

# TCFC Parents / Guardians Handbook 2023-24

---

## Introduction

This brief handbook is designed to give parents / guardians an insight into the rules and structure of the football teams playing for TCFC. The information contained within this is general and, unless specified, covers all players within the club. Please take the time to become familiar with its contents as they will help your child make the most of their time at TCFC. Much of the information about the club can be found on our website [www.tarletoncorinthians.com](http://www.tarletoncorinthians.com)

## The Club

A little bit of background on the club; Tarleton Corinthians is a Charter Standard development club, registered with the Football Association and the Lancashire Football Association. As such, we adhere to all of the rules concerning child protection and safeguarding, our coaches are cleared through criminal records checks and we have emergency first aid trained people at matches and training. The club is run by our exec committee, we have an AGM every summer and we pride ourselves on being a well-run club. We have adopted all of the FA's recommended codes of conduct for players, spectators and coaches and we have complaints and anti-bullying policies, again recommended by the FA, on our website. Please look on our website for details of our safeguarding policies and contact our Child Welfare Officer if you have any concerns or queries.

Our whole club is staffed by volunteers, we rent the site from Tarleton Parish Council and every penny we take in as a club is used to the benefit of our players. None of our senior players or coaches, unlike many clubs with senior teams, are paid. We are sure that you will agree that our playing facilities are superb, and we are rightly extremely proud of them.

## Subscriptions

2023/2024 season subs will be paid in monthly instalments as follows:-

- All Teams (Playing in Leagues)            £19.99 Per Month
- Mini Stars / Ants sessions                £12.00 Per Month
- Wildcats Sessions                            £10.00 Per Month
- Training Only                                 £12.00 Per Month

Payments are to be made via the payment platform we use (TeamFeePay).

Payments will be collected on the 1<sup>st</sup> of each month (next working day if the 1<sup>st</sup> falls on a weekend). First payment will be collected on the 1<sup>st</sup> August. Payments will be collected over a full 12 month period and will continue without any breaks unless circumstances change.

The usual £20 signing on fee has been incorporated into the monthly instalments. This covers all league match fees, registrations, playing kits and training. Some tournaments are covered by the subs, Referees fees are covered for the entirety of the season. Unfortunately paying for 3G pitches outside of the allocated winter training slots is a significant extra cost, so parents / guardians will be asked to contribute towards this.

A couple of seasons ago we took the difficult decision that those players who owe subs would not be able to re-sign for the club until any debt has been paid. Should anyone suffer particular hardship and feel that they are not able to pay the full amount, please speak to our treasurer and we can try to sort something out.

## **Behaviour**

As a charter standard development club, we adhere to the FA's codes of conduct and expect that coaches, players and spectators will do too (codes of conduct are available on our website). On very rare occasions, players can misbehave at training or in matches. Whilst in a match, or at training, there is a referee or manager responsible for the discipline of the players. We would ask that parents / guardians do their best to support the volunteers who run the team. As a club, we cannot expect managers and coaches to accept anything less than good behaviour. It is an unpaid role made much harder when players don't behave. Those players who do misbehave at training may be excluded either from the rest of the training session or from the following match day squad.

We would also ask that parents / guardians think about their actions whilst on the touchline. Any incidents may result in sanctions from the leagues or FA and will result in parents / guardians being asked to no longer come to matches. All spectators are expected to adhere to the FA codes of conduct which can be found on our website & around the pavilion at Carr Lane. Likewise, we will not tolerate any bad language or comments directed at referees. Without them, our children would not be able to play matches and we are indebted to those who take the time to take on the role.

## **Training**

All teams have a designated day, time and location for training. During the summer season this will most often be at the Carr Lane venue and during the winter season this will be arranged by each manager to suit the size and playing surface required by each individual team. Managers will keep you informed of the location and time of training sessions and we would ask that players attend wherever possible. If you have a problem, please do discuss it directly with the team manager.

Training is an important part of developing team play, tactics, etc. so it is important that everyone attends training as often as possible. We accept that people are away, ill or have other commitments. We would be grateful if you could let managers know when your child will miss training so they can plan drills etc. for the number of players they will have. In the older age ranges where competitive football is played (U12s and older), players who consistently miss training will not usually be considered for match day squads.

When the weather turns cold, we have no problem with players wearing track suits, hats, gloves etc. for training.

If you feel that your child needs extra help with any aspect of their game, please approach the team manager as they may be able to arrange extra sessions etc.

## **Availability**

Fixtures are always sent out well in advance for both league and friendly matches and can usually be found on websites attached to the leagues. Please can you ensure that you respond with your child's availability so that managers can decide on squads and more fundamentally decide whether fixtures can be fulfilled. If we do not have confirmation of your child's availability it will be assumed that they are not available, and they will not be considered for squad selection.

Once you have confirmed availability please advise of any changes as it may affect our ability to fulfil a fixture. If this happens in the league, we will incur fines etc.

## **Squad and Team Selection**

Where non-competitive football is played, wherever possible all available players will be selected to play, unless this is unmanageable due to high numbers.

U7-U10 teams can only select double the amount of players of the format they play in

5 a-side (10 players max)

7 a-side (14 players max)

U11-Open Age teams can only take a maximum of 5 substitutions each game

In cases where squad numbers available exceed the above numbers, team selection will carry an element of rotation. It is rare that all team members are available for every fixture, so some element of squad rotation occurs naturally.

Player selection will be based broadly around the following criteria in weeks where there is surplus availability:

- Availability
- Training Attendance
- Behaviour

## **Squad and Team Selection**

U7-U11

Coaches are advised to give all players in non-competitive leagues the time and experience to develop their skills & to practice equal playing time as much as possible, although this cannot be guaranteed. It will be the aim of each manager to ensure that all players are given the appropriate opportunity for development. If you feel that this is not being offered for your child on a repeated basis, please raise this with your team manager.

U12-U16

As teams move into 'competitive' leagues coaches are still encouraged to ensure that all players are given the time & experience to further develop their skills. However due to the teams now being involved in competitive leagues, coaches are also mindful that the teams are maintaining a level of competitiveness in their division. This does not mean a win at all costs attitude, but more achieving a level of continued development on an individual & team basis.

In weeks where there is surplus availability, a match day squad will be selected based broadly on the following criteria.

- Availability
- Training
- Attendance
- Behaviour
- Position

## Match Days

All home matches will normally be played at Carr Lane (except for The U7-U8's teams who play at Central Venues in Penwortham or Burscough). Away match kick-off times and locations vary at the discretion of the home team. Managers generally require that the match day squad be ready half an hour before the scheduled kick off so that they can do a full warm up and sort the team out. Anyone not at the venue at the start of warm up may be required to start as a substitution.

Each 9-a-side & 11-a-side team will need a linesman to run the line every week, all volunteers gratefully accepted. Please let your manager know if you can help.

Parents / Guardians / Spectators **MUST** stay on the spectator side of the pitch during half time. Also, after the final whistle, managers would be grateful if you could give them a few minutes to have a debrief with the team. This will give them some time to get their training points across with the players.

Parents / Guardians / Spectators **MUST** refrain from entering the field of play at any time or approach the coaches' area during the matches. Not only is this a distraction, it contravenes league rules and we can get fined. The league sends representatives to several matches each week to check we are complying with rules etc. Team managers and coaches are usually available after the match or on the phone at any time if you have any queries.

Please ensure that you do not enter the field of play; we know it is hard when your child is injured but again, we can be fined if parents / guardians cross the barrier. If someone is badly injured, managers will of course call you over after the game has been stopped.

Parents / Guardians / Spectators **MUST NOT** do any of the following on a match day:-

- Shout instructions to the players or try to coach the team from the sidelines - This is only to be carried out by the coaches
- Abuse the referee (verbally or physically) - The referees are mostly children and are learning the game. Without them we would not be able to play.
- Stand behind the goals or on the Managers touchline
- Bring the clubs name into disrepute

Parents / Guardians / Spectators **MUST** do the following

- Only encourage & support the team
- Watch the game from behind the 'Respect Barrier' at all times
- Respect the coaches decisions
- Help the coach set-up & pack away the goals, corner flags, respect barriers
- Report any concerns to the coach after the game

## Smoking / Vaping

**NO SMOKING** on or next to the training or match pitches. As a club, we signed up to Lancashire FA's smoke free side-lines initiative <http://www.lancashirefa.com/news/2018/sep/21/smoke-free-sports>

## Communication

As a club, we aim to run very open teams. Please feel free to approach any of the coaches/managers at any time, other than during a training session or match, if you have concerns or comments. They would be more than happy to discuss anything with anyone. Equally, if anyone has a problem with anything contained in this document, please talk to the managers or directly to the club through the contacts on our website, or at Carr Lane on match days.

Contact details for the club exec committee and managers can be found on our website.

## Getting Involved

We are always looking for volunteers to get involved with the running of teams. If you feel you would like to start coaching at the club, please contact the Club Secretary on [tcfccolts@gmail.com](mailto:tcfccolts@gmail.com)

We are always looking for new committee members. If you are interested in helping with the running of the club and feel you can bring something to the table then please do not hesitate to get in touch with any of the committee.

We would be keen to hear from people who have expertise in the following fields

- Social Media / Website
- Commercial / Sponsorship
- Fundraising / Event Planning
- Grant Officer

We also require a Parent Representative for each team. Please speak to your team manager to get involved.

We always require help at fundraising events. Without these events we cannot invest in new equipment for all of our teams.

## Kits

All pieces of kit including Drill Tops & Rain Jackets, that have been provided by a sponsor or the club, remain the clubs property. Should a player / coach leave the club, then all kit must be returned to the club. If kit is not returned this will lead to the player / coach not being allowed to register for any new club & a bill for the kit being raised.