



Camberley Town Youth Football Club

Managers' Handbook

Updated July 2023

Table of Contents

1.	INTRODUCTION	2
2.	HISTORY & OVERVIEW OF THE CLUB.....	3
3.	CLUB CONTACTS	6
4.	CLUB STRUCTURE & PHILOSOPHY.....	8
4.1	COACHING STANDARDS	9
5.	CHILD PROTECTION.....	11
6.	PRE-SEASON PLANNING	12
6.1	TRAINING.....	12
6.2	LEAGUE & DIVISION	12
6.3	TEAM NAME	13
6.4	ADMINISTRATION	13
7.	REGISTRATION AND ANNUAL SUBSCRIPTIONS.....	14
8.	KIT AND EQUIPMENT	16
9.	MATCH DAY ADMINISTRATION	17
9.1	PITCH BOOKING	17
9.2	REFEREES & MATCH DAY EXPENSES.....	18
9.3	FACILITY RESPONSIBILITIES	18
9.4	MATCH CANCELLATION.....	19
9.5	POST MATCH ADMINISTRATION.....	19
10.	CLUB WEBSITE & SOCIAL MEDIA	20
11.	CLUB EVENTS.....	21
11.1	MANAGERS' MEETINGS.....	21
11.2	ANNUAL GENERAL MEETING	21
11.3	PRESENTATION EVENING.....	21
11.4	CLUBHOUSE MAINTENANCE DAY	22
11.5	ANNUAL 6-A-SIDE TOURNAMENT	22
11.6	DUTCH EXCHANGE TRIP	22
12.	COMPLAINTS	24
12.1	COMPLAINTS PROCEDURE.....	24
	APPENDICES	Error!

Bookmark not defined.

1. INTRODUCTION

This handbook is meant as a guide to new and existing managers. It will not be a complete reference and if in any doubt, the manager should clarify any issue with any of the committee wherever possible.

The manual is designed to give managers information on the facilities and running of the club, their responsibilities, and a history of the club.

I promise you now that community youth football will be one of the best things you'll ever be involved in – the friendships, camaraderie and memories you will create will last a lifetime but it doesn't come without its unique challenges. This handbook is designed to assist you in the running of your team from week-to-week, season-to-season. It won't tell you how to teach little Johnny how to kick with his left foot or what to do when an opposition manager offers you out for a fight in the car park. But know that you are one of many managers at our club in a long history of football. We all have stories and these are always best shared. At the heart of our club is a great sense of community so do get to know others in your age group, use the managers' meetings to liaise with existing managers for their advice and guidance, connect via social media too.

Please note that we are a grassroots football club that is not run for profit. All money goes back into the players, teams and development and upkeep of our facilities. All coaches and all who part of the committee are unpaid volunteers.

2. HISTORY & OVERVIEW OF THE CLUB

The Club was originally formed as Crawley Raiders Football Club in 1973, named after Crawley Ridge School where most of the original boys attended. It was formed by Mr Pat Drew with the intention of providing youth football to local children in and around Camberley. The club quickly gained success and a reputation for playing good football, skill development and for having a well run club. Its first team were the U11s managed by Gordon Foss in the Farnborough and District Youth League (now the North East Hants Youth League.)

The following season, two new teams were formed at U10 and U11 run by Roy Pritchard and David Leech. The U11s were soon taken on by Ron Gray and they won the first honours for the club winning the league and cup double in season 1975/6. The U12s also won the league cup that season.

The club began to grow rapidly training boys from the age of 7 upwards. By the early 1980s, the club had extended into the West Surrey Boys league and the Bracknell League and continued to have many successes. In 1981, the Under 16s, managed by Ron Gray won the Hampshire County Cup and were runners up in the Surrey County Cup.

The 1990s was a period of tremendous growth and development for the Club. In 1993, the concept of Mini Soccer was introduced, which the club readily embraced to introduce younger children to football, playing smaller sided football on smaller pitches. This enabled the Club to introduce a nursery section that has seen its numbers grow significantly. In addition, training was introduced for managers to ensure that they were taught how to teach the basics correctly. The Club still believes this is fundamental to running youth football and therefore it is a requirement of all managers to pass the minimum Football Association coaching badge before we put them in charge of a team. In 1992, the Club had 110 registered players and 8 teams. By the end of the 1990s, this had grown to over 300 players and 20 teams. These numbers continue to grow. In 2022, we had over 800 players registered and over 60 teams affiliated to local leagues.

AFFILIATION WITH CAMBERLEY TOWN F.C.

In 1992, the Club (named Crawley Camberley F.C. at the time) entered negotiations with Camberley Town F.C. with a view to affiliate with the Senior Club in the area and provide a progression for our youth players as they approached adulthood. Agreement was reached for the start of the 1993/94 season, which saw 2 youth teams run by the Senior Team join us and increase the number of 11-a-side teams to 10.

The Club changed its name in 1993 to Camberley Town Youth Football Club. This affiliation benefits both clubs, providing youth players with an option to progress into U18 and senior football and giving all youth club members free admission into Camberley Town matches. Although affiliated to the Senior Club, Camberley Town Youth Football Club is an independent entity, with entirely separate funds, constitution and management.

FOOTBALL EXCHANGE TRIP

The Club also has links to a similar youth club in Holland, Velden F.C. and we have an exchange visit every year for the Under 14/15 allowing all of our youth players the opportunity to visit and play abroad. This has been running since 1979.

ANNUAL SIX-A-SIDE EVENT

The first annual six a side tournament, held in June 1992, was a joint affair with Camberley Boys, and raised £823 for the Club. The following year the Club organised its own event. The event went from strength to strength, with 200 teams attending by 1996, and becoming one of the largest and most popular events in the area. In recent years, it has contributed a surplus of over £5,000 each year towards the Club's finances. The event is held in June every year at South Camberley Primary School (Redwood Campus) and apart from the income generated, it gives an opportunity for all those involved with the Club to come together and support the Club as a whole.

Since 2021, we now do a separate Girls Tournament and a festival event exclusively for U6s in preparation for U7 football.

NURSERY SECTION & SMALL-SIDED FOOTBALL

At around the same time as forming links with Camberley Town F.C., the Club became one of the first in the area to promote small-sided football for the younger players. An under 8 and an under 9 team entered the East Berks 7 a side Association in the 1993/94 season and a vibrant nursery section developed from this. Every Saturday, we run Mini Kickers sessions providing fun affordable football coaching to children in Year R and Year 1. Since 2022, it's been run by Darren Barnard & DB Football Coaching and numbers have flourished.

GIRLS' FOOTBALL

Our first girls' football teams were formed in 2015 where we had three teams, entered into the Surrey County Women's & Girls' Football League. Over time and with the support of many, this section of our club has flourished. We now have twelve teams across nearly every age group and a ladies' team. We also run Mini Lionesses sessions for girls in Years R, 1 & 2.

NIKE PARTNER CLUB

In 2017, we officially became a Nike Partner Club. All our home strips, balls and training kit are now provided by Nike and we are proud to work in partnership with them as they help us promote and fund local community football.

ENGLAND ACCREDITED FOOTBALL CLUB

Camberley Town Youth F.C. are proud to say that they are an England Accredited Football Club. This is the highest level of award in the FA sponsored scheme. Previously known as the FA Charter Standard, these schemes were introduced to increase the quality of provision of youth football, to sustain participation and to raise standards. Achieving this status is recognition of the quality of football experience being offered to players both on and off the pitch at Camberley Town Youth. To achieve an affiliation a club is measured against a range of specific criteria that illustrate the club's commitment to achieving and maintaining the highest standards.

The criteria include: a written Club Constitution to reflect FA guidelines; a defined Child Protection Policy; an Equal Opportunities and Anti-Discrimination Policy; FA Coaching Qualifications for coaches to specific levels; In-Service Training for managers and coaches; a written Code of Conduct; links to schools in the local community; a Club Development Plan and the provision of a broad range of Playing Opportunities.

3. CLUB CONTACTS

The Club is run by a Committee as follows:

Chairman	Barrie Funnell
Vice Chairman	Tom Welburn
Secretary	Lucy Holmes
Treasurer	Amy Brockman
Child Welfare Officer (lead)	Kristen Bailey
Club Welfare Officers	Barrie Funnell & Lucy Holmes
Heads of Girls Section	Izzy Heath & Michelle Scrivener
Tournament Manager	Matt Loveday
Kit Manager	Martin Norbury
Grants & Funding Officer	Paul Barrass
Sponsorship Officers	William Forrest & Dan Hindmarsh
Kit Manager	Martin Norbury
Coach Development Manager	David McTernan
Winter Training Co-Ordinator	Mike Hurley
Summer Training Co-Ordinator	Tony Baker
Registrations Officer	Pete Grace
Fixtures Managers (U7-U12)	Pete Grace & Gary Sargent
Fixtures Managers (U13-U21)	Tony Baker
England Accreditation Officer	Tom Welburn
Social Media Manager	Darren Pasley
Dutch Exchange Co-Ordinator	Jo Belsey

Their contact details are released at the beginning of the season.

From 23-24, we also now have age group co-ordinators who will help support the committee with age group administration and management.

Age Group Co-Ordinators 23/24	
U6	Kristen Bailey
U7	Will Samuels
U8	Jamie Ruddock
U9	Chris Williams
U10	Tom Welburn
U11	Rachel Sheriff
U12	Lucy Holmes
U13	Kristen Bailey
U14	Tim Pearce
U15	Paul Barrass
U16	Barrie Funnell
U17	Mike Hurley
U18	Tony Baker
Girls	Michelle Scrivener

Please keep a note of the contact details for the above and refer to the crib sheet messaged out early in the season that details who is responsible for what in the club so your queries can be dealt with more efficiently. Please ensure the Club also has the right email address and telephone numbers for you too so you can keep in the loop with all Club events.

All the Committee at CTYFC are like you, they volunteer their time alongside their day jobs and family commitments. We appreciate respect and patience in your communication so they can best assist you to help you run your team and advise you accordingly when problems arise.

4. CLUB STRUCTURE & PHILOSOPHY

Membership of Camberley Town Youth F.C. is available to both boys and girls from the age of 5 through to 18. We also run two Old Boys sides that compete as U21 men's sides and now offer ladies football. The club is open to all interested players irrespective of ability, gender, race or religion. We currently have approximately 800 members split into the following age groups:

Mini Soccer

- Mini kickers - Year R and Year 1
- Under 7 – Year 2 (5-a-side)
- Under 8 – Year 3 (5-a-side)
- Under 9 – Year 4 (7-a-side)
- Under 10 – Year 5 (7-a-side)
- Under 11 – Year 6 (9-a-side)
- Under 12 – Year 7 (9-a-side)

Full Sided Soccer

- Under 13
- Under 14
- Under 15
- Under 16
- Under 17
- Under 18

Across all leagues, football is **non-competitive** from U7-11. Results are not published and anyone attached to the Club is encouraged to not report results via social media. The focus is on development and learning in smaller game situations but also encouraging a love and a participation in sport.

From the U12s, football becomes a competitive sport. Results are published and normal league table rules apply.

Throughout their time at CTYFC, we want our players to develop as players and young people. We are proud to develop teams of varying ability and strength, allowing children within Surrey Heath to participate in football at whatever level.

We appreciate that there are many ways to run a team and age group. As volunteers, we let you decide the best way to run your team in conjunction with your age group and trust that you will do this with each child's best interests at heart. Communication and respect is key.

Our belief is that through Mini Kickers and the first two years of 5-a-side football, our goal is for players to be introduced to matches, learn through the game and enjoy maximum pitch time in a variety of positions. Football should be about enjoyment and learning to participate as a team. When creating teams and moving players, think of the social aspects of the game and building player confidence.

As players progress into U9/U10 onwards, we do not enforce a streaming policy but ask managers do keep in communication and organise the teams within their age groups accordingly. For guidance, our current U10s are streamed across six different teams, from Div 1- Div 7. In our current U13s, we have two mixed ability squads in Div 5. In short, consider your player's overall development and think about the team best suited to their social needs and welfare as a player and person within the age group. We ask managers to always use tact and consideration when making decisions on behalf of their players and co-ordinate these decisions alongside parents and the other managers in your age group. Please lean on your age group co-ordinators to assist you in understanding the needs of your team.

4.1 COACHING STANDARDS

As an England Accredited Football Club, each volunteer coach **MUST** hold a FAN number, a current DBS check, Emergency First Aid Certificate and Child Safeguarding Certificate. We also ask you to have completed the Introduction to Football course (previously Level 1). If you would like to enrol on these courses, please look at the FA Learning Portal for more details or ask the England Football Accreditation Officer or Secretary for more details. The Club reimburses the costs of all courses. Please keep receipts as proof of booking and present to the Treasurer, along with a completed Expenses Form (available on the website).

For other courses being paid for the club has the following policy:

FA Level 2 – Manager pays in the 1st instance. On successful completion the club will refund 50%. If the Manager is still with the club on the 1st anniversary of completion then the club will refund the other 50%

For any other course please forward details to the committee and a decision will be taken.

For each team, we recommend good player/coach ratios. It is recommended to have one coach per ten players at the Mini Soccer stage. If new to youth football

then please refer to the FA rules of mini soccer and youth football to check the rules and regulations of the game within your particular age group.

For more information about how the Club is run and the standards by which we hope to provide football to the youth in our community, please refer to the Club Constitution which is available to view on the website.

5. CHILD PROTECTION

Our Club has a Child Welfare Officer who is responsible for overseeing the standards of behaviour on and off the pitch and ensuring we are providing a safe and positive environment for children to learn and play football. As an England Accredited Football Club, we are proud to work alongside the FA and uphold the codes of conduct and philosophies by which they hope to develop grassroots football. A copy of the FA Conduct policies are on the club website www.ctyfc.co.uk. Every child, coach and parent are expected to read the policies and adhere to them at all times. For more information about the Respect policies we hope to uphold in the game, please visit:

<http://www.thefa.com/get-involved/coach/respect/play-your-part>

In addition, all coaches and other volunteers (assistant coaches; administrative assistants) must hold a current DBS Check. Please see Appendix I for details on how to apply for this. The process asks for you to have your identification documents verified in person which can be done by the current CWO.

The CWO is there to help you with difficult situations that may arise during games and team management. Their role is not necessarily to sanction anyone but allow you to resolve disputes and mediate situations. If you are ever worried about the welfare of one of your players, please get in touch with them. We all have a responsibility to look after **all** children involved in the sport.

6. PRE-SEASON PLANNING

Once you have decided to take on the management of a team, there are a few decisions we ask you to make pre-season so we can organise and register your team over the summer months.

6.1 TRAINING

Ordinarily, CTYFC teams train at the following locations:

- Kings Astro
- Frimley Lodge 3G
- Tomlinscote School 3G

If these venues are full then we also place teams at venues such as the 3G Pitches at Aldershot Garrison & Sandhurst School. Please decide which location, time and day works for you. However, we can investigate other venues should they be within a reasonable budget and location. We advise trying to train with the Surrey Heath area for the ease and convenience of the majority of your players. We suggest older age groups train at a later time to free up the earlier time slots for our younger age groups. Around April/May, the Winter Training co-ordinator will allocate you a slot trying to give you a preferred training location, time and day.

6.2 LEAGUE & DIVISION

Please choose which league and division you would like to enter your team in. CTYFC enter teams into the following leagues:

- North East Hants Youth League
- East Berks Football Alliance
- Surrey Primary League
- Surrey Youth League
- Junior Premier League
- Surrey County Women's and Girls League
- Guildford and Woking Alliance Football League

All teams are initially entered into the NEHYL at U7. Please note different leagues play matches on different days. We advise you to visit their individual web pages to get an idea of geography and different league requirements. If you are unsure about which division to enter your team in then do get in touch with age group/divisional secretaries to allow for seeding matches to take place pre-season. Around April/May,

the Club Secretary will be in touch with you to ask for your preferred league and division.

6.3 TEAM NAME

From U7-U13, CTYFC team names have traditionally always started with the letter R. Please choose an appropriate name for your team – this will be registered in with your chosen league. Popular examples are: Rebels, Rascals, Rovers, Rangers, Royals, Rockets, Redwings, Robins, Ravens, Reds, Raiders, Renegades.

6.4 ADMINISTRATION

Please familiarise yourself with your chosen league and ensure that your contact details are set up in their system. Each league has slightly different rules and systems so ensure you get yourself up to scratch with how everything operates. Do ask other managers in the Club for assistance and advice if needed. Most leagues will run a pre-season meeting to explain any new developments in your league. At least one representative from each Club is expected to attend and we will ask for volunteers in the event that committee members cannot attend. Please see the following for more information:

- North East Hants Youth League: www.nehyl.org.uk
- East Berks Football Alliance: www.eastberksfa.com
- Surrey Primary League : www.surreyprimaryleague.com
- Surrey Youth League: www.wsyl.org.uk
- Surrey County Women's and Girls League: www.scwgl.org.uk
- Guildford and Woking Alliance Football League: www.gwafll.co.uk

The FA also now have an online record of all players and coaches called Whole Game System. All leagues are gradually moving on to this and it's an important way for us to show the County FA that all our coaches are qualified and DBS checked. We recommend that you sign on to this, update your profile (especially picture, email and mobile phone numbers) and ensure that your professional record is up to date (e.g. FA Coaching Qualifications; Safeguarding; First Aid).

7. REGISTRATION AND ANNUAL SUBSCRIPTIONS

CTYFC use an online registration portal called TeamSnap that allows for all team members to register their players and pay their annual subscriptions via PayPal. Please familiarise yourself with the website and app. It allows you to store vital team information (including player contact details and medical information) and can be used as a tool to relay match information each week.

Please inform and remind your players to register and pay before the season starts. Links will be sent out over June/July for them to do so. **Subscriptions have to be in before the player is registered and starts playing.**

In 2023/24, **existing members pay £200 and new members pay £220** (as agreed at the AGM 2022) with qualified coaches paying £180. This can be paid as one full instalment or through an agreed payment plan. The full rate is pro-rated for registrations completed later in the season. Payments can be made offline but ensure the Club Treasurer is made aware of this so they can allocate payments to the correct players within the system. When in doubt, please forward all enquiries to the Club Treasurer or Registrations Officer.

The subscription fee covers the cost of signing on, all basic kit, pitch hire, referees, etc. It does not allow for any additional training or non-standard equipment which must be funded by the team. The subscription fee is reviewed annually and proposed at the AGM.

There is no fixed format for refunds. Each case should be referred to the Committee.

Once the player is Club registered, please register them with your chosen league. Requirements for league registration vary widely but most will require:

- a passport style photo of your player (taken against a light background, a photo taken on a tablet/phone is fine)
- proof of age document (scan/photo of passport or birth certificate)

In addition, if you have a player who is being registered after their 10th birthday, has not been registered before with the Club and was born overseas then you may need to obtain **International Clearance** (IC) for them. Please check with your chosen league to see what additional paperwork is required. Although these checks may

seem irrelevant in youth football, they are in place to protect vulnerable children within our community.

Please follow your own league guidelines to check on registration requirements. Most will have PDF guidelines on their websites. It is your responsibility to check that all your players are registered within the system correctly and this includes checking parents complete the appropriate consent forms and that their details on all registration systems are completed and up to date.

Please familiarise yourself with the procedure they have in place for match day administration too and the process by which you will need to carry out other formalities over the course of the season e.g. player transfers; match rescheduling etc. Please ask other managers and committee members for their assistance if you have any queries.

8. KIT AND EQUIPMENT

At the beginning of every season, please get in touch with the kit manager to discuss your training equipment needs. You should aim to order new kit by May/June before the next season starts, especially match kit which takes longer to come through. Every team is entitled to:

- a training ball for each player
- two match balls that must be kept solely for matches
- ball bag
- training equipment (bibs and cones)
- first aid kit

All additional kit (e.g. mini goals; captain armbands; trophies) must be funded by the team.

It is the manager's responsibility to ensure that he/she has adequate kit for all players and that kit is labelled in the event of it getting lost or misplaced. The Club has a designated kit manager who should be contacted for additional kit. It is currently supplied through Discount Football Kits who run an online shop for us.

Please find details at:
www.ctyfc.co.uk/kit

We are a Nike Partner Club. Our home kit is a red and white striped jersey, red shorts and red socks. Kit is provided for each player by the Club but remains the property of the Club and should be returned in the event that a player leaves.

The Club's policy is to re-use kit wherever possible.

Kit must not be worn for training, it must be used solely for matches.

The Club will not fund the cost of additional kit (e.g. away kit; rain jackets). Before buying such items, always check with the kit manager to see if there are existing spares or alternatively, teams can seek their own sponsorship to fund these items.

Managers and Coaches Kit can be purchased and personalised via Discount Football Kits.

As a Child Protection issue, we do not allow for children's names to be put on the back of team jerseys, jackets or other kit.

9. MATCH DAY ADMINISTRATION

The Club will register your team with your league of choice but it is your responsibility to check in with those leagues from September onwards to check your fixtures for the season. On weeks when you know your team is unavailable then do contact your league divisional secretary to reschedule. Weekly, we ask you to book fixtures in and organise your games.

For **AWAY** games, do wait for the opposition to contact you and relay match information to your team once received. Transportation costs to away games is not reimbursed.

Below is brief summary of what you need to do when booking **HOME** games on Saturdays:

9.1 PITCH BOOKING

U7-U13

- U7-U10 teams use South Camberley Primary School (Redwood Junior Campus) as their home ground.
- U11-U13 teams use the grass pitches at either Kings International College or Tomlinscote School.
- Please look up your fixtures and book all pitches via the appropriate fixtures managers by emailing them requirements the Sunday before your match. They will then allocate you a time and pitch by Monday at the latest.
- Find your opposition on your league contact database and email them details of the match. **Please use the templates on the website that include site maps and important information.** Wait for them to confirm receipt.
- Inform your parents of the fixture details.

U14-U21

- U14-U21 teams use the Council owned grass pitches within Surrey Heath at Frimley Lodge & Frimley Green Recreation Ground.
- At the beginning of the season, a spreadsheet will be shared with you that allows you to book pitches on behalf of your team at specific times on Saturday morning from September-April and from 9am-12pm. Please ensure your pitches are booked on this spreadsheet by the **SUNDAY** before your match so we can inform the Council of our pitch requirements. Do not change anyone else's bookings without notifying them first and only book pitches 2-3 weeks in advance. **Please use the templates on the website that include site maps and important information.** Find your opposition on your league contact database and email them details of the match.

- Inform your parents of the fixture details.

SUNDAY TEAMS

- If you do run a Sunday team then do co-ordinate with the fixtures managers. They will be able to secure a pitch for you depending on the time you will need it. Typically, on Sundays we use Tomlinscote School and the Army pitches on Queen's Avenue.

9.2 REFEREES & MATCH DAY EXPENSES

In terms of referees some of the leagues will appoint referees on their website. Once appointed, do ensure you contact them directly so they know match location and KO times. If you have to appoint your own then please get in touch for contacts of referees. The Club also has a Facebook group where you can request if any refs are free or if any refs already presiding over a game can do your match as a double header.

Please note that the majority of referees are children themselves and we expect you to support their learning of the game and treat them with the same respect and care you would any of your own players.

The manager is responsible for paying the referee and claiming the money back from the club on an Expense Form. The Expense Form must be completed and submitted at the end of every month. This money will then be reimbursed as a cheque or directly to a bank account at the Treasurer's convenience. Where appropriate (e.g. pitch booking etc), a receipt must accompany the expense.

The Expense Form is found on the website.

9.3 VEO

We have recently invested in VEO Match Technology which is brilliant way for us to support coaching and team development as a Club. Our intention is that every team has the opportunity to use it. To request to use it, please contact the Club Treasurer. Before use, however, it's important that you get the consent of your team, that of the opposition and the referee. Consent forms are available to complete on the website. As a Club, we have also enforced a strict user policy that we expect all to adhere to. This is available on the website.

9.4 FACILITY RESPONSIBILITIES

We use several school and Council owned facilities for matches and we ask that we treat these facilities with respect and leave them how we would like to find them.

U7-U13

At both our school sites, we ask that you take responsibility for the setting up and clearing of your pitch. Please set up your pitch as per your league requirements. At Redwood and Kings, there are storage facilities that house corner flags and respect spectator barriers. Both require keys/padlock combinations to access them so please ensure you obtain those from the Fixtures Secretary. Please ensure the pitch is also free from rubbish and goals returned to where you first found them/locked up.

At Redwood, we ask teams to take it in turns to open/close the facilities. An email is sent out in the week to let you know if it's your team's turn. An outline of duties is listed on the bookings spreadsheet.

U14-U21

Please note that you must bring your own corner flags to Council Pitch games and also leave all sites free of rubbish.

9.5 MATCH CANCELLATION

If your match has been cancelled or rescheduled within the week then please make sure you inform the Fixtures Secretary and/or alter the bookings spreadsheet.

At Redwood/Kings/Tomlinscote, in the event of waterlogged/frozen pitches, the Fixtures Secretary/designated volunteer will visit the site by 8am to inform you whether the pitches are fit for purpose. They will put out a note via email to let you know if the pitches are unplayable and we ask you to relay that message to your opposition. Sometimes this is done in advance if the weather forecast isn't great.

With Council Pitches, these are inspected independently and notification of game cancellation will be sent out via the Fixtures Secretary.

9.6 POST MATCH ADMINISTRATION

Different leagues will require you to report your match results and complete match reports for your games. Please ensure these are completed as soon as convenient to ensure the Club is not fined. In the event of any incident within your match, please chat to your age-group co-ordinator or a Club Welfare Officer.

10. CLUB WEBSITE & SOCIAL MEDIA

The Club Website is www.ctyfc.co.uk and key information about the Club can be found here. It is meant to be a resource for all and is not updated regularly.

Most managers will also use Team Snap and Facebook to interact with Club and Team. As a Club, we do have our own Facebook group and page, Twitter Feed and also have a Club Instagram page. Please like, follow, share and join! All are ways to advertise the Club but also communicate between members and celebrate achievements throughout the season.

FACEBOOK

www.facebook.com/groups/851976221532057/

www.facebook.com/ctyfc1973/

INSTAGRAM & TWITTER

Please search for CTYFC_1973

We ask all coaches and parents to be mindful when mentioning the Club on social media. Negative remarks about the Club or others will not be tolerated. Please refer to the Club Photography & Video Policy that states how we expect people to share photos responsibly. As a Club policy and to enforce good safeguarding practice, we discourage the sharing of any form of video.

11. CLUB EVENTS

11.1 MANAGERS' MEETINGS

These are held on the third Thursday of every other month at Krooner Park. ALL managers are required to attend to represent their team and age group. If you cannot attend, please ensure you contact the Club Secretary beforehand to give your apologies. The meeting is a chance to review Club events and happenings and we invite all managers to discuss and contribute towards the running of the Club but also share how your team is doing over the season.

11.2 ANNUAL GENERAL MEETING

The AGM is held annually and a chance to present to managers, parents and players a general overview of the Club's progress over the course of the season. It is a chance for all to give their opinions and views on how we can develop the vision and growth of the Club. It is also a chance to vote in the committee officials for the season ahead.

11.3 PRESENTATION EVENING

The presentation evening currently happens at Pine Ridge Golf Club usually around the May Half Term. It is the opportunity to get all of the players together and honour the players and teams within the Club for their efforts. The Under 12 age group that year are responsible for organising the event.

The evening is split into sections according to age group. On the evening, we ask all managers to give a brief two minute speech about your team's accomplishments for the season.

Each manager is asked beforehand to give us their winners for the following awards:

Managers Player

Players Player

Most Improved Player (U8-U12)

Sportsmanship (U13-U21)

Only 1 of each trophy can be given. No team will be allowed to award 2 players the same trophy. If a team wishes to do extra trophies they will have to be paid for by the team and awarded outside of the main event.

In addition, there are a number of Club awards that each manager may nominate a player for. These are decided by an impartial committee.

For the U7 age group, there are no team awards but each player is awarded a participation medal.

11.4 CLUBHOUSE MAINTENANCE DAY

Volunteers built our own clubhouse in the early 1980s at South Camberley Primary School (Redwood Campus). The club are currently in negotiations with Surrey County Council on an extension of the lease to make improvements to the site.

Each year we have a Clubhouse maintenance day to keep the Clubhouse in good order and prepare for the tournament. Organising this falls with the Under 10s each year.

11.5 ANNUAL 6-A-SIDE TOURNAMENT

The 6-a-side tournament is the single largest fundraiser for the Club. This tournament relies on the help and support of the managers, players and parents within the Club.

The tournament is run over the second and third weekends of June at South Camberley Primary School (Redwood Campus).

Each team must take responsibility for at least one task each year: BBQ, Parking, Grounds Maintenance etc. A volunteer rota is arranged by the U11 age group each year.

In recent years, we have also run our own girls tournament and specific events for the U6 age group.

11.6 DUTCH EXCHANGE TRIP

There has been an exchange trip with IVO from Velden since 1979. Velden is a small town near Venlo close to the German border. The trip is hosted by each club in alternating years. It is fixed for the Under 14s and Under 15s therefore each team gets to host and visit.

The Dutch come to us at Easter and we visit them in the May Half Term.

If you are in age group given the responsibility to run an event then do always speak to managers from past years for their advice and counsel.

11.7 WELL DONE

If you have got this far in reading then well done. This handbook is updated by Kristen Bailey every year and she reckons no-one ever bothers reading it so if you

have, well done. Next time you see her, if you say the secret phrase RED APPLES then she'll buy you a pint or a drink of your choosing.

12. COMPLAINTS

12.1 COMPLAINTS PROCEDURE

If anybody wishes to make a complaint then this must be made in writing, in the first instance, to the Club's Child Welfare Officer and copied into the Chairman. Their details are available on www.ctyfc.co.uk

Should the complaint be about either of the above officers then the complaint must be directed to the officer that isn't the subject of the complaint.

Should the complaint involve both of the officers above then the complaint must be made in writing to the CWO of Surrey FA. Their details are available on www.surreyfa.com