coach is agreeing to update Newcastle Benfield Juniors FC if any of the details change over the Season*

Name of club	<b>Newcastle Benfield Juniors FC</b>	Season year	
Name of Coach		Age Group	

Does your child have any medical conditions	<b>Y</b>	<b>N</b>
If yes, please state the condition		
Do they require any medication for the condition	<b>Y</b>	<b>N</b>

\*If your child is suffering from any conditions requiring medical treatment or medication, please complete an **Administration of Medication Consent Form**

Please outline any special dietary/religious requirements for your child	
--	--

Does your child have any allergies, including to any medication?	<b>Y</b>	<b>N</b>
If yes, please give details		

Do you agree to treatment by all emergency services?	<b>Y</b>	<b>N</b>
--	----------	----------

<b>Signature of Coach</b>	<b>Date</b>

# Basic Care Plan / Instruction to Administer Medication

Please **complete all shaded boxes on this form**

Name of Club	<b>Newcastle Benfield Juniors FC</b>
--------------	--------------------------------------

Name of Coach	Age Group

I have been diagnosed as having (condition)	
---	--

	Name of <u>Prescribed</u> Medication	Name of <u>Non- Prescribed</u> Medication
I been considered <u>fit for Sport</u> but requires the following <u>prescribed/non-prescribed medicine</u> to be administered when needed		

I give permission for the medication to be administered by another adult		
--	--	--

	<u>Dosage</u> (how much)	<u>At</u> (times)	<u>Starting from</u> (date)	<u>Until</u> (date) leave blank if there is no defined end date
--	--------------------------	-------------------	-----------------------------	--

Administration details				
	Mouth	Ear	Nose	Other (please specify)

Administered to...				
--------------------	--	--	--	--

**Declaration**

- I undertake to update Newcastle Benfield Juniors FC with any changes in routine, use or dosage or emergency medication and to maintain an in-date supply of the prescribed medication.
- I understand that the club cannot undertake to monitor the use of self-administered medication or that carried by myself and that the club is not responsible for any loss of/or damage to any medication.
- I understand that staff will be acting voluntarily in administering medicines to myself.

<b>Signature</b> of Coach	Name of Coach	Date

# Code of Conduct Consent Form

The codes of conducts in this pack are for your reference and are yours to keep. However, we require that you sign this consent to say you have read, understood, and agree to follow the codes of conduct and you are also happy to follow the Newcastle Benfield way of football.

- I give my consent to join the WhatsApp group. I understand that my mobile number will be given to the club and that it will be visible to the others in the group.
- I understand that I am liable for the repayment of any fines.
- I understand that any players over 12 cannot leave the grounds alone without parental consent. (See player record sheet).
- I consent to Gift Aid
- I consent to the club storing information in line with GDPR.
- I consent to the club sharing information with relevant personnel.
- I have read and understood all the information provided in the booklet.

Name (Printed)	
Contact Number	
Email address	
Address	
Signed	
Date	

Many thanks for taking the time to read this pack please make sure you return it to a member of the welfare team with all the completed and signed consent forms as well as signed codes of conducts consent form please.

**One Team One Dream**

## Important contact numbers

<b>Chairman</b>	Marc Lumsdon	07771588367	<a href="mailto:chairman@benfieldjuniors.com">chairman@benfieldjuniors.com</a>
<b>Vice Chairman</b>	Nicky Evans	07818436301	<a href="mailto:nicky@benfieldjuniors.com">nicky@benfieldjuniors.com</a>
<b>Treasurer</b>	Kelly Bakke	07929359601	<a href="mailto:treasurer@benfieldjuniors.com">treasurer@benfieldjuniors.com</a>
<b>Club secretary</b>	Kelly Bakke	07929359601	<a href="mailto:secretary@benfieldjuniors.com">secretary@benfieldjuniors.com</a>

## Welfare officers

Amanda Brunton	07549689127	<a href="mailto:welfare@benfieldjuniors.com">welfare@benfieldjuniors.com</a>
Kay Faetz	07971378522	
Barry Faetz	07971524192	
Wayne Brown	07449932044	

**Child line**                    **0800 1111**

**NSPCC**                        **0191 227 5300**

**Children's Front door service**                    **0345 2000 109**

The FA also has a "whistle-blowing" service which will put you through to the safeguarding team on 0800 169 1863 ext. 6300 or 6400

### Club grounds and address

Sam Smiths Park  
Walkergate  
Newcastle upon on Tyne  
NE6 4NU

Website: [benfieldjuniors.com](http://benfieldjuniors.com)  
Facebook: **Newcastle Benfield Juniors FC**  
Twitter: **Benfield Juniors FC**

Please note that all our polices are available on our website: [benfieldjuniors.com](http://benfieldjuniors.com)

Any concerns please contact one of the welfare officers on the above contact methods