



CHARTER STANDARD CLUBS

Risborough Rangers Junior Football Club

Procedures and Policies

Club Chairman / Secretary

This document aims to cover the current procedures and policies of the Junior Football Club and will identify the relevant documents and their main stored location. Please use this document as a reference guide if you need any specific information involving the Risborough Rangers Junior Football Club. The document is aimed for the benefit of the Club Chairman and Club Secretary to aid in some of the areas of responsibility for the role of Club Secretary.

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Risborough Rangers Junior Football Club

The club runs for age groups from U7 through to U16, when players leave the junior club following the final year they are able to move into the Youth section of Risborough Rangers FC. We also operate a girls section, a Pan-disability team and Minis who do not play games but have fun sessions and training.

There are two basic boys sections within the junior club the U7 through to U11 age groups who play non competitive games organised through the South Bucks Mini Soccer Conference (SBMSC) and the U12 through to U16 age groups who play competitive matches organised through the Wycombe & South Bucks Minor Football League (WSBL). In recent seasons it has been possible for u12's and u13's to also continue to play non-competitively in the SBMSC. Both Leagues and the club are affiliated to the Berks and Bucks FA.

RR JFC Handbook

- The club handbook "Risborough Rangers JFC Handbook – Season 2015/16" is available for download by any member of the club from the club website. This document outlines the club aims, background as well as club constitution, discipline and other areas.
- It can be found here:
- <http://www.risboroughrangersjfc.co.uk/home/wp-content/uploads/2014/10/Risborough-Rangers-JFC-Handbook-Season-2015-2016-2608.pdf>
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RR JFC Website

- The website for Risborough Rangers Junior Football Club can be found at <http://www.risboroughrangersjfc.co.uk/>

Club Registration

Coach / Manager Registration

- The club maintains an up to date list of its members via the system "Pay Subs On Line".
- The database lists those who undertake voluntary work as coaches, managers and other roles.
- It can be accessed from our website <http://www.risboroughrangersjfc.co.uk/home/registration/>

Player Registration

- At the beginning of each season every player must register with the football club, via the same system. The system also carries information on subscription payment and enables managers to view their players and any important personal data such as photographic consent. The system is managed by the club's online registration administrator.

Code of Conduct

- The club code of conduct is outlined in the document "Risborough Rangers JFC Handbook " this document is published on the club website at : <http://www.risboroughrangersjfc.co.uk/home/our-code-of-conduct/http://www.risboroughrangersjfc.co.uk/home/our-code-of-conduct/>
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Training and match postponement policy

- The training and match postponement policy is agreed by the club through the three Vice Chairs who represent the differing age groups on football matters.

Insurance

- The club is covered by the sports liability policy that is a part of the affiliation to the Berks and Bucks FA. The latest version of the policy will be held by the Club Secretary.
- The policy runs from 1st July through to 30th June and a copy will usually be required by any venue we are using for matches or training such as a school.

Referees

- The club uses a pool of local, FA qualified referees for home fixtures the contact numbers for these referees are held by the age group managers. For fixtures in the SB MSC and Bucks Girls Football league the referee is usually a coach or parent, the FA qualified referees are used in the competitive matches from U12 ages upward. Qualified referees need to be paid for by the home team from match fees collected from our players /parents. Cup matches require the cost to be shared between both teams. The rate is set by the league. Additional referees can be accessed via the WSBL Referee Secretary but this is often not possible, especially at short notice
- Any team marking a referee under 50 on the match card for a game in the WSBL will need to submit a report to the WSBL Secretary within 7 days explaining the reasons for the score. Failure to comply is a £10 fine.

Use of facilities

- The club currently makes use of the following locations
- Where formal agreements are in place these will either be held by the Club Chairman or Vice Chairmen.

Peters Lane

- Peters Lane is owned by the National Trust and leased by the club, current lease runs until 2027.
- The original copy is held by the Club Chairman.
- There is also an insurance policy that covers the Peters Lane site this is renewed annually
- Annual rent will be paid by the Club Treasurer.

- Contact point for Nation Trust Insurance Office Heather Williams (01392 350100) – www.paveygroup.co.uk

Princes Risborough Secondary School

- The secondary school is used on Saturday mornings for training sessions and on Sundays for a maximum of 2 matches (1 match per pitch)
- The club has agreement to use the field for the winter and spring terms only and this does not entitle any access to school buildings.
- This location acts as the clubs tournament venue during May of each year.

Princes Risborough Primary School

- This location is used as a single age group training facility

Monks Risborough Primary School

- This location is used as a backup training facility

Longwick Primary School

- This location has the availability of a ¾ sized pitch and will be used on occasions by the club for both matches and training.

Princes Risborough Football Club

- The senior club is used for club meetings and the annual presentation day.

Wades Park

- Main contact for council administration is Kirsty Pope kirsty@princesrisborough.com
- Wades Park is a public space
- Wades park is used by the younger age groups for training on Saturday mornings and for matches on Sundays

Terrick

- Used for matches and training

Kimble Cricket Club

- Used for matches

Earl Mitchell

- Also owned by the local Council
- Used for training and matches

Naphill School

- Used by the Girls for training and matches

Community Centre – Wades Park

- Used by our Pan-disability group

- Main contact is Charlotte Bradshaw, 51 Stratton Road, HP27 9BH, 01844 343287
- info@risboroughcc.co.uk and bookings@risborough.co.uk

From time to time individual teams train on Astroturf venues such as Haddenham and Stoke Mandeville.

Gambling License

- In order to be compliant with the Lotteries and Amusements Act 1976 the club is required to purchase a license from Wycombe District Council
- This covers the club for amongst other things selling raffles tickets at tournament time.
- The license is paid by the treasurer who will keep the main documents

Club Tournament

- The club requires permission from the Berks & Bucks FA to organise a Small Sided Tournament. The Secretary downloads a sanction pack from their website which needs to be filled in by the Tournament Organiser. The content required will include full tournament rules and must be returned together with a fee of £25. Once the tournament has been sanctioned the club will be sent a receipt number that will also act as the sanction number. This number may be requested from Referees or clubs wishing to attend the event. No club not affiliated by the FA may attend and referees should not officiate at non-sanctioned tournaments. Also sanctioning means you are insured. Sanctioned tournaments are publicised by BBFA.
- Either 7 days before or up to 7 days after the tournament the Berks & Bucks FA requires a full list of teams registered that take part in the event however we have not done so for two years.
- The forms can be found here and time should be allowed for BBFA to raise queries.:

<http://www.berks-bucksfa.com/bbfa/tournaments>

First Aid Officer

- The Club First Aid officer will hold a list of all members of the club that hold a first aid certificate and will organise any club level training for those needing new certificates.
- The WSBL requires a scanned copy of a first aid certificate to be sent in advance to the secretary (currently Trevor Saunders) per team before teams can play. They will not remind you of this fact.

Child Welfare Officer

- As a condition of our affiliation to the B&B FA the club must have a nominated Welfare Officer, who has completed the Welfare Officer training
- The Welfare Officer is responsible for the update of the child safeguarding checking process for the club.

Berkshire and Buckinghamshire Football Association

B&B FA Website

- Website for the Berks & Bucks FA can be found at <http://www.berks-bucksfa.com/default.htm>
- Access for the member's area is via a FAN Number and Password. (Each official will have their own FAN number)
- Within the members area you are able to check a number of information points
 - o Information
 - o News
 - o Training courses available

Whole Games System

- A new website used by all local FA's has recently been established. This website carries all information about:
 - o Teams
 - o Managers
 - o Ground locations associated with our club
 - o Discipline cases
 - o Financial records and payments / debts to BBFA

It can be accessed via your FAN and password here:

<https://wholegame.thefa.com/Account/Login>

Click on the Club Secretary Tab – recent unread communications will be highlighted.

Affiliation

- The club will need to complete the affiliation process with the B&B FA each season and the Club Secretary will be prompted to do this via the WGS during April for the following season and it must be completed by the 31st May of the current year.
- Confirmation of the affiliation number will be sent to the club secretary, this will be required for entering the league competitions for all age groups.
- Risborough Rangers JFC Club ID – 71336

Fines

- The club secretary will be notified of any charges brought against members of the club by e-mail, generated from the WGS. The Secretary must go online and accept the charge and confirm the personal details of any players who have been fined – usually for yellow or red cards. If a player

receives a red card they will be suspended and we will be required to say which fixtures they will miss. It is best to pay the fine online and reclaim it from our treasurer due to the deadlines – further penalties ensue if you fail to meet them. If the charge is against an adult the process includes a more formal aspect in which we must as a club decide whether to accept the charge or contest it. It is best to pay as if the case is proven despite asking for appeal the bans are longer and the fines greater.

- Instructions for dealing with yellow / red cards were given by BBFA below:
 - When you login click on your secretary tab first at the top (ish) of the screen.
 - Once in here click on the discipline bit on the left hand side- this will show your new cases. To add the players details you need to click on the player name and then update details (on right). When you have the players details updated you can click on the case number and then acknowledge case on the top right.
 - The invoices can then be paid clicking on invoices on the bottom left

Berks & Bucks County Cup

- Although all age groups from U12 up are eligible for the B&B county cup competition the club would historically normally only enter the **U14 and U16 age groups** as the other age groups have 2 league run competitions and there is a risk of fixture congestion. However different managers have different views and it is worth checking. This is done during affiliation each year.
- Match details are sent to both the WSBL and to our club secretary. Scores are returned by the Secretary by text and captured on the FA's Full Time website (which is also used for Girls fixtures in the BGFL but handled by their manager.

Bucks Girls Football League

- Run for non competitive football from the U10's age groups
- Run for competitive football from the U12 to U16 age groups

BG FL Website

- Website for the Bucks Girls Football League (BG FL) can be found at <http://www.bucksgirlsfootball.co.uk/index.html>

Club Registration

The club will need to register its intention to enter teams into the football league competitions, forms are usually sent during May and need to be completed and returned along with the appropriate fees by the end of June, for entry into the season that will start in September of that calendar year. This is handled by the managers concerned rather than the Secretary.

Registration of Players

In order for a player to be able to play in the BG FL they first need to be registered with the league, the first time a player registers with the league they will need to complete a registration form (Sample below) as well as supplying a recent passport sized photo's signed by the age group manager and a copy of their birth certificate. Scanned copies should be sent to Paul Springell at Teamtalk at the following e-mail address bucksgirls@teamtalk2000.com

Wycombe & South Bucks Minor Football League (WSBL)

- Run for competitive football from the U12 to U16 age groups

WSBL Website

- Website for the WSBL can be found at <http://www.football-results.org/index.htm>
- **Access for the Secretaries area is by password and user name.**

Club Registration

The club will need to register its intention to enter teams into the football league competition online during March or April. The website enables the Club Secretary to update existing team details by rolling them forward a year (although not all details roll forward) and entering any new teams. Once done you can generate an agreement form which will tell you the fees due and allow you to print off an agreement which the Chairman and Secretary must sign and return by 31st May for entry into the season that will start in September of that calendar year. The treasurer will transfer the funds to the league.

Registration of Players

In order for a player to be able to play in the WSBL they first need to be registered with the league, the first time a player registers with the league they will need to complete a registration form as well as supplying a recent passport sized photo and a copy of their birth certificate.

These documents will need to be passed from the age group manager to the club secretary, the registration form needs to be counter signed by the club secretary and they are then scanned and passed onto the league registration secretary. The player will then be issued with an id card that will need to be retained by the age group manager and made available for inspection, if required, at any match the player is included in. These are sent by e-mail to the Club secretary who forwards them on to the age group manager.

Under 12's

- For the first season in the WSBL each player needs to have completed a player registration form from the WSBL. The latest version will be available on the WSBL website.



BW JFL Player
Registration Form - 2

- They will also need to supply a copy of the players birth certificate or passport as well as a current passport sized photo

Under 12's , Under 13's and Under 14's

- For the second and third seasons registrations the player will need to sign a league supplied player retention form

Under 15's

- At this age group each player needs to supply a current passport sized photo as well as signing a league supplied player retention form.

Under 16's

- For the final season the player will need to sign a league supplied player retention form.

Deadlines

- Deadline for registration of players for the first game of the season – 31st August
- If registration is completed before 31st July for the following season the registration fee is reduced
- Deadline for registering players for the current season - 1st March
- Scans should be sent to Paul Springell of Teamtalk at wsb.regs.tt2k@btinternet.com

Player Retention Form

- Sample of the 2010-2011 Player Retention form below



BW JFL Retention
Form - Risborough Ra

Fines

- Fines are issued in a monthly Broadsheet . These will be published at the end of the month following a league council meeting and sent to the club secretary.
- **The Broadsheet** covers the following areas:
 - o Failure to have First Aider in attendance for matches
 - o Failure to attend management meeting, held quarterly
 - o Team withdrawal from league
 - o Incomplete match cards
 - o Errors in match cards
 - o Failure to fulfil a fixture
 - o Failure to notify a postponement

Fairplay League

- The WSBL has an online system for entering scores for their annual fairplay competition. Awards are given to the top scoring team in each division with an over-arching award to the top team in each age group. To enter scores you must be registered on the site (as most managers are in order to see opposition managers and contact details). You can delegate to a parent but it will not be approved as a valid registration until cleared by the Club Secretary.

Scheduled Fixture Postponement.

- Scheduled fixtures may only be postponed in accordance with WSBL rule 10(F) paragraph 5.
 - o *Each team shall be allowed one (1) free date for any reason during the season. Ten clear days notice shall be given to the Fixture Secretary in writing prior to the scheduled fixture date.*
- In addition the league will now allow free postponement of any games scheduled for specific dates at half term. The league will inform the club secretary of these dates and the secretary must confirm to the leagues fixture secretary the wishes of all of our WSBL teams prior to ten days before.
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- If a fixture is postponed for any reason other than weather related a postponement form must be filled out on the WSBL website and the opposition secretary informed to ensure they do so as well. If a form isn't filled out on line the club will be fined and the game may be awarded to the opposition.

When the submission is successful, three things happen:

- An email is automatically sent to the Fixtures Secretary containing your submission.
- A confirmation webpage appears in the browser on your screen with "Thank You" at the top. The page shows all the details that were sent to the Fixtures Secretary. You (the Club Secretary) should print or save a copy of this for your own records.
- You (the Club Secretary) are automatically sent an email receipt with a very short message "Thank you for submitting your communication to the League via the password protected area of the official website of Wycombe and South Bucks Minor Football League. This message is system generated so please do not reply to this email address." If you don't get this email within an hour, there may have been a problem with our system, or you may have given an incorrect email address or there may just be a problem with your email. If you have anti-spam services try adding system@football-results.org to your "white list" or "Safe list".
- Failure to complete the Fixture Postponement process EVEN IF WE ARE NOT THE HOME TEAM will result in a fine from the WSBL.

Fixture Abandonment

- A similar system applies if a fixture is abandoned where an abandonment form must be filled out on line. Usually an abandonment is due to extreme weather hitting after the start of a game or due to serious player injury requiring vehicles on the pitch for a period of time.

South Bucks Mini Soccer Conference

- Run for non competitive football from the U7 to U13 age groups
- Main contact from the South Bucks Mini Soccer Conference (SB MSC) is through age group managers, the club secretary will be copied on fixture schedules

SB MSC Website

- Website for the South Bucks Mini Soccer Conference can be found at <http://www.bucksfootball.co.uk/>

Registration of Teams

- In the SB MSC individual players are not registered but teams are.
- When registration is completed the league will issue a set of league rules with a full list of registered teams and contact details, this will need to be passed on to the age group managers
- Sample forms for attached below – they are updated annually



South Bucks Mini
Soccer - Club Registr

Annual Tasks for Secretary to Complete

- The table below shows a summary of events and dates that occur during the year and will require some form of input from the club secretary

Task	Date	Comment
Confirm tournament to Berks & Bucks FA	End Feb	Need to request permission to hold tournament,
Complete Berks & Bucks FA affiliation forms	End May	BBFA will prompt you to fill out the online process and pay online, completion of affiliation also provides Sports Liability Insurance
Register teams to play in the SB MSC	End May	For the U7 to U13 age groups, teams are registered not players.
Register teams with W&SB MFL	End May	For the U12 to U16 age groups playing competitively.
Register teams to play in the BG FL	End June	For the Girls age groups (often done by manager instead).
League AGM's	June	Will need to attend AGM's for the leagues that the club has teams entered for the following season
Send list of club affiliation numbers to FA	7 days post tournament	Within a week of the tournament it is required that we send a list of clubs that have taken part along with their affiliation numbers. (not done for two years as affiliation numbers were not always available – no BBFA follow up)
Register players with W&SB L	- End August - March 1st	Individual players need to be registered to the league prior to being eligible to take part in any matches. U12 and new players full forms all other age groups retention form. (U15's supply new photo)
Register players with BG FL	End August	Individual players need to be registered to the league prior to being eligible to take part in any matches – sometimes done by managers.