



BIDFORD FOOTBALL CLUB HANDBOOK



**ACCREDITED
CLUB** ★
PART OF ENGLAND FOOTBALL

**We are proud to be a
FA England Accredited Club**

<https://bidfordfc.co.uk>

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The primary purpose of the handbook is to support Managers, Coaches, Patents and Visitors clear guidance on the clubs principles and how it is operated. This handbook contains information on the club’s 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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BFC HISTORY

Welcome to Bidford FC! (Formerly Bidford Juniors FC until July 2025 whereby our members voted for a club rebrand so the club name is one that is more inclusive for all our teams)

Our local village community club was founded in 2000 by two Dads in the village of Bidford on Avon who believed there was enough interest in forming a local junior team as many children were playing for other neighbouring teams at that time. They were right and very quickly other age-groups joined. The Club has continued to thrive since that time and now has more than 200 children playing organised football and many more developing their interest and skills in the lower age-groups. The Club is affiliated to Birmingham FA although has close links with Worcestershire FA as the Club has been a member of the local Ambassador Evesham Football League (AEFL) since its inauguration.

The Club prides itself on being an FA England Accredited Club with some of the lowest membership fees in the area. The Club colours of Amber and Black have continued since the beginning, but new Club badges were introduced in 2017 and 2025. In 2012, the Club held their first of many annual tournaments for local teams. This was a great success with fantastic feedback and the tournament continues annually to this date and is an important part of our fundraising efforts..

In 2025, the Club is celebrating its 25th anniversary thanks to the continued efforts of so many dedicated volunteers on the committee, management and coaching team. The Club continues to organise social events outside of football for both children and parents with the aim to create a sense of belonging to the Club.

Annual presentation days are held where all players are recognised for their efforts during the season and as part of this long service awards are presented to players who have given 5 or 10 years continual service to the Club. We have recently created the Player Pathway for our Juniors to enter into either of our Senior teams too.



BFC COMMITTEE:

Chairman – Michael Rose

Secretary – Dee Weston

Treasurer – Russ Beach

Vice Chair – Roger Davies

Child Welfare - Kathryn Hall

Fundraiser / Socials – Shaun Stanley

Contact: info@bidfordjuniorsfc.co.uk

www.bidfordjuniorsfc.co.uk

CLUB PRINCIPLES, ETHOS & RESPECT

BFC's purpose is to provide football activity in a safe and positive environment where managers, coaches, players and parents should always endeavour to avoid criticism of others and instead provide encouragement and friendly support in both training and match days.

The Juniors Club is for players aged between 4-6 (Reception and Year 1 at school) whereby the focus is firmly on taking the first steps into football, 7-18yrs where players continue to learn and develop in a safe, positive environment and Open aged from 18 upwards to continue their football player pathway.

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 it. We encourage all children to reach their true potential in football by applying the FA's four corner model. This model was developed by the FA 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 their coaching has on the players they work with.



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.

The Club firmly believes in the FA's **RESPECT CODE OF CONDUCT** for all Managers, Coaches, Players and Parents. Every Player and Parent is issued a copy of the code of conduct on an annual basis as part of the Club registration process.

ALL members will treat fellow players/coaches/league officials with respect regardless of sex, age, disability, ethnicity, nationality, sexual orientation, race, religion or other beliefs or experience and will act in a responsible manner without bringing the Club into disrepute.

Physical/verbal abuse will not be tolerated and will result in disciplinary action being taken by the Club which could lead to suspension or dismissal of the offending Club Member.



JUNIOR CODE OF CONDUCT

Copies of the Player and Parent Code of conduct are shown on the following pages:

*Play your best.
Be your best.*

*Make sure you and everyone
around you has a good time
on and off the pitch.*

Play Your Part (Code of Conduct)

Young Players

**Play your part and support
The FA's Code of Respect:**

When playing football, I will:

- Always play my best for the benefit of the team
- Play fairly and be friendly
- Play by the rules and respect the Referee
- Shake hands with the other team - win or lose
- Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
- Encourage my team mates
- Respect the facilities home & away

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

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be dropped, substituted or suspended from training

If we behave positively during practice and matches, our children will too.

By setting a good example, we'll help build a supportive environment in which everyone can enjoy themselves.

Play Your Part (Code of Conduct)

Spectators and Parents/Carers

Play your part and support The FA's Code of Respect:

I will:

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour
- I will make myself familiar with safeguarding practices & review guidance on **physical contact** (5.6) & **Acceptable Behaviours When Working With Young People** (5.7) documents on the safeguarding section of EnglandFootball.com

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

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or CFA Welfare Officer
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine





ADULT TEAM VALUES

DIDA VALUES

| DIDA VALUES | |
|--|---|
| DEVELOPMENT | INCLUSION |
| <ul style="list-style-type: none">- Successful "Pathway" from Youth to Adult football- Improve Mental Wellbeing/Physical Health- Create long lasting Social friendships | <ul style="list-style-type: none">- Advocates of FA message "Football For All"- Successful "Pathway" from Youth to Adult football- Value all players equally regardless of ability |
| DISCIPLINE | AMBITION |
| <ul style="list-style-type: none">- Adhering to FA RESPECT and Codes of Conduct- Promote Equality, Diversity and Inclusion- Be a Positive Role Model for family, Youth and all | <ul style="list-style-type: none">- Multiple successful teams across several disciplines- EG. Saturday, Veteran (Over 35) and Ladies- Successful "Pathway" from Youth to Adult football |
| <i>"TWO TEAMS, ONE CLUB"</i> | |



ADULT PLAYERS CODE OF CONDUCT

ADULT PLAYERS - FA RESPECT CODE OF CONDUCT

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

Players tell us they want a referee for every match, yet 7,000 match Officials drop out each season because of the abuse and intimidation they receive on and off the pitch. Respect your referee today and you may just get one for every match this season.

Play your part and observe The FA's Respect Code of Conduct for players at all times.

On and off the field, I will...

- Adhere to the Laws of The Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always **RESPECT** the match officials decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with **RESPECT**
- Remember we all make mistakes
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game

I understand that if I do not follow the Code, any/all of the following actions may be taken by my Club, County FA or The FA...

I may...

- Be required to apologise to team-mates, the other team, referee or team manager
- Receive a warning from the coach
- Receive a written warning from the Club committee
- Be required to attend a FA education course
- Be dropped or substituted
- Be suspended from training
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the Club

In addition...

The FA/County FA could impose a fine and/or suspension on the Club



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 which 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 Group | U5/U6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 & 16 | 17 & 18 Seniors |
|------------------------------------|-----------|-------------|-------------|-------------|-------------|-------------|---------|---------|---------|---------|-----------------|
| School Year | Recep / 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 12&13 |
| Rules | Fun | Development | FA Mini | FA Mini | FA Mini | FA 9X9 | FA 9X9 | FA | FA | FA | FA |
| League & Cup Competitions | None | None | Cup & Plate | Cup & Plate | Cup & Plate | Cup & Plate | Cup | Cup | Cup | Cup | Cup |
| Number of Players | N/A | 5 v 5 | 5 v 5 | 7 v 7 | 7 v 7 | 9 v 9 | 9 v 9 | 11 v 11 | 11 v 11 | 11 v 11 | 11 v 11 |
| Substitutes Per Game | N/A | 5 | 5 | 7 | 7 | 5 | 5 | 5 | 5 | 5 | 5 |
| Rolling Subs | N/A | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Mixed (boys and girls) | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | No |
| Pitch Sizes (yards) recommended | N/A | 40 x 30 | 40 x 30 | 60 x 40 | 60x40 | 80 x 50 | 80 x 50 | 90x60 | 90x60 | 100x60 | 110x70 |
| Penalty Area Size (yards) | N/A | 16 x 9 | 16 x 9 | 18x10 | 18x10 | 32x13 | 32x13 | 35x13 | 44x18 | 44x18 | 44x18 |
| Penalty Spot | N/A | 7 | 7 | 8 | 8 | 9 | 9 | 10 | 12 | 12 | 12 |
| Goal Size (feet) recommended | N/A | 12 x 6 | 12 x 6 | 12 x 6 | 12 x 6 | 16 x 7 | 16 x 7 | 21 x 7 | 21 x 7 | 24 x 8 | 24 x 8 |
| Ball Size | 3 | 3 | 3 | 3 | 3 | 4 | 4 | 4 | 4 | 5 | 5 |
| Off Side applies | No | No | No | No | No | Yes | Yes | Yes | Yes | Yes | Yes |
| Photos | No | No | No | No | No | Yes | Yes | Yes | Yes | Yes | Yes |
| Copy Birth Certificates | No | No | No | No | No | Yes | Yes | Yes | Yes | Yes | Yes |
| Max Registered Players | N/A | N/A | 14 | 14 | 14 | 18 | 18 | 20 | 20 | 20 | 20 |
| Match Duration (minutes each half) | N/A | N/A | 20 | 25 | 25 | 30 | 30 | 35 | 35 | 40 | 45 |

BFC 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.

Under 7s to Under 11s will have no league tables scores published.

From the Under 12's upwards league tables' scores are 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 BFC. 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

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

- Age Group; Under8's or Under12's are age groups: Bidford Juniors + Age for U8-U11, Bidford + Age for U12-U18.
- Team; Players grouped together within an age group e.g. BFC Under13's Spitfires is a team.

A team would have at least one Manager or Coach with the appropriate FA Level 1 qualification or equivalent. In age groups where numbers grow sufficiently there will be multiple teams. BFC aim is to have as many teams as possible and sustainable at each age group.

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 and max squad size 10

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 and max squad size 14

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 and max squad size 18

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 14/16 and max squad size 20

TEAM MANAGEMENT AND COACHING STRUCTURE

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

Age Group Leader for U5/ U6/U7 will preferably be over 18 but must be aged over 16 and then have a responsible Adult present.

Age Group leader, coaches and parent helpers for U8-U18 (Must be over 18)

Ideally the Age Group Leader / Team manager must have all the relevant qualifications and be in date. If the Team Manager does not have this qualification, then in certain instances allowance will be made for a coach within that team to have the FA Level 1 qualification at the Club's discretion.

Team Managers and Coaches are 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.

A parent helper is someone who regularly 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 DBS and an in-date FA 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).

The Club has produced a simple 10 Point Plan for Managers to help them understand their key responsibilities. This is detailed further....



JUNIOR SECTION MANAGERS 10 POINT PLAN

1. Basic requirement of DBS, Safeguarding, First Aid and desire to complete FA Playmaker and Introduction to Coaching Football (FA Level 1 equivalent).
2. Ensure membership forms are fully completed, ID checked and fees are in on time and keep own record of contacts for your own team - Keep note of start dates in preparation for 5/10 yr long service awards
3. Commitment & communication - Liaise with committee & parents via email, text, Teamer & Matchday apps, WhatsApp, Facebook pages
4. Organisation - Mark pitches, check for dog dirt, goals up, respect barrier, bibs for subs and have relevant equipment ready, complete Match Cards for league purposes
5. For each season, BFC are paying for all League Appointed Referees. Membership costs may increase each season to include League Appointed Referee fees. Each manager is responsible for completing a weekly register. BFC do not cover costs of referee fees in friendly games that you may arrange.
6. RESPECT: the collective responsibility of everyone involved in football to create a fair, safe and enjoyable environment in which the game can take place
7. Honesty & Integrity – always set an example to players and parents, Inspire & Motivate players to develop and perform
8. Enthusiasm, enjoyment & encouragement – be positive in everything that you do
9. Development - Awareness of the needs of every team member and how they are motivated. A good manager should be able to judge when to use a firm approach and when words of encouragement are a better call
10. Inform CWO and Club Committee should any matters arise especially areas surrounding Safeguarding

ADULT MANAGERS 10 POINT PLAN

TEAM MANAGEMENT AND COACHING STRUCTURE

The Club has produced a simple 10 Point Plan for Managers to help them understand their key responsibilities and our expectations of the Managers and Coaches within the Club. This plan is detailed below...

1. Basic requirement of DBS, Safeguarding, First Aid and desire to complete FA Level 1
2. Ensure membership forms are fully completed, ID checked and fees are in on time and keep own record of contacts
3. Commitment & communication - Liaise with committee via email, text, Teamer, WhatsApp, Facebook pages
4. Organisation - Mark pitches, check for dog dirt, goals up, respect barrier, bibs for subs and have relevant equipment ready
5. Collect subs and complete register, pay referee and ensure all subs submitted to Club account
6. RESPECT the collective responsibility of everyone involved in football to create a fair, safe and enjoyable environment in which the game can take place
7. Honesty & Integrity – always set an example to players and spectators
8. Inspire & Motivate players to develop and perform
9. Enthusiasm, enjoyment & encouragement – be positive in everything that you do
10. Development - Awareness of the needs of every team member and how they are motivated. A good manager should be able to judge when to use a firm approach and when words of encouragement are a better call



COACHES, MANAGERS & VOLUNTEER QUALIFICATIONS

DBS (DBS = Disclosure and Barring Service)

All members (16+) who hold a position where they offer instruction or guidance to a child as a Manager or a Coach, on Juniors and Seniors Section, or an occasional Helper **MUST** hold an in-date FA accepted DBS.

This is now an FA requirement for all grassroots youth football Clubs and a requirement to maintain BFC Charter Standard status.

BFC fund the cost of the DBS. Any person working with children U18 must hold a DBS.

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

EVERY MEMBER BEING A MANAGER, COACH OR A HELPER MUST HOLD A VALID IN-DATE FA ACCEPTED DBS.

ANY PERSON NOT HOLDING A DBS OR WHO ALLOWS THEIR DBS TO EXPIRE (AFTER 3 YEARS) MUST NOT ENGAGE IN ANY CLUB ROLE UNTIL THE DBS PROCESS IS COMPLETE. IF ANY TEAM DOES NOT HAVE A COACH WITH A CURRENT IN DATE FA ACCEPTED DBS, THIS WILL RESULT IN THE TEAM BEING SUSPENDED BY THE FA. IT IS THE RESPONSIBILITY OF THE MANAGER OR COACH TO ENSURE THAT THE PROCESS IS COMPLETE. ALL TEAM COACHES WHO DO NOT COMPLETE THEIR DBS

PROCESS ON TIME WILL BE ASKED TO STOP ALL ACTIVITIES WITH BFC CHILDREN UNTIL THE DBS IS CONFIRMED BY THE FA AS COMPLETE.

Upon successful completion of an initial DBS check a Coach can register with the FA and be issued with a FAN (FA Number) which enables that person to book FA courses.

FA Playmaker Course

This is a free online entry-level football course for those taking a more active role within any given team. BFC strongly advises all managers and coaches to enrol on and complete this course. You will need a FAN number to enrol on the course.

FA Introduction to Coaching Football (FA Level 1 equivalent)

The course is an online weekly course run over 4 weeks. The course blends live weekly webinars, e-learning, community support and a range of resources to provide you with the skills to coach players of all ages. Modules include "Introduction to First Aid" (valid for 3 years) and "Safeguarding Children" (valid for 2 years) both of which deliver separate certificates.

BFC will pay for the FA Introduction to Coaching Football course after the Coach (Junior and Senior sides) confirms the dates of the course booked. Anyone who does not pass this course or who leaves within 1 year of passing will be expected to return pro-rata costs of the course.

FA Introduction to Coaching Football (Level 1 equivalent) is a qualification required by at least one Manager/Coach per individual team and this is a BFC requirement in order to comply with the FA Charter Standard criteria for the Club.



Introduction to First Aid

Certificates are achieved initially as part of the Introduction to Coaching Football (FA Level 1 equivalent) course and are then renewed after three years by completing the Introduction to First Aid course as a stand-alone online course. Courses incur a £30 fee reimbursed by the Club.

Emergency First Aid

The overall aim of the FA Emergency First Aid in Football (EFAiF) course is to raise the standard of first aid provision within football. It goes beyond generic first aid and includes elements specific to football. The course is a one day offline course and is applicable to coaches, managers, parents, teachers, volunteers and carers. Courses incur a £95 fee reimbursed by the Club. You must have completed the Introduction to First Aid in Football course to enrol.

BFC REQUIRE AT LEAST ONE TEAM MANAGER/COACH WITH AN IN DATE VALID FA INTRODUCTION TO FIRST AID QUALIFICATION WITH EACH INDIVIDUAL TEAM. HOWEVER, IN THE INTERESTS OF CHILDREN'S SAFETY ALL COACHES SHOULD ENDEAVOUR TO COMPLETE THE INTRODUCTION TO FIRST AID.

AN IN DATE VALID WORK BASED QUALIFICATION MAY BE ACCEPTED BY THE FA. THIS REQUIRES EVIDENCE OF THE WORK BASED QUALIFICATION TO BE EMAILED TO THE FA AND CONFIRMATION THAT THE COACH HAS READ THE FA BRIDGING DOCUMENT.

Safeguarding Children

Certificates are achieved initially as part of the Introduction to Coaching Football (FA Level 1 equivalent) course and are then renewed after two years with an online stand-alone module that takes about three hours to complete and can be completed in one's own time – Re-certification is free.

Open Age Football Safeguarding

The Club Welfare Officer (Adult teams) and all team officials, must complete a mandatory Player Welfare in Open Age Football Course

BFC REQUIRE COACHES TO HAVE AN IN-DATE FA SAFEGUARDING CHILDREN QUALIFICATION, ON JUNIOR AND SENIOR SIDES. IF THE COACH OR MANAGER ALLOWS THEIR FA SAFEGUARDING CHILDREN QUALIFICATION TO EXPIRE THAT PERSON WILL BE SUSPENDED.

CPD (Continuous Professional Development)

BFC encourages Coaches to improve and develop. To that aim the Club will seek to support its Coaches to further develop and gain more qualifications especially FA Level 2 coaching certificate. Where funds allow and subject to committee approval the Club will normally pay 100% of fees for a Coach to gain further qualifications. BFC may ask the Coach to remain coaching at BFC 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 up to the maximum squad level providing there are managers and coaches available to coach them effectively. 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.

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

- Encouraging word of mouth amongst parents
- Online media e.g. Facebook
- Paper media e.g. Mercury
- Advertising the Club to children at school, especially in Reception and Year 1
- Giving out details at Club events e.g. soccer schools and schools tournaments

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 are 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.

PLAYER SELECTION & MOVEMENT

Where the Club has more than one team within an age group the Club does not operate 'A' or 'B' teams. New players will join a team that has the better opportunities to meet the needs of both the Club and the player.

Each Age Group Manager will make the ultimate decision on player selection and make the selection criteria clear to all players and parents of players when they join the team. Some players may join and play in friendly games only whilst they develop their abilities. Other players may play in competitive and friendly games.

Managers will seek to provide all players with game time in matches at a suitable level to the players ability, which will in turn, provide the opportunity for both improvement and enjoyment on a matchday.

The League require that for players selected to play in any given competitive match that they play at least 50% of the game.



MATCH DAY GUIDELINES

The Team Manager or designated Team Coordinator is 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 so they know where to be and what time etc.

Confirming a fixture with the opposition should always be done by Tuesday evening by phone, text or email.

Confirmation of venue and meet time to parents can be done either via email, text, WhatsApp or utilising one of the free online tools such as "teamer.net"/"Matchday" 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.

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 and if necessary, erecting goals and corner flags. Parents should help by putting away match day items too and collecting and disposing of any rubbish.

Managers and Coaches are expected to be well prepared with a warmup 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). BFC have invested in respect barriers for all facilities used by the Club and expect every team to use them.

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.

Manager to complete Official Ref marks online, send copy of white match card into the League after each home game and reply to automated text with score eg 5-4 (Only numbers with a dash accepted; reported as Home-Away score

PARENTAL SUPPORT

BFC 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 and are well prepared with water, kit and tied laces
- Make sure the surface is safe, fill in any holes and clear any animal faeces
- Put up / put away goalposts and corner flags and the Respect barrier
- Help take match day subs
- Take responsibility for the team's team match report paperwork
- Volunteer to help in the Pavilion making refreshments to help fund the Club



There are also key times in the football season where Parental and Player support to volunteer is required in order to ensure an effective Club for the benefit of all Players. Examples may be volunteering at the Club Tournament Day or volunteering at the Club Presentation Day.



PARENT MEETINGS

It is highly recommended that Managers hold a parent 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.

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 BFC for use during BFC 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 the BFC Kit Manager.

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

General Principles

- Bidford Football Club's money should spent as if it were your own
- If purchases have not been purchased in line with the Delegated Authority limits detailed below there is no guarantee that the money will be refunded.
- Refunds will only be paid if an invoice, receipt or equivalent can be provided – FA DBS's excluded.

Delegated Authority

| Amount | Authoriser |
|--------------|---|
| £0 - £30 | Managers & Operational Committee Members |
| £31 - £2,500 | Treasurer or two Committee members' if Treasurer is unavailable |
| £2,500 + | The Committee by majority |

Coach's kit

The Club will pay for Coaches Shirt, shorts and socks who have completed their FA Introduction to Coaching Football (FA Level 1 equivalent) certificate or maintained their coaching position within the Club for 12 months. The Club will reimburse kit costs to coaches who buy the kit themselves after 12 months of service. The Coach can individually purchase a training jacket through the Club. The Coaches initials will be on the shirt and jackets.

BFC Kit & Equipment Request Form

All new kit requests should be completed on the New Kit request form a copy of which is available from the Kit Manager



SPONSORSHIP POLICY

BFC has several sponsorship options as detailed below.

Sponsoring a Match Kit

Benefits

- The Sponsors company logo on the front of the match kit for a minimum of **2** years
- Complementary half page advert in any programmes and newsletters produced by the Club
- Photo of team in Match Kit with Sponsor's logo on
- Delivers a low cost and financially beneficial option to traditional advertising
- Positive contribution to the local community

Cost

- U7/U8 £500: Home match day kit £300: Training/Away kit
- U9/U12 £700: Home match day kit £400: Training/Away kit
- U13-U18: £800: Home match day kit £500: Training/Away shirts
- Seniors: Negotiable with our Seniors managers / Secretary

Other Information

- Cost covers the cost of procuring the initial kit (including your logo) and covers any replacements that may be needed throughout the life of the kit.
- Payments must be made to the Club before the order is placed (usually in July prior to season start). The Club Treasurer can provide a receipt of payment should it be required.
- It is for the individual manager to maintain the relationship with the sponsor

Other Sponsorship Options

Match Kit Contribution – If a Sponsor does not want to pay the full amount but would like to contribute to the match kit this is possible without being entitled to the benefits listed above.

Training Kits – If a Sponsor wants to pay for the training kit of a squad this is possible to do so and add the Sponsors logo. If this option is chosen, it is up to the manager to decide the appropriate amount of sponsorship and parent's contribution to cover the total kit cost. As a guide, the sponsor's money should be at least 70% of the total cost of the training kit and the manager should gain agreement from the parents on their payment prior to ordering the kit.

Sponsoring Events (eg Tournament / End of Season Awards) – Bidford Football Club run several events throughout the year and offers a variety of sponsorship packages to suit any budget.

Sponsorship Payment

All Sponsorship money for match kit, training kit, other kit or events should be paid to Bidford FC. Bank Account BACS details are available on request. It is essential sponsorship money is paid into the Club and not directly to the kit supplier.



REFEREES

BFC will seek to use referees for all competitive 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. If the league appoints an official ref, each manager is responsible for entering a Ref mark on Full Time by the Wednesday following a game, failure to do so may result in a fine. Official refs can also be allocated, by yourselves, for friendly matches, however, obtaining eg £2 per player should cover the refs fees payable. BFC will only pay for official refs at league level.

Please note if a ref is wearing coloured socks – this indicates U18. The same respect should be shown as any other official and fully supported. UNDER NO CIRCUMSTANCES should you engage in any arguments or disputes with a ref, instead contact the County FA.

General Principles

- It is the manager's responsibility to seek float from club secretary to enable sufficient funds
- It is the manager's responsibility to arrange for a referee for all their home games.
- It is the manager's responsibility to record and maintain accurate records of the monies paid out to league officials referees and any monies requested from the team for friendlies.
- The manager should be able to send this record to the Treasurer if requested.
- Referees should be paid prior to the match where possible
- The fees are detailed below. The costs above will be shared between home and away Clubs.
- Referees should be paid prior to the match commencing in line with League guidelines below:

(Ref costs are subject to change – Secretary will confirm pre-season) *Current prices for 25-26 are:*

| | |
|--|--------------|
| - 5 v 5 & 7 v 7 Mini Soccer U8-U10 | £25 |
| - 9 v 9 U11-U12 | £30 |
| - 11 v 11 U13-U18 | £40 |
| - Assistant referees (where appointed) | 50% of above |

An additional £4 expenses fee could be deemed payable to Refs whereby they have travelled to a fixture that is more than a 30 mile round trip – Seek clarification of fee payable prior to the fixture with Ref and clarify fee payable with opposition manager.

Unqualified volunteers and Club linesmen / assistant referees are not paid by BFC. BFC will 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 being available and the candidate proving that they have attended the course.



LEAVING CHILDREN WITHOUT PARENTAL SUPERVISION

BFC would prefer that all parents remain at training and matches with their children, especially younger age groups. However, we understand that from time to time parents may have to leave children at a training session or match and the Club expects the parent to inform a Coach and confirm which of the remaining adults is responsible for their child. Parents should not expect a Coach to be responsible for their child beyond the normal context of delivering a safe football training session.

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

DISRUPTIVE CHILDREN

The Club is a youth football Club where we expect everyone to be respectful. It is essential that children attending training and matches are respectful and follow the Club's code of conduct.

All children and parents should recognise that Coaches are volunteers 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 to achieve a positive safe environment that supports player development.

The Coach may deal with a disruptive child using the following process:

1. A child displaying disruptive behaviour will be excluded from activity for a period (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 and 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. 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 BFC which will be confirmed in writing.

BULLYING

BFC has a zero tolerance to bullying and any member seen to be bullying 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 BFC activities by another BFC member, parents should report it to the Manager for the team so that they are aware of potential issues.



“PLAYING UP”

The Club 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 BFC has a squad available for the player’s age group. The player will then play in the correct age group.
- League rules mean that no child can play competitive league football until U12. This means that an U11 or younger child cannot play up to U12
- A U18 league age group where Year 12 and 13 boys can play within the same team.

The Club 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

Whilst BFC welcomes players of all abilities we also recognise talented players. BFC Coaches should identify talented players and discuss their further development with parents. This could mean suggesting one of the following

- Extra specific position coaching (e.g. goalkeeper).
- Trialling or training with a Club that has an academy or centre of excellence.
- Playing in a more appropriate league pool with another team or different higher league (e.g. Midland Junior Premier League - MJPL)

WINNING VERSUS DEVELOPMENT

The Club encourages a player and team development approach and does not support “win at all cost” tactics and practices. This development approach means that the Club values all players equally regardless of ability and gives 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. 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 BFC 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 well 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



PARENTS COACHING FROM THE SIDE-LINES

BFC respectfully asks that parents do not coach the children. The main reason for this is that we know from FA research and feedback from children that they simply find it confusing and stressful.

"Let the Coaches Coach"

FACILITIES

BFC use numerous facilities in and around Bidford. All Club members and parents 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.

The Club plays home games at Dugdale Avenue and The Big Meadow, both in Bidford on Avon.

At **Dugdale Avenue** there are containers for storing the goals and kit used at that location as well as a line marker. There is no water so water should be taken in order to mix line marking paint. There are also no permanent toilet facilities at Dugdale with nearest ones being at Broom Hall Inn further up Victoria Road or in the village centre.

Dugdale gate is opened by The Parish Council Clerk. Prior notice should be given to her by the Team Manager to open the gate for training and match day purposes.

Defibrillator is available at the main gate.

At the **Big Meadow**, the pavilion has full facilities and is owned by the Bidford Sports Association (BSA) a combination of Bidford FC and The Bidford Cricket Club. The facility also has a container for storage of goals and line markers.

Defibrillator is available within the Club house and also at the main gate.

Line Marking

Line marker fluid, available from the Kit Manager, must be used sparingly, if refreshing existing visible lines, the dilution ratio should be about one-part marker to 6 of water.

DO NOT LEAVE MARKER FLUID IN THE LINE MARKER - ALWAYS EMPTY IT ONCE FINISHED AND WASH OUT WITH WATER.

Measurement equipment and lines are available in the container at The Big Meadow.



ONLINE SOCIAL MEDIA AND MESSAGING

The Club is committed to professional Social Media and Messaging Applications presence, both publically AND privately.

The Club has an official website, an official Facebook page and various Facebook pages for differing age groups as well as a Twitter account and WhatsApp Group. No unofficial websites, Facebook pages/groups, Twitter accounts or WhatsApp groups are allowed. All posts and/or comments will be monitored by the Management Team and Committee. If an instance arises where unofficial websites, accounts, pages/groups are created, the Club will actively seek the closure of said creation and will take the necessary disciplinary action.

BFC gain permission for photographs to be used of playing Junior members in BFC media during the registration process. Any individual members posting photographs of BFC members on social media should have the express permission of the member's parents.

BFC strongly advises all members to be careful of what references are made to BFC on social media and ask ALL members to refrain from making any comments that may bring the Club 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 suspension or expulsion.

All Club Members, officials and associates are reminded that they are representing the Club at all times and are responsible for their own actions. Members are also reminded they are ALL responsible for challenging inappropriate posts and/or comments of other Members either directly or by bringing to the attention of the Management Team and/or Committee. Members must not bring the Club into disrepute in any way, including online and on Social Media.

As per FA Welfare guidelines it is not appropriate for any Manager or person in a position of trust to have direct one-to-one contact with any Junior player up to and including U18's – this must ALWAYS be done via a Parent or Group chat as appropriate.

FUNDRAISING

Fundraising is an important aspect of BFC 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 BFC must be approved by the management committee and all monies from fundraising activity must be provided to the Club Treasurer to be deposited in the BFC account. If fundraising activity has been organised for a specific purpose, then the funds raised can be ring fenced by agreement with the Treasurer.

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

BFC will fund the cost of entry fees for BFC squads entering external tournaments. Each squad will be allowed to claim back the cost of ONE tournament fee. Please note it is down to the Team Manager to decide how many (if any) tournaments the team enter. Squads can enter more than one tournament, but the Club will not fund the costs of those – we ask parents to fund an equal share to cover entry costs per tournament

Bidford Tournament

This is the Club's biggest fundraising event. Normally the tournament is for U7-U12 age groups but may be extended to other age groups. All age groups are expected to support the tournament on the day whether their child is playing or not by supporting many tasks or rotas including car-parking, entry gate, stalls and activities.

END OF SEASON PRESENTATIONS

At the end of each season BFC will host individual team presentations. The presentations are an important fabric of the Club to recognise the efforts of the children during the season - Any additional funding for these such events to be paid for by the players/parents/coaches. All players and members are expected to fully support the presentations. BFC will provide a member's trophy for every playing member for U8 to U18. A medal will be provided to Wildcat and Squad Training Girls, U7, U6 & U5 age groups.

In addition to member trophies, each U8 to U18 affiliated teams, 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

The Club do not fund additional trophies. It is recommended that Managers do not add further awards and trophies but if these are given then these are at the Manager's cost.

MEMBER FEES – JUNIOR & SENIOR

Member fees are decided by the committee and confirmed at 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, coaching qualifications, and many more elements. It is important to note that the fee is payable to become a member of BFC and in return BFC provide football activities on a regular basis during September to May defined as a planned weekly training session.

Members must recognise that events beyond BFC control (e.g. weather, coaches' availability, and league structures) may affect the number of training sessions and matches that BFC can deliver. BFC does 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 consider joining BFC. The period that the membership fee covers is a full season July - June.



Junior Subscriptions

Annual Subscriptions – Club Membership WITHOUT League Registration

- Members are available to be selected to play for Bidford Football Club in friendly games only

| Age Group | Annual Subscription |
|------------------|---------------------|
| 'Little Kickers' | £75 |
| U7 | £100 |
| U8 – U18 | £150 |

Annual Subscriptions – Full Membership INCLUDING AEFL league registration

- Members are available to be selected to play for Bidford Football Club in both friendly and league affiliated games

| Age Group | Annual Subscription |
|-----------|---------------------|
| U8 - U18 | £175 |

- The fees above are for the 1st child, subsequent children receive a discount of £25 per child per year
- The full year subscription runs from July to June (June is closed season)
- Annual subscriptions will be reviewed annually and agreed at the annual AGM
- Subscriptions are payable on the 1st July prior to the beginning of the season.
- In the situation where a player requests not to pay in a lump sum, the manager's role is to represent the player and their circumstances to the committee (via email or text). The committee are the only persons with the authority to approve a change in payments
- An additional £50 discount is applied for children whose parent / guardian is either:
 - o an active coach at BFC who also obtains an Introduction to Coaching Football (FA Level 1 equivalent)
 - o is a committee member of BFC

Pay as you play girls only section – Training only

Training only, including winter training - Sibling discounts do not apply to our Girls sections

- *Wildcats section (7-10 years) £3.00 per player, per session, PAYG*
- *Squad Girls section (11-15 years) £3.00 per player, per session, PAYG*

AEFL Fines or FA Fines

The team manager, per age group, will be held fully responsible for the payment of all fines imposed by the league or FA. This includes, but is not limited to, fines for late matchday submissions and postponements for any reason other than waterlogged or frozen pitches, or approved school events. No exceptions will be granted. Splitting any costs directly between players/parents can be best practice and the club would issue correspondence relating to such items.



Each individual player is solely and fully responsible for the payment of any and all fines imposed by the League or FA. This includes, but is not limited to, fines resulting from disciplinary actions such as yellow cards, red cards, cautions, dismissals, or any other misconduct. Failure to pay fines promptly may result in disciplinary action by the club. The club would issue correspondence relating to such items.

All fines, league or FA, would be expected to be paid into the club account. The club would settle any invoices issued initially - parents/players are not expected to pay individual sanctioning bodies direct.

Annual Subscriptions for Senior Sections are detailed on the following pages:



Adult Subscriptions

ADULT PLAYERS MEMBERSHIP/SUBS: "BFC U16/17/18"

MEMBERSHIP

Membership Subscriptions are decided by the Adult Management Team. Revenue from Membership Subscriptions enables the Club to operate and run a community football Club paying for equipment, playing and training facility hire, Coaches kit, insurance, League and County FA affiliations, Referees, member trophies, website, Coaching Qualifications and many more elements. It is important to note the subscription is payable to become a member of Bidford Football Club (BFC) and in return BFC provide football activities between September to May.

Members must recognise that events beyond BFC control (e.g. weather, coaches' availability and League structures) may affect the number of sessions/matches that BFC can deliver. BFC do not provide any refund mechanism in these events.

The period the Membership Subscription covers is a full year.

Annual Subscriptions – Club Membership...

£0

- Members are available to be selected to play for Bidford Hurricanes/Mens in Friendly and League affiliated games.
- The full year subscription runs from July to June.
- Annual subscriptions will be reviewed annually by the Adult Management Team.
- Subscriptions are payable on/after the 1st July prior to the beginning of the season.
- In the situation where a player requests not to pay in a lump sum, the Adult Management Team will consider the players circumstances on an individual basis. The Adult Management Team is the only persons with the authority to approve a change in payments.

SUBS

In addition to Membership fees, additional Subs fees are decided by the Adult Management Team and are required following participation in each fixture where the member represents Bidford Hurricanes/Mens in Friendly/League affiliated games.

Like Membership fees, Subs fees will be used to satisfy annual financial commitments of the Club as documented above.

Weekly Fees – Club Subs...

£0

- **NO ADDITIONAL SUBS FEES ARE REQUIRED** following participation in each fixture where the member represents Bidford Hurricanes/Mens in Friendly/League affiliated games.

AGE RANGE

Player must be under the age of 16/17/18 as at midnight on 31ST AUGUST in the playing season.



ADULT PLAYERS MEMBERSHIP/SUBS: “NON BFC U16/17/18”

MEMBERSHIP

Membership Subscriptions are decided by the Adult Management Team. Revenue from Membership Subscriptions enables the Club to operate and run a community football Club paying for equipment, playing and training facility hire, Coaches kit, insurance, League and County FA affiliations, Referees, member trophies, website, Coaching Qualifications and many more elements. It is important to note the subscription is payable to become a member of Bidford Football Club (BFC) and in return BFC provide football activities between September to May.

Members must recognise that events beyond BFC control (e.g. weather, coaches' availability and League structures) may affect the number of sessions/matches that BFC can deliver. BFC do not provide any refund mechanism in these events.

The period the Membership Subscription covers is a full year.

Annual Subscriptions – Club Membership...

£50

- Members are available to be selected to play for Bidford Hurricanes/Mens in Friendly and League affiliated games.
- The full year subscription runs from July to June.
- Annual subscriptions will be reviewed annually by the Adult Management Team.
- Subscriptions are payable on/after the 1st July prior to the beginning of the season.
- In the situation where a player requests not to pay in a lump sum, the Adult Management Team will consider the players circumstances on an individual basis. The Adult Management Team is the only persons with the authority to approve a change in payments.

SUBS

In addition to Membership fees, additional Subs fees are decided by the Adult Management Team and are required following participation in each fixture where the member represents Bidford Hurricanes/Mens in Friendly/League affiliated games.

Like Membership fees, Subs fees will be used to satisfy annual financial commitments of the Club as documented above.

Weekly Fees – Club Subs...

£0

- **NO ADDITIONAL SUBS FEES ARE REQUIRED** following participation in each fixture where the member represents Bidford Hurricanes/Mens in Friendly/League affiliated games.

AGE RANGE

Player must be under the age of 16/17/18 as at midnight on 31ST AUGUST in the playing season.



ADULT PLAYERS MEMBERSHIP/SUBS: “PAY AS YOU PLAY”

MEMBERSHIP

Membership Subscriptions are decided by the Adult Management Team. Revenue from Membership Subscriptions enables the Club to operate and run a community football Club paying for equipment, playing and training facility hire, Coaches kit, insurance, League and County FA affiliations, Referees, member trophies, website, Coaching Qualifications and many more elements. It is important to note the subscription is payable to become a member of Bidford Football Club (BFC) and in return BFC provide football activities between September to May.

Members must recognise that events beyond BFC control (e.g. weather, coaches’ availability and League structures) may affect the number of sessions/matches that BFC can deliver. BFC do not provide any refund mechanism in these events.

The period the Membership Subscription covers is a full year.

Annual Subscriptions – Club Membership...

| |
|------------|
| £50 |
|------------|

- Members are available to be selected to play for Bidford Hurricanes/Mens in Friendly and League affiliated games.
- The full year subscription runs from July to June.
- Annual subscriptions will be reviewed annually by the Adult Management Team.
- Subscriptions are payable on/after the 1st July prior to the beginning of the season.
- In the situation where a player requests not to pay in a lump sum, the Adult Management Team will consider the players circumstances on an individual basis. The Adult Management Team is the only persons with the authority to approve a change in payments.

SUBS

In addition to Membership fees, additional Subs fees are decided by the Adult Management Team and are required following participation in each fixture where the member represents Bidford Hurricanes/Mens in Friendly/League affiliated games.

Like Membership fees, Subs fees will be used to satisfy annual financial commitments of the Club as documented above.

Weekly Fees – Club Subs...

| | |
|------------------|-----------|
| 0-29mins | £0 |
| 30-59mins | £3 |
| 60-90mins | £5 |

- Members are required to pay subs immediately following representation of Bidford Hurricanes/Mens in Friendly/League affiliated games.
- Those members owing 2 or more weeks subs are subject to ineligibility at the Adult Management Teams discretion.



ADULT PLAYERS MEMBERSHIP/SUBS: “ONE OFF PAYMENT”

MEMBERSHIP

Membership Subscriptions are decided by the Adult Management Team. Revenue from Membership Subscriptions enables the Club to operate and run a community football Club paying for equipment, playing and training facility hire, Coaches kit, insurance, League and County FA affiliations, Referees, member trophies, website, Coaching Qualifications and many more elements. It is important to note the subscription is payable to become a member of Bidford Football Club (BFC) and in return BFC provide football activities between September to May.

Members must recognise that events beyond BFC control (e.g. weather, coaches' availability and League structures) may affect the number of sessions/matches that BFC can deliver. BFC do not provide any refund mechanism in these events.

The period the Membership Subscription covers is a full year.

Annual Subscriptions – Club Membership...

£125

- Members are available to be selected to play for Bidford Hurricanes/Mens in Friendly and League affiliated games.
- The full year subscription runs from July to June.
- Annual subscriptions will be reviewed annually by the Adult Management Team.
- Subscriptions are payable on/after the 1st July prior to the beginning of the season.
- In the situation where a player requests not to pay in a lump sum, the Adult Management Team will consider the players circumstances on an individual basis. The Adult Management Team is the only persons with the authority to approve a change in payments.

SUBS

In addition to Membership fees, additional Subs fees are decided by the Adult Management Team and are required following participation in each fixture where the member represents Bidford Hurricanes/Mens in Friendly/League affiliated games.

Like Membership fees, Subs fees will be used to satisfy annual financial commitments of the Club as documented above.

Weekly Fees – Club Subs...

£0

- **NO ADDITIONAL SUBS FEES ARE REQUIRED** following participation in each fixture where the member represents Bidford Hurricanes/Mens in Friendly/League affiliated games.



MEDICAL CONDITIONS

All parents of Junior Players and the Senior Players themselves must disclose any medical conditions at the point of registration. Older players may bring any medicines themselves whilst a parent/carer of younger children should hand them in to the Manager at the start of any given session. Medication must be clearly labelled with name and dose and the Manager must have the correct information on when and how to use. Medication should be in a clear plastic bag/plastic container to keep it clean, dry and safe.

If medication is used a record should be kept. All medication must be collected at the end of the session.

DATA PROTECTION

Club Privacy and Data Protection Notice

Bidford Football Club (Club) ("we", "our", "us") take your privacy very seriously. This Privacy and Data Protection Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We will take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members. You provide information about yourself when you register with the Club, and by filling in forms at an event, or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian. Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able to honour or administer your membership.

Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided. The reason we need participants' and members' personal data is to be able to run the football Club and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the Club.

Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for. We have set out in the table below, a description of the ways we plan to use your personal data, and which of the legal bases we rely on to do so.

We have also identified what our legitimate interests are where appropriate:



| Purpose/ Processing Activity | Lawful Basis for processing under Article 6 of the GDPR. |
|---|--|
| Processing membership forms and payments/ subs Organising matches | Performance of a contract Performance of a contract |
| Sending out match or Club information and updates Sharing data with coaches, managers or officials to run training sessions or enter events Sharing data with leagues we are in membership of, county associations and other competition providers for entry in events Sharing data with committee members to provide information about Club activities, membership renewals or invitation to social events Sharing data with third party service or facility providers | Performance of a contract Performance of a contract Performance of a contract The Club has a legitimate interest to maintain member and participant correspondence for Club community purposes. The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Club, participants and its members. |
| Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority Publishing match and league results Sending out marketing information such as newsletters and information about promotions and offers from sponsors | The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants and its members. Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with written consent of parent/guardian Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or you have actively provided your consent. |
| To ensure we understand possible health risks | Consent. We will only process details on your medical history with your consent. |



Who we share your personal data with

When you become a member of the Club, your information will be entered onto the 'Whole Game System' database, which is administered by the FA. We also pass your information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club's data processing may require your personal data to be transferred outside of the UK (for example if a Club trip abroad was organised). Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data 2 months after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on Whole Game System is subject to their privacy policy so we advise you to review that policy together with this notice. If you would like your personal data to be deleted from Whole Game System then please contact them.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data. If you have any questions about this Privacy Notice then please contact Club Secretary.



VERSION CONTROL



| Reason for update | Issue | Initials | Date |
|--------------------|-------|----------|------------|
| Initial Issue | 1 | DH | 22/06/2020 |
| Annual Review | 2 | RB | 20/06/2021 |
| 2022 Annual Review | 3 | DW | 14/09/2022 |
| 2024 Annual Review | 4 | DW | 14/04/2024 |
| 2025 Annual Review | 5 | DW & MR | 23/05/2025 |