



CLUB MEMBERS HANDBOOK
METROPOLITAN POLICE YOUTH
FOOTBALL CLUB

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INTRODUCTION TO MPYFC

HISTORY OF THE SENIOR CLUB

On 6th July 1829, Sir Robert Peel formed the Metropolitan Police, the first organised Police Force in the world.

Ninety years later, in 1919, the Metropolitan Police Football Club was formed, playing friendly matches until joining the Spartan League in 1928 and remained in that competition until 1960. During that time the Blues were League Champions eight times, runners-up once and League Cup winners once. In 1960 the Blues joined the Metropolitan League, winning the League Cup in 1969.

Players no longer have to be serving members of the police force. The main Club has 3 Senior Teams:

- 1st XI – Southern Football League
- 2nd XI - Suburban Football League: Premier Division
- U18'S – Bostick Mid-week

The Blues home ground at Imber Court, East Molesey, Surrey, is about one and a half miles from the historic Hampton Court. The grounds were acquired by the Metropolitan Police to use as a sports club in 1919 and the main clubhouse, which has been vastly extended, was opened in 1920. Facilities at the Football Ground have been improved significantly over the past 20 years.

THE YOUTH SECTION: MPYFC

Our humble origins began in 2009 when a group of 11 talented young lads were put together to form an U9 team. Playing in the Surrey Youth League, the team quickly found their feet winning promotion after promotion as they made their way to the top division inside four years. Coupled with our league success, the team won both Surrey Youth League cups – the Invitation Cup and the League Cup.

The team soon became a club and with 6 teams they were invited by Met Police FC to form their youth section in 2013 (MPYFC). They gained FA Charter Standard Community Club Status which is the most advanced level of club development and football provision awarded by the FA, and is the accreditation scheme for grassroots clubs and leagues. MPYFC is run by committee comprising of parent volunteers.

The FA's goal is to raise standards in grassroots football, support the development of clubs and leagues, recognising and rewarding them for their commitment and achievements. With this in mind, The FA Charter Standard accreditation is awarded to clubs and leagues rigorously adjudged to be well-run and sustainable – and which prioritise child protection, quality coaching and implementation of the Respect programme. The Club also has very strong links to its local community and schools.

For clubs who have FA Charter Standard accreditation, the challenge is to progress to the next level or to maintain that level ensuring high standards in all areas are consistently met.

OUR MAIN ETHICS

All players play in a safe, supportive, positive and pressure-free environment that maintains the needs and best interests of the player as the priority.

All players are given the opportunity to practise and play at a level that best suits their age, ability and experience (within FA rules). In effect, players are moved up and down age groups and teams depending on how they develop physically, mentally and technically.

All MPYFC coaches and teams place emphasis on player and team development. Winning is part of the overall process; however, it is not essential at this stage of a player's development.

All players participate in an environment that teaches, promotes and demands important life skills like leadership and commitment.

MPYFC is a grassroots Club which is player-centred, coach driven and supported by all parents.

MPYFC has its own Club Ethos which we feel is an important necessity to shape overall performance and to get the right results for the children and all involved.

Copies of our key Club documents are contained in the following appendices:

- MPYFC Ethos - Appendix 1 on page 14
- MPYFC Club Rules - Appendix 2 on page 16
- MPYFC Club Equality Policy - Appendix 3 on page 21
- MPYFC Player Code of Conduct - Appendix 4 on page 22
- MPYFC Coaches, Team Managers & Club Officials Code of Conduct - Appendix 5 on page 23
- MPYFC Spectators Code of Conduct - Appendix 6 on page 24
- MPYFC Safeguarding Policy – Appendix 7 page
- MPYFC Respect Policy (Summary) Appendix 8 page

OUR COMMITMENT

Running a successful Youth Football Club effectively requires enthusiasm and hard work. We are very lucky to have a dedicated committee running the club that values all players, their parents and the hard work of the team of volunteer managers and coaches. Working together, we hope to continue to provide a club that the local community is proud of. We believe that dedication in training, sportsmanship and commitment on and off the pitch and a passion for the game and having respect for all is what makes our club and teams so special.

OUR TEAMS

MPYFC currently has teams competing from U7 – U18 in the Surrey Youth League (Boys Sunday), Surrey County Women & Girls League (Girls Sunday), Epsom & Ewell League (Boys Saturday). Under 7's to Under 11's teams play in a non-competitive league. U12's to U16's teams play competitively. The season typically runs from September through to May with home games at Imber Court, East Molesey, KT8 0BT or Glynn Sports Ground (Priests Hill), Epsom KT17 3DZ

<u>2018 / 2019 Season</u>	
U7's – Non-competitive – 5 a-side	Met Blues
U8's – Non-competitive – 5 a-side	Met Blues Met Reds Met Greens (Saturday) Met Girls (5 aside)
U9's – Non-competitive – 7 a-side	Met Blues Met Reds Met Whites Met Greens (Saturday) Met Girls (5 aside)
U10's – Non-competitive – 7 a-side	Met Blues Met Reds Met Whites Met Yellows Met Greens (Saturday) Met Girls (7 aside)
U11's – Non-competitive – 9 a-side	Met Blues Met Reds Met Whites
U12's – Competitive – 9 a-side	Met Blues Met Reds Met Whites Met Girls (9 aside)
U13's – Competitive – 11 a-side	Met Blues Met Reds Met Whites Met Girls (9 aside)
U14's – Competitive – 11 a-side	Met Blues Met Reds Met Girls
U15's – Competitive – 11 a-side	Met Blues Met Reds Met Girls (9 aside)
U16's – Competitive – 11 a-side	Met Blues Met Whites
U18's – Competitive – 11 a-side	Met Blues Met Reds

COMPETITIVE & NON-COMPETITIVE

The club currently plays both competitive and non-competitive matches depending on the age group. Non-competitive means that there is no league table or results published and that matches are played to focus on player development rather than a win at all costs.

We kindly ask that parents comply with the Surrey Youth League ruling, whereby non-competitive age groups must not post match results on social media.

OUR SAFE GUARDING COMMITMENT

Alan Jackson is MPYFC's Club Welfare Officer

He can be contacted by:

Mobile: 07773 372905

Email: alanjackson2412@gmail.com



The FA seeks to do everything it can to support a safe and enjoyable framework for football.

This means, if standards ever fall short with poor practice or unacceptable behaviour, there's a framework in place to make sure we can deal with it. By reporting a concern, you can help us make sure that the youth game stays safe and strong.

Anyone who has a concern about the welfare of a child or the behaviour of an adult towards a child or young person under 18 years of age in football, is required to refer it to an appropriate Safeguarding official (Alan Jackson above). Referring a concern can be done via your club, league or County FA. Alternatively, you can email the FA directly via safeguarding@thefa.com.

If the matter is urgent and you cannot contact your club or County FA designated safeguarding officer, you can call The NSPCC 24-hour helpline on 0808 800 5000 – or if it is an emergency because a child or children are at immediate risk, then call the police or children's social care in your area.

We want you to feel confident in football and to know that your child will have fun and be safe.

Safeguarding is everyone's responsibility - **NON-ACTION IS NOT AN OPTION**. If you would like to know more about reporting concerns please [use this link](#) . To view the FA Safeguarding video "Reporting Safeguarding Concerns – Let's keep football safe, not sorry" [please use this link](#) .

"Whistle-blowing"

Whistle-blowing can be used as an early warning system or when it's recognised that appropriate actions have not been taken. It is about revealing and raising concerns over misconduct or malpractice within an organisation. Any adult or young person with concerns about a colleague can also use whistle-blowing by calling 0800 169 1863 and asking for The FA's safeguarding team, or via email on safeguarding@TheFA.com. Alternatively you can go direct the Police or Children's Social Care and report your concerns there, or to the Child Protection in Sport Unit via cpsu@nspcc.org.uk or the NSPCC Helpline via 0808 800 5000 or by emailing help@nspcc.org.uk

MPYFC CLUB OFFICERS

- Andy Ness (Chairman)
- Lisa Ness (Club Secretary & Club Development Officer)
- Dave Evans (Treasurer)
- Alan Jackson (Club Welfare Officer)
- Jon Nurse (Head Coach)

CLUB COMMITTEE MEMBERS

- Sue Blenkley (Girls Section: Secretary & Registrations)
- Amirah Rahman (Girls Section: Development Coach)
- Lee Ludlow (Fixtures Secretary)
- Ruthie Abbott (Volunteers & Fundraising Co-Ord)

All contact details for those above can be found at <https://www.mpyfc.co.uk/contact-us>

TRAINING

Commitment to training is as important as commitment to matches. Our training has an intense focus on player's technical abilities and we aim to improve their understanding of how such skills are transferred to a match situation. All teams train weekly.

During the winter months all MPYFC training is located on floodlit pitches. The time and evening of training is at the discretion of the team manager.

KITS AND CLUB SHOP

It is a **mandatory requirement** that all players attend every home game wearing their MPYFC **BLUE** shirt and their **RED** shirt at training (and away games as directed), Met shorts and Met socks. Accessories and replacements can be purchased via the Club Shop, please see below.

Managers/coaches MUST also wear MPYFC issued kit at all times.

The link for the Club Shop is <http://www.met-policefc.kitfor.co.uk>. Any players or officials that are currently within the club can buy replacement items

through the Club Shop. There are a few optional extras on the Club Shop too. The Club Shop can only be used to purchase items for players and officials to distinguish managers/coaches from parents and supporters on match day.

All kit, either initial kit that is provided by the club or that is purchased/replaced by club members (via reduction in subs) remains the property of MPYFC. All players and officials are required to return their COMPLETE kits if they leave the Club or when requested to do so. Only players registered and playing for MPYFC are permitted to wear the MPYFC kit. By joining MPYFC you agree to these conditions.

COMMUNITY INVOLVEMENT

- In 2018 police officers launched the Kingston & Richmond Inclusion Football project in an effort to provide positive activities and to build positive relations between the police and youths in the local area. The numbers of young people attending, ranging in ages from 13-17 has increased and now has a core group of young people attending.
A fantastic partnership was formed between the Kingston & Richmond Youth Engagement Officers & Metropolitan Police Youth FC. MPYFC have supported the project by providing kit and equipment for the teams attending tournaments along with MPYFC coaches attending to support the teams.



**Met. Police Youth
Disability Turn Up and Play**

Metropolitan Police Youth FC are running a youth (Under 16) disability Turn Up and Play centre, all abilities welcome to join! Sessions will be run by a fully qualified FA Coach.

When: Saturday: 10am-11am (starts 3rd November)
Where: Goals Wimbledon, Beverley Way, New Malden KT3 4PH
Cost: £3 per session
Contact: lucasrman@googlemail.com



- Working closely with Surrey FA we have engaged with a local school to promote and support disability football. This has been a great success and seen MPYFC provide the school with a new kit and coaches to help them to put a team in the Surrey Special Schools League

- Old kits, boots and equipment are collected and sent out to Guyana and Sierra Leon for less privileged children. We hope that we can play a small part and assist those young people to develop. If you would like to help towards this initiative, please let us have any boots or kits that your children have grown out and we will do the rest

- We run a Saturday morning football club at Imber Court for children from 4 to 11 years old. Either offering a gentle introduction to the game or as an additional training session.

MET POLICE YOUTH FOOTBALL CLUB

SATURDAY FOOTBALL CLUB

At MPYFC, we give children the opportunity to love, learn and play football in a safe, positive learning environment.

COURSE DATES
 Spring Term January - March
 Summer Term April - June
 Autumn Term September - December.

PRICE
 £4 per child.

FORMAT
 Ages 4 - 11 years
 9am-10am.

LOCATION
 Imber Court Sports Club,
 Ember Lane, Surrey KT8 0BT.

All abilities welcomed.

**DON'T MISS OUT!
BOOK NOW!**

mpyfc.co.uk
bookings@mpyfc.co.uk
 or call us on 07849 496068

[f @metpoliceyouthfc](https://www.facebook.com/metpoliceyouthfc) [@MPYFC](https://www.instagram.com/MPYFC) [@mpyfc](https://www.youtube.com/channel/UC...)

ALL FOR ONE AND ONE FOR ALL

PROUD **PROUD**
 For All **For All**
 Charities Standard

GIRLS DEVELOPMENT SQUAD

We continue to support the FA in their ambition to double girl's participation by 2020. Every Saturday morning (10am till 11am) provide FA Wildcats 'girls only' football and multi-skills coaching at Goals, Beverley Way, New Malden and at Imber Court, East Molesey. Sessions are available for girls aged 5 upwards, with an emphasis placed on developing players skill, technique and preparing them for friendly matches and tournaments in a fun filled environment. The girls then progress to teams within the Club.



For more information on the Wildcats please email Sue Blenkley (sueblenkley@virginmedia.com).

PREVIOUS SUCCESS

Some of the highlights and congratulations to.....

- 2017 - U16 Blues won the "double" winning the Premiere Elite League and the Surrey County Cup. Seven players out of that winning squad secured positions in our U18 Bostic League Youth Team.
- 2017 - Lisa Ness, our dedicated Club Secretary won Club Secretary of the year for Surrey Youth League.
- 2018 - U14s and U16 Reds were runners up in their respective leagues
- 2018 - Our girl's teams were also successful winning two tournaments. Girl's football is the fastest growing sport in the UK and MPYFC now have six girls' teams for the 2019 season.
- 2019 - Our Fixtures Secretary, Lee Ludlow, won Surrey FA Volunteer of the year award.
- 2019 - U12 Blues, Whites and Reds went on tour to Hayling Island and returned victorious.
- 2019 - U14 Blues Won Invitation Cup Final.
- May 2019 – One of our team managers, John Allchurch, completed the London to Paris bike ride to raise enough funds to enable the club to purchase its own Heart Defibrillator.
- June 2019 – We hosted our 5th, and most successful, MPYFC Summer Tournament at Imber Court. The tournament was for age ranges U7 - U15 boys / U9, U11, U13 and U14 Girls.

VOLUNTEERING

As a community club, MPYFC rely entirely upon volunteers. All club officials, coaches and support staff give up their time to provide this valuable opportunity to children and young people. Because of this, we actively encourage parents to get involved in supporting the club with their time. Each team requires help to fulfil the following roles as it is too much to expect the team manager and coaching staff to do everything. Parents are required to tick a box on each child's application form stating which volunteering role they would be prepared to undertake from the following roles:

Team Reps

An administrative assistant to the Team Manager who will be included on the official MPYFC personnel register and receive club communications and information. Typically, a parent that is a good communicator and organiser to take on the vital role to coordinating internal communications from the club to the team members and support the team manager with communications to parents. The team rep may also take the responsibility of paying the referee each home game (when applicable and refunded in advance by the club treasurer).

Team Social and Fundraising

Taking responsibility for co-ordinating team and club social events such as the spring tour, Christmas outings and summer tournaments. Also getting involved in raising funds for the club to support our charitable aims and objectives and to help to keep annual subscriptions to a minimum. This person will work closely with our Fundraising and Volunteering committee member Ruthie Abbot.

Respect Marshall

MPYFC are committed to the Respect Agenda which requires a Respect Marshall at each game across all age groups, helping to abolish socially unacceptable behaviour during children's football. Respect Marshals at games help to communicate with both sets of parents and supporters and work with the referee and team managers to ensure that all poor behaviour is tactfully challenged and if necessary, reported to the league.

Linesman (Referees Assistant)

Depending upon the age group in which your child plays (under 11's upwards) you will need to provide a linesman for each home and away game. This role is shared amongst parents and as each team requires more than one volunteer for linesman. MPYFC will be providing support training for volunteer linesmen this year and therefore people with all levels of understanding of the game are encouraged to become trained and help out with running the line.

EXPERIENCE MORE

TEAM SOCIAL EVENTS

Every season teams hold various social events which are usually arranged by the Committee or your Team Rep and have featured events such as tenpin bowling, quiz nights, paintballing, discos and a night at the dogs. These events are a great way for the children to bond with their teammates and take part in activities that will leave them with lasting memories. It also creates a sense of community amongst the parents too.

LAUNCH DAY

Each season we have an Club Day at Imber Court. Each team is asked to attend in their full MPYFC kit and have their team photo followed by whole Club photo taken on the main pitch in the stadium. Children and parents are invited to stay afterwards to watch the 1st XI Team play.

MASCOTS

For some 1st XI home team games, children are given the opportunity to be mascots and accompany members of the team on to the pitch, be ball boys/girls and play small games or skills during half-time.

SEASON TICKET

Met Police Youth FC members are entitled to a season ticket for their whole family to come along and support the senior club's 1st XI at all home league matches, at Imber Court, totally free of charge.

END OF SEASON AWARDS

Every season we like to celebrate the achievements and development of all our players. Our Annual Awards Event is held at Imber Court at the end of the season in May and trophies are awarded to all members of the team as well as trophies for Managers Player, Players Player and Parents Player. We also have the Chairman's award which is given to a club member or supporter for outstanding achievement.

SUMMER TOURNAMENTS

Once the season has finished we feel it is important that our players continue to gain valuable match play experience. Therefore, we hold our own MPYFC Summer Tournament at Imber Court. It is at each Team Managers discretion if they wish to enter their team into any additional to Summer tournaments over the closed season.

PARENT'S MATCHES

At the end of each season we try to hold a Mums and Dads parent's football match on the main pitch in the football stadium at Imber Court (pitch availability permitting). These events have been an enormous success and are a great way to show your children where they got their talent from! This is also a fantastic social event and an opportunity to forge relationships with other parents within the club.

LINKS

MPYFC has close links to:

Love the Ball - is proud to be affiliated to MPYFC. Since April 2014. Love The Ball has proved to be a great success for children aged 5-15 years old. Love the Ball has also been involved and trusted with developing the clubs younger age groups and putting players forward to represent the MPYFC.

Surrey FA

FA LIDL Skills Team

FA Wildcats

OUR CHOSEN LOCAL CHARITY FOR THIS SEASON IS KINGSTON HOSPITAL CHARITY

Kingston Hospital Charity is committed to supporting Kingston Hospital as it continues to deliver an outstanding level of care across all its services, for the benefit of patients and their families.



Charitable donations help provide a quality of care beyond that which NHS funding alone can afford by: purchasing equipment for better diagnosis and treatment; developing the most patient friendly amenities and environments; funding patient comforts; supporting clinical research; and enhancing staff training and providing for their development and wellbeing more generally.

SPONSORS

We are proud to currently be sponsored by

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Sponsorship with MPYFC is a unique partnering opportunity for businesses and corporations. When sponsoring with us, we will do everything in our power to maximize your business exposure, and match your company with a diverse family target audience. If you would like to know more about the sponsoring opportunities that we are able to offer you, please contact Lisa Ness (lisa.ness1@btinternet.com)

AND FINALLY.....

Thank you joining MPYFC, we hope you all have an enjoyable season with us. Should you have any enquiries or questions at any time, please email our Club Secretary, Lisa Ness (lisa.ness1@btinternet.com).

To keep up to date with MPYFC news and developments, please visit:

- www.mpyfc.co.uk where you can view our quarterly newsletter.
- www.pitchero.com/clubs/metropolitanpolicefc
- <https://www.facebook.com/Metpoliceyouthfc>
- <https://twitter.com/MPYFC>
- <https://www.instagram.com/mpyfc>

Appendix 1 – Club Ethos

Metropolitan Police Youth Football Club is committed to offering a safe and secure footballing environment for all players. We uphold the ethos of this famous and unique football club, sportsmanship, endeavour and fair-play at all times. We welcome players of all ages, genders and abilities and actively promote football in our local community.

All our coaches hold qualifications from the FA and the Surrey County FA and meet all the DBS (CRB) requirements for our status as a Charter Standard Community Football Club. Players can rise through the age groups and eventually join the senior section. MPYFC is proud of its history and offers all members the opportunity to develop as players, enjoy team football and maintain health and fitness through participating in the Nations' favourite game!

ABOUT THE CLUB

- Metropolitan Police Youth FC provides football for all.
- Fastest growing football club
- Offers full-time Education and sport academy programme for 16-18 year olds
- Proven player pathway and feeder club to the Senior Team
- Provide each player with FA recommended Personal Accident and Public Liability Insurance
- Robust committed organisation
- A Club FA Charter Standard Community Club with its own and ethos
- Well respected and a Club to be proud of

WHAT DO WE STAND FOR?

- Fair play
- Respect
- Friendly, informative learning environment
- Player development and structured pathway
- Support from parents and other MPYFC teams
- Social development
- Age appropriate coaching

HOW DO WE PLAY?

- By the rules
- Fairly and with RESPECT
- With commitment
- As a team
- Minimum playing time for all players
- To develop and play to the best of our ability

HOW DO WE SUPPORT?

- Increased communication
- Coaches to integrate between teams
- FA mentors to offer coaching sessions
- Social and team building events
- Positive support
- Regular updates via meetings and quarterly newsletter
- Fully embrace FA's RESPECT campaign
- Parents only to give positive support
- Only positive side line behaviour is acceptable
- Teach players to respect all involved

HOW DO WE COACH?

- Make it fun
- Listen to the children
- Children encouraged to voice their opinions (feedback)
- Correct size groups for activities
- Aim to develop all level players
- Organised
- Session plans and well-structured training
- Communication with parents and players

Appendix 2 – Club Rules

1. NAME: Metropolitan Police Youth FC

The Club shall be called (the “Club”).

2. OBJECTS

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members, and community participation in the same.

3. STATUS OF RULES

These Rules (the “Club Rules”) form a binding agreement between each member of the Club.

4. RULES AND REGULATIONS

- (a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of the Football Association Limited (“The FA”), which the Club participates, for the time being in force.
- (b) No alteration to the Club Rules shall be effective without written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- (c) The Club will also abide by the FA’s Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.
- (d) The name of the club, the club badge or club colours which are blue & silver cannot be changed without the written consent of the Chairman of the Metropolitan Police Football Club.

5. CLUB MEMBERSHIP

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.
- (c) In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.

- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. ANNUAL MEMBERSHIP FEE

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. **Fees are non-refundable.**
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. RESIGNATION AND EXPULSION

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his / her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").
- (d) Managers and Coaches are prohibited from expelling any player from the Club without express permission from the Club Committee.

8. CLUB COMMITTEE

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Welfare Officer, Head Coach and up to eight (8) other members, all elected at an Annual General Meeting ("AGM").
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extra General Meeting ("EGM"). One person may hold no more than two (2) positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence who those present duly elect.

The quorum for the transaction of the business of the Club Committee shall be four (4).

- (c) Decisions of the Club Committee shall be minuted, held and maintained by the Club Secretary.

- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall not hold less than four (4) meetings per year.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.
- (f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (g) The position of a Club Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

- (a) An AGM shall be held in each year to:
 - (i) receive a report of the activities of the Club over the previous year;
 - (ii) receive a report of the Club's finances over the previous year;
 - (iii) elect members of the Club Committee; and
 - (iv) consider any other business.
- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- (c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall e-mail to each member at their last known e-mail address notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- (e) The quorum for a General Meeting shall be 10.
- (f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.
- (g) The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

10. CLUB TEAMS

At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

11. CLUB FINANCES

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Treasurer for the first six months the account is in operation and thereafter the Club Chairman and one other Club Committee member. No sum shall be drawn from the Club Account except with the written consent of the Chairman, Secretary and one other Club Committee member. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account. All expenditure over £500 must be approved by the Club Committee prior to the transaction taking place.
- (b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.
- (c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (e) The Club may also in connection with the sports purposes of the Club:
 - (i) sell and supply food, drink and related sports clothing and equipment;
 - (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - (iii) pay for reasonable hospitality for visiting teams and guests; and
 - (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.
- (g) The Club shall prepare an annual "Financial Statement" in such format as shall be available from the FA from time to time. The Financial Statement shall be verified by an independent,

appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

- (h) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be Treasurer (the “Custodians”), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.
- (i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (j) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- (k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. DISSOLUTION

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.

13. KIT

The kit remains the property of MPYFC and players are required to return their kits, including any purchased replacement items, if requested to do so or if they leave the Club. Only players registered for playing for MPYFC are permitted to wear the MPYFC kit.

Appendix 3 - Club Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Metropolitan Police Youth Football Club is equally accessible to them all.

Metropolitan Police Youth Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by, anyone who wants to participate in it.

Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

Metropolitan Police Youth Football Club, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Metropolitan Police Youth Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Metropolitan Police Youth Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

Metropolitan Police Youth Football Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Metropolitan Police Youth Football Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

Metropolitan Police Youth Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation - Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

Metropolitan Police Youth Football Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

Appendix 4 - Player Code of Conduct

THE FA RESPECT CODE OF CONDUCT - METROPOLITAN POLICE YOUTH FC

YOUNG PLAYERS

WHEN PLAYING FOOTBALL, I WILL:

- Always play to the best of my ability and for the benefit of my team
- Play fairly – I won't cheat, dive, complain or waste time
- Respect my team-mates, the other team, the referee and my coach/manager
- Play by the rules, as directed by the referee
- Be gracious in victory and defeat – I will shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Understand that a coach has to do what is best for the team and not one individual player
- Talk to someone I trust, or the club welfare officer, if I'm unhappy about anything at my club.

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 my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

IN ADDITION:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.

Appendix 5 – Support Staff/Club Officials Code of Conduct

THE FA RESPECT CODE OF CONDUCT - COACHES, TEAM MANAGERS AND CLUB OFFICIALS

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct at all times.

ON AND OFF THE FIELD, I WILL:

- Use my position to set a positive example for the young people I am responsible for
- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Be gracious in victory and defeat.

WHEN WORKING WITH PLAYERS, I WILL:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

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 meet with the club, league or County Welfare Officer
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.

IN ADDITION:

- My FA Coaching Licence may be withdrawn.

Appendix 6 - Spectators Code of Conduct

THE FA RESPECT CODE OF CONDUCT

SPECTATORS

I WILL:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Respect the Referee's decisions even when you don't agree with them
- Appreciate good play from whatever team it comes from
- Remain behind the touchline and within the Designated Spectators' Area
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Support positively and offer players encouragement not criticism
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

I understand that if I do not follow the Code, any/all of the following actions may be taken:

I MAY BE:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents.

IN ADDITION:

- The FA/County FA could impose a fine and/or suspension on the club.
- We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct for spectators at all times.

Appendix 7 – Complaints Procedure / Disciplinary

The principal reasons for this procedure are not only to ensure that the standards established by Metropolitan Police Youth FC rules and Codes of Conduct are adhered to, but also to provide fair methods of dealing with alleged failure to observe such rules.

The disciplinary procedure is in place to ensure that members of Metropolitan Police Youth FC who persistently fail to meet the agreed expectations are dealt with in a fair and open manner. In the case of any breaches of any Code of Conduct the following will apply:

Players Failing to Meet the Agreed Expectations:

- The manager will raise individual issues with the Club Secretary.
- The manager will speak to the player and his/her parents/guardian regarding their behaviour.
- If the player's behaviour continues to be in breach of Metropolitan Police Youth FC standards, an interview with the player and the parents / guardian will take place with the Disciplinary Committee, where an agreed sanction will be implemented, which may include suspension/exclusion from The Club.
- If a Player is sent off for violent conduct or swearing, in addition to any penalty set by Surrey FA/ SURREY YOUTH LEAGUE, the Disciplinary Committee will review the case and may impose additional sanctions.

Officials / Parents / Spectators and Carers failing to Meet Expectations

In the case of an official, parent, spectator or carer breaching the Code of Conduct, the incident will be discussed by the Disciplinary Committee, who have the authority to take the appropriate action.

The Disciplinary Committee will normally consist of a minimum of three senior members of the committee, subject to availability, taken from the following:

- Club Welfare Officer
- Chairperson
- Club Secretary
- Club Treasurer
- Head Coach

In normal circumstances the procedure will be followed in full. However, the club reserves the right to omit any stages dependent upon the seriousness of the alleged offence(s).

The club has three levels at which a disciplinary action may be invoked, they are: –

- Verbal Warning (for minor offences)
- Written Warning (should repeated verbal warnings have no effect)

- Membership suspension/removal (the Club Member or Official will be informed with the reason for suspension/removal)

If the removal of membership involves a Player, MPYFC will inform the SURREY YOUTH LEAGUE Registration/League Secretary in order to deregister the person and comply with SURREY YOUTH LEAGUE requirements.

Fines

There will be occasions in accordance with Surrey FA and SURREY YOUTH LEAGUE disciplinary procedures where Metropolitan Police Youth FC will have fines imposed upon it for inappropriate actions of its members, Officials, Parents, Guardians or Spectators.

Metropolitan Police Youth FC retains the right to pass on such fines to the offending person(s) where it deems necessary, in accordance with the Clubs rules and codes of conduct.

Complaints

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken. They should report the matter to the Club Secretary or another member of the Committee.

The Club's Committee meet regularly and will discuss any complaints received. Where necessary, they may seek advice and guidance from the Surrey FA or the SURREY YOUTH LEAGUE.

Appeals

There is no appeal procedure and the Club Committee's decision will be final.

Suspension

At any stage the Club may suspend a Member or Club Official for a specific period, during which time any investigation may be undertaken. Suspensions may also be imposed on Players who receive red cards or repeated yellow cards.

Where a Club member or Official is suspended they will not be entitled to access either the clubs premises, use any club equipment or property, and participate in matches or training without prior consent of the Committee.

Appendix 8 - Respect Agenda (Summary)

The respect agenda is in place to protect and enhance the experience of everyone involved in grass roots football. It is an important part of MPYFC's community values.

1. Respect Marshall's must be present at all games and must wear their High Vis vest at every game so that the referee can identify them easily and clearly.
2. Respect Marshall's shall approach the referee and introduce themselves at least 15 mins before Kick Off.
3. Respect lines must be in place at every game and parents must stand behind their own line and never behind the opposition linesman. Linesmen, if an opposition parent is standing behind you, draw this to their attention, or ask the referee or respect marshal to ask them to move behind the respect line.
4. MPYFC Code of Conduct, says: "Do not publicly criticise the referee or linesman". Do not challenge decisions, it's not needed, is poor practice and leads to players and parents following your lead. Referees make mistakes, they are human and many are children themselves. Would you like your child being aggressively challenged as sometimes happens?
5. If there is a need to complain about a referee, then follow the procedure in the handbook; that is to send a report to the league in an objective manner.

On match day, MPYFC club officials, respect marshals and linesmen are encouraged to introduce themselves to the opposition (parents and officials) and welcome them to Imber Court if we are at home. If playing away, an introduction acts to break the ice and provide a more cordial atmosphere for the game to be played.

For further information please [visit this link](#); or contact: Alan Jackson Club Welfare Officer alanjackson2412@gmail.com 07773 372905

APPENDIX 9. Safeguarding children policy

Every child or young person who plays or participates in football at this club should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the shared responsibility of every adult involved in or connected to this club. Thus, all parents and guardians, club officials, employees and coaching staff are required to endorse and adhere to this Safeguarding Children Policy.

Anyone who has a concern about the welfare of a child or the behaviour of an adult towards a child or young person under 18 years of age in football, is required to refer it to the safeguarding team.

MPYFC recognises its responsibility to safeguard the welfare of children and young people who play or participate in football by protecting them from abuse and harm. This means creating a safe and inclusive atmosphere where everyone at the club works together to tackle both bullying and discrimination, ensure safer recruitment, and tackle poor practice which leads to harm and reduces equal opportunities.

Best practice in Inclusion, Anti-bullying, Equality and the Respect agenda are all part of making safer cultures and prevention of harm and abuse. MPYFC is committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

MPYFC's Safeguarding Children Policy principles are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse
- All suspicions and allegations of abuse will be taken seriously and investigated swiftly

Working in partnership

Working in partnership with other organisations, children and young people and parents and carers is essential. MPYFC is committed to working in partnership with the Police, Children's Social Care, Local Safeguarding Children's Boards (LSCB) and the Disclosure and Barring Service (DBS) in accordance with each of these organisations procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

MPYFC appoints and keeps in place at all times a Welfare Officer in line with FA affiliation requirements. Club Welfare Officers (CWO) are trained specifically to promote safeguarding children in the context of community sports clubs. They are expected to abide by the Code of Conduct for volunteer Welfare Officers. MPYFC CWO is Alan Jackson 07773 372905 alanjackson2412@gmail.com

The safeguarding children policy is further supported by MPYFC's 'Respect programme' which aims to address verbal abuse and bullying of youngsters by parents and coaches from the sidelines or at any time during participation.

APPENDIX 10 Medical Checks

Rationale

All players registering to play for MPYFC (or Associate Members) are asked to provide details of medical conditions that their child may have. Any medication they may be taking is also required. It is however, what we do with this information that is important.

Assessing Risk

MPYFC team personnel are not medically trained and cannot be expected to determine the risks associated with medical conditions and playing football. For this reason, the burden of assessing such a risk lies with the family. However, there are certain steps that we can take in order to ensure players remain safe and that the club adopts a best practice approach to minimising risk.

The condition

Some common conditions will be familiar such as Asthma and allergies and, in these circumstances, managers should ensure they take the correct precautions:

- In the case of Asthma, the child always brings their medication (inhaler) and that the parent is either present at all matches or has consented to allow the team official to oversee the child taking their medication the should they need it.
- In the case of allergies (particularly severe nut allergies) ensure this is communicated to other team members and parents so that foods containing such allergens are not brought into contact with the player concerned.

There will, however be less common conditions listed on the enrolment form with which team officials are completely unfamiliar. In such cases it is very important that the Team Manager speaks with a parent to find out more about the condition and how playing football may affect their condition. For example, you could ask the following questions:

- Tell me a little bit more about this condition as I have never come across it before.
- What does it mean for the child when involved in strenuous exercise or sport?
- Has their condition ever led to an adverse reaction to playing football or sport?
- What does their GP say about them playing football? Do they offer any advice?
- Will you be present at games and training?
- Are you happy for me to rest your child if I feel their condition is being affected?
- Is there anything further that you think I need to know?
- Are you happy for me to share this information with the other team officials?

Having plans in place

As a result of the conversation with the parent, be sure to make plans for the possibility that the child may have an acute adverse reaction to playing.

If you feel the need to speak further with someone about a condition that you have encountered on the enrolment form, please contact Alan Jackson, Club Welfare Officer 07773 372905 AJackson@mpyfc.co.uk

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