



BUNTINGFORD COUGARS YOUTH FOOTBALL CLUB HANDBOOK

The primary purpose of the handbook is to support Managers and Coaches, particularly new ones and provide clear guidance on how the club runs and its principles. It will also help existing and prospective parents, players, staff and visitors to understand the clubs rules, policies and principles and why we do some things the way that we do. It is available and visible for all members and visitors to view on our website.

The handbook is subject to change from time to time unlike the “Rules and Constitution” which can only be changed as described in the rules at an AGM or SGM.

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HISTORY

BCYFC was founded in September 1971 when Eric Addicott organised matches for his son and his friends.

The first home matches were at Norfolk Road Playing Fields and the team then was called “Buntingford Chipmunks”.

In 1973 there was another team and the first Committee who decided that the club would be called BCYFC.

During this period that the club enjoyed its first real success, reaching the Under 14 Cup Final.

In 1974 Cougars started a relationship with a German side Laudenbach. Teams from both sides would visit each other on alternate years and many Anglo-German bonds were made between the two towns through the youth football.

In the late 70s the Club acquired a tenancy to use London Road. A rough field was turned into a football pitch, which has been used by Cougars ever since.

In 1981 about eighty past and present Managers, Trainers and Committee members, and their wives celebrated the club’s tenth anniversary. In ten years the club had grown from 12boys to 170 members.

Throughout the 80’s the Club continued to grow. Cougars 5 a side competition became established as one of the most popular in Hertfordshire.



In 2003 BCYFC achieved the FA Charter Standard Development Club Award under the leadership of Chairman Mick Nolan.

In 2005 the club formed a joint venture with Buntingford Town FC to form “Buntingford Football Corporation Ltd” to manage a lease at the old Sainsburys site. This was called The Bury and is used by both football clubs.

BCYFC have enjoyed many successes beyond expectations for a relatively “small town” club. The club have won the Hertfordshire County Cup and have enjoyed league honours as well as tournament glory.

The club host the Callum Eveleigh Schools tournament in memory of a local boy who sadly died. The tournament invites local schools to play in a friendly format where sportsmanship is recognised and awarded.

In 2012 BCYFC started half term soccer schools and Cougars Cubs for children to start enjoying football from as young as three years old.

In 2015 the club hosted its biggest ever 5 a side tournament at The Bury over two weekends with 180 teams playing.



CLUB'S PRINCIPLES AND ETHOS

BCYFC purpose is to provide football activity in a safe and positive environment for members of Buntingford and local communities aged between three and eighteen years.

BCYFC is non-political and non-discriminatory. The club welcomes children regardless of ability, experience or life difficulties because we believe that the national game should be available for all of those that want to play the game.

We encourage all children to reach their true potential in football by applying the FA's four corner model.

The four corner model was developed by The Football Association in order to aid coaches with their planning and delivery of grassroots coaching sessions. The aim is to encourage coaches to break down their sessions more intricately, and consider the impacts which their coaching has on the players they work with.

The four corners are defined as;

Technical – Football skills 'on the ball'; control, passing, dribbling, shooting etc.

Psychological – Mental attributes; decision making, enjoyment, spatial awareness etc.

Physical – Movement within the game; sprinting, turning, jumping, acceleration, agility etc.

Social – Interactions with other participants; communication, teamwork, friendship etc.





FOOTBALL FORMATS

Youth leagues provide organised football for young people to play the game, learn, develop and enjoy their football.

The FA's recent Youth Development Review; considered feedback from leagues, volunteers and children across the country and resulted in two main proposals affecting grassroots football; the player pathway and competition strategy.

The player pathway will see a journey for young people from a 5v5 match format through 7v7 and 9v9 to the adult orientated 11 a side format that builds and progresses their learning and development as they enjoy

- ✓ More touches of the ball to develop technique
- ✓ More dribbling opportunities and 1v1s. More shots and more opportunities to score goals
- ✓ More involvement in the game and decision making opportunities
- ✓ More enjoyment through playing football.

Age	School Year	Max Team	Match Duration	League	YDR Link
3 & 4	Reception	Fun games	n/a	n/a	n/a
Under 6's	1	Fun training	n/a	n/a	n/a
Under 7's	2	5 v 5	Max 40 minutes	Mini Trophy Events	YDR Link
Under 8's	3	5 v 5	Max 40 minutes	Mini Trophy Events	YDR Link
Under 9's	4	7 v 7	Max 50 minutes	Mini Trophy Events	YDR Link
Under 10's	5	7 v 7	Max 50 minutes	Mini Trophy Events	YDR Link
Under 11's	6	9 v 9	Max 60 minutes	Mini Trophy Events	YDR Link
Under 12's	7	9 v 9	Max 60 minutes	Standard League	YDR Link
Under 13's	8	11 a side	Max 70 minutes	Standard League	
Under 14's	9	11 a side	Max 70 minutes	Standard League	
Under 15's	10	11 a side	Max 80 minutes	Standard League	
Under 16's	11	11 a side	Max 80 minutes	Standard League	
Under 18's	6 th Form	11 a side	Max 90 minutes	Standard League	

I played my first match at 8 in an 11 a side match on a full size pitch, I hardly got near the ball. The formats nowadays enable your children to be involved and have fun. . . . Cougars Coach

BCYFC supports the FA's [Youth Development](#) proposals on competition strategy with formats that are considered to best support young player development and enjoyment.

Following the FA's research including focus groups with young people it was found that the adult orientated "one season long competition" did not support young player development and enjoyment so a new child-friendly approach has been developed that builds competition as players get older with shorter mini leagues or competitions.

From the 2015 / 16 season Under 7s to Under 11s will have no league tables published and no single nine-month long season. Instead they will enjoy up to three trophy events or mini leagues per season. Teams will sometimes be moved between these leagues to ensure that they are aligned to similar ability opposition. From the Under 12's section league tables will be published.

This new approach away from "non-competitive" matches dismisses the notion that there is such a thing as "non-competitive" football. In every child's match, even with U7s, the two teams want to try their best to win. **However, a "win at all costs" mentality is not supported at BCYFC. Instead we seek to provide a positive environment that encourages children to develop their football without the result being the most important factor.**



AGE GROUP & TEAM STRUCTURES

Age Group Structures

BCYFC use the following definitions to help define structures within age groups;

- Age Group; Under8's or Under12's are age groups.
- Team; Players grouped together within an age group e.g. BCYFC Under10's Blues is a team.

A team would have at least one Manager or Coach with the appropriate qualifications. In age groups where numbers grow sufficiently there will be multiple teams. Buntingford Cougars aim is to have as many teams as possible and sustainable at each age group.



Encouraging large squads even at the youngest age groups (pictured is our Under7's for the 2014/15 season) enables the children to play in and against teams best suited to their abilities and enables them to move to the next format easily.

Team Sizes – 5v5

Children play the 5v5 format at Under7's and Under8's.

A 5v5 team needs a minimum of six regular and committed players. The ideal number per team is 7/8. The initial team is called "Buntingford Cougars Blues" When a team reaches 12 regular players it can (assuming availability is good) then become two teams (Blues & Whites). The ideal number for two teams is 14-16.

When the team reaches at least 18 regular and committed players the age group can structure with three teams. The next team will be called Stripes. The ideal number for three teams is 21-24.

When the team reaches at least 24 regular and committed players the age group can structure with four teams. The next team will be called Stripes. The ideal number for four teams is 28-32.

Team Sizes – 7v7

Children play the 7v7 format at Under9's and Under10's.

A 7v7 team needs a minimum of eight regular and committed players. The ideal number per team is 9/10. The initial team is called "Buntingford Cougars Blues" When a team reaches 18 regular players it can (assuming availability is good) then become two teams (Blues & Whites). The ideal number for two teams is 18-20.

When the team reaches at least 24 regular and committed players the age group can structure with three teams. The next team will be called Stripes. The ideal number for three teams is 27-30.

When the team reaches at least 32 regular and committed players the age group can structure with four teams. The next team will be called Stripes. The ideal number for four teams is 36-40.



Team Sizes – 9v9

Children play the 9v9 format at Under11's and Under12's.

A 9v9 team needs a minimum of ten regular and committed players. The ideal number per team is 11/12. The initial team is called "Buntingford Cougars Blues" When a team reaches twenty regular players it can (assuming availability is good) then become two teams (Blues & Whites). The ideal number for two teams is 22-24.

When the team reaches at least 30 regular and committed players the age group can structure with three teams. The next team will be called Stripes. The ideal number for three teams is 33-36.

Team Sizes – 11v11

Players play the 11 a side format from Under13's.

An 11 a side team needs a minimum of twelve regular and committed players. The ideal number per team is 13/14. The initial team is called "Buntingford Cougars Blues" When a team reaches 24 regular players it can (assuming availability is good) then become two teams (Blues & Whites). The ideal number for two teams is 26-28.

When the team reaches at least 36 regular and committed players the age group can structure with three teams. The next team will be called Stripes. The ideal number for three teams is 39-42.



TEAM MANAGEMENT AND COACHING STRUCTURE

BCYFC will strive to achieve the following structure with every age group;

Age Group Leader (Must be aged over 18)

Team Managers (Must be aged over 18) and / or Coaches and Parent Helpers

Age Group Coordinator

Match Delegate



Age Group Leader

The Age Group Leader will oversee the total age group and ensure that players have the opportunity to move between teams to best support player and team development.

The Age Group Leader will need to see all players at training and at matches as much as possible.

The Age Group Leader may also be a Manager or Coach of a specific team (but they will need to view all players regularly).

The Age Group Leader will have the final say on players moving between teams.

An Age Group Leader must have all in date qualifications including the FA Level1 qualification.

Team Managers and Coaches

Team Managers and Coaches will be assigned to a specific team and will manage and coach the team on match days and training sessions. They will be responsible for selection and tactics on match days and ensuring that every player receives reasonable pitch time. They are responsible for ensuring that the environment is safe and equipment (including medical kit) is up to date.

Helpers

A parent helper is someone who occasionally helps or assists when the normal Coach is unavailable and who is known to the club and confirmed as having an **in-date FA accepted CRC** and an **in-date FAs Safeguarding Children qualification**.

PLEASE NOTE NO ONE IS PERMITTED TO ASSIST IN THE COACHING OR MANAGING OF A TEAM OR GROUP OF PLAYERS AT ANY TIME WHO IS NOT CONFIRMED BY THE CLUB'S CWO AS BEING APPROPRIATELY QUALIFIED TO DO SO (SEE QUALIFICATION SECTION OF HANDBOOK).

Match Delegate

Each team should have a match delegate responsible for liaising with the referee and the opposition match delegate.

Team or Age Group Coordinator

The Coordinator is responsible for arranging fixtures with opposition and officials / referees and communicating details of matches and club activity (e.g. fundraising) to all parents / players in the age group or team that they are responsible for. **Ideally the Coordinator is not the Manager or Coach.**

Cougars prefer to see a Coordinator responsible for an entire age group however a Coordinator may be responsible for a team. An age group with multiple teams therefore may have one Coordinator for the entire age group or several with one for each team. The Coordinators should ideally also be on the club's committee.



STAFF QUALIFICATIONS

The DBS CRC (DBS = Disclosure and Barring Service. CRC = Criminal Record Check)

All members (16+) who hold a position where they offer instruction or guidance to a child as a Manager or a Coach or an occasional Helper is a staff member and **MUST** hold an **in-date FA Accepted CRC**. This is now An FA requirement for all grassroots youth football clubs and a requirement to maintain BCYFC charter standard status. BCYFC fund the cost of the CRC.

A CRC is valid for three years after which it must be renewed. The CRC process is an online process that requires ID verification. The BCYFC CWO (Club Welfare Officer) will instruct a staff member how to complete their CRC and the club will offer that staff member a reasonable deadline to complete the online process and conduct the ID verification with the CWO.

EVERY STAFF MEMBER BEING A MANAGER OR COACH OR A HELPER MUST HOLD A VALID IN-DATE FA ACCEPTED CRC. ANY STAFF MEMBER WHO ALLOWS THEIR CRC TO EXPIRE (AFTER 3 YEARS) WILL NO LONGER BE A STAFF MEMBER AND MUST NOT ENGAGE IN ANY STAFF ROLE UNTIL THE CRC PROCESS IS COMPLETE AND THE STAFF MEMBER HAS AN FA ACCEPTED CRC. IF ALL OF (OR THE ONLY) TEAM'S STAFF MEMBER DOES NOT HOLD A CURRENT IN DATE FA ACCEPTED CRC THIS WILL RESULT IN THE TEAM BEING SUSPENDED BY THE FA.

IT IS THE RESPONSIBILITY OF THE STAFF MEMBER TO ENSURE THAT THE PROCESS IS COMPLETE (I.E. THE CLUB DO NOT CHASE AND REQUEST MORE THAN ONCE). A STAFF MEMBER WHO DOES NOT COMPLETE THE CRC PROCESS ON TIME WILL BE ASKED TO STOP ENGAGING WITH BCYFC CHILDREN UNTIL THE CRC IS CONFIRMED BY THE FA AS COMPLETE.

Upon successful completion of an initial CRC check a Staff Member is issued with a FAN (FA Number) which enables the staff member to book FA courses.

FA Level 1 Certificate in Football Coaching

A Staff Member having been DBS checked will be issued with a FAN and can then be booked onto the FA level 1 Course. The course is a total of 32 hours. The exact course structure depends on the provider but many are either run over four full days on two (often consecutive) weekends or have short evening weekday sessions combined with whole day sessions at the weekend.

Modules include "Emergency Aid" and "Safeguarding Children" both of which deliver a separate certificate valid for three years.

BCYFC book and pay for the FA Level 1 course after the Staff Member confirms dates that they are available. Anyone who does not pass their FA Level 1 course or who leaves within 1 year of passing will be expected to return pro-rata costs of the course.

BCYFC REQUIRE AT LEAST ONE FA LEVEL1 QUALIFIED COACH WITH ALL MINI SOCCER AGE GROUPS UP TO AND INCLUDING U10. FROM U11 AGE GROUP BCYFC REQUIRE AT LEAST ONE FA LEVEL1 QUALIFIED COACH WITH EACH INDIVIDUAL TEAM.

Emergency Aid

Certificates are normally achieved initially at the FA Level 1 course and are then renewed after three years with a course lasting three hours on a weekday evening.

BCYFC REQUIRE STAFF MEMBERS WITH THE AN IN-DATE FA EMERGENCY AID QUALIFICATION. IF A STAFF MEMBER ALLOWS THEIR FA EMERGENCY AID QUALIFICATION TO EXPIRE FOLLOWING REQUESTS BY BCYFC TO RENEW THE QUALIFICATION THE STAFF MEMBER WILL BE SUSPENDED.

BCYFC REQUIRE AT LEAST ONE STAFF MEMBER WITH AN IN DATE VALID FA EMERGENCY AID QUALIFICATION WITH ALL MINI SOCCER AGE GROUPS UP TO AND INCLUDING U10.

FROM U11 AGE GROUP BCYFC REQUIRE AT LEAST ONE STAFF MEMBER WITH AN IN DATE VALID FA EMERGENCY AID QUALIFICATION WITH EACH INDIVIDUAL TEAM.

STAFF MEMBERS WHO HOLD AN IN DATE VALID WORK BASED QUALIFICATION THAT IS ACCEPTED BY THE FA MUST GO THROUGH THE FA EMERGENCY AID BRIDGING PROCESS AND BE CONFIRMED BY THE FA AS DOING SO. THIS REQUIRES EVIDENCE OF THE WORK BASED QUALIFICATION TO BE EMAILED TO THE FA AND CONFIRMATION THAT THE STAFF MEMBER HAS READ THE FA BRIDGING DOCUMENT.

Safeguarding Children

Certificates are normally achieved initially at the FA Level 1 course and are then renewed after three years with an online module that takes about three hours and can be completed in one's own time.



BCYFC REQUIRE STAFF MEMBERS WITH THE AN IN-DATE FA SAFEGUARDING CHILDREN QUALIFICATION. IF A STAFF MEMBER ALLOWS THEIR FA SAFEGUARDING CHILDREN QUALIFICATION TO EXPIRE FOLLOWING REQUESTS BY BCYFC TO RENEW THE QUALIFICATION THE STAFF MEMBER WILL BE SUSPENDED.

BCYFC REQUIRE AT LEAST ONE STAFF MEMBER WITH AN IN DATE VALID FA SAFEGUARDING CHILDREN QUALIFICATION WITH ALL MINI SOCCER AGE GROUPS UP TO AND INCLUDING U10.

FROM U11 AGE GROUP BCYFC REQUIRE AT LEAST ONE STAFF MEMBER WITH AN IN DATE VALID FA SAFEGUARDING CHILDREN QUALIFICATION WITH EACH INDIVIDUAL TEAM.

CPD (Continuous Professional Development)

BCYFC encourages Coaches to improve and develop. To that aim the club will seek to support its Coaches to further develop and gain more qualifications. Where funds allow and subject to committee approval the club will normally pay 50% to 100% of fees for a Coach to gain further qualifications. BCYFC may ask the Coach to remain coaching at BCYFC for a minimum of one year following the financial support and recoup any support should the Coach leave within 12 months.



PLAYER RECRUITMENT

The club will always seek to recruit more players and grow all squads. This is because with more players the club can offer more teams within an age group and align players to a team that is best suited to their capability, experience and development needs.

Our aim is to ensure that by the time an age group reaches 11 a side (U13s) it can comfortably sustain two teams for the remainder of its youth football journey through to U18's. Ideally one team will be competing at the highest level possible with the second and subsequent teams being development teams for participation players. This model only works if BCYFC continue to recruit players right through age groups from Cubs to Under18's. This model is likely to fail if the club applies a cap on the number of players or a waiting list.



To recruit players BCYFC will use a variety of methods including:

- Encouraging word of mouth amongst parents
- Online media e.g. facebook
- Paper media e.g. Mercury
- League and Herts FA contacts
- Presenting to children at school
- Giving out details at club events e.g. soccer schools and schools tournament

If Managers need more players they **MUST** request support from the BCYFC committee who are happy to support player recruitment.

BCYFC welcome all potential new members regardless of ability or experience. No player should be declined the opportunity to join BCYFC Youth FC.



TEAM SIZES

As a club that seeks to grow teams there will naturally be times when teams get large before they reach enough players to create an additional team. Large teams will mean less pitch - time for all players until enough players arrive to create the additional team which will then result in two lean teams with lots more pitch time. We ask that parents and players understand and accept the club position on player recruitment and squad sizes and support Managers and Coaches with large teams.

The club will continue to grow squad sizes to ensure enough players for when the squad progress to the next format e.g. we may have an Under8s 5v5 team with six players registered and everyone happy because all six get plenty of game time. However the club will want to attract more players to that squad because as they progress to 7-a-side at Under9s then six players is not enough players and there will be no team. So the club will want to grow the U8s team to at least nine players so that it can sustain 7v7 football and progress seamlessly to the new format where nine players is ideal. This player recruitment approach will continue at every age group to avoid having to fold a team because we do not have enough players for a new format.



The Under11's section in 2014/15 is a good example of how the large squad approach works; with enough players (35) to support three 9v9 teams- an 'A' team for more advanced players and two development teams to ensure development players play at the level best suited to them.

BCYFC do not operate a waiting list system or decline or reject potential new players because of the size of teams; instead the club seek to encourage player recruitment and team growth to add more teams because this model ultimately provides more pitch time for all players and delivers the club's core principle of providing football for all.

The end game for the club is to ensure that we have multiple (at least two) teams at every age group with an 'A' team playing in one of the higher divisions and a development team playing in a lower division because this structure ensures that BCYFC is an attractive club to join for any player at any age and at any ability whether the player is talented or a development player.



PLAYER SELECTION & MOVEMENT

At every age group the club will look to select an 'A' team playing at the highest level or division possible for more advanced and capable players and development teams for players who are less advanced playing in groups or divisions that are most appropriate for those players. The club's 'A' team will always be called "Blues" (e.g. BCYFC U10's Blues) and the development teams will be called "Whites", "Stripes", "Royals" and "Blades".

Age Group Managers will normally make the ultimate decision on player selection with consultation with the Coaches and Managers in the age group. The club recommend that players are selected based on their performance on criteria aligned to the FA's Four Corners as outlined below plus availability:

- **Technique;** Ability to understand age appropriate techniques and the capability to execute and master them.
- **Physical;** Speed, pace, fitness, strength, stamina, agility, power.
- **Social;** Team ethic. Supportive. Respectful. Positive attitude to training and coaching.
- **Psychological** Concentration. Understands age appropriate tactics, strategies and terminologies.
- **Availability** Availability, player and family commitment to ensuring player is available when fit to play.

Within squads players should always have the opportunity to progress to the 'A' team if their efforts and attitude rank them highly enough based on the selection criteria above. In recognising and rewarding progressive players sometimes players may need to move from the 'A' team to a development team. These players will be players that will not rank as high as the 'A' team players on the selection criteria and will benefit from playing in the development team. This move is done to support the player's development and confidence and BCYFC expect parents to ensure that players are always given a positive view on any such move within a squad.

BCYFC recommend that wherever possible player movements see more than one player move from the 'A' team and are made at three points in the year; 1) Summer 2) October half-term and 3) February half-term unless necessary. This is because player movements can sometimes be sensitive for the player and to do it outside of school time avoids teasing at school and if more than one player moves the players feel less sensitive.



Cougars 2014/15 Under16's age group is a great example of a large squad model with 'A' and 'B' Teams that has created a high performing Blues (League Champions, Knebworth tournament winners and cup finalists) and a Whites team who enjoy playing and hold their own in the less demanding third division.



MATCHDAY GUIDELINES

Within each team there should be a Squad Coordinator responsible for communicating match details to the opposition and referee (this is known as confirming the fixture) and for communicating the details to the parents of the children playing for the Cougars team so they know where to be and what time etc.

The Squad Coordinator will get to know about the fixtures either from the league's fixture secretary emailing details or from the League website. County Cup games are communicated from the County FA. The home venue and KO (kick off) time will be communicated either by the venue manager or the Cougars Fixture Secretary.

Confirming a fixture with the opposition should always be done by Tuesday evening at the latest by emailing the league's match Confirmation Form (MCF) or an simply on an email.

Confirmation of venue and meet time to Cougars parents can be done either via email SMS texts or utilising one of the free online tools such as "teamer.net" requesting confirmation that the player is available.

PLEASE CONFIRM AVAILABILITY OF YOUR CHILD AS SOON AS YOU RECEIVE A REQUEST TO DO SO – FAILURE TO DO THAT MAY RESULT IN THE MATCH BEING CANCELLED FOR ALL PLAYERS.

The Squad Coordinator would then confirm with the Cougars Managers and/or Coaches which players are available.

On the match day itself Children are expected to arrive on time with the appropriate clothing and footwear and a still drink.

Parents are expected to support pre-match tasks by erecting the respect barrier, helping to make the area safe by filling rabbit holes etc and if necessary erecting goals and corner flags. Parents should help by putting away match day items too and collecting and disposing any rubbish.

Managers and Coaches are expected to be well prepared with a warm up routine, a selection plan and a plan to ensure all players get a reasonable amount of game time.

During the game spectators are expected to watch from one side of the pitch behind the respect barrier. No one is permitted to watch from behind the goal (FA directive). BCYFC have invested in respect barriers for all facilities used by the club and expect every team to spend five minutes to erect them and use them as they undoubtedly create a safer and more enjoyable experience for young players.



Coaches and players are positioned on the opposite side of the pitch. Parents of young players should remain behind the respect barrier although of course if there is an issue or a child is injured the parent will be asked to assist on the Coaches side of the pitch or even on the pitch itself.



PARENTAL SUPPORT

BCYFC Coaches can coach so much more effectively if parents help and support them. Indeed our most successful sides are the sides where parents respect and help the Coaches so that our volunteer Coaches can coach rather than do simple chores that parents can do instead. Here is a list of some things parents can do to help their child's team;

- Ensure children are on time
- Ensure children are well prepared with water, kit and tied laces
- Erect and / or put away the respect barrier
- Make sure the surface is safe, fill in any rabbit holes and clear any animal faeces
- Put up / put away goalposts – if they are not permanently in place
- Put up / put away corner flags – if they are not permanently in place
- Take responsibility for the team match report
- Take responsibility for the teams player registrations
- Take responsibility for the teams paperwork
- Be the match delegate dealing with the opposition match delegate and the referee



PARENT MEETINGS

It is highly recommended that Managers hold a parents meeting each year. A parents meeting enables the Managers and Coaches to communicate their plans for the year and their expectations of the children and their parents. The parents meeting can be as formal or informal as necessary.



Parents meetings are particularly useful to help communicate or manage change so if the age group is moving to a different format or the Managers are making lots of changes to the teams then a parents meeting will help immensely.

If Managers and Coaches want committee support for their parents meeting a committee member will happily attend and support the parents meeting.



KIT AND EQUIPMENT

Kit is defined as playing kit (shirts, shorts, and socks), jackets, tracksuits, rain jackets, bags.

Equipment is defined as any equipment sourced by BCYFC for use during BCYFC activity and could be training equipment, balls, discs, bibs, trophies, corner flags, goals, line marking equipment, line marker, tactics board, equipment bags, respect barriers. The list is not exhaustive - if in doubt please check with Kit the BCYFC Kit Manager.

All BCYFC kit and equipment provided by BCYFC is the property of BCYFC and not the player or coach and in the event of the member leaving BCYFC kit must be returned immediately.

BCYFC kit and/or equipment **must always** be ordered via the Kit Manager using the Kit & Equipment Request Form: No other individual is permitted to order BCYFC kit without written confirmation from a member of the management committee or the Kit Manager. This single channel of procurement ensures:

1. New kit is correct using the club's colours, brands and suppliers.
2. Existing stocks are utilised to ensure money is not wasted on new stock when existing stocks exist.
3. The club uses its total purchasing volumes to get the best deal.

New kit is usually supported and paid for by a team sponsor who in return will have their logo (if required) printed on the kit. A kit sponsor deal will normally last for two years.

Sponsors normally pay for sponsorship via a cheque written to "Buntingford Cougars Youth FC". The sponsorship amount will be confirmed by the Kit Manager and will include the cost of kit, shirt numbering and Cougars and sponsors logos and should include an amount to cover additional / spare kits for new players. BCYFC can invoice the sponsor upon request. **KIT IS ONLY ORDERED WHEN SPONSORSHIP MONEY IS CONFIRMED AS RECEIVED AND CLEARED BY THE CLUB TREASURER.**

It is highly recommended that all new kit is numbered and consistent with the player's shirt number (i.e. shirt, jacket and bag are all the same number) and that **PLAYERS INITIALS ARE NOT PRINTED ON KIT**. This ensures that the kit is easily re-used within the club should the player leave. A team having initialled kit will be requested to secure more sponsorship monies.



In 2014 The Under7's (left) and Under12's (right) were Amongst teams that enjoyed new kit from sponsorship deals



Coach's kit (three items normally comprising of a light training top, a sweatshirt and a waterproof coat / jacket with Cougars logo and Coaches initials) will be provided for all Coaches who have completed their FA Level 1 Coaching certificate. Coaches should wear branded Cougars clothing for Cougars activities.

Coaches who are not planning to achieve the Level 1 certificate but who are confirmed as having a valid DBS and therefore a FAN number will receive one item of coaching kit. This can be ordered from the club shop.

In some instances the Kit Manager may suggest some equipment is sourced by staff directly and reimbursed via the club's expenses process for smaller items e.g. net pegs, goal hooks, MoTM trophy etc.



BCYFC Kit & Equipment Request Form

Requested By (Name):	
Age Group	
Sponsor Logo Required (enter "No" or name of Sponsor)	

Kit Request

Item description (e.g. Cougars shirt, jacket, rucksack, shorts, socks etc)	Player Number	Player Size		Item description (e.g. Cougars shirt, jacket, rucksack, shorts, socks etc)	Player Number	Player Size

Please note shorts and socks are not numbered.

BCYFC recommends that NO kit is initialled but instead kit is numbered and corresponds to player's shirt number. This enables kit to be re-used once given back.

Equipment Request

Item Description	Quantity



REFEREES

BCYFC will seek to use referees for all competitive and development matches.

If referees are allocated by the league or the County FA then teams should use the referee allocated and pay the referee at the prevailing rate as instructed by the league or cup rules. Referees are normally allocated by the league from Under13's and older.

Where referees are not allocated by the league the BCYFC team coordinator will need to organise match referees directly with referees. The club will seek to keep an up to date register of referees and their contact details on the website.

BCYFC support young referees who are playing members of the club by paying 50% of the cost of their referee course. This will be paid subject to club funds allowing and the candidate proving that they have attended the course.

BCYFC will then seek to further support young referees by prioritising them to initially referee mini soccer and then 9v9 matches and later 11v11 matches (as long as FA rules allow and league allocated referees are not being replaced). Full details of the referee course can be found on the Hertfordshire FA website: <http://www.hertfordshirefa.com/referees/referees-courses>



*"It's so embarrassing when my Dad shouts at the Ref, I mean he's only a couple of years older than me" Royston Crow
League 11-a-side player*

Qualified and qualifying referees (defined as a referee who has attended or has paid to attend a referee course) will be paid on the following basis. For cup games £5 should be added to each fee to recognise that the referee must plan for the potential of extra time and penalties.

Unqualified volunteers and club linesmen / assistant referees are not paid by BCYFC.

A referee covering one mini soccer game (U7's to U10's) will be paid £10. One mini soccer match would normally be 40 – 50 minutes. If two matches are played the referee will have refereed for 80 – 100 minutes and be paid £20.

A referee covering an U11/U12 9v9 game of 60 minutes will be paid £20.

A referee covering an U13/U14 11 a side match of 70 minutes will be paid £25.

A referee covering an U15/16 11 a side match of 80 minutes will be paid £30.

A referee covering an 11 a side match of 90minutes will be paid £35.

All claims for refereeing costs must be made using the expenses claim form (next page).



BCYFC LOCAL REFEREES

QUALIFIED OR QUALIFYING

Please note contact details for referees younger than 18 years will be parents contact details.

Nieve Buckley	07703 584165 (Mum Karen)	kazukgreen@yahoo.co.uk
Gemma Croucher	07908 032059	martin.croucher1@ntlworld.com
James Savage	07941 732987 (Dad Nick)	nick.savage3@btinternet.com
James Cotton	07906 907202 (Mum Jackie)	mark@aandds.co.uk
Paul Briffett	07941 083063 (Dad Pete)	peter.briffett@btinternet.com
Ben Walker	07572385696	b.walker115@hotmail.co.uk
Josh Coldicott-Stevens	07881248113	bunservicesltd@aol.com
Reece Cassar	07960802976	cassar_reece@hotmail.com
Lloyd Bowman	07765475947	
Luke Garratt	07885 955455 (Mum Charlotte)	lottie@chazanddave.freeserve.co.uk
Matt Adams	07809744908 (Dad Chris)	chris6adams@gmail.com
Liam Smith	07973 498744 (Dad Justin)	justin@ashsys.co.uk
Reece Voller	07453281736	davevoller@sky.com

If all else fails for a referee, try the Crow League Secretary who is very helpful and may be able to help you find one:

Matt Francis	07976 556184	matthew.francis1@sky.com
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BCYFC REFEREE FEE & EXPENSE FORM

Claimants name: _____

Age Group: _____ **Claim Date:** _____

Referee Fee Claim

Referee Name	Date of Match	Cup Match (Y / N)	Qualified or Qualifying (Y / N)	Amount Claimed
			TOTAL CLAIMED:	

Qualified and qualifying referees (defined as a referee who has attended or has paid to attend a referee course) will be paid on the following basis. For cup games £5 should be added to each fee to recognise that the referee must plan for the potential of extra time and penalties.

Unqualified volunteers and club linesmen / assistant referees are not paid by BCYFC.

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A referee covering an 11 a side match of 90 minutes will be paid £35.

All claims for refereeing costs must be made using the expenses claim form (next page).

Other Expenses

Reason for Claim	Receipt (Y / N)	Date of Expense Incurred	Amount Claimed
		TOTAL CLAIMED:	



LEAVING CHILDREN WITHOUT PARENTAL SUPERVISION

BCYFC would prefer that all parents remain at training and matches with their children. However we understand that from time to time parents may have to leave children at a training session or match.

At any time a parent leaves a child at Cougars activity BCYFC expect the parent to inform a Coach and confirm which of the remaining adults is responsible for their child. This should be someone that the child is comfortable with so that that adult can help your child in case of injury, illness or toileting whilst the parent is absent.

Parents should not expect a BCYFC Coach to be responsible for their child beyond the normal context of delivering a safe football training session.

It is important to note that BCYFC Managers and Coaches are encouraged not to transport other children (besides their own) in their vehicles if they are the only adult in the vehicle. This is considered best practice in many organisations that deliver children's activities.

As children get older fewer parents stay at BCYFC activity and children may start to arrive at and return home from BCYFC activity without parents. If children are to arrive and / or return home without parents BCYFC highly recommend that children travel at least in pairs. BCYFC can accept no responsibility for children once they leave the BCYFC activity.





DISRUPTIVE CHILDREN

BCYFC is a youth football club where we expect everyone to be respectful. It is essential that children attending BCYFC activity are respectful and follow the club's code of conduct.

All children and parents should recognise that BCYFC Coaches are volunteer Coaches attempting to develop young people with organised and structured matches and sessions to enable young players to progress and reach their true potential in a positive and safe environment.

A child who is disruptive will make it difficult for the volunteer BCYFC Coach to achieve a positive safe environment that supports player development.

BCYFC activity can be defined as a match, tournament, a training session, a BCYFC fundraising event, a social event where the player is representing BCYFC. The Coach may deal with a disruptive child at any BCYFC activity using the following process:

1. A child displaying disruptive behaviour will be excluded from activity for a period of time (e.g. 5, 10, 15 minutes).
2. Once the player has re-joined the activity if behaviour is still disruptive the Coach will exclude the player from the rest of the activity. The Coach may then request that the child's parent takes the child away from the activity completely.
3. If a child is consistently disruptive the Coach should consult with the parent with a view to improving the child's behaviour at Cougars activity.
4. If after consultation with the child's parent the child is still disruptive the Coach should seek a meeting with the child's parent and the Club Welfare Officer. Depending on advice from the CWO the child may or may not be invited to attend this meeting.
5. The meeting with the CWO will seek to resolve the consistent disruptive behaviour however at this meeting the CWO and the Coach have the power to apply a suspension or expulsion from BCYFC activity which will be confirmed in writing.

BULLYING AND TEASING

BCYFC has zero tolerance to bullying and teasing. Any member seen to be bullying or teasing at BCYFC activities will be subject to the club's complaint procedure and liable to be suspended or expelled.

If a member is being bullied or teased outside of BCYFC activities by another BCYFC member parents should report it to the Staff Member responsible for the team so that the Staff Member can be aware of potential issues.





PLAYING UP

BCYFC do not permit 'playing up' unless there are exceptional circumstances and playing up permission is confirmed in writing by the management committee. Exceptional circumstances are defined as one or more of the following as long as playing up complies with the FA and league rules:

- There is no squad available for an age group. In this instance players of that age group will be permitted to 'play up' a year until BCYFC has a squad available for the player's age group. The player will then play in the correct age group.
- Within the previous two years the player has been identified as a talented player by being officially registered with a professional club's academy or centre of excellence PLUS BCYFC Youth Development Officer has confirmed to the committee that the player's development is best supported by playing up.
- A family situation would otherwise mean a younger sibling was unable to play unless they played up a year with an older sibling.

BCYFC apply this principle and clear rules on "playing up" so that all members understand the club position on the subject because the subject of "playing up" has the potential to cause many issues that result in the club committee having to deal with disputes rather than club development and it is felt that a clear and strict policy is the best position to adopt.

TALENTED PLAYERS

At BCYFC whilst we welcome players of all abilities we recognise talented players. BCYFC Coaches should identify talented players to the BCYFC Youth Football Development Officer who will assess the talented player with a view to offering feedback to the Coach.



If the YFDO confirms that the player is a talented player the YFDO will meet with the player's parents and discuss options available to best support the development of the talented player putting the players needs first. The options may include;

- Extra training with an older BCYFC age group.
- Playing up one year.
- Extra specific position coaching (e.g. goalkeeper).
- Trialling or training with a club that has an academy or centre of excellence.

The YFDO will seek to develop relationships with relevant and local academy / centre of excellence clubs within a reasonable distance in areas such as Stevenage, Cambridge, Luton, Watford and Tottenham. This is to ensure that several options may be considered to best suit individual development needs of a talented player.



WINNING VERSUS DEVELOPMENT

BCYFC encourage player and team development approach and do not support “win at all cost” tactics and practices. This development approach means that BCYFC value all players equally regardless of ability and give all players opportunity to develop. A less advanced player will never develop and get as advanced as some more talented players if they are not given enough focus at training or time in matches. Please note we cannot guarantee that all players get exactly the same playing time in matches because that is difficult for Coaches to monitor and depending on squad numbers it may not always be statistically possible.

The development approach also means that the score is not the most important thing. The “final result of the match” is an adult orientated view of football not always shared by children. This is why BCYFC Coaches particularly in the mini soccer section where results are not recorded or published will focus children away from the result of the game and more onto the way they are playing or developing or their effort to do what they have learned.

When we focus solely on the result the child will too and if the result has not gone for them but they have had a great game the child will naturally feel that they have let down their coach and parents despite having a great game. For example –we see this scenario a lot in kids football . . .

Coach . . . “Your passing has got much better Billy. I want you to try to pass ten times today – do you think you can try that?”

Billy . . . “Yes I will try my best”

In the match Billy makes twelve passes. The team have a great match but lose 4-3 to a team that beat them 5nil last time.

Coach . . . “How many passes did you make Billy?”

Billy proudly states with a beaming smile “twelve”

Coach . . . “Well done Billy – what a great performance – you are our man of the match”

After the game dad asks Billy some questions

Dad “What was the score Billy?”

Billy looking a bit sad now “We lost 4-3”

Dad “Did you score”

Billy feeling a bit more disappointed. . . . “No Dad”

Dad “Oh well - Unlucky son – maybe you’ll do better next time”

In the episode above Billy actually had great morning’s football and achieved some positive development in the game but he went home feeling that he had let down his Dad because Dad was focused on the result and not the development of the player.

BCYFC ASK ALL PARENTS NOT TO ASK “WHAT WAS THE SCORE?” OR “HOW DID YOU GET ON?”

INSTEAD TRY QUESTIONS LIKE “DID YOU PLAY WELL?” OR “DID THE TEAM DO WELL?” OR “DID YOU ENJOY PLAYING?”

The “win at all cost” approach adopts tactics, values and ethics which we do not support at BCYFC including:

- Cheating - to win the game
- Not selecting players that the Coach might consider weak – to win the game
- Having a substitute who does not get on the pitch – to win the game
- Players that pressure the referee – to win the game
- Coaches and parents that pressure the referee - to win the game
- Players, parents and Coaches who pressure volunteer club officials / linesmen – to win the game

Parents and Coaches will see these practices although they are now thankfully less common in kids football.

PARENTS COACHING FROM THE SIDELINES

BCYFC respectfully ask that parents do not coach the children. The main reason for this is that we know from FA research and feedback from Cougars children that they simply find it too confusing.

Think about it. . . . a young child is on a pitch which on one side has a couple of Coaches and on the other side dozens of parents. Even though the instruction from a parent is undoubtedly well intentioned it will rarely be exactly the same as the Coaches communication and will likely result in the child getting confused and probably making a poor decision. The quote below is genuine from a Cougars Mini Soccer Coach.

"We'd done two weeks coaching on individual and team possession and being comfortable with the ball and the children were really progressing so I was gobsmacked to hear in the first few minute of the first match from a parent
..... **"GET RID OF IT"**
her little fella panicked and kicked it as far as he could inevitably to the opposition"

..... *Mini Soccer Coach*

When coaching a child the BCYFC Coaches will always try to get a good balance of directing and instructing the child whilst also encouraging children to make their own decisions and accepting that they won't always make the best decision – that is part of the learning process. Therefore as a child is running towards goal in a 1v1 situation with the goalkeeper the last thing a Coach or the child wants to hear is someone from the side-lines shout "SHOOT" because the child knows to shoot and the shout from the excited parent puts the child under pressure and will often force a mistake. Instead we prefer to let the child make their decision on when and where to shoot because most of the time they will make a good decision, and if they don't and they miss so what? Let's praise them for getting into the position and making the run in the first place.



Don't Do This

Do This





FACILITIES

BCYFC use numerous facilities in and around Buntingford. ALL staff members are responsible for ensuring that facilities are used and left in a way that is reasonable and considerate towards the owner of the facility and other users. Any staff member that leaves facilities in an unreasonable condition will be subject to the BCYFC complaints procedure.

It is the responsibility of BCYFC Staff Members to decide if the prevailing condition of any facility is safe to use for BCYFC activities and to decide if playing at the facility will potentially jeopardise future usage of the facility by BCYFC or any other users if the grass surface is very wet. If in any doubt it is advised that the BCYFC staff member should cancel the BCYFC activity. The only exception to this is at The Bury where the decision on whether a pitch is playable or not is taken by The Bury management.

Below is a list of facilities and processes related to them that are accurate in December 2014.

The Bury

The Bury was leased from Sainsburys in 2004 and managed by a limited company called Buntingford Football Corporation Ltd.

The facility hosts a senior 11 a side pitch. When available this senior pitch can be used by any BCYFC teams that use a size 5 ball – i.e. Under15's and older. This is a popular venue for BCYFC teams so in the interests of fairness the BCYFC team usage will be rotated so that all teams old enough to use the pitch will enjoy using the pitch.

The Bury also hosts BCYFC mini soccer pitches for BCYFC 5v5 and 7v7 teams plus Cougars Cubs September - October and March – May.

All fixture secretaries must ensure fixtures are booked with The Bury as soon as fixtures are known on 01763 271522 or email barryatthebury@aol.co.uk.

At the discretion of The Bury management hospitality by way of food may be offered to home and away players and officials. This is NOT obligatory and is offered in an attempt to encourage home and away officials, players and supporters to spend more time and money at The Bury. If BCYFC teams do not support this initiative and do not encourage BCYFC members and opposition teams to stay at The Bury hospitality is likely to be withdrawn for the BCYFC team.

Training sessions at The Bury are possible at certain times subject to confirmation from The Bury Management. Training sessions must be cancelled in wet or muddy conditions.

The Seth Ward Community Centre

The Community Centre hosts two pitches; one on the upper level and one on the lower level. The upper level pitch is a senior 11 a side pitch and can be used for BCYFC matches. This pitch is also used by adult teams.

BCYFC use the upper 11 a side pitch for teams using a size 5 ball whilst the lower level pitch is a junior 11 a side pitch used by U13's and U14's teams.

If using the Community Centre for a match this MUST be booked with the BCYFC Fixtures Secretary. This is important to ensure that the Community Centre Management are aware and that if changing rooms and toilets are required that alarms are switched off. Failure to communicate a fixture will result in BCYFC being fined by Buntingford Town Council and BCYFC reserve the right to pass the fine onto the BCYFC staff member responsible.

Equipment for matches at The Community Centre is kept in a compound near the centre entrance. BCYFC staff using the Community Centre will be provided a key to the compound and be expected to return equipment in a respectful manner.

Equipment in the compound includes line marker, line marker fluid, goal nets, corner flags and a respect barrier. Goalposts for Community Centre pitches are too long to be housed in the compound so are laid behind bushes near the changing rooms.

Norfolk Road Playing Fields

At Norfolk Rd Playing Fields BCYFC use the senior 11 a side pitch and changing rooms. If using the Norfolk Rd Pitch the BCYFC Fixture Secretary must be informed to ensure the correct booking is made.



At Norfolk Rd the goalposts remain in situ. Corner flags and nets are kept in the changing rooms. Line marker is behind the shutter at the side of the clubhouse building.

London Road Pitch

The London Road pitch is on land owned by a charity and the church. It has been used by BCYFC on a lease basis since the mid 70's. This pitch is a senior 11 a side pitch. Bookings for this pitch must be made with the BCYFC fixture secretary to ensure there are no fixture clashes. BCYFC Staff members are responsible for marking the London Rd pitch with the line marker that is kept across the road at The Bury.

Edwinstree School

At Edwinstree School is a 9v9 pitch used by BCYFC. At this pitch goalposts and nets remain in situ and the school mark the pitch. Additional equipment used for BCYFC matches is located in the sports shed including the BCYFC respect barrier and corner flags. Behind the shed is a wheelbarrow and soil to fill rabbit holes.

Staff members using the Edwinstree pitch will share the keys. BCYFC staff members will be responsible for unlocking and securing the main school gate and the sports shed.

Please note Edwinstree School do not permit dogs or smoking on school premises and Team Coordinators confirming fixtures must communicate those restrictions to opposition when confirming fixtures.

There are no toilet facilities available at Edwinstree School – the nearest toilet is about 50 yards away in the public car park on Bowling Green Lane.

Norfolk Road MUGA (Multi Use Games Area)

This is the main facility used by BCYFC for winter floodlit training. BCYFC staff should have an entry card for the MUGA which must be used **ONLY** for BCYFC activity.

Please note MUGA slots for teams are usually one hour with other users on the MUGA before and/or after BCYFC so it is important not to over-run and do not enter the MUGA until the allocated time.

Freman Sports Hall

Freman Sports Hall is used by BCYFC for youngest age groups in the coldest winter months and is normally booked to be used from the beginning of November through to the end of February. The Facility Coordinator will book the Freman Sports Hall and confirm times.

Line Marking

Line marker fluid must be used sparingly, if refreshing existing visible lines the dilution ratio should be about one part marker to 6 or 8 of water. If marking lines that have nearly disappeared increase the ratio to one part marker to just four parts water. **DO NOT LEAVE MARKER FLUID IN THE LINE MARKER - ALWAYS EMPTY IT ONCE FINISHED.** If lines have completely disappeared and a pitch must be marked from scratch it is advisable to request a professional marking service via The Bury management team.

If line marker needs to be replenished at any facility BCYFC staff members must order via the Kit & Equipment Manager.

Parental Support at Facilities

It is crucial that BCYFC staff is supported by parents to ensure facilities are safe and well prepared for BCYFC activity. This enables Coaches and Managers to prepare the teams well for BCYFC activity. Parents can help with the following tasks:

- ✓ Marking out the pitch.
- ✓ Filling rabbit holes.
- ✓ Clearing dog faeces.
- ✓ Erecting and putting away the respect barrier.
- ✓ Erecting and putting away goalposts and corner flags.
- ✓ Clearing up rubbish.



BCYFC IN THE MEDIA

The media is an important vehicle to promote BCYFC and grow the club however there are some considerations and following these guidelines will help to ensure that BCYFC media is always positive and appropriate.

Match Reports

BCYFC encourage and like to see match reports for all age groups however reports can only be compiled if a member at the match sends in some basic details to BCYFC. Some basic information that helps to compile a match report is;

Opposition and if game was home or away.

Half time and full time scores.

Full names of scorers and any other players to be specially mentioned for positive performances.

Please note score lines cannot be published in the media so although we would like to see scores in the parents / coaches reports internally the club are not allowed to publish reports in the public media.

Match and player photos are welcomed but young players in shots will rarely be named in the photograph.



Online Social Media

BCYFC have a website, a facebook page and a twitter account and encourage members to view, like and subscribe to the BCYFC online media.

BCYFC gain permission that photographs of playing members can be used in BCYFC media during the registration process. Any individual members posting photographs of Cougars members on social media should have the express permission of the member's parents.

BCYFC strongly advise all members to be careful of what references are made to BCYFC on social media and ask staff members to refrain from making any comments that may bring BCYFC into disrepute including negative comments about the club, opposition or officials. A member bringing the club into disrepute on social media may be subject to the BCYFC complaints procedure.

Paper Media

BCYFC match reports, stories and photographs often appear in the media. Please note unedited versions of what is sent to newspapers can be found in the news section of the www.buntingfordcougars.co.uk but BCYFC have no say whatsoever in the edited version of reports that appear in newspapers.



FUNDRAISING

Fundraising is an important aspect of BCYFC income. It supplements membership fees and enables the club to renew equipment, pay for facilities and fund qualifications and courses. Fundraising monies and efforts can be evidenced by grant providers on the club's financial statements so they also support the club's grant applications.

Fundraising monies are not normally used to purchase kit and clothing – these items are normally funded by sponsorship. Fundraising monies will only be used to fund kit and clothing once the club are convinced that all efforts to secure sponsorship within the team have been completely exhausted.

All fundraising activities that are organised to support BCYFC must be approved by the BCYFC management committee and all monies from fundraising activity must be provided to the BCYFC Treasurer to be deposited in the BCYFC account. If fundraising activity has been organised for a specific purpose then the funds raised can be ring fenced by agreement with the BCYFC Treasurer. If ring fenced funds for a specific purpose does not fully cover the cost of what is required BCYFC may decide to make up the remainder of the cost from club funds subject to committee approval.

Any member found to be withholding fundraising monies without depositing them with the club will be subject to the club's complaint procedure and risk being suspended or expelled from BCYFC.

Fundraising events that can be organised by BCYFC and their teams or supported by teams include:

Supermarket bag packing	Tournaments	Soccer Schools
Halloween Party	Christmas Party	Quiz Night
Race Night	Sponsored events	BBQ's
Discos	Easter egg Hunts	Raffle

As a general principle teams and squads that organise and support fundraising events are more likely to be supported by the club when requesting reasonable levels of financial support. Teams and squads that do not support the club's efforts are less likely to benefit from club funds.





Tournaments

BCYFC will fund the cost of entry fees for BCYFC squads entering external tournaments. Each squad will be allowed to enter a maximum of two tournaments that the club will fund to a maximum level of £40 per tournament.

For the avoidance of doubt this means that the club will pay for a mini soccer squad which consists of one team e.g. Blues or a squad that consists of two teams e.g. Blues and Whites to enter a maximum of two tournaments. For 9v9 or 11 a side ages where squads are always one team the same rule applies so if there are three teams at Under13's the club will fund two tournaments for each of those three teams. The other way to look at this is to assume that each member only plays for one team and that member will have the opportunity to have his team play in two tournaments that the club will pay for.

Please note it is down the Team Manager to decide how many (if any) tournaments the team enter.

Squads are able to enter more than two tournaments but BCYFC will not fund the costs of those tournaments beyond two.

BCYFC funding only covers tournament entry fees, the club do not fund accommodation or travel expenses.

Cougars 5 A Side Tournament

The BCYFC 5 a side tournament is the club's biggest fundraising event. All age groups are expected to support the tournament on the day that their children are not playing by supporting many tasks or rotas including car-parking, entry gate, stalls and activities.





END OF SEASON PRESENTATIONS

At the end of each season BCYFC will host team presentations. The presentations are an important fabric of BCYFC and BCYFC expect all staff members to fully support presentations.

The presentation for all teams will normally take place over one weekend at The Bury starting Friday evening and concluding Sunday afternoon. BCYFC will normally convene a sub-committee to organise the presentation weekend who will allocate time slots to age groups which may vary depending on the size of the age group e.g. an age group with 30 children will have a longer slot than an age group with 14 children.



BCYFC will provide a member's trophy for every playing member. In addition to member trophies each team will receive trophies to make special awards for the following:

- ✓ Players Player of The Year - voted for by the players
- ✓ Managers Player of The Year - decided by Managers and Coaches
- ✓ Most Improved Player of The Year - decided on by Managers and Coaches or voted on by players and / or parents

To avoid doubt this means that an age group of 36 players that has three teams (Blues, Whites and Stripes) will receive 36 member trophies and three sets of special trophies.

The club do not fund additional trophies. It is recommended that Managers do not add further awards and trophies and it is considered unfair by many to make awards for top goal scorer.

At the presentation weekend special returnable awards are presented e.g. The Cookie Shield. A player member winning a returnable trophy can bring the award home and will be required to return the trophy to BCYFC in May the following year to enable BCYFC to engrave the trophy. If a member loses or damages the returnable trophy the member will have to refund the cost of a replacement to be confirmed by BCYFC and for that reason some members may prefer to leave returnable trophies at The Bury in the lockable trophy cabinet.



Member Fees

Member fees are decided by the committee at either the AGM or an SGM. Revenue from membership fees enables the club to operate and run a community youth football club paying for equipment, playing and training facility hire, coaches kit, insurance, league and county FA affiliations, referees, member trophies, website, staff qualifications, and many more elements

It is important to note that the fee is payable to become a member of BCYFC and in return BCYFC provide football activities on a regular basis during September to May defined as a planned weekly training session. Although BCYFC strive to include every player member in matches it must be recognised that the fee does not guarantee the player a place in any of the BCYFC match day teams. This may be because there is no team available for the member to play matches in or there is no match day manager for a team or the Team Manager feels that it is in the best interest of the player to participate in training only. In these instances the membership fee is still the same.

Members must recognise that events beyond BCYFC control (e.g weather, staff availability, league structures) may affect the number of training sessions and matches that BCYFC can deliver. BCYFC do not provide any refund mechanism in these events.

New prospective members are welcome to attend up to three training sessions before they pay a fee in order to trial BCYFC. No BCYFC must play in any match for BCYFC unless they are a full member and paid the relevant fee.

The period that the membership fee covers is a full year. The membership year runs from June (month1) to May (month12). If any member leaves BCYFC during the year they can apply to receive a refund if their annual membership fee was paid in advance. In these circumstances a pro-rated refund e.g. member joins in June (month1) and pays £120 and then leaves in January (month6) the refund will be 50% or £60.

Fees at the time of writing (June 2016) are £120 per year or £10 per month. All fees are processed via an online membership and payment system.

Families who have three children members of BCYFC will receive a 50% discount on the third child.

Families who have four or more children at BCYFC will receive free membership for the fourth and all subsequent children.

Any member not paying the membership fee without prior written approval from the management committee may be suspended or expelled from BCYFC.

BCYFC welcome all members including those who may suffer difficulties or hardship. An application form is detailed on the next page that supports families with difficulties paying the membership fee.



Members fees help pay for facilities, equipment, referees, qualifications, insurance, affiliations, kit, trophies, courses, administration



BCYFC FEE SUPPORT REQUEST

Your Name:	
Your Mobile Tel:	
Your email address:	
Child's Name:	
Child's Age Group:	
Please indicate what level of discount you are requesting:	<div>25%</div> <div>50%</div> <div>75%</div> <div>100%</div>
Please explain what circumstances make it difficult for you to pay the full fee:	

Once completed please submit this form to secretary@buntingfordcougars.co.uk

Your request will be reviewed by the BCYFC Chairman, Secretary and Treasurer only and treated with confidence.



BCYFC APPLICATION FOR A REFUND FOR FEES

The period that the membership fee covers is 10 months September to June. If any member leaves BCYFC during the season they can apply to receive a refund if their annual membership fee was paid in advance. In these circumstances a pro-rated refund will be repaid less £25 admin fee e.g. if the member having paid £100 in advance for the full season leaves half way through the season at the end of January then £25 would be refunded (50% of fee = £50 less £25 admin fee = £25).

Your Name:	
Your email address: Your Mobile Tel:	
Date:	
Child's Name:	
Child's Age Group:	
When did you pay your fee?	
What amount of fee was paid?	£ _____ : _____

Once completed please submit this form to secretary@buntingfordcougars.co.uk

Your request will be reviewed by the BCYFC and a refund will be paid and confirmed via email.



YOUTH TO ADULT FOOTBALL TRANSITION

BCYFC supports youth football and will strive to offer a football team for every age group up to and including Under 18s.

To support the transition of moving from youth to adult football BCYFC have partnered with the town's adult club Buntingford Town Football Club (BTFC) to form a link that will support the transition from youth to adult football.

Some Ex BCYFC Boys at Buntingford Town FC





BCYFC Complaint Form

Complaints should be submitted using this form unless of a serious nature that could cause serious harm or seriously affect one's well-being. In the event of a serious complaint it should be reported immediately and verbally to a committee member or the Club Welfare Officer.

Date Complaint Submitted:		Date Complaint Occurred:	
Name of Complainant:		Please tick for anonymity:	
Who are you complaining about?			
Please state where the incident occurred and if during official BCYFC activity? e.g. match or training:			
Describe the details of your complaint:			
Please state who else (if anyone) witnessed the incident.			
Is there any supporting evidence for your complaint? (e.g. written / pictures / video)			
Considering that BCYFC always seeks to find a mutually acceptable resolution - what would you consider being the most appropriate outcome following your complaint?			