



## Duffield Dynamo FC Policy Guidance

Outlined below is a summary of the main policy guidance related to managing Duffield Dynamo FC. More detailed policy documents can also be found in the documents section of the club website.

### Fees & Club Registration

- Fees comprise of 3 elements:
  - a) A fee to cover club costs – currently £70
  - b) A fee to cover match costs – currently £40
  - c) A fee to cover any costs for training venues – will vary for each year group
- **Year groups not yet playing matches** are only required to pay the club fee.
- **Teams training at Eyes Meadow** do not need to pay an additional training fee. The exception to this is any team using Eyes Meadow as a training venue as well as a match venue. In these instances, there is an additional fee of £25 per player on top of the club and match fees (i.e. a total of £135).
- **Fee collection and Managers Return Form** – needs to be completed by the end of September. Players should pay fees in full at the start of the season.
- **Under 5 fees** – for the Under 5 group in their first season, there is a reduced fee of £50 and the deadline for collection of the fee is the end of December.
- **No Pay No Play** - Players who have not paid their fees and completed a registration form by the end of September are not eligible to play in matches.
- **Referee Costs** - Collected fees are paid to the club in full. Managers should **not** hold-back any fees to cover referee costs.
  - a) Once fees have been paid to the club, a manager can claim an advance of up to £150 to cover referee costs.
  - b) During the season managers should use the Referee Payments Form to record their expenses, and use this form to reconcile expenses with the treasurer during, or at the end of, the season.
  - c) In the event that referee costs for the season exceed £150, managers can claim a second advance later in the season, or claim reimbursement for any outstanding amount due at the end of the season.
- **Club Registration Forms** – should be completed by players/parents at the start of each season. The Club Welfare Officer should be notified of any relevant information on medical conditions if appropriate.
- **Players playing for 2 DDFC teams** – should pay 1 club fee, and 2 sets of match fee, plus any training costs.
- **Players paying fees in two instalments** – on an exceptional basis fees can be paid in two instalments, if approved by Manager, and the Chairman or Vice-Chairman. The second instalment should be paid by the end of January.
- **Players facing financial hardship** – on an exceptional basis, and if approved by the Manager, and the Chairman or Vice Chairman, fees can be waived in the event of financial hardship.
- **Players with long-term injuries at the start of the season** – in the event of long-term injury, fees can be deferred until a player is fit to play. A player still cannot play until fees are paid.

For a player returning from injury and not playing until after the end of October, the fee structure for a new player joining part way through the season can be applied (see below).

- **Players experiencing long-term injury during the season** – in the event of serious injury during the season, a decision will be made at the end of the season as to whether any refund of fees is appropriate, and this should be approved by the Chairman or Vice Chairman.
- **New players joining during the season** – fee requirements outlined below. New players, particularly in the younger groups, can be given an opportunity to join in at training for several weeks before paying their fees. This should be managed at the discretion of the manager, but typically should not exceed a month. Players should not play in matches until they have paid their fees.

Player joining	Fees to be charged*
Before end October	Full annual fees
November-December	Full club fee + half match fee
January-February	Half club fee + half match fee
March onwards	Manager discretion (although a minimum fee of £15 is required to qualify any player for a trophy at the club presentation evening)

\*For teams where there is an additional training fee, managers should exercise discretion on what fee to cover training costs is appropriate.

- **Coach discount** – there is no discount on fees for players who have parents who coach/manage or have roles on the committee. Coaches/Managers will be eligible to receive an item of coaching wear at no cost, which will be issued periodically.
- **Teams using external training venues during the season** – there are two possible approaches for processing payment for external venues used for training during the season.
  - a) The player pays an additional supplementary fee at the same time as their annual club and match fee, which covers the full training costs of an external training venue for the whole season. When sufficient monies have been deposited with the club to cover the full costs for the season, the treasurer will be authorised to process invoices received from the training venue provider.
  - b) The player pays a fee to the manager, who processes the payment directly with the provider of the training venue. Under this arrangement, no invoices should be received or paid by the club.
- **Cup Matches** – For DJFL cup games played at Eyes Meadow, a fee should be collected from the opposing team which covers half of the referee fee plus a £20 contribution to pitch hire.

### Fines/Transfer Fees

- **Fines for bookings and sendings-off** – players/parents are responsible for paying for any fines incurred when a player is booked or sent-off. As the FA requires prompt payment of these fines, the club will settle the fine with the FA in the first instance, and then claim reimbursement from the player/parent. The fine should be paid to the club within 7 days. Once 7 days has elapsed, and notwithstanding any suspension by the FA, the player will not be eligible to play again until the payment for the fine has been received by the club.
- **League fines** – fines for failure to comply with league rules and administration requirements will be reviewed by the Committee, who could require the manager to collect payment for the fine if appropriate.
- **Transfer Fees** – Players moving between DCFL clubs during the course of the season will be the subject of a transfer fee, to be determined at the discretion of the league. In these instances, it is the responsibility of the player/parents (not the club) to pay the transfer fee.

## **Streaming Teams within a year-group**

- Where more than one team exists within a year-group, teams should not be streamed on the grounds of ability until U12 at the earliest.
- If streaming is undertaken, it should be carefully managed and done in consultation with parents. Particular care should be taken to avoid players feeling excluded or unvalued as a result of team-selection.

## **Coaches & Managers**

- **CRC/Safeguarding** – Coaches and Managers cannot be involved in training or match-day management unless they have a valid CRC and Safeguarding certificate. New coaches/volunteers will be able to support training or match-day activities provided they have applied for a CRC and a Safeguarding training course, but they will need to operate in conjunction with another manager/coach with a valid CRC and Safeguarding certificate, until they have the valid certifications in place. For more details on the Club Child Welfare Policy and Anti-Bullying Policy, please refer to the policy documents on the club web-site.
- **First Aid** – a qualified first aider should be in attendance for all training sessions and matches.
- **Coaching qualifications** – the club will pay the cost of coaches/managers undertaking FA Level 1, Level 2, or relevant CPD qualifications. The club will only pay for players to undertake Level 1 coaching, subject to the approval of the Chairman, and where there is a clear commitment from the player to play a role in support of DDFC teams or coaching.

## **Photography/Video**

- By signing the club registration form, parents provide consent for the club to take photos or videos of a team or individuals in it, provided they are appropriate and respectful and used solely for the purposes for which they are intended, which is promotion and celebration of the activities of the Club or for training purposes.
- Any photographs of children which are published should not refer to any individual children by name.
- The administrators of the club web-site and social media sites will comply with relevant FA guidance regarding the publication of photographs.
- Prior to taking photographs or video of any situation involving children from outside Duffield Dynamo FC (and therefore not covered by the parental consent form), it is good practice to gain the consent of the opposition manager before doing this. Although it is not an offence to take appropriate photographs in a public place, gaining consent should ensure that any child who may be under care proceedings is protected by ensuring that their image is not placed in the public domain.
- More detailed FA guidance on Celebrating Football through Photographs and Video can be found on the DDFC web-site.

## **Communications/Social Media**

- Managers/Coaches should obtain written consent from parents/carers before group e-mail or texts are used to communicate directly with under 18s.
- Managers/coaches should only use group texts/e-mails to communicate with groups of players, and should always copy parents/carers on any communications. All communications should only refer to specific club related activity.
- Managers/Coaches must report to the club welfare officer any instances where they receive

any inappropriate communication from a young player.

- Coaches, Managers, and Club Officials should avoid using social networking as the primary means of communicating directly with players under 18 years of age.
- Unless a child/young person is a direct relation, coaches, managers or club officials should not accept as a friend players or referees under the age of 18 on a social networking platform.
- The FA provide guidance to players under 18 years of age on the use of social media as it relates to their football club, and officials and other players within the club. This guidance is available on the Duffield Dynamo website and should be issued to parents with the club registration form and code of conduct at the start of each season for players in teams from U13 to U18.

## **Equipment**

- Detailed guidance on placing equipment orders will be issued in advance of each season.
- To contain club costs sharing of equipment within year-groups, and handing over equipment no longer required, should be managed wherever possible.
- A budget will be allocated for each year-group based on the number of players registering. This is currently equal to £10 per registered player.
- This budget can only be used to purchase equipment from our authorised provider (currently TAG). It cannot be used to purchase other items (e.g. match wear).
- Any requirement to exceed the budget allocation for a year group should be approved by the Kit & Equipment Coordinator before the order is placed.

## **Match/Training Wear**

- A brochure for match/training wear and guidance on placing orders will be issued in advance of each season.
- Managers should only order match/training wear from our authorised provider (Currently TAG). All match wear should be the standard DDFC match-kit.
- The club fees do not cover the costs of match or training wear. These costs should be paid by parents or sponsors.
- Payment should be arranged directly by the team manager/sponsor with TAG, and not through the club.
- Parents can order additional training wear to that which may be provided by a sponsor. Orders should still be placed through the team manager, and there will be a charge of £2 in addition to the list price for each item which will represent a contribution to club funds.

## **Eyes Meadow**

- Priority for training at Eyes Meadow on a Saturday morning will be given to the younger year-groups. This will be reviewed annually, and teams will be notified by the end of June if there is no longer the capacity for them to train at Eyes Meadow on a Saturday morning.
- Pitches for DCFL matches will be allocated by the Club DCFL Secretaries, in consultation with the Eyes Meadow Coordinator (or Chairman if there is no Eyes Meadow Coordinator in place) where appropriate.
- On Saturday/Sunday mornings if there is limited pitch availability, league and cup matches take priority over training.
- The DCFL secretaries should be notified of any planned friendly games to be held at Eyes Meadow.

- Decisions about whether Eyes Meadow conditions are suitable for training/matches will be made by the Eyes Meadow Coordinator (Saturday) and at the discretion of each individual team-manager (Sunday). Managers are responsible for notifying parents/players of any change to arrangements.
- In line with DCFL league rules, Respect barriers (from the club storage container) should be used for all matches at Eyes Meadow.
- Managers are responsible for ensuring that the club storage container and changing rooms are left secure and in appropriate condition after use. The last manager to leave Eyes Meadow is responsible for confirming the changing rooms are locked, and securing any barriers.
- Instructions on access codes for facilities at Eyes Meadow, and emergency evacuation procedures will be reviewed annually and issued to Managers at the start of each season.

More detailed policy documents can be found on the club web-site on the following subjects:

- Child Welfare
- Anti-Bullying
- FA Equality Policy
- FA Guidance – communication via text/e-mail
- FA Guidance – use of photography & video
- FA Guidance – club use of social media
- FA Guidance – use of social media by players
- FA Guidance – use of changing rooms and showers
- Reporting discrimination – guidance for players
- Reporting discrimination – guidance for supporters
- Club Code of Conduct
- Match-day disciplinary matters
- Club Philosophy
- Insurance

<https://www.clubwebsite.co.uk/ddfc/Documents>

<b>Version</b>	<b>Comments</b>	<b>Date</b>
Current	For Publication	06/09/2018