**Penwortham St Teresa’s Junior Football Club**



**PARENT’S HANDBOOK**

**2022/23 SEASON**

**Introduction**

This brief handbook is designed to give parents an insight into the rules and structure of the football teams playing for Penwortham St Teresa’s Football Club (PST). The information contained within this is general and, unless specified, covers all players within the club. Please take the time to become familiar with its contents as they will help your child make the most of their time at PSTFC.

Much of the information about the club can be found on our website [www.pstjfc.com](http://www.pstjfc.com) or our social media channels.

**The Club**

A little bit of background on the club; Penwortham St Teresa’s Junior Football Club (PST) is a FA Accredited Club, registered with the Football Association and the Lancashire Football Association. As such, we adhere to all of the rules concerning child protection and safeguarding, our coaches are cleared through criminal records checks and we have emergency first aid trained people at matches and training. The club is run by our exec committee, we have an AGM every summer and we pride ourselves on being a well-run club.

We have adopted all the FA’s recommended codes of conduct for players, spectators and coaches and we have complaints and anti-bullying policies, again recommended by the FA, on our website. Please look on our website for details of our safeguarding policies and contact our Child Welfare Officer (through the club website) if you have any concerns or queries.

Our whole club is staffed by volunteers, we hire all of our various facilities and every penny we take in as a club is used to the benefit of our players. None of our committee members or coaches are paid and give up countless hours of their time to ensure PST operates as it should.

**Subscriptions**

PST charges a monthly subscription to our playing members to ensure we cover the ever rising costs incurred by a junior football club like ours. We try to strike a balance between an affordable amount and having the best possible experience for our players. Our most expensive part of the season is generally when we pay for winter training and end of year club celebrations, but there are ongoing costs all year round also.

Subs for all our teams are taken by standing order, paid in monthly instalments of £25 plus the signing on fee taking the total to £300 for a year. This covers all league match fees, registrations, kits and training. The PST sibling policy is that the first child is at the normal rate with each subsequent child receiving a £5 discount. Some tournaments are covered by the subs, as are friendlies, although paying for 3G pitches is a significant extra cost which can only be covered for by the club on rare occasions, so parents may be asked to contribute towards this. In the past we took the difficult decision that those players who owe subs would not be able to re-sign for the club until any debt has been paid. Should anyone suffer particular hardship and feel that they are not able to pay the full amount, please speak to our treasurer and we can try to sort something out.

**Behaviour**

As a FA Accredited Club, we adhere to the FA’s codes of conduct and expect that players and spectators will do too (codes of conduct are available on our website). On very rare occasions, players can misbehave at training or in matches. Whilst in a match, or at training, there is a referee or manager responsible for the discipline of the players. We would ask that parents do their best to support the volunteers who run the team. As a club, we cannot expect managers and coaches to accept anything less than good behaviour. It is an unpaid role made much harder when players don’t behave. Those players who do misbehave at training may be excluded either from the rest of the training session or from the following match day squad. We would also ask that parents think about their actions whilst on the touchline. Any incidents may result in sanctions from the leagues or FA and will result in parents being asked to no longer come to matches. All spectators are expected to adhere to the FA codes of conduct which are displayed on the website. Likewise, we will not tolerate any bad language or comments directed at referees. Without them, our children would not be able to play matches and we are indebted to those who take the time to take on the role.

**Training**

All teams have a designated day, time and location for training. During the summer season this will most often be at one of our grass venues and during the winter season this will be arranged by each manager for each individual team. Managers will keep you informed of the location and time of training sessions and we would ask that players attend wherever possible. If you have a problem, please do discuss it directly with the team manager. Training is an important part of developing team play, tactics, etc., so it is important that everyone attends training as often as possible. We accept that people are away, ill or have other commitments. We would be grateful if you could let managers know when your child will miss training so they can plan their sessions etc. for the number of players they will have. In the older age ranges where competitive football is played (U12s and older), players who consistently miss training will not usually be considered for match day squads. When the weather turns cold, we have no problem with players wearing track suits, hats, gloves etc. for training they should also be wearing shin pads. If you feel that your child needs extra help with any aspect of their game, please approach the team manager.

**Availability**

Fixtures are always sent out well in advance for both league and friendly matches and can usually be found on websites attached to the leagues. Please can you ensure that you respond with your child’s availability so that managers can decide on squads and more fundamentally decide whether fixtures can be fulfilled. If we do not have confirmation of your child’s availability it will be assumed that they are not available, and they will not be considered for squad selection. Once you have confirmed availability please advise of any changes as it may affect our ability to fulfil a fixture. If this happens in the league, we will incur fines etc.

**Squad and Team Selection**

For the younger age ranges where non-competitive football is played, wherever possible all available players will be selected to play, unless this is unmanageable due to high numbers. In this case, team selection will carry an element of rotation. It is rare that all team members are available for every fixture, so some element of squad rotation occurs naturally. Also please bear in mind that where teams have only one player available in a certain position (such as goalkeeper) rotation of this player may not occur.

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

• Availability

• Training Attendance

• Behaviour

• Positions (to ensure a balanced squad)

• Form

For those players not chosen to start the game, there will be substitutions made with an aim to give players a reasonable time on pitch according to the flow of the match and individual match circumstances. It is the aim of the club to give all players at a young age the time and experience to develop their skills however, given the nature of the game, equal playing time cannot be guaranteed. It will be the aim of each manager to ensure that all players are given the appropriate opportunity for development. If you feel that this is not being offered for your child on a repeated basis, please raise this with your team manager.

For the competitive age ranges, U12+, the following will usually apply: Teams usually have a 14 to 18 strong match squad registered with the league (depending on the number of players in a side) and may add additional players as the season progresses. Taking a full squad on a match day is often too many players and it is usual to take fewer players to each match, so there will be some squad rotation on occasions although availability may help with this. In weeks where there is surplus availability, a match day squad will be selected based broadly on the criteria above. There will usually be a number of substitutes and managers will endeavour to give everyone reasonable playing time. Ultimately managers will pick their side based on their thoughts and plan for the game. Not everyone may agree with every selection, but managers reserve the right as coaches to make that decision providing the club’s “enough” game time policy is adhered to.

**Match Days**

All home matches will normally be played at one of our various pitches within the local area (except for some of the younger teams who play at Central Venue in Penwortham). Away match kick-off times and locations vary at the discretion of the home team. Managers generally require that the match day squad be ready half an hour before the scheduled kick off so that they can do a full warm up and sort the team out.

Anyone not at the venue at the start of warm up may be required to start on the bench. Each 9v9 11-a-side team will need an assistant referee to run the line every week, all volunteers gratefully accepted. Please let your manager know if you can help. PST does not expect our managers to have to take on the role of the linesman or referee for a game and this is against league rules, we therefore must have a volunteer for games to go ahead. Parents are requested to stay on the spectator side of the pitch at all times. Also, after the final whistle, managers would be grateful if you could give them a few minutes to have a debrief with the team. This will give them some time to get their training points across with the players.

We would also ask that parents refrain from coming across to the coaches’ area during the matches. Not only is this a distraction, it contravenes league rules and we can get fined. The league sends representatives to several matches each week to check we are complying with rules etc. Team managers and coaches are usually available after the match or on the phone at any time if you have any queries. Please ensure that you do not enter the field of play; we know it is hard when your child is injured but again, we can be fined if parents cross the barrier. If someone is badly injured, managers will of course call you over after the game has been stopped.

**Smoking**

Please do not smoke on or next to the training or match pitches. As a club, we signed up to Lancashire FA’s smoke free side-lines initiative <http://www.lancashirefa.com/news/2018/sep/21/smokefree-sports>.

**Communication**

As a club, we aim to provide open channels of communication. Please feel free to approach any of the coaches/managers at any time if you have concerns or comments. They would be more than happy to discuss anything with anyone. Equally, if anyone has a problem with anything contained in this document, please talk to the managers or directly to the club through the contact details on our website.

**Fundraising**

All money paid in through subscriptions goes directly back into the club, as explained in the section above. As the costs associated with the club rise (pitches, referees, kits etc) it becomes more and more difficult for us to ensure that the fees paid remain affordable for all. At PST we will always try to put the player experience at the forefront of our work and always try to go “the extra mile”. With that in mind we are looking to kick start our fundraising efforts for the new season to raise some much needed funds to ensure the future sustainability of the club and help us to continue to provide and outstanding grassroots football experience for everyone. Please get behind our efforts, attend the events and help us if you can! Look out for details on our fundraising events through social media and from team managers. Each team has also been set a fundraising target for the season so if parents have any good ideas, share them with your team manager or parent rep!