



# CHRIST CHURCH UNITED FOOTBALL CLUB

*Founded in 1992*



August 2011

Dear Club Member

## **2011/12 SEASON MEMBERSHIP PACK**

I am writing to let you know about the arrangements for Christ Church United Football Club for the new season, which kicks off on Saturday 10 September 2011 at 9am at Blenheim High School, Epsom.

Please read the enclosed information pack, which includes a registration form. The form needs to be completed and given to your coach along with your membership fee. Please keep the rest of the pack – you'll need the information in it.

This is my first year as Club Chairman but, as ever, we have a plea for help. We continue to require assistance at all levels of the Club from experienced coaches right down to the more basic assistance of helping to set up and take down goals at the end of our sessions. If, like us, you want to see Christ Church United FC continue to thrive as a great place for youngsters to improve their football skills, please ask your mums and dads if they'd be willing to help out. All they need to do is contact me or one of the other team managers about how they can get involved in a way that suits them and supports a terrific football club.

On a separate matter I am delighted to announce that we now have a new Club website – [www.christchurchunited.co.uk](http://www.christchurchunited.co.uk). This is our preferred method of keeping you all informed of the Club's activities and I would urge you to take a look!

Finally, I'm delighted to report that the Football Association has recently renewed the club's 'Charter Standard' status, recognising the Club's efforts to provide a safe and supportive environment for kids to play football and in developing their skills.

Look forward to seeing you soon!

**Lee Castledine**  
Club Chairman  
Phone 01372 724618



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# CHRIST CHURCH UNITED FOOTBALL CLUB

*Founded in 1992*

## **2011/12 SEASON**



Christ Church United FC is a church-based football club, run by unpaid volunteers to provide soccer coaching for boys and girls, regardless of their ability level. The Club is recognised by the Football Association as a 'Charter Standard' football club and a Mini-Soccer Centre, and its coaches hold appropriate FA coaching qualifications. It forms a part of Christ Church's outreach programme, and works with other sporting and voluntary organisations so that links between the Church and the local community are maintained and developed through sport. Matches and tournaments with other clubs are arranged from time to time throughout the season.

### ***Location / Dates / Times***

Football coaching takes place at Blenheim High School, Longmead Road, Epsom on Saturdays between 9.00 and 10.30am during term-time. As you can see from the attached programme - please keep it for reference in the coming months - the 2011/12 season starts on Saturday 10 September. Parents and carers are asked to note that children should arrive no earlier than 8.45am and be collected promptly when coaching finishes at 10.30am. Neither the Club nor the School is responsible for the safety and well-being of children outside these times.

### ***Membership Fees***

The registration fee covers the whole season (September to May). The fee for one child is £30 (individual membership), but two or more children from the same family can join for £50 (family membership), so it won't break the bank if lots of brothers and sisters want to join the Club! The registration fee is the Club's main source of income to cover the following costs:

- Hire of the Blenheim High School facilities (astroturf and grass pitches/playing areas)
- Equipment (footballs, goals, kits, training bibs, etc)
- Affiliation to the Surrey County FA
- Competition/tournament fees
- Awards and trophies
- Coaches' training
- Public liability insurance

We believe the registration fee represents excellent value for money compared with other football clubs and sporting/social activities for children in the Epsom area. Please note that the Club's insurance cover does not extend to personal accident insurance in the event of player injuries.

### ***Code of Conduct***

The Club has always believed in and encouraged a 'code of conduct' based on sensible and responsible behaviour and good sportsmanship at all times. In line with guidance from the FA, we have formalised this philosophy in three Codes of Conduct - covering Coaches, Players and Parents/Carers - and summaries of these are included in this pack. Please read them carefully, and see any of the Team Managers if you have any concerns or comments.

### ***Equality***

The Club is committed to providing an opportunity for children to play football, regardless of their gender, sexual orientation, ethnicity, colour, nationality, religious belief or ability level. We expect everyone associated with the Club to treat other people fairly and with respect.

### ***Safeguarding Children***

The Club's policy on Safeguarding Children reflects the requirements and guidance of both the FA and the Church of England (Guildford Diocese). It covers the appointment and training of coaches, CRB check requirements, first aid, procedures at coaching sessions, and arrangements for transporting children to/from tournaments and matches. We have a nominated Child Welfare Officer (Paul Mady) who keeps abreast of developments and provides advice to the Club. Please see the separate sheet on procedures at coaching sessions which is included in this pack.

### **Dress Code**

All Club members should wear suitable clothing and footwear, both on and off the pitch. Members should bring a pair of trainers (or astroturf boots) as well as football boots. Shin-pads must be worn at all times. Trainers or astroturf boots must be worn on the astroturf pitch (studded football boots are not permitted). We strongly advise that children playing on the astroturf pitch wear long-sleeved tops and track-suit/jogging bottoms, as friction burns from falls on astroturf are painful and can take a long time to heal. Epsom Sports (Upper High Street) offers a 10% discount on sports clothing/equipment to Club members and their families.

### **Away Matches/Tournaments**

Arrangements for getting children to and from away fixtures are made on a case-by-case basis by the relevant Team Manager(s). We welcome the support of parents who are able to help with transport and supervision. We need mothers as well as fathers, as we frequently have girls as well as boys in our teams. In line with the Club's Safeguarding Children policy, there should be at least two children in a car at all times, unless a parent has given permission for his/her child to travel alone with another adult (parent or coach).

### **Kids v Coaches Matches**

The Club arranges "Kids v Coaches" fun matches from time to time, typically just before the Christmas break and at the end of the season. Experience has shown that the children enjoy these events greatly - especially as they usually win! However, any parent/guardian who would prefer their child not to take part in these matches should inform the relevant Team Manager.

### **Christ Church United Kit**

Christ Church United FC and Shooting Stars clothing - including shirts, shorts, socks, sweatshirts, tracksuits and woolly hats - are available to buy. Please see any of the Team Managers for details.

### **Age-Groups**

Coaching is split into a number of age-groups, as shown in the table below. The U15 age-group is open to boys only, in line with the FA's view that mixed-gender football must not continue above U13 level.

<i>Age-group</i>	<i>Birth Date</i>	<i>School Year</i>	<i>Team Manager</i>	<i>Phone</i>
Under-15	1/9/96 - 31/8/98	9 & 10	Lyll Reynolds	020 8393 3752
Under-13	1/9/98 - 31/8/99	8	Enzo Villacci	01372 274360
Under-12	1/9/99 - 31/8/00	7	Will Cooper	07512 101021
Under-11	1/9/00 - 31/8/01	6	Paul Mady	01372 817669
Under-10	1/9/01 - 31/8/02	5	Gavin Stuart	020 8393 3711
Under-9	1/9/02 - 31/8/03	4	Lee Castledine	01372 724618
Under-8	1/9/03 - 31/8/04	3	Dave Summersby	07740 620236
Under-7	1/9/04 - 31/8/05	2	Lawry Bickford	01372 723119
Shooting Stars	1/9/05 or after *	1	Jonathan Tear	01372 276979

\* minimum age is 5: children may join Shooting Stars at any time following their 5<sup>th</sup> birthday.

### **Registration**

Please complete the attached registration form and return it, together with a cheque for £30 (individual member) or £50 (family membership) made payable to Christ Church United, to the relevant Team Manager as soon as possible. Please provide a mobile phone number in case we have to contact you urgently. It is important that the form is signed by a parent/guardian. Please complete one form per child. Additional forms are available from the Team Managers and on the website. Please retain the rest of this registration information for your future reference.

### **Communication**

To reduce the time and expense involved in communicating by phone, our preferred method of keeping you informed of the Club's activities will be via email and using the Club's website [www.christchurchunited.co.uk](http://www.christchurchunited.co.uk). If at all possible, please include an email address where we can reach you (for example, if we need to call off a training session due to bad weather), and check the website every Friday evening for the latest news.

If you have any questions or would like additional information about the Club, please contact the Club Chairman (Lee Castledine, phone 01372 724618) or any of the Team Managers.

***We always need more help with the running of the Club. If any parent or older brother/sister would be willing to help out with coaching or admin tasks, please contact one of the Team Managers.***



## CHRIST CHURCH UNITED FOOTBALL CLUB

### CODES OF CONDUCT

#### Code of Conduct for Coaches

1. Respect the rights, dignity and worth of every player and treat each equally within the context of the sport.
2. Place the well-being and safety of players above all other considerations, including the development of performance.
3. Adhere to all guidelines of the relevant governing bodies.
4. Develop an appropriate working relationship with each player based on mutual trust and respect.
5. Never exert undue influence to obtain personal benefit or reward.
6. Encourage and guide players to accept responsibility for their own behaviour and performance.
7. Ensure that activities are appropriate for the age, maturity, experience and ability of players.
8. At the outset, clarify with the players (and, where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Cooperate with other coaches, officials, sports scientists, doctors and physiotherapists in the best interests of the players.
10. Promote the positive aspects of the sport (including fair play), and never condone behaviour contrary to the laws, rules and spirit of the game or the use of prohibited substances or techniques.
11. Consistently display high standards of behaviour and appearance, and be a role model for players, parents and spectators.
12. Do not use inappropriate language, or tolerate it from the players.

#### Code of Conduct for Players

1. Try hard to develop your own abilities in terms of skill, technique, tactics and stamina.
2. Give maximum effort, and strive for the best possible individual and team performance during a game, regardless of the score.
3. Understand and abide by the laws, rules and spirit of the game.
4. Ensure you are on time for coaching sessions and matches, and have appropriate clothing, footwear and shinpads.
5. Set a positive example to others, whether team-mates, opponents or spectators.
6. Show respect to coaches and match officials, and accept their instructions and decisions without protest.
7. Avoid all forms of gamesmanship (including time-wasting), cheating and violent conduct.
8. Avoid dangerous or violent play, and discourage it in others.
9. Help injured players, whether team-mates or opponents.
10. Treat opponents and spectators with respect at all times, regardless of the score or result of the game.
11. Be a good sport: accept success or failure, victory or defeat, with dignity.
12. Do not use inappropriate language.

#### Code of Conduct for Parents/Carers

1. Take a positive and supportive interest in your child's football activities, contributing to his/her enjoyment of the game, sense of achievement and self-esteem.
2. Encourage and guide your child to accept responsibility for his/her own behaviour, performance and development.
3. Cooperate with coaches and other parents in the best interests of the players.
4. Encourage your child to understand and abide by the laws, rules and spirit of the game.
5. Ensure your child arrives on time for coaching sessions and matches, is equipped with appropriate clothing, footwear and shinpads, and is collected promptly at the end.
6. When spectating, show respect to all players, coaches, match officials and other spectators, regardless of the score or result of the game.
7. Encourage your child to be a good sport and to set a good example to other players.
8. Do not use inappropriate language, or tolerate it from your child.



# CHRIST CHURCH UNITED FOOTBALL CLUB

## SAFEGUARDING CHILDREN

### ***Procedures for ensuring the safety and well-being of children at coaching sessions***

Christ Church United Football Club is affiliated to the Surrey County FA and is recognised by the Football Association as a 'Charter Standard' football club. The Club is committed to ensuring that the FA guidelines on Safeguarding Children and wider child safety and well-being issues are observed.

This summary aims to provide parents and carers with a clear understanding of the arrangements that apply before, during and after normal Saturday morning coaching sessions. They form part of the Club's Safeguarding Children policy, which is based on the FA's recommended procedures and practices. Further information is available from the Club's Child Welfare Officer, Paul Mady (01372 817669).

#### ***Before coaching sessions start (8.45 – 9.00am)***

1. Coaching sessions start at 9.00am. No **unaccompanied** child should arrive before 8.45am. Neither the Club nor Blenheim High School is responsible for the safety and general well-being of children before that time. Any child who arrives before 8.45am must be accompanied by a parent/guardian.
2. Care should be taken when dropping off your child on arrival, as the main entrance area and carpark are very busy with traffic at this time.
3. On arrival, each child should go to the area on the grass pitch or the astroturf where his/her age group normally plays, unless instructed otherwise by a Club coach.

4. If a child is part of a team due to travel to an away fixture, he/she should follow the instructions of his/her Team Manager or coach.
5. If the arrangements for collecting your child at the end of the coaching session are different to those that normally apply, please notify his/her Team Manager or coach before the coaching session starts.

#### ***During coaching sessions (9.00 – 10.30am)***

1. During the coaching session, **under no circumstances** should any child leave his/her coaching group without the permission of his/her Team Manager.
2. If you wish to collect your child before the end of a coaching session, please do not take your child away without first notifying his/her Team Manager.
3. Any child wishing to go to the toilet during a coaching session should tell his/her Team Manager or coach, who will arrange for the child to be escorted by two adults (at least one of whom will be a Club coach) to and back from the entrance to the school toilets.

#### ***After coaching sessions finish (10.30 – 11.00am)***

1. Coaching sessions finish at 10.30am. Please arrive in good time to collect your child promptly.
2. To avoid unnecessary congestion and risk of accident, please collect your child from his/her coaching area and not the main entrance area or carpark.
3. For the younger children playing on the astroturf (school years 1, 2 and 3), parents/guardians are asked to collect them from their coaching area in person. Under no circumstances should any child leave the astroturf unaccompanied.
4. If a child is not collected by 11.00am and his/her Team Manager is unable to contact his/her parent or guardian, the Club will have no option but to refer the matter to the local police.
5. Under exceptional circumstances it may be possible for a child to be collected after 11.00am, by prior agreement with the appropriate Team Manager.

**Keep this page for reference!**



**CHRIST CHURCH UNITED FOOTBALL CLUB  
PROGRAMME FOR SEASON 2011/12**

<u>Week No.</u>	<u>Date</u>	<u>Activity</u>
1	10 Sep 2011	Welcome / first coaching session of season
2	17 Sep 2011	Regular coaching session
3	24 Sep 2011	Regular coaching session
4	1 Oct 2011	Regular coaching session
5	8 Oct 2011	Regular coaching session
6	15 Oct 2011	Regular coaching session
7	22 Oct 2011	Regular coaching session
8	29 Oct 2011	Break (half-term)
9	5 Nov 2011	Regular coaching session
10	12 Nov 2011	Regular coaching session
11	19 Nov 2011	Regular coaching session
12	26 Nov 2011	Regular coaching session
13	3 Dec 2011	Regular coaching session
14	10 Dec 2011	Kids v Coaches matches
15	17 Dec 2011	Break (Christmas holiday)
16	24 Dec 2011	Break (Christmas holiday)
17	31 Dec 2011	Break (Christmas holiday)
18	7 Jan 2012	Regular coaching session
19	14 Jan 2012	Regular coaching session
20	21 Jan 2012	Regular coaching session
21	28 Jan 2012	Regular coaching session
22	4 Feb 2012	Regular coaching session
23	11 Feb 2012	Regular coaching session
24	18 Feb 2012	Break (half-term)
25	25 Feb 2012	Regular coaching session
26	3 March 2012	Regular coaching session
27	10 March 2012	Regular coaching session
28	17 March 2012	Regular coaching session
29	31 March 2012	Break (Spring/Easter holiday)
30	7 April 2012	Break (Spring/Easter holiday)
31	14 April 2012	Break (Spring/Easter holiday)
32	21 April 2012	Regular coaching session
33	28 April 2012	Regular coaching session
34	5 May 2012	Regular coaching session / Horsley tournament
35	12 May 2012	Regular coaching session
36	19 May 2012	Last day of season: Kids v Coaches matches (morning) and Annual Awards Event (afternoon)

**Check [www.christchurchunited.co.uk](http://www.christchurchunited.co.uk) for news every Friday!**



## **FOOTBALL FUN FOR 5's**

**Shooting Stars** is part of Christ Church United Football Club – the largest church-based community football coaching organisation in Surrey.

The aim of **Shooting Stars** is to provide young children with an opportunity to gain a basic understanding and experience of playing the world's greatest game in a fun, safe and healthy environment.

**Shooting Stars** is open to both boys and girls aged 5, regardless of their ability level. Sessions take place at Blenheim High School, Epsom every Saturday morning between 9.15 and 10.15 am during school term time. The 2011/12 season kicks off on Saturday 10 September 2011.

For further information, including membership details, please contact Jonathan Tear (Team Manager) on 01372 276979 (evenings/weekends only).



## CHRIST CHURCH UNITED F.C.

### REGISTRATION FORM

### 2011/12 SEASON



***Please complete in CAPITAL LETTERS, using a separate form for each child.***

The information you provide will be stored on a computerised membership database for record-keeping and administration. A printout may be provided to the Football Association, but otherwise the information will not be released outside the Club. If you have any concerns about this, please contact the Membership Secretary, Lawry Bickford (phone 01372 723119).

SURNAME	FORENAMES
DATE OF BIRTH	AGE
SCHOOL	SCHOOL YEAR
HOME ADDRESS	HOME PHONE NUMBER(S)
	MOBILE PHONE NUMBER(S)
	E-MAIL ADDRESS
HAVE YOU PREVIOUSLY BEEN A MEMBER OF CHRIST CHURCH UNITED FC?    YES / NO	
PLEASE GIVE DETAILS OF ANY HEALTH PROBLEMS WHICH THE COACHES NEED TO BE AWARE OF:	
IF YOU HAVE ANY OTHER CHILDREN AT CCUFC, PLEASE GIVE THEIR NAME(S) & AGE(S):	
<b>I have read, understand and accept the Club's "2011/12 Season Membership Pack".</b>	
PARENT/GUARDIAN NAME:	
SIGNATURE:	DATE:

- **Please return this form, with a cheque for £30 (individual membership) or £50 (family membership) made payable to 'Christ Church United', to the appropriate Team Manager.**
- **Please write the names of your child/children on the back of the cheque.**

**THANK YOU.**