



Wylam Rockets

Welcome Pack

Welcome to the Wylam Rockets Football Club.

This following document provides background information about the club, the team management and practical guidance for you and your child.

It also contains various forms that are needed by us to enable your child to participate in training and/or matches.

September 2023 *(updated February 2023)

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1 Welcome

Dear Parent/Guardian,

Wylam Rockets exists to encourage and enable young people within our community to participate in organised football activity. The club aims to develop football skills and participate in competitive matches. We pride ourselves on our inclusive approach regardless of ability, promoting positive values such as fair play, selflessness, club loyalty, mutual support, self-discipline and respect.

We have achieved a lot since the club was founded in 2003. The club has grown to include 11 teams, with playing opportunities for over 160 children and young people and we play mixed teams, boys and girls teams from under 7s through to under 15s. Our committee members and our coaching team are all volunteers who do this with the aim of helping young people enjoy and develop within football. All our volunteers hold valid FA-DBS certificates and our coaches have completed emergency first aid, safeguarding and FA Level 1 coaching qualifications.

You are encouraged to attend training sessions and the value of your positive support at matches cannot be overstated. To enable Wylam Rockets to continue successfully, we also hope that you will come to play a full and active part within the club, particularly in helping it to evolve in a way which meets your needs, and more importantly those of the children and young people.

We have an official Website and Wylam Rockets Facebook page for club announcements and news.

We hope you and your child enjoy being part of the Wylam Rockets Football Club and many years of developing footballing and team playing skills.

Wylam Rockets Committee

2 Club Information

CLUB NAME:	Wylam Rockets F.C.
FOUNDED:	2003
HOME GROUND:	Jubilee Playing Field, Wylam
COLOURS:	Orange and Royal Blue
FACEBOOK:	www.facebook.com/wylamrockets
WEBSITE:	www.wylamrocketsfc.co.uk
EMAIL:	wylamrocketsfc@hotmail.com

2.1 Current Officials

Wylam Rockets is a volunteer led membership-based club and our officials and coaching and support teams are recruited primarily from within the children and young people's parent / guardian cohort. Elections are held in accordance with our constitution at the AGM.

Chair	Kevin Henderson	wylamrocketsfc.co.uk
Secretary	Emma Bishop	wylamrocketsfc@hotmail.com
Treasurer	Emma Ritchie	wylamrocketsfinance@gmail.com
Subs Officer	Paul Turnbull	rocketssubs@gmail.com
Child Welfare	Kate Lewis	wylamrocketsfc.co.uk
	Emma Watson	wylamrocketsfc.co.uk
Head Coach	Sam Ayton	wylamrocketsfc.co.uk

Coaches

U7 Mixed	David Smith
U8 Mixed	Darian Bishop
U8 Girls	Andrew Paton
U9 Mixed	Martin Church & Angus Wright
U10 Girls	Sam Ayton, Colin Davie & Ross Dillon

U11 Boys	Mark Dolan
U11 Girls	Richard Lognonne
U12 Boys	Dave Greenshields
U13 Girls	Mark Wilson
U14 Girls	Clare Stokes
U15 Girls	Jo Orelle

2.2 Honours

Year	Competition	Age	Standing
2021-2022	Pinpoint League	Under 13 girls	Winners
	Shield Final	Under 11 boys	Runners-Up
	Pinpoint Europa League	Under 11 girls	Promotion to highest group
	Under 14 girls had four players selected to play for the county team.		
2019-2020	Season ended in March		
2018-19	Tynedale League	Under 10 boys	Winners
	Otterburn Cup	Under 10 boys	Winners
	Pinpoint League	Under 13 girls	Winners
	Pinpoint Europa League	Under 11 girls	Winners
2018-17	Blackpool Shield	Under 14 girls	Winners
	Pinpoint league Wade Cup	Under 10 girls	Winners
	Pinpoint League Cup	Under 14 girls	Runners-up
	Blackpool Plate	Under 10 girls	Runners up
	Pinpoint Division 3		Winners

	Wade Trophy	Under 12 girls (Falcons)	Winners
	Pinpoint Division 1	Under 12 girls (Eagles)	Winners
	Wade Cup		Runners up
	FA Volunteer of the Year	Sean Hamilton	
2016-17	Pinpoint League Division 1	Under 11 girls (Eagles)	Winner
	Pinpoint League Cup		Runners-up
	Pinpoint League Cup	Under 13 girls	Runners-up
	Blackpool Tournament Shield		Winners
	FA Coach of the Year	Tony Wynne	
2015-16	Le Championette	Under 15 girls	Runners-up
	Le Championette	Under 13 girls	Winners
	Blackpool Tournament Shield	U13 girls	Winners
	Pinpoint League Division 3	Under 11 girls	Winners
	Tynedale 5-a-side Tournament	Under 10 boys	Runners-up
	Otterburn Tournament Cup	Under 9 boys	Winners
2014 15	Blackpool Tournament	Under 11 girls	Winners
	Pinpoint League	Under 14 girls	Winners
	League Cup		Winners
	Tynedale Mini Soccer League 1		Winners

2013-14	Blackpool Tournament	Under 10 girls	Winners
	Tynedale Presidents Cup	Under 9 boys	Winners
2011-12	FA Community Awards: Charter Standard Club of the Year		
	FA Community Awards: Charter Standard Coach of the Year		
	TVI Commercial Mini Soccer	Under 10 girls	Winners
	West Youth Division		Winners
	Coalfields Regeneration		Winners
	Wentworth Tournament		Winners
Wentworth Tournament	Winners		
2010-11	Wentworth Tournament	Under 9 girls	Winners
	Blackpool Tournament		Winners
	Blaydon Races Football Festival	Under 8	Most Sporting Team Award
2006-07	TVI League Division 1		Runners-up
	Tynedale Challenge Shield Cup		Runners-up

2.3 Standards

Wylam Rockets are proud to have achieved **FA Charter Club Status**

The FA Charter Standard accreditation is awarded to clubs and leagues rigorously judged to be well-run and sustainable – and which prioritises child protection, quality coaching and implementation of the Respect programme. Its goal is to raise standards in grassroots football, support the development of clubs and leagues, recognising and rewarding them for their commitment and achievements.

Please complete the **RESPECT Code of Conduct forms** for both player and spectator - return to your coach.

2.4 Policies

Copies of the following policies and further information is available on request from the Club Secretary:

- Club Constitution
- Incident reporting arrangements
- Complaints procedure
- Equalities policy
- Anti-Bullying policy
- Safe-guarding policy
- Disciplinary policy
- Social Media policy
- Data Protection

2.5 Ethos

The Club is open to all people regardless of their ability, gender, race, ethnicity, sexuality, social/ economic status. This applies to all members of the Club, young people players and adult volunteers including committee members, coaches, team helpers and parents and guardians.

The Club provides an emphasis on football-skills development geared to the needs and abilities of the individual child, and on stimulating and fostering their enthusiasm for and understanding of the 'beautiful game'. The Club also provide opportunities for young players to become involved in competitive football. Here the emphasis is on striving to maximise squad and team achievement whilst promoting and developing positive individual and group values such as fair play, selflessness, club loyalty, mutual support, self-discipline and respect for ones' team-mates, the opposition and match officials.

The Club prides itself on its inclusive approach regardless of ability – the Club does not run "trials" each year but looks to accept all local boys and girls who approach the Club wanting to play football. The only constraint to accepting additional boys and girls is the limit of appropriate squad sizes given the relatively small, but growing, number of qualified coaches attached to the Club.

3 Joining the Club

3.1 Recruitment

Contact the Club Secretary or the appropriate coach for your age group. Your child is welcome to attend a few introductory training sessions before deciding to join the Wylam Rockets.

Training is usually held on a Wednesday night or Friday night.

The team will be managed by an FA qualified coach, who also has DBS clearance, safeguarding and first aid training. They may be supported by a Team Assistant, who has also undergone DRB clearance.

3.2 Subscription

The annual subscription is £120. We expect players who train with us for the majority of the season to pay in full. This can be £120 in full at the start of the season or £10 per month for 12 months. Any refunds or cancellations to subscriptions must be approved by the Treasurer. **The subscription instructions are at the end of this pack.**

Please be aware that following reasonable requests and reminders for subs your child may be removed from training and matches. All players must be registered with the club for insurance purposes, and club registration is only valid for players whose subs are up to date.

3.3 Registration

Players who chose to play competitively will be registered in an appropriate league. You may be asked by your coach for a birth certificate / passport which will be returned to you, and a photograph. Some leagues will require online registration and match information via the FA Whole Games System and MatchDay app. Our coaches will be able to advise you regarding this.

Please support your coach by providing any documentation promptly.

Your coach will inform you about your league and any forthcoming matches.

3.4 Kit

- Our intention is to provide a full playing kit for each player every two years.
- Purchasing kit is the responsibility of the Coach, with support from the Kit Officer
- Kit can be enhanced with hoodies, waterproofs, hats and other items which can be purchased from our preferred supplier SALTO UK Ltd and are part subsidised by the club. www.saltouk.com

We welcome **kit sponsorship** from “age- appropriate” sponsors. Please contact the Treasurer or Kit officer if you would like to discuss this.

4 Communication and Data Privacy

All communication with generally be via email from your team coach/admin. We have an official Website and Wylam Rockets Facebook page for club announcements and news.

We take your privacy very seriously. This Privacy 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 take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data from our participants [and their parents or guardians], and other Club members such as parent helpers.

You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, email or otherwise.

The information you give us may include your name, date of birth, address, email 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.

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 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.

In summary these reasons will include:

- Processing memberships, payments and subs
- Organising matches and training sessions
- Sending out club/squad/team information
- Sharing with leagues, county associations and tournament providers
- Sharing with committee members to provide information about wider club activities

When you become a member of the Club, your information, if you are a coach or volunteer will be or if you are another participant may be (depending upon which league(s) your team plays in) 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. 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.

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.

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 years 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.

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, please contact the Club Secretary (wylamrocketsfc@hotmail.com).

Please complete the Contact Details and Consent for Emergency Medical Treatment form and return to your coach.

5 Respect Code of Conduct for Youth Players

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

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

Wylam Rockets is an FA Charter Standard Club, and asks all players to sign-up to this code.

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, referee and my coach
- 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 tells me
- Talk to someone I trust or the club welfare officer if I am 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 coach
- Receive 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.

I have read and understood the Wylam Rockets Respect Code of Conduct

Signed (player)	
Player Name	
Date	

6 Respect Code of Conduct for Parents / Spectators

We all have a responsibility to promote high standards in the game. As a Charter Standard club, Wylam Rockets 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 official's decisions
- Remain outside the field of play and within the Designated Spectator's Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage 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 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 CFA 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 attend future games
- Suspend 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 against the club.

I have read and understood the Wylam Rockets Respect Code of Conduct

Signed (parent/carer)	
Player Name	
Date	

7 Contact Details and Consent for Emergency Medical Treatment

Name of Child	
Date of Birth	
Parent / Guardian Name (s)	
Address	
Telephone	
Mobile	
Email	
Alternative adult (for emergency use)	
Name	
Address	
Telephone	
Any medical conditions child suffers from:	
Any medication your child is taking	
Any allergies	
Child's GP Details	
Name	
Address	
Telephone	
I hereby give my consent for a Committee Member/Coach of Wylam Rockets Football Club to seek emergency medical treatment for my child in the event of an accident/illness in my absence.	
Signed :	Date :

We will use this information to manage your involvement with the club, e.g. (processing memberships, payments and subs; organising matches and training sessions; sending out club/squad/team information; sharing with leagues, county associations and tournament providers; and, sharing with committee members to provide information about wider club activities).

We ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. If you do not wish to provide this or need more information, please contact the Club Secretary (wylamrockets@gmail.com).

Please see **Communication and Data Privacy** for more information on data protection.

8 Photographs and Images of Players – Consent Form

To comply with the General Data Protection Regulation (EU 2016/679) and the UK Data Protection Act 2018, we need your permission before we can photograph or make video recordings of your child.

Name of player	
I agree to allow photographs and videos of my child to be taken and used for Rocket/Rockette purposes as described below. I have read and understood the conditions of use below. I understand that consent may be withdrawn at any time.	
I DO NOT agree to allow photographs and videos of my child to be taken and used for Rocket/Rockette purposes as described below	
Parent's/guardian's or player's (if over 16) name	
Date:	

*Note that students aged sixteen or over can provide their own consent.

There will be occasions when we may take, or authorise the taking of, photographs and videos of the players while at training, in matches or at events associated with our club. We (or our sponsors) may use these images on our social media pages or on our website or in other club related offline and online documents.

We do not authorise the sharing of photographs of players taken by parents and/or other spectators at Rockets events. Please only publish photographs of your own children on social media.

There is a journalistic exemption with regard to the media, and occasionally players' images may appear in local or national newspapers, or on televised news programmes. Please indicate if you wish your child to appear in the media, if not we will try to keep your child out of any photographs.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Conditions of Use

This form is valid for five years from the date you sign it, or for the period of time your child is a member of the club. The consent will automatically expire after this time.

- We will not re-use any photographs or recordings after your student leaves the club.
- We will not use the full name or any other personal details of any child in or with a photographic image or video without first seeking your specific consent.

- We may use photographs of or videos of squad, team or groupings of players with very general labels, such as 'U8 Rockets win the cup at Blackpool'.
- We will only use images of players who are suitably dressed, in Rockets/Rockettes kit.
- We will not remove historical images from social media, our website or in club documentation and we have no control over whether images that have been made publicly available are copied and stored by third parties.

9 Wylam Rockets Subscriptions – Guidance for Families

Annual subscription to Wylam Rockets for each player is £120. This will be collected from you by direct debit at £10 a month until your child no longer plays with us.

This subscription covers all costs including pitch maintenance and hire, playing strip, footballs, equipment, league fees, referees fees, entry to tournaments, training for coaches etc, so represents excellent value for money.

Please also note that all officials in the club including the coaching staff offer their services on a voluntary basis so all subscriptions are used to benefit of the players.

Direct Debit is our preferred means of payment for subs, if you wish to pay by any other means please contact the Subs Officer or Treasurer and suitable arrangements can be made. If for any reason payments present a difficulty, please contact either the Subs Officer, Treasurer, your Coach, or our Welfare Officers who will deal with any such issues in a confidential manner.

Paul Turnbull – Subs Officer

Emma Ritchie – Treasurer

Wylam Rockets Football Club

07557227572

E-mail: rocketssubs@gmail.com

9.1 Setting up your Direct Debit

All families are asked to set up a Direct Debit with Wylam Rockets by using the following link to GoCardless which includes the Wylam Rockets reference:

<https://pay.gocardless.com/AL00039XW7R3A3>

Wylam Rockets

Set up a Direct Debit with Wylam Rockets

First name

Last name

[Click here to use a company name](#)

Email

Your sort code

Your account number

[Click here to enter IBAN](#)

Post code

[Click here to enter your address manually](#)

More than one person is required to authorise Direct Debits


Set up Direct Debit

GOCARDLESS

rowena.ward@sps-consultancy.co.uk

By confirming you are agreeing to our [Website Terms of Use](#). GoCardless uses personal data as described in our [Privacy Notice](#). We use analytics cookies.

Your payment is not protected by the Direct Debit



Please complete the form using the first and last name of the bank account holder that the payment is to be taken from, we will add the player's name later on.

This will result in an email to the Subs Officer. No payments will be taken from your account until we have allocated you to your squad's payment plan.

Your first payment will be taken on the 7th day of the following month, and every 7th day following while your child remains a Rocket.

You will not be notified that a payment is to be taken. You will see 'GoCardless - WYLAMROCKETS' as the reference on your Bank Statement.

If you already have a Standing Order with us, please cancel it from the end of the current month.

9.2 Players Leaving

This happens mid-season for individual players, and at the end of the season for retiring teams. A minimum of 5 days notice is required to cancel a future direct debit payment. So as Subs are to be taken on the 7th of the month, then cancellation must be requested and agreed by the end of the previous month.

- Please inform your coach and/or Subs Officer with a request to stop payments
- The Subs Officer will confirm your request with the relevant coach/admin if necessary
- The Subs Officer will inform you when the last payment will be taken

When a full squad is to retire at the end of a season the coach/admin will inform the families when payments will stop following discussion with the Subs Officer.

9.3 One-off Payment Requests

These will occur for the following reasons and will only relate to a small sub-set of families. They will be for a single payment to be taken in the following month and families will be informed of the amount and the date in advance:

- Kit contribution
- Contribution to an event such as a tournament
- Subs arrears

9.4 GDPR Notes

By signing up to the Wylam Rockets Direct Debit scheme families agree to:

- Name, email and address details being available to the Wylam Rockets GoCardless administrators (Subs Officer and Treasurer)
- Name, email and address details being held in the Wylam Rockets Subs email account (rocketssubs@gmail.com, accessed by the Subs Officer and Treasurer only)
- Wylam Rockets will not have access to your bank account details
- GoCardless has its own Direct Debit and GDPR regulations, please see www.gocardless.com for more information