

Welcome

Skelton United Football Club was established in 2008 to provide junior football to East Cleveland and the surrounding areas. Over the years the club has grown significantly and has an active committee developing the club for the benefits of the members. The club enters teams into the Tees Junior Football Alliance, The North Riding Girls League and The York Girls League, with training taking place during weekday evenings and on Saturday mornings. The club is affiliated to the FA through the North Riding FA. This handbook provides all managers and coaches with information on the club's procedures and contacts within the club. Our full range of policies is available at www.skeltonunitedfc.co.uk.

Club Directory

Chair	
Vice Chair	
Secretary	
Treasurer	
Child Welfare Officer	
Assistant Child Welfare Officer	
Conduct Officer	
Fixtures Secretary	
Schools Liaison Manager	
Kit Manager	
Manager Representative	
Manager Representative	

Team Directory

Under 8 Boys		
Under 9 Boys		
Under 10 Boys		
Under 10 Boys Reds		
Under 12 Boys		
Under 16 Boys		
Under 17 Boys		
Under 10 Girls		
Under 12 Girls		
Under 12 Girls Lionesses		
Under 13 Girls		
Under 16 Girls		

Managers/Coaches Vetting Procedure

All new team managers and coaches intending to run teams on behalf of SUFC will undergo a vetting procedure. This is performed with existing members of the club and also through the FA CRB checks. The committee **must** be approached to carry this out.

Recruitment and Retention Policy

It is not club policy to approach other clubs with the idea of signing players. If players from outside clubs approach SUFC they may be accepted should a space be available.

Once a member of the club, players are encouraged to play a full part in the life of the club by attending training and social events.

If a player indicates a wish to leave the club, it will be the duty of the relevant team manager/coach to establish any reasons for unrest and to report these to the club's committee. The club will actively back any player and/or official wishing to take coaching, first aid or any other football connected qualifications which are likely to benefit both the individual and the club. It is hoped that by supporting personal and team development, players will foster a loyalty to the club.

Attracting Players

The club may actively attempt to attract players by:

Liaising on a regular basis with local schools. This will be done by personal contact with staff, posters, information sheets about the club, direct contact with pupils (with the schools permission) and appeals through school newsletters. The club will endeavour to foster good relationships with local schools and to use school facilities wherever and whenever possible. This will include pitches and changing facilities. Any requests for players via social media must be approved by the committee before posting.

Members of the club will be responsible for promoting the good name of the club wherever and whenever possible.

Exit Route Policy

The club will not stand in the way of any player who wishes to leave. The club will co-operate in any transfer requests from individual players or other clubs who have the agreement of a player to join them. The club will report to the county FA any incidents of illegal approaches to players and or managers/coaches.

The club respects and supports players' wishes to make the most of their talents. The club will foster and develop these talents wherever possible within the structure of the club. At the same time the club recognises the rights of a player to leave the club if he/she wishes to do so.

Players are encouraged to become part of academy sides and whenever possible the management committee and/or managers and coaches will recommend suitable players for representative honours.

Unregistered Players

The club will take every possible step to ensure that unregistered players do not play. Managers will be reminded to play only previously registered players or those legally registered on the day in keeping with league rules.

Staff Development Programme

Players, coaches and club officials are encouraged to undertake a variety of qualifications and acquire skills which can be utilised by the club. Financial support has been made available for this. All requests for financial support for development are discussed by the club's committee. The committee regularly looks at additional development programmes in a number of areas.

State of Pitches Policy

The club has a responsibility towards the pitches that it uses and must consider the longer term implications of playing on pitches that are considered unfit. In the case of poor weather, pitches will be inspected on the Friday afternoon for Saturday matches

and the Saturday afternoon for Sunday games. Please note that the decision of the committee is final and that in cases of extreme weather all games maybe postponed on the Friday.

Club Finances

The Club has responsibility for paying the following:

- Referees fees and any other expenses imposed by the league.
- Fines for administrative errors but stresses every effort is taken to keep these to an absolute minimum. (The Club reserves the right to request the manager to pay for repeated fines caused by constant administrative negligence).
- The Club will not reimburse fines for un-gentlemanly conduct or for foul and abusive language and in any such cases the clubs disciplinary procedures will be invoked.
- The provision of Club trophies for end of season presentations.
- The provision of training facilities, equipment, grounds, football kit, medical kit, footballs, insurance etc.
- Suitable Management training, coaching courses, professional coaching fees and player development courses.

This does not infer that the Club shall pay for all teams to have all equipment and will attend all courses they may wish at their disposal all of the time. It does infer that as a club we purchase equipment and courses that can be used in an equitable and efficient manner for the benefit of all members.

All managers are encouraged to seek sponsorship at all times or until such time as the Club has acquired a Club sponsor for all teams.

All football strips and equipment supplied by the Club or acquired by a team (through fund raising or sponsorship) is deemed the property of the club and is insured against loss or accidental damage.

In the event of a team discontinuing, all strips, equipment and funds held by that team shall revert to the Club. Failure to return said items may result in the Club taking appropriate action to recover them.

Guidelines

Managers – General

1. All managers shall be appointed at the discretion of the Club Management Committee and be bound by the clubs constitution.
2. Managers should conduct themselves at all times in a responsible manner that reflects highly of the Club image.
3. Managers and coaches must undertake at least an emergency First Aid Course and attend an FA child protection seminar within their first twelve months with the Club.

4. Any Issue of requests made at the Managers Sub-committee meetings should be brought to the attention of the Club Management Committee via the managers' representatives on that committee.
5. Managers should avail themselves of the rules of the F.A and act in accordance with them at all times.
6. All football strips supplied by the Club or acquired by a team (through fund raising or sponsorship) shall be deemed the property of the club.
7. All equipment acquired by the club for use by its members should be stored in and returned after use to the containers at De Brus.
8. Managers should appoint where practicable an assistant, and should have available at all times a qualified first-aider in line with league requirements.
9. All fixtures should be confirmed together with ground allocations and referees through the fixtures secretary. This is to avoid confusion especially in the event of re-arranged games and cup-ties.
10. Training dates and times should be organised through the Managers sub-committee who will endeavour to meet the aspirations of all members and to best utilise the Clubs equipment for the benefit of its members.
11. Should competitive games be required to be played in the evenings (usually at the end of season) these should be arranged through the fixtures secretary and will take preference over training. As a matter of courtesy the manager responsible for the fixture should notify the respective teams whose training will be affected.
12. Managers should be responsible for playing their part in the general running of the Club. They should support the Clubs fund raising activities and ensure that communications from the Club are distributed to members in an orderly and timely fashion.
13. Managers should keep a check on player attendance at training and for games and be responsible for collecting and accounting for any monies and also for the regular payments of such to the treasurer. The manager may of course appoint a responsible person to perform this task in order to spread the duties.
14. Managers should only play club members in any competitive game and club membership will only be granted after the club membership and any other league fees have been paid.
15. Managers are requested to ensure that match results are submitted in a timely manner to the club secretary.
16. Managers must ensure they have a parental consent form for each player.
17. If an incident takes place at a game, training session or during any Club activity an Incident Report must be completed and submitted to the Club Secretary.

Managers – Financial

1. The Club shall be responsible for the payment of Referees fees and any other expenses imposed by the league.
2. The Club shall pay club fines for administrative errors but stress that these should be kept to an absolute minimum. The Club reserve the right to request the manager to pay for repeated fines caused by constant administrative negligence.

3. The Manager shall be responsible for deciding whether fines imposed on players are to be reimbursed by the Club. It is unlikely that the Club will reimburse fines for un-gentlemanly conduct or for foul and abusive language.
4. Managers are responsible for maintaining a player attendance list for training purposes; this should include non-member attendances, in particular, when new players are being considered for new season selection prior to becoming full members.
5. Managers are responsible for completion of match report forms and paying referees fees.
6. The Club shall provide trophies for end of season presentations. Teams may buy further trophies if desired.
7. As a general rule the Club shall be responsible for providing all facilities required in order for the members to enjoy their football development within the Club. This shall include the provision of training facilities, equipment, grounds, football kit, medical kit, footballs, insurance etc. This does not infer that the Club shall pay for all teams to have all equipment they may wish at their disposal all of the time. It does infer that as a club we purchase equipment that can be used in an equitable and efficient manner for the benefit of all members. Much of the equipment and kits in the past have been sponsored and this option should always be sought first in preference to using clubs funds to purchase new equipment. All managers are encouraged to seek sponsorship at all times or until such time as the Club has acquired a Club sponsor for all teams.
8. In the event of a team discontinuing, all strips, equipment and funds held by that team shall revert to the Club.

Coaches

1. Coaches must conduct themselves on and off the pitch at all times in a responsible manner that reflects highly of the Club image, and Coaches Code of Conduct.
2. Coaches should abide by the rules of Club and the Football Association and act in accordance with them at all times.
3. The club will provide Coaches with regular skills training and development.
4. The team manager may seek to employ a professional coach to assist in specific adhoc skills development for his team. Such action must have prior approval of the Management Committee.
5. Coaches will work closely with and support the team Manager at all times. Managers are responsible for keeping Coaches up to date and informed of team arrangements, match fixtures, locations team players etc.
6. Coaches are reminded that SUFC teams play and train to win on a competitive basis; coaches must refrain from adopting a 'win at all costs' attitude.
7. The health and welfare of the players is a first priority. Coaches are responsible for ensuring players, particularly the younger children, are not subject to rigorous or over-strenuous training regimes as such an approach contravenes FA guidelines and is potentially detrimental to younger children's physical development.
8. Coaches must refrain from encroaching onto the pitch at matches and from openly challenging referees decisions.
9. Coaches may deputise on behalf of a team Managers at matches and may represent the team Manager at Club meetings.

Players

1. Players should conduct themselves on and off the pitch at all times in a responsible manner that reflects highly of the Club image, and Players code of conduct.
2. Players should abide by the rules of Club and act in accordance with them at all times.
3. All football strips supplied by the Club or acquired by a team (through fund raising or sponsorship) shall be deemed the property of the club.
4. If for any reason a player leaves the club, all kit and club property must be returned to the Club Secretary directly or to the team manager.
5. The Club has a child protection policy and has supporting procedures, which any player may invoke at anytime.
6. Players must make every effort to attend training sessions during the week and to arrive at matches in a timely manner as instructed by their Managers.
7. Players may not participate in League matches unless they have been registered and have paid their fees.
8. Players must ensure their footwear and shin-pads are suitable for the matches being played, loose, ill fitting or inappropriate footwear and/or shin-pads may result in the player being substituted for the game or until such time as appropriate replacements are provided. The Club does not provide funding for footwear or shin-pads.
9. The Club will facilitate annual award presentations for all teams. Your team manager will announce arrangements nearer to the presentation date.
10. The club encourages tours and tournament participation, especially during the close season. Team managers will advise of dates and details.

Social Media

There is an FA document available on our website which outlines responsible use of social media. The club reserve the right to invoke disciplinary procedures if this is not adhered too.

Match day checklist

1. Only use pitches allocated by Fixtures co-ordinator.
2. Ensure first aid equipment is available.
3. Wear appropriate SUFC kit. This will be provided.
4. Ensure the containers are left tidy and locked. These will be provided.
5. Ensure correct documentation is signed and delivered to relevant body.
6. Ensure age appropriate match balls are used.
7. Ensure respect barriers are in place.

If you have any questions regarding the above, please contact your manager representatives.

