



**Camberley Town Youth
Football Club**

Managers Handbook

Updated June 2019



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1. INTRODUCTION

Welcome to CTYFC and thank you for volunteering your time and energy into being a coach/manager of one of our youth teams. We do hope you find it a rewarding and enjoyable experience.

This handbook is meant as a guide to support new and existing managers. It will not be a complete reference and if in any doubt, the manager should clarify any issue with any of the Chairman, Vice Chairs, Secretary or Treasurer *in advance* wherever possible.

Your Level 1 FA course should give you some insight into how to coach and teach football effectively. However, we also appreciate that many within the Club will not have worked with youth/children before so we advise you to always ask for help and support when needed. A manager should remember there are many people in the club with experience and most situations will have occurred in the past so please share a problem. Use the managers' meetings to also liaise with existing managers for their advice and guidance.

The manual is also designed to give managers information on the facilities and running of the club, their responsibilities and a history of the club.

Please note that we are a community football club that is not run for profit. All money goes back into the players, teams and development and upkeep of our facilities. All who are part of the committee and all our coaches are unpaid volunteers.



2. HISTORY & OVERVIEW OF THE CLUB

The Club was originally formed as Crawley Raiders Football Club in 1973, named after Crawley Ridge School where most of the original boys attended. It was formed by Mr Pat Drew with the intention of providing youth football to local children in and around Camberley. The club quickly gained success and a reputation for playing good football, skill development and for having a well run club. Its first team were the U11s managed by Gordon Foss in the Farnborough and District Youth League (now the North East Hants Youth League.)

The following season, two new teams were formed at U10 and U11 run by Roy Pritchard and David Leech. The U11s were soon taken on by Ron Gray and they won the first honours for the club winning the league and cup double in season 1975/6. The U12s also won the league cup that season.

The club began to grow rapidly training boys from the age of 7 upwards. By the early 1980s, the club had extended into the West Surrey Boys league and the Bracknell League and continued to have many successes. In 1981, the Under 16s, managed by Ron Gray won the Hampshire County Cup and were runners up in the Surrey County Cup.

The 1990s was a period of tremendous growth and development for the Club. In 1993, the concept of Mini Soccer was introduced, which the club readily embraced to introduce younger children to football, playing smaller sided football on smaller pitches. This enabled the Club to introduce a nursery section that has seen its numbers grow significantly. In addition, training was introduced for managers to ensure that they were taught how to teach the basics correctly. The Club still believes this is fundamental to running youth football and therefore it is a requirement of all managers to pass the minimum Football Association coaching badge before we put them in charge of a team. In 1992, the Club had 110 registered players and 8 teams. By the end of the 1990s, this had grown to over 300 players and 20 teams. These numbers continue to grow.

AFFILIATION WITH CAMBERLEY TOWN F.C.

In 1992, the Club (named Crawley Camberley F.C. at the time) entered negotiations with Camberley Town F.C. with a view to affiliation with the Senior Club in the area and providing a progression for our youth players as they approached adulthood. Agreement was reached for the start of the 1993/94 season, which saw 2 youth teams run by the Senior Team join us and increase the number of 11 a side teams to 10.

The Club changed its name in 1993 to Camberley Town Youth Football Club. This affiliation benefits both clubs, providing youth players with a progression into senior football and giving all youth club members free admission into Camberley Town matches. Although affiliated to the Senior Club, Camberley Town Youth Football Club is an independent entity, with entirely separate funds, constitution and management.



FOOTBALL EXCHANGE TRIP

The Club also has links to a similar youth club in Holland, Velden F.C. and we have an exchange visit every year for the Under 14/15 allowing all of our youth players the opportunity to visit and play abroad. This has been running since 1979.

ANNUAL SIX A SIDE EVENT

The first annual six a side tournament, held in June 1992, was a joint affair with Camberley Boys, and raised £823 for the Club. The following year the Club organised its own event. The event went from strength to strength, with 200 teams attending by 1996, and becoming one of the largest and most popular events in the area. In recent years, it has contributed a surplus of over £5,000 each year towards the Club's finances. The event is held in June every year at South Camberley Primary School (Redwood Campus) and apart from the income generated, it gives an opportunity for all those involved with the Club to come together and support the Club as a whole.

CTFC U18 SQUAD & CTYFC U21 OLD BOYS

As our youth teams progress, there are options for them to pursue and continue football beyond our set-up. Our U21 Old Boys team currently play in the Guildford & Woking Football Alliance. The CTFC U18 squad works in conjunction with our U16 & U17 teams to give them the chance to play midweek football in the Allied Counties Youth League under the CTFC banner.

NURSERY SECTION & SMALL SIDED FOOTBALL

At around the same time as forming links with Camberley Town FC, the Club became one of the first in the area to promote small sided football for the younger players. An under 8 and an under 9 team entered the East Berks 7 a side Association in the 1993/94 season and a vibrant nursery section developed from thereon. Every Saturday, we run Mini Kickers sessions providing free and fun football coaching to children in Year R and Year 1.

NIKE PARTNER CLUB

In 2017, we officially became a Nike Partner Club. All our home strips, balls and training kit are now provided by Nike and we are proud to work in partnership with them as they help us promote and fund local community football.

CHARTER STANDARD CLUB

Camberley Town Youth FC are proud to say that they are an FA Charter Standard Community Club. This is the highest level of award in the FA sponsored scheme and indeed we are one of only 7 such clubs in Surrey and there are only 100 in the UK. The FA Charter schemes were introduced to increase the quality of provision of youth football, to sustain participation and to raise standards. Achieving Community status is recognition of the quality of football experience being offered to players both on and off the pitch at Camberley Town Youth. To achieve an award a club is measured against a range of specific criteria that illustrate the clubs commitment to achieving and maintaining the highest standards.

The criteria include: a written Club Constitution to reflect FA guidelines; a defined Child Protection Policy; an Equal Opportunities and Anti-Discrimination Policy; FA



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Coaching Qualifications for coaches to specific levels; In-Service Training for managers and coaches; a written Code of Conduct; links to schools in the local community; a Club Development Plan and the provision of a broad range of Playing Opportunities, including girls football.

We go through a yearly audit to retain our Charter Mark and maintain our standards within the Club.



3. CLUB CONTACTS

The Club is run by a Committee as follows:

Chairman	Barrie Funnell
Vice Chairman (Tournament Manager)	Matt Loveday
Vice Chairwoman (Recruitment & Respect)	Kristen Bailey
Vice Chairman (Girls' Section)	Mark Dodson
Child Welfare Officer	Kristen Bailey/ Barrie Funnell
Secretary	David Robinson
Treasurer	Joanna Belsey
Charter Standard Officer	Joanna Matthews
Head of Coaching & Development	Neil Worstencroft
General Manager	Allan Kennedy
Kit Manager	Scott Abbatt
Winter Training Co-Ordinator	
Summer Training Co-Ordinator	
Registrations Officer	Martin Wagstaff
Fixtures Secretary (U7-U12)	Mike Hurley
Fixtures Secretary (U13-U21)	Tony Baker
Fundraising Officer	

Their contact details, along with those of the rest of the team managers are released at the beginning of the season.

It is important that the Club maintains an up to date list of all managers with full contact details. It is your responsibility to notify the Secretary of any changes including changes to mobile numbers and email addresses.

All the Committee at CTYFC are like you; they volunteer their time alongside their day jobs and family commitments. We appreciate respect and patience in your communication so we can best assist you to help you run your team and advise you accordingly when problems arise.



4. CLUB STRUCTURE & PHILOSOPHY

Membership of Camberley Town Youth F.C. is available to both boys and girls from the age of 5 through to 18. We also run an Old Boys side that competes as an U21 men's side. The club is open to all interested players irrespective of ability, gender, race or religion. We currently have approximately 400 members split into the following age groups:

Mini Soccer

- Mini kickers - Year R and Year 1
- Under 7 – Year 2 (5 a side)
- Under 8 - Year 3 (5 a side)
- Under 9 – Year 4 (7 a side)
- Under 10 – Year 5 (7 a side)
- Under 11 – Year 6 (9 a side)
- Under 12 – Year 7 (9 a side)

Full Sided Soccer

- Under 13
- Under 14
- Under 15
- Under 16
- Under 17
- Under 18

Across all leagues, football is **non-competitive** from U7-11. Results are not published and anyone attached to the Club is encouraged to not report results via social media. The focus is on development and learning in smaller game situations but also encouraging a love and a participation in sport.

From the U12s, football becomes a competitive sport. Results are published and normal league table rules apply.

Throughout their time at CTYFC, we want our players to develop as players and young people. We are proud to develop teams of varying ability and strength, allowing children within Surrey Heath to participate in football at whatever level.

We appreciate that there are many ways to run a team and age group. As volunteers, we let you decide the best way to run your team in conjunction with your age group and trust that you will do this with each child's best interests at heart. Communication and respect is key especially with your team parents/guardians.

Our belief is that through Mini Kickers and the first two years of 5-a-side football, there is a great benefit to having mixed ability squads where players can learn from their peers. Our goal is for players to be introduced to matches, learn through the



game and enjoy maximum pitch time in a variety of positions. Football should be about enjoyment and learning to participate as a team.

As players progress into U9/U10 onwards, we do not enforce a streaming policy but ask managers keep in communication and organise the teams within their age groups accordingly. Part of this process asks you to consider your player's overall development and think about the team best suited to their needs and welfare as a player within the age group. We ask managers to always use tact and consideration when making decisions on behalf of their players and co-ordinate these decisions alongside parents and the other managers in your age group.

4.1 COACHING STANDARDS

As a Charter Standard Club, each volunteer coach **MUST** also be at least an FA Level 1 Qualified Coach and also hold a current DBS check, Emergency First Aid Certificate and Child Safeguarding Certificate. If you would like to enrol on these courses, please look at your local County FA websites (Surrey FA; Hampshire FA; Berks & Bucks FA; Army FA) for more details or ask the Charter Standard Officer for more details. The Club reimburses the costs of all courses. Please keep receipts as proof of booking and present to the Treasurer, along with a completed Expenses Form (Appendix I).

For other courses being paid for the club has the following policy:

FA Level 2 – Manager pays in the 1st instance. On successful completion the club will refund 50%. If the Manager is still with the club on the 1st anniversary of completion then the club will refund the other 50%

For any other course please forward details to the committee and a decision will be taken. Bursaries from Nike are available so please ask for details as we can use such funds to assist funding in your education as a football coach.

For each team, we recommend good player/coach ratios. It is recommended to have one coach per ten players at the Mini Soccer stage. If new to youth football then please refer to the FA rules of mini soccer and youth football to check the rules and regulations of the game within your particular age group.

For more information about how the Club is run and the standards by which we hope to provide football to the youth in our community, please refer to the Club Constitution (Appendix I).



5. CHILD PROTECTION & SAFEGUARDING

Our Club has a Child Welfare Officer who is responsible for overseeing the standards of behaviour on and off the pitch and ensuring we are providing a safe and positive environment for children to learn and play football. As a Charter Standard Club, we are proud to work alongside the FA and uphold the codes of conduct and philosophies by which they are hope to develop grassroots football. A copy of the FA Conduct policies are on the club website www.ctyfc.co.uk. Every child, coach and parent are expected to read the policies and adhere to them at all times. For more information about the Respect policies we hope to uphold in the game, please visit:

<http://www.thefa.com/get-involved/coach/respect/play-your-part>

In addition, all coaches and other volunteers (assistant coaches; linesmen; administrative assistants) must hold a current DBS Check. Please see Appendix I for details on how to apply for this. The process asks for you to have your identification documents verified in person which can be done by the current CWO.

The CWO is there to help you with difficult situations that may arise during games and team management. Their role is not necessarily to sanction anyone but allow you to resolve disputes and mediate situations. If you are ever worried about the welfare of one of your players, please get in touch with them. We all have a responsibility to look after all children involved in our sport.

From season 19/20, we have also an assigned Respect Officer in place to ensure the football we are playing is in the spirit of the game. They can advise on specific league rules for fair play and assist in ensuring we maintain positive standards in how our teams represent the sport and Club.

Many leagues will ask you to rate your opponents at every match via an online match report and management, player and spectator conduct is rated out of five. These scores are averaged out at the end of every season and then you are rated amongst all the teams in your age group. To encourage sportsmanship across the board, we will provide sponsored financial incentives to any team that finishes in the top ten of their age group.



6. PRE-SEASON PLANNING

Once you have decided to take on the management of a team, there are a few decisions we ask you to make pre-season so we can organise and register your team over the summer months.

6.1 TRAINING

Ordinarily, CTYFC teams train at the following locations:

- Kings 3G
- Frimley Lodge 3G
- Tomlinscote School

Please decide which location, time and day works for you. However, we can investigate other venues should they be within a reasonable budget and location. We advise trying to train with the Surrey Heath area for the ease and convenience of the majority of your players. We suggest older age groups train at a later time to free up the earlier time slots for our younger age groups. Around April/May, the Winter Training co-ordinator will be in touch with you to ask for your preferred training location, time and day.

In the summer, our teams will train at Council owned locations around Surrey Heath. We will get in touch with you again to ask at which location and at what time and day you would like to train. Teams can choose to train at Frimley Lodge, Heatherside, Watchetts or Frimley Green Rec. Please ask us for a list of other options if these do not suit.

6.2 LEAGUE & DIVISION

Please choose which league and division you would like to enter your team in. CTYFC enter teams into the following leagues:

- North East Hants Youth League
- East Berks Football Alliance
- Surrey Primary League
- Surrey Youth League
- Surrey County Women's and Girls League
- Guildford and Woking Alliance Football League

All teams are initially entered into the NEHYL at U7. Please note different leagues play matches on different days. We advise you to visit their individual web pages to get an idea of geography and different league requirements. If you are unsure about which division to enter your team in then do get in touch with age group/divisional secretaries to allow for seeding matches to take place pre-season. Around April/May, the Club Secretary will be in touch with you to ask for your preferred league and division. As well as league games, most leagues have their own Cup competitions.

6.3 TEAM NAME

From U7-U13, CTYFC team names have traditionally always started with the letter R. Please choose an appropriate name for your team – this will be registered in with your chosen league. Popular examples are: Rebels, Rascals, Rovers, Rangers,



Royals, Rockets, Redwings, Robins, Ravens, Reds, Raiders, Renegades. Older teams do opt for more neutral names e.g. Colts, Youth.

6.4 ADMINISTRATION

Please familiarise yourself with your chosen league and ensure that your contact details are set up in their system. Each league has slightly different rules and systems so ensure you get yourself up to scratch with how everything operates. Do ask other managers in the Club for assistance and advice if needed. Most leagues will run a pre-season meeting to explain any new developments in your league. At least one representative from each Club is expected to attend and we will ask for volunteers in the event that committee members cannot attend. Please see the following for more information:

- North East Hants Youth League: www.nehyl.org.uk
- East Berks Football Alliance: www.eastberksfa.com
- Surrey Primary League : www.surreyprimaryleague.com
- Surrey Youth League: www.wsyl.org.uk
- Surrey County Women's and Girls League: www.scwgl.org.uk/
- Guildford and Woking Alliance Football League: www.gwafll.co.uk

The FA also now have an online record of all players and coaches called Whole Game System. Not all leagues use this but it's an important way for us to show the County FA that all our coaches are qualified and DBS checked. We recommend that you sign on to this, update your profile (especially email and mobile phone numbers) and ensure that your professional record is up to date (e.g. FA Coaching Qualifications; Safeguarding; First Aid).

6.5 SURREY AND HAMPSHIRE COUNTY CUP COMPETITIONS

Pre-season, teams from U12 onwards will also be asked if you'd like to enter the Surrey and Hampshire County Cup Competitions. These are for the stronger teams in our older age groups. The competitions give you the opportunity to meet the best in community football across both counties. Some extensive travel may be required depending on the draws. Please inform the Club secretary if you'd like to be registered for these competitions.



7. REGISTRATION AND ANNUAL SUBSCRIPTIONS

CTYFC use an online registration portal called TeamSnap that allows for all team members to register their players and pay their annual subscriptions via PayPal. Please familiarise yourself with the website and app. It allows you to store vital team information (including player contact details and medical information) and can be used as a tool to relay match information each week.

Please inform and remind your players to register and pay before the season starts. Links will be sent out over July/August for them to do so. **Subscriptions have to be in before the player is registered and starts playing.**

The fee for the full season is **£190** (as agreed at the AGM 2019). This can be paid as one full instalment or through an agreed payment plan. The full rate is pro-rated for registrations completed later in the season. Payments can be made offline but ensure the Club Treasurer is made aware of this so they can allocate payments to the correct players within the system. When in doubt, please forward all enquiries to the Club Treasurer or Registrations Secretary.

The subscription fee covers the cost of signing on, all basic kit, pitch hire, referees, etc. It does not allow for any additional training or non standard equipment which must be funded by the team. The subscription fee is reviewed annually and proposed at the AGM.

There is no fixed format for refunds. Each case should be referred to the Committee.

Once the player is Club registered, please register them with your chosen league. Requirements for league registration vary widely but most will require:

- a passport style photo of your player (taken against a light background, a photo taken on a tablet/phone is fine)
- proof of age document (scan/photo of passport or birth certificate)

In addition, if you have a player who is being registered after their 10th birthday, has not been registered before with the Club and was born overseas then you may need to obtain **International Clearance (IC)** for them. Please check with your chosen league to see what additional paperwork is required. Although these checks may seem irrelevant in youth football, they are in place to protect vulnerable children within our community.

Please follow your own league guidelines to check on registration requirements. Most will have PDF guidelines on their websites. It is your responsibility to check that all your players are registered within the system correctly. Please familiarise yourself with the procedures they have in place for match day administration too and the process by which you will need to carry out other formalities over the course of the season e.g. player transfers; match rescheduling etc.



8. KIT AND EQUIPMENT

At the beginning of every season, please get in touch with the kit manager to discuss your training equipment needs. Every team is entitled to:

- a training ball for each player
- two Nike match balls that must be kept solely for matches
- ball bag
- training equipment (bibs and cones)
- first aid kit
- captains armbands

All additional kit (e.g. mini goals; trophies etc) must be funded by the team.

It is the manager's responsibility to ensure that he/she has adequate kit for all players and that kit is labelled in the event of it getting lost or misplaced. The Club has a designated kit manager who should be contacted for additional kit. It is currently supplied through Kit Locker who run an online shop for us. Please find them at: www.kitlocker.com/CTYFC/

We are a Nike Partner Club. Our home kit is a red and white striped jersey, red shorts and red socks. Kit is provided for each player by the Club but remains the property of the Club and should be returned in the event that a player leaves. For this reason, do ensure that players do not personalise their own kit.

The Club's policy is to re-use kit wherever possible.

Kit must not be worn for training, it must be used solely for matches.

The Club will not fund the cost of additional kit (e.g. away kit; rain jackets). Before buying such items, always check with the kit manager to see if there are existing spares or alternatively, teams can seek their own sponsorship to fund these items. We ask for additional kit to be Nike branded.

Managers and Coaches Kit can be purchased and personalised via the Kit Locker website. If you are a member of the Licensed Coaches Club then you are entitled to a £50 subsidy from the Club for this kit.

As a Child Protection Issue, we do not allow for children's names to be put on the back of team jerseys, jackets or other kit.



9. MATCH DAY ADMINISTRATION

The Club will register your team with your league of choice but it is your responsibility to check in with those leagues from September onwards to check your fixtures for the season. On weeks when you know your team is unavailable then do contact your league divisional secretary to reschedule. Weekly, we ask you to book fixtures in and organise your games.

For AWAY games, wait for the opposition to contact you and relay match information to your team once received. Transportation costs to away games is not reimbursed.

Below is brief summary of what you need to do when booking HOME games on Saturdays:

9.1 PITCH BOOKING

U7-U13

- U7-U10 teams use South Camberley Primary School (Redwood Campus) as their home ground.
- U11-U13 teams use the grass pitches at Kings International College.
- At the beginning of the season, a spreadsheet will be shared with you that allows you to book pitches on behalf of your team at specific times on Saturday morning from September-April and from 9am-12pm. Please ensure your pitches are booked on this spreadsheet by the **MONDAY** before your match. Do not change anyone else's bookings without notifying them first. Where possible, please do not pre-book specific time slots but allow rotation with other teams.
- U13 – if the 11-a-side is fully booked at Kings then please book a Council pitch via the procedure outlined in U14-U21.
- Find your opposition on your league contact database and email them details of the match. This email can also be emailed to the ref at the same time (see section 9.2.) Please use the templates in Appendix II that includes site maps and important site information. **Wait for them to confirm receipt.**
- Inform your parents of the fixture details.

U14-U21

- U14-U21 teams use the Council owned grass pitches within Surrey Heath at Frimley Lodge & Frimley Green Recreation Ground.
- At the beginning of the season, a spreadsheet will be shared with you that allows you to book pitches on behalf of your team at specific times on Saturday morning from September-April and from 9am-3pm. Please ensure your pitches are booked on this spreadsheet by the **SUNDAY** before your match so we can inform the Council of our pitch requirements. Do not change anyone else's bookings without notifying them first and only book pitches 2-3 weeks in advance.
- Find your opposition on your league contact database and email them details of the match. This email can also be emailed to the ref at the same time (see section 9.2.) **Wait for them to confirm receipt.**
- Inform your parents of the fixture details.



SUNDAY TEAMS

- If you do run a Sunday team then do co-ordinate with our fixtures secretary directly who will be able to secure a pitch for you depending on the time you will need it. Typically on Sundays we use Tomlinscote School, Council Pitches (mainly afternoon KOs), South Camberley Primary School (James Road Campus) and the Army pitches on Queen's Avenue.
- If you are entered into any of the Surrey County Cup Games then these will also be played on Sundays. Please ask advice about booking pitches for these matches.

9.2 REFEREES & MATCH DAY EXPENSES

In terms of referees some of the leagues will appoint referees released in a list published earlier in the week. Once appointed, do ensure you contact your allocated referee directly so they know match location and KO times. If you have to appoint your own referees then please get in touch for contacts. The Club also has a Facebook group where you can request if any refs are free or if any refs already presiding over a game can do your match as a double header.

Please note that the majority of referees are children themselves and we expect you to support their learning of the game and treat them with the same respect and care you would any of your own players.

The manager is responsible for paying the referee and claiming the money back from the club on an Expense Form. Most referees are aged 14+ so please always have exact change where possible and pay via cash. The Expense Form must be completed and submitted at the end of every month. This money will then be reimbursed as a cheque or directly to a bank account within ten days. Where appropriate (e.g. pitch booking etc), a receipt must accompany the expense.

The Expense Form is found in Appendix III.

9.3 FACILITY RESPONSIBILITIES

We use several school and Council owned facilities for matches and we ask that we treat these facilities with respect and leave them how we would like to find them.

U7-U13

At both our school sites, we ask that you take responsibility for the setting up and clearing of your pitch. Please set up your pitch as per your league requirements. At Redwood and Kings, there are storage facilities that house corner flags and respect spectator barriers. Both require keys/padlock combinations to access them so please ensure you obtain those from the Fixtures Secretary. Please ensure the pitch is also free from rubbish and goals returned to where you first found them/locked up.

At Redwood, we ask teams to take it in turns to open/close the facilities. An email is sent out in the week to let you know if it's your team's turn. An outline of duties is listed on the bookings spreadsheet.



U14-U21

Please note that you must bring your own corner flags to Council Pitch games and also leave all sites free of rubbish.

9.4 MATCH CANCELLATION

If your match has been cancelled or rescheduled within the week then please make sure you inform the Fixtures Secretary and alter the bookings spreadsheet.

At Redwood/Kings, in the event of waterlogged/frozen pitches, the Fixtures Secretary/designated volunteer will visit the site by 8am to inform you whether the pitches are fit for purpose. They will put out a note via email to let you know if the pitches are unplayable and we ask you to relay that message to your opposition.

With Council Pitches, these are inspected independently and notification of game cancellation will be sent out via the Fixtures Secretary.

For match cancellations made on the day, always remember to inform the CTYFC fixtures secretary, the league fixtures/divisional secretary, the opposition, your players and the referee.

9.5 POST MATCH ADMINISTRATION

Different leagues will require you to report your match results and complete match reports for your games. Results can be reported via text/apps and usually need to be done on the day. Please ensure these are completed as soon as convenient to ensure the Club is not fined.



10. CLUB WEBSITE & SOCIAL MEDIA

The Club Website is www.ctyfc.co.uk and key information about the Club can be found here. The website was recently updated in 2019 and as such, there are many new links and downloads that will be useful to all managers. Please take the time to explore the site and bookmark pages for your own reference.

Most managers will also use Team Snap and Facebook to interact with Club and Team. As a Club, we do have our own Facebook group and page, Twitter Feed and also have a Club Instagram page. Please like, follow, share and join! All are ways to advertise the Club but also communicate between members and celebrate achievements throughout the season.

Facebook

www.facebook.com/groups/851976221532057/

www.facebook.com/ctyfc1973/

Instagram & Twitter

Please search for CTYFC_1973

We ask all coaches and parents to be mindful when mentioning the Club on social media. Negative remarks about the Club or others will not be tolerated and we ask that no players are ever identified by name when posting photos.



11. CLUB EVENTS

11.1 MANAGERS' MEETINGS

These are held on the third Thursday of every other month at Krooner Park. We ask that at least one person is there (e.g. administrator/parent) to represent your team. If you cannot attend, please ensure you contact the Club Secretary beforehand to give your apologies. The meeting is a chance to review Club events and happenings and we invite all managers to discuss and contribute towards the running of the Club but also share how your team is doing over the season. Meeting minutes are emailed after by the Club Secretary.

11.2 ANNUAL GENERAL MEETING

The AGM is held annually and a chance to present to managers, parents and players a general overview of the Club's progress over the course of the season. It is a chance for all to give their opinions and views on how we can develop the vision and growth of the Club. It is also a chance to vote in the committee officials for the season ahead.

11.3 PRESENTATION EVENING

The presentation evening happens at Camberley Theatre usually around the May Half Term. It is the opportunity to get all of the players together and honour the players and teams within the Club for their efforts. The Under 12 age group that year are responsible for organising the event.

The evening is split into four sections according to age group. Before the evening, you are asked to prepare a single Powerpoint slide with a picture of your team and some brief info (name, players' names, stats etc). This will be shown whilst you give a brief two minute speech about your team's accomplishments for the season. Managers are required to dress smartly (shirt & tie; smart dress for ladies).

Each team has three awards:

- Managers Player
- Players Player
- Most Improved Player (U8-U12)
- Sportsmanship (U13-U21)

Only 1 of each trophy can be given. No team will be allowed to award 2 players the same trophy. If a team wishes to do extra trophies they will have to be paid for by the team and awarded outside of the main event.

In addition, there are a number of Club awards that each manager may nominate a player for. These are decided by an impartial committee.

For the U7 age group, there are no team awards but each player is awarded a participation medal.

A guide to preparing for Presentation Night is on our club website.



11.4 CLUBHOUSE MAINTENANCE DAY

Volunteers built our own clubhouse in the early 1980s at South Camberley Primary School (Redwood Campus). The club are currently in negotiations with Surrey County Council on an extension

Each year we have a Clubhouse maintenance day to keep the Clubhouse in good order and prepare for the tournament. Organising this falls with the Under 10s each year.

11.5 ANNUAL 6-A-SIDE TOURNAMENT

The 6-a-side tournament is the single largest fundraiser for the Club. This tournament relies on the help and support of the managers, players and parents within the Club.

The tournament is run over the second and third weekends of June at South Camberley Primary School (Redwood Campus).

Each team must take responsibility for at least one task each year: BBQ, Parking, Grounds Maintenance etc. This is arranged through the U11 age group each year. Entry into our home tournament is FREE for all CTYFC teams on the provision that they provide a sponsor ad for the tournament programme.

11.6 DUTCH EXCHANGE TRIP

There has been an exchange trip with IVO from Velden since 1979. Velden is a small town near Venlo close to the German border. The trip is hosted by each club in alternating years. It is fixed for the Under 14s and Under 15s therefore each team gets to host and visit.

The Dutch come to us at Easter and we visit them in the May Half Term.

11.7 ANNUAL FUNDRAISING BALL

Every year, the committee organise a fundraising ball for its teams – an excuse to get out of our trackies and kits and dress up for the evening! All proceeds go back into the Club. The ball is now typically held in March at a local venue. It is a highly enjoyable evening out and we encourage all managers and teams to attend and support the Club.

11.8 CHRISTMAS ANNUAL DRINKS

Before the Christmas break, all managers and their teams are invited to the Clubhouse at Krooner Park for a drink. A great chance to talk about the progress of everyone's seasons and see in the festive season.

If you are in age group given the responsibility to run an event then do always speak to managers from past years for their advice and counsel.



12. COMPLAINTS

12.1 COMPLAINTS PROCEDURE

If anybody wishes to make a complaint then this must be made in writing, in the first instance, to the Club's Child Welfare Officer and copied into the Chairman. Their details are available on www.clyfc.co.uk

Should the complaint be about either of the above officers then the complaint must be directed to the officer that isn't the subject of the complaint.

Should the complaint involve both of the officers above then the complaint must be made in writing to the CWO of Surrey FA. Their details are available on www.surreyfa.com



APPENDICES



APPENDIX I

Club Constitution

CAMBERLEY TOWN YOUTH FOOTBALL CLUB CONSTITUTION

Constitution as approved by the Club at its AGM on 16th May 1999

1. NAME

- 1.1 The Club shall be called Camberley Town Youth Football Club or such other name as may be decided by the Club in General Meeting.

2. OBJECTS

- 2.1 The objects for which the Club is established are:

- a) To encourage, enhance and promote youth football in and around the Camberley area and such other related social and recreational pursuits as may be deemed desirable by the General Management Committee.
- b) To organise Members in teams by age group.
- c) To foster individual character and team spirit.
- d) To improve the footballing skills and ability of all Members.
- e) To field the strongest teams in the appropriate leagues.
- f) To field further teams in leagues where numbers warrant.
- g) To provide organisational support for each age group and team.
- h) To organise financial support, sponsorship, grants and fund raising.
- i) To affiliate to other sports and youth organisations with the consent of the Club in General Meeting.
- j) To organise sports coaching, refereeing and first aid courses for Members, Club Officials and parents or guardians of Members.
- k) To purchase, hire or otherwise acquire football kit, balls, goals and other equipment.
- l) To purchase, take on lease, hire or otherwise acquire any land and buildings providing pitch, changing room or clubhouse facilities.
- m) To invest the monies of the Club not immediately required in or upon such investments or securities and in such manner as may be from time to time determined by the General Management Committee.
- n) To borrow monies for the benefit of the Club, subject to the consent of the Club in General Meeting.
- o) To insure the assets of the Club and to arrange Public Liability, Personal



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Accident, Officers and such other insurances as deemed desirable by the General Management Committee.

- p) To do all such other things as may be deemed incidental or conducive to the attainment of the above objects or any of them.

3. AFFILIATION

- 3.1 The Club shall be affiliated to the Surrey County Football Association and the Hampshire County Football Association and one or more local football league organisations sanctioned by a County or the national Football Association.

4. MEMBERSHIP AND SUBSCRIPTIONS

- 4.1 Membership by subscription is open to all interested youth, both skilled and less skilled alike, subject to the availability of spaces in the relevant age group. Membership shall run from 1st August in each year to the following 31st July. Members must have attained the age of six, and must be under the age of 18 on 31st August in the year of membership. The General Management Committee may, in their absolute discretion, and without assigning any reason, decline to accept any person as a new member or renew their membership.
- 4.2 Annual membership subscription amounts may vary by age group and shall be decided annually by the General Management Committee. A certificate of membership shall be provided upon receipt of the membership subscription. A membership subscription may be waived or reduced for considered individual cases at the discretion of the General Management Committee.
- 4.3 For a Member on the roll of a recognised school, priority shall be given to school activities in accordance with the recommendations of the Football Association, and where appropriate, clearance obtained from the Headteacher of the Member.
- 4.4 In the event of non-payment of membership subscription at the expiry of thirteen weeks after 1st August in each year and at the discretion of the General Management Committee membership shall be deemed to be terminated. Members wishing to resign shall give notice to this effect in writing to the Secretary, such notice to be accompanied by payment of all Club subscriptions due to that date.

5. MANAGEMENT OF THE CLUB

- 5.1 The management of the Club shall be carried out through a General Management Committee which shall have complete authority for the day to day organisation and responsibility for the well-being of the Club.
- 5.2 The General Management Committee shall consist of Office Bearers, Team Managers and Age Group Co-ordinators.
- 5.3 The Office Bearers shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, General Manager, Registration Secretary, Minute Secretary, Publicity Officer, Kit Manager and Maintenance Officer.

The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected by the Club at each Annual General Meeting and shall be eligible for re-election.

The General Manager, Registration Secretary, Minute Secretary, Publicity Officer, Kit



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Manager and Maintenance Officer shall be appointed annually by the General Management Committee at its first meeting after the Annual General Meeting.

- 5.4 The General Management Committee shall meet once in each month in order to transact Club business, but with the option not to hold a meeting in one month of each calendar year. A quorum for such meetings shall be six, of whom not less than two shall be Office Bearers. All decisions shall be by simple majority vote. Each Committee member shall have one vote, but in the case of an equality of votes the chair of the meeting shall have a second casting vote.
- 5.5 In addition to its general powers the General Management Committee may:
- a) fill any mid-year vacancies which may arise, including vacancies of Office Bearers;
 - b) arrange for alternates where an Office Bearer is temporarily unable to act;
 - c) appoint sub-committees with executive or non-executive powers, as it deems desirable;
 - d) appoint individuals or other groups to perform specific functions or tasks.
- 5.6 Where sub-committees, groups or individuals are appointed, the General Management Committee shall require monthly reports on the activities of the appointees, including full accounts of income and expenditure, where authorised.
- 5.7 In exceptional cases where urgent action is needed between scheduled meetings of the General Management Committee, then the Chairman, or in his absence the Vice-Chairman, is authorised to act with the full powers of the Committee, provided the Chairman, or in his absence the Vice-Chairman, shall first obtain the agreement to act from three other Office Bearers, one of whom must be the Treasurer in the case of any financial commitment of Club Funds. All such action taken shall be reported to the General Management Committee at its next meeting.
- 5.8 The General Management Committee may from time to time make, amend or report Club Policies for the general good conduct or organisation of the Club, provided always that such Policies shall not contradict or be inconsistent with the Club's Constitution or the Rules of the Football Association, which shall always take precedence.
- 5.9 The General Management Committee shall be the sole authority for the purpose of the interpretation of the Club's Constitution and Club Policies.
- 5.10 The Office Bearers shall form the Executive Committee which may meet from time to time to deal with complaints and any matters referred by the General Management Committee for their action. A quorum for such meetings shall be four.

6. ROLES AND RESPONSIBILITIES

- 6.1 The Chairman, or in his absence the Vice-Chairman or other Office Bearer nominated for the purpose, shall chair meetings of the Club and officially represent the Club at meetings with third parties and at functions.
- 6.2 The Secretary shall have the responsibility of issuing all notices calling meetings of the Club and the General Management Committee, attending to correspondence, arranging the provision of playing fields and changing rooms as necessary and



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interpretation of the rules of the relevant leagues.

- 6.3 The Treasurer shall have the responsibility of safeguarding the funds of the Club, keeping correct accounts of all financial transactions of the Club, keeping bank and building society accounts as deemed necessary in the name of the Club to be operated by the Secretary, Treasurer, General Manager and Chairman or any two of them, and dealing with the taxation affairs of the Club. The Treasurer shall submit to the General Management Committee each month a statement of monies held, and shall submit an income and expenditure account for any fund raising activities. For each financial year the Treasurer shall prepare within four weeks of the financial year end an income and expenditure account and balance sheet for submission to the Annual General Meeting of the Club.
- 6.4 The General Manager shall have the responsibility of co-ordinating the efforts of all those directly involved with organising the membership age groups in the Club.
- 6.5 The Registration Secretary shall have the responsibility of recording and maintaining details of all members and issuing each member with a membership certificate upon receipt of the correct subscription.
- 6.6 The Minutes Secretary shall have the responsibility of keeping records of the proceedings at all meetings of the Club and the General Management Committee and for circulating copies to all members of the General Management Committee.
- 6.7 The Publicity Officer shall have the responsibility of co-ordinating media coverage and sponsorship.
- 6.8 The Kit Manager shall have the responsibility of the control and procurement of football kit and equipment and for maintaining an inventory of all Club football kit and equipment.
- 6.9 The Maintenance Officer shall have the responsibility of periodic checks for defects in the fabric of the Club premises and ensuring that timely action is arranged to rectify any defects and to follow the preventative maintenance schedule to ensure the Club premises are kept in good repair.



7. TEAM ORGANISATION

- 7.1 The Club shall be organised into teams by age group from Under 7's to Under 18's as warranted, corresponding to the age qualification for youth football teams in the local football organisations.
- 7.2 Each team shall have a Team Manager, who shall have responsibility for the organisation of all matters relating to his team. Some organisational matters may be delegated or apportioned to team assistants depending upon the style chosen by the Team Manager and the availability of willing assistants. The designation of the team assistants is a team matter for local decision but must be clearly defined and must not conflict with the role of the appointed club officials.
- 7.3 The General Management Committee may appoint Age Group Co-ordinators for an age group (who may be Team Managers in the same age group) to be responsible for the efficient organisation, training and team liaison between the teams in that age group.

8. AUDITORS

- 8.1 The General Management Committee shall appoint at least one suitably qualified Auditor, who may be a parent of a Member but shall not be a Trustee, Office Bearer, Manager or Age Group Co-ordinator, to undertake an audit of the annual accounts prior to their submission to the Annual General Meeting.

9. TRUSTEES

- 9.1 There shall be not less than two nor more than four Trustees of the Club who shall be nominated from time to time as necessary by the General Management Committee. A Trustee shall hold office during his life (subject to section 12 below) or until he shall resign by notice in writing given to the Secretary.
- 9.2 All property of the Club including land and investments shall be held by the Trustees for the time being in their own names so far as necessary and practicable for the use and benefit of the Club. If from death, resignation or removal from office of a Trustee, the number of Trustees falls below two, the General Management Committee shall take steps to procure the appointment of a new Trustee(s) and as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property in the names of the Trustees after the said appointment. -
- 9.3 The Trustees shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club, subject to the consent of the Club in General Meeting.
- 9.4 In exercising their powers the Trustees shall, providing they act honestly and in good faith, be indemnified against risk and expense out of Club property, assets and funds.
- 9.5 To give effect to a nomination by the General Management Committee:
- a) the Chairman is nominated as the person to appoint new Trustees of the Club within the meaning of Section 36, Trustee Act 1925,
 - b) the Chairman must by deed appoint the person or persons nominated by the Committee as the new Trustee (or Trustees) of the Club,



c) the provisions of the Trustee Act 1925 shall apply to any appointment.

9.6 Any statement of fact in a deed of appointment of new Trustees, in favour of a person dealing bona fide and for value with the Club or the General Management Committee, is conclusive evidence of the fact so stated.

10. GENERAL MEETINGS

10.1 An Annual General Meeting of the Club shall be held in May or June of each year for the purpose of receiving and approving the Club's Annual Accounts, electing the Chairman, Vice-Chairman, Secretary and Treasurer, approving any proposed alterations to the Constitution and transacting any other competent business, notified by the General Management Committee or a parent or guardian of a Member, for which twenty eight days notice, in writing, shall have been given to the Secretary. The Chairman of the Club shall preside, or in his absence the Vice-Chairman, or any other Office Bearer nominated for the purpose.

10.2 A Special General Meeting shall be convened on the requisition of not less than twenty parents or guardians of Members, or by a resolution of the General Management Committee. Any such requisition shall state the object of the meeting and shall be sent to the Secretary in writing. The Secretary shall convene a Special General Meeting within twenty eight days of receiving such notice. No business shall be discussed beyond that referred to on the requisition.

10.3 The Secretary shall give notice to the parents or guardians of all Members at least fourteen clear days before the date of any General Meeting.

10.4 At all General Meetings of the Club twenty parents or guardians of Members shall form a quorum. One parent or guardian present of each Member shall be entitled to one vote upon every question raised. In the event of the number of votes being equal at any meeting, the Chairman shall have a casting vote as well as a deliberative vote.

11. COMPLAINTS

11.1 All complaints concerning the Club shall be made to the Secretary in writing and all issues raised shall be referred to the Executive Committee. The Executive Committee shall have power to deal with such complaints as they deem fit. Parties involved will be notified in writing of the Executive Committee's decision.

12. SUSPENSION AND EXPULSION

12.1 The General Management Committee shall have power on a vote by ballot, by a majority, to suspend any Member, Office Bearer, Trustee, Age Group Co-ordinator or Manager whose conduct appears to them to be contrary to the good character, interests and of proper order of the Club.

12.2 The Club at a General Meeting of which due notice has been given shall have power, on a vote by ballot, and by a majority of at least two-thirds of those voting, to expel any such Member or remove from office any such official. At least twenty-one days before calling such a meeting the General Management Committee shall communicate with the person suspended to provide that person an opportunity of appearing before the General Management Committee or resigning from the Club.



13. EXCLUSION OF LIABILITY

- 13.1 Neither the Club nor any Office Bearer, Trustee or Manager shall be liable to any Member or other person for any loss or damage to any property occurring from whatever cause in or about Club Premises.

14. ALTERATION OF CONSTITUTION

- 14.1 No alteration shall be made to the Club's Constitution except by a majority of at least two-thirds of the parents or guardians of Members personally present and voting at an Annual General Meeting or at a General Meeting of the Club called for the purpose.

15. DISSOLUTION

- 15.1 If the Members of the Club shall fall below twenty five at any time or if the Club shall pass in a Special General Meeting by a majority of two-thirds or more of the parents or guardians, present and entitled to vote, of Members, a resolution of its intention to dissolve, the General Management Committee or failing them the Trustees shall take immediate steps to convert into money all the property of the Club with power however to delay or postpone the conversion of any particular property if the Club in General Meeting so authorise.
- 15.2 Out of the proceeds of any such conversion, the General Management Committee or failing them the Trustees shall discharge all debts and liabilities of the Club including expenses of such conversion and any balance remaining shall be donated to such Registered local Charity as the Club in General Meeting shall resolve and thereupon the Club shall for all purposes be dissolved.



**APPENDICES II :
MATCH CONFIRMATION TEMPLATES**

**ADDITIONAL MATCH TEMPLATES CAN BE FOUND
TO DOWNLOAD ON OUR WEBSITE UNDER
LINKS AND DOWNLOADS**

WWW.CTYFC.CO.UK



CAMBERLEY TOWN YOUTH F.C.

Match Confirmation Details

Teams		v	
Date			
KO Time			
Pitch Number			
Age Group			
Home Team Manager and Mobile Number			
Format (Indicate as appropriate)	5v5	7v7	9v9 11v11
Match (Indicate as appropriate)	Friendly	League	Cup/Trophy Event
Venue Address	Redwood Campus, South Camberley Primary School, Frimley Road, Camberley, Surrey, GU15 2QB		
Respect	Please ensure your parents/spectators remain behind the Respect lines at all times.		
Information (venue, directions, parking etc)	<p>PLEASE AVOID BANGING BOOTS / LEAVING MUD IN THE CAR PARK AND USE THE BOOT SCRAPERS PROVIDED</p> <p>Please ensure that you park in designated spaces. If the car park is full, please do not remove cones from grass verges but park in surrounding side streets which are a two minute walk to the school campus.</p> <p>Please do not park at The Crabtree Pub.</p> <p>It is a school campus so we kindly request no smoking and no dogs are allowed on site.</p> <p>Toilets and refreshments available on site. Kit: red shorts, red and white striped jerseys, red socks</p>		
Nearest Hospital	Frimley Park Hospital (with children's A&E) Portsmouth Rd, Frimley, Camberley GU16 7UJ		

We look forward to welcoming you and your team.

Please kindly confirm receipt of this communication.



www.ctyfc.co.uk
[@ctyfc_1973](https://twitter.com/ctyfc_1973)



CHARTER STANDARD
COMMUNITY CLUB



SURREY COUNTY
FOOTBALL ASSOCIATION

RESPECT



PITCH LAYOUT - REDWOOD

No smoking or dogs on site please





CAMBERLEY TOWN YOUTH F.C.

Match Confirmation Details

Teams		v	
Date			
KO Time			
Age Group			
Pitch Number			
Home Team Manager and Mobile Number			
Format (Indicate as appropriate)	5v5	7v7	9v9 11v11
Match (Indicate as appropriate)	Friendly	League	Cup/Trophy Event
Venue Address	Kings International College, Watchetts Drive, Camberley GU15 2PQ		
Referee Details			
Respect	Please ensure your parents/spectators remain behind the Respect lines at all times.		
Information (venues, directions, parking etc)	<p>Please avoid banging boots in the car park. Please dispose of all rubbish carefully.</p> <p>Please park in the spaces in front of the school building. Please do not park on the grass or in the parking meant for the astro pitches.</p> <p>The CTYFC pitches are to the left of the main school building.</p> <p>It is a school campus so we kindly request no smoking and no dogs are allowed on site.</p> <p>Toilets available on site but unfortunately no refreshments. Kit: Red shorts, red socks, red and white jerseys</p>		
Nearest Hospital	Frimley Park Hospital (with children's A&E), Portsmouth Rd, Frimley, Camberley GU16 7UJ		

We look forward to welcoming you and your team.

Please kindly confirm receipt of this communication.



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CHARTER STANDARD
COMMUNITY CLUB



SURREY COUNTY
FOOTBALL ASSOCIATION

RESPECT



PITCH LAYOUT - KINGS

No smoking or dogs on site please



APPENDIX III



Camberley Town Youth Football Club

Expense Form for Managers

Name	
Date	
Team	

Match			
Date	Name	Details	Amount
		Sub Total	

Other			
Date	Details		Amount
		Sub Total	
		TOTAL	

Treasurer	
Date Paid:	
Cheque/Internet	

This form is also available as an Excel Worksheet. Please request a copy via email or download from the Club website. It should be returned as an email attachment to the Club Treasurer. Please include receipts.