



BLAYDON COMMUNITY FOOTBALL CLUB

Club Chairman: Phil Little
Club Treasurer: Chris Lowther
Club Welfare Officer: Lynn Little
Club Secretary: Chris Lowther
Telephone: 07981536849



Correspondence: 2 Valley View, Rowlands Gill, Tyne & Wear NE39 2JH

Introduction

Welcome to Blaydon Community Football Club. Our club is made up of rules and processes generally guided by our club constitution.

The club committee aim to meet up every quarter (April/Sept/Dec/Feb usually @ Blaydon Youth Club) this is usually followed by a coach's meeting to discuss all aspects of the club.

Committee

Club Chairman: Phil Little

Club Vice Chairman: Jonathan Grant

Club Secretary: Chris Lowther

Club Treasurer: Chris Lowther

Club Welfare Officer: Lynn Little

Club Executive Committee

Steve Mayne, Joanne Taylor, James Alder & Steve White

Committee@Blaydoncommunityfc.org.uk

We currently have teams in the following age groups.

7's (school year 2) x 2

8's (School Year 3) x2

9's (School Year 4) x 2

10's (School Year 5) x 2

11's (School Year 6) x 4

12's (School Year 7) x 2

15's (School Year 10) x 1



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To volunteer you will need to pass the FA approved DBS check before you can get involved. While this is being done you can start the below once you have a FA FAN number.

The club will reimburse you for the courses with the understanding it's a 3-year commitment to the club, if you choose to leave in that time we would expect the money to be returned.

Coaching Qualifications

Basic Qualifications

<https://thebootroom.thefa.com/>

Playmaker (4-5 Hours) Free

<https://thebootroom.thefa.com/learning/qualifications/the-fa-playmaker>

First Aid (90 mins) £30

<https://thebootroom.thefa.com/learning/qualifications/introduction-to-first-aid-in-football>

Safe Guarding (120 Mins) £30

<https://thebootroom.thefa.com/learning/qualifications/safeguarding-children-course>

Safe Guarding Renewal Course (60 mins) Free

(only do this one when the above one expires)

<https://learn.englishfootball.com/courses/safeguarding/safeguarding-children-course-recertification>

Role	CRB Check	FA Level 1	Playmaker	First Aid	Safeguarding
Manager	Y	Y	Y	Y	Y
Coach	Y		Y	Y	Y

Please note our aim to have every team manager to have the FA level 1 qualification, by doing this course it will cover all 3 of the courses (not playmaker). So, if you don't plan on doing the level 1. Taking the Playmaker/First Aid/Safeguarding online it would be enough to coach and help in a team.



Qualification Requirement.docx

You can always check how long your courses have to expire by logging into this with your email/fan number and password



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Player Signing Process/Training/Matchday/Friendlies/Squad

Player Signing process.

Each player needs to have filled out a Player Reg Form (if looking to sign on) or Training Form (if looking to just train) Send requests to Steve White (whitesteve5@sky.com) to send these out via Adobe E Sign, once completed, these will then be sent to the team manager to update their records.

Once the player completes two training sessions then they will be asked by the team manager if they wish to continue to either, sign on to play in games or continue as training only.

Once this has been agreed,

(If player signs on) Email all the player details on the Player Reg form to whitesteve5@sky.com & rachel.lowther@outlook.com & phillittle59@outlook.com in order to register the player.

This will then mean the player will get registered on the whole game system and a club constitution sent out, outlining club rules and processes and eligible to then play in games.

Once cleared on the WGS (Whole game system) it is then ok for the player to play.

Please note that when signing on players they can only play 1 school year up, but only if the team is playing to their current age group. They cannot play for younger teams

Playing up a year A player can play one-age up.

only exceptions are:

- Those who are aged 6, can only play when they are 6 years old and play in under 7s
- Players aged 15 can play for under 17 and under 18
- Players aged 16 can play for under 17, under 18 and open age

Please note a reply from one of the club officials stating that are all signed on is needed for them to then play.

(If Player's Training Only) Email whitesteve5@sky.com so a club constitution can be sent out. Update team sheets with team and club treasurer stating training only.

Coaches should have a record of all players that are playing and training. The below form can be used to keep all the necessary details. This must also be used to register all new and existing players onto the whole game system



Blaydon Club Reg
Forms 23-24 .xlsx



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At no point can a player who is signed on with another club that play matches on the same day (example we play on a Saturday and so does their current team), train nor play with our club, always get this checked out by speaking to other coach directly, don't take the parents word that its ok. If you're not sure then ask, but players that are signed for other clubs it could be deemed as poaching which is not what we do.

Once players are signed, they are signed up until 31st May of that season, then after that they are free to play elsewhere until they then sign up for the following season.

Please make sure you check on a regular basis (fortnightly) that all your players are showing on the WGS.

<https://clubs.thefa.com>

Click on players and download to show all current players that are assigned to your team.

If any players are missing then please email Steve White straight away (whitesteve5@sky.com)

Training

Each team will be allocated a training slot, this is so the club knows when each team are training.

Approved venues: Blaydon Health Centre & Shibdon Fields

Each Manager/Coach need to keep a register of who attends each training session (Club may ask to see these at any point)

Training equipment can be used from the containers at (Shibdon Field) each team will be allocated a set of gate and container keys and all equipment must be returned after each use. (Blaydon Health Centre) we can use the goals already provided.

Each Team will be allocated the following.

- First Aid Bag (always check regularly that stuff is out of date)
- 10 Balls and Bag
- Bibs
- Markers

If for any reason you must cancel training, then please inform the club secretary (this is in case the FA plan on paying a spot check visit) this can be done so by using the coaches what's app group as another team may be able to use that allocation so it doesn't go to waste.

Friendlies

To organise a friendly, you need to make sure, you always do the following:

Name of both teams in fixture (both teams need to be affiliated)

Managers names & fan numbers of both teams



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Referee name and fan number

Date/Venue/Time

All the above then needs emailing to club secretary christopher.lowther1@btinternet.com & blaydonlittle@aol.com , **who then checks and sends on to the FA for permission, only once you get written confirmation back from club secretary/assistant secretary can it then go ahead.**

Cost of friendly's come out of team funds.

Approved Club Referees

Dylan Stanley 5/7/9 a side game's

Larry Stanley 5/7/9 a side game's

Eddie Meek 5/7/9 a side game's

LJ Atkinson 5/7/9 a side game's

These can be contacted via Lynn who will then get in touch with them directly.

Match Day

All players must be registered with the club to play in games, under no circumstances must they play if they are not registered.

Please make sure you do this each **week** by logging on to the below link and checking all player registrations are correct

https://login.thefa.com/b2cthefa.onmicrosoft.com/b2c_1a_signup_signin_plyreg/oauth2/v2.0/auth/authorize?client_id=94ec12b8-9670-487d-919b-da5e00512d5c&scope=94ec12b8-9670-487d-919b-da5e00512d5c%20openid%20profile%20offline_access&redirect_uri=https%3A%2F%2Fclubs.thefa.com%2F&client-request-id=a6e8f987-a03b-4489-ac74-e30a826ea69d&response_mode=fragment&response_type=code&x-client-SKU=msal.js.browser&x-client-VER=2.38.0&client_info=1&code_challenge=NEC7uNwOdMB33rYXtV4dB9H5u3caRT7gPusgEVDjOE&code_challenge_method=S256&nonce=1dee0b6a-ed11-4dc2-aa82-f2606b325656&state=eyJpZCI6ImM2NzgzYjZILTMyYjktNDIiNi1hYzViLWlyOTQxYzUwMGJlYiIsIm1ldGEiOnsiaW50ZXJhY3Rpb25UeXBlljoicmVkaXJlY3QifX0%3D&FAAppToken=CP

(use your WGS system details to check your team players are correct)

<https://www.njfl.org.uk/>

Most of the teams within the club play in the above league, on this website you will find all the times/date/venues of all your fixtures and news on what's going on etc.

Version 1.2 24-25 Season



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If you're the home team, you must provide the match ball, and fill out the below form with all your registered players names, scorers etc and hand over to the opposition coach. Always take a picture of this once its filled in and keep for your own records.



Small Sided
Teamsheet.docx

You will also be required to text (07557 302377) the scoreline into the league before 17:00 on the day of the fixture.

Under 8's Castles

14/06/2023

Blaydon Tangos 4 vs Cleveland 3

You will also find all the league rules, if not sure on anything please get advice from a club official to double check anything to make sure everything is being done correctly.

<https://www.njfl.org.uk/info/documents/files/Northeast%20Junior%20Football%20League%20Rules.docx>



Northeast Junior
Football League Rules (page 13 onwards shows the playing rules)

To cancel a fixture in this league you need to give the league 14 days' notice to avoid a fine. Always best to ask parents in month blocks on availability to avoid this happening to make sure you have enough players for each fixture.

To cancel a fixture please email christopher.lowther1@btinternet.com & blaydonlittle@aol.com stating, what team, age group, the league you are playing in & the date in which you are unavailable

Match day cont.....

- Ensure you have communicated to parents' location postcode, meet time, KO time. All addresses can be found (<https://www.njfl.org.uk/venues/> then select football hubs)
- Have a warmup drill prepared and have the appropriate equipment 10/15 mins max.
- Have paper and pencil for jotting down the team, formation, and any points to be covered from training.
- Know how long the match is 7/8's 20 mins, 9/10's 25 mins 11/13's 30 mins (all per half)



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- Know how much you need to pay the referee and how the exact money. (7's to 10's £7, 11's to 13's £10)
- The Home team completes the league sheet/result sheet get the opposition manager and referee to sign it (email into the league secretary on the day of the fixture)
- Notify the club immediately after of any yellow or red cards and the player's name.
- Notify the club of any incidents that occur that the referee may not have noted eg incidents away from the pitch/carparks, swearing.
- DO NOT DEAL WITH THE LEAGUE DIRECTLY Speak to the club secretary or chairman first, so we are aware of any incidents and can act appropriately with the league or Durham/Northumberland FA as a club we are notified by the 2 FA organisations of incidents involving our club.
- It's worth keeping track of minutes all players play, goals and MOM trophies over the course of the season.

Player Injury during match day



Please can coaches keep a log of all injuries in games that require the use of any first aid kit used.

For any injuries that require extra medical assistance, i.e. walk in centre/A&E visit, please can you email into the club (whitesteve5@sky.com) giving details like in the form attached and inform Steve White via message also so it can be logged.

First Aid Kit

Each team should have a club supplied first aid kit/bag with them for all games and training sessions. Checks should be done monthly (or more frequent if you feel your using more stuff up) and then email blaydonlittle@aol.com for replacement items.



Blaydon First Aid
List23.xlsx

What's app group(s) or other football related apps/groups.

It's a great way to pass updated information across to parents.

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Every what's app group or alternative platform needs at least 1 member of the committee included.
(The idea is to help be an extra point of contact and to keep the peace when required)

We also have a coach's what's app group that's used to share ideas and advice amongst fellow coaches. This is also used as an alternative to some email correspondences.

Please inform Steve White if any of you coaching team need adding to the group. Please note the club require all team managers to be part of the group.

Subtime. Match day app – is a good way to help record match day info

Team Treasurer/Funds

Team treasurer sheet needs submitting every ¼, July/October/January/April to the club treasurer

<https://blaydoncommunityfc.org.uk/info/downloads/files/Blaydon%20Team%20Finance%20Sheet.xlsx>
[SX](#)



Blaydon Team
Finance Sheet.xlsx

A team master sheet can be sent giving instructions on how to fill this out.

This is to send in every ¼ with all current players and notes stating if players have left etc. If any player's subs are late without prior email to the committee as stated in the subs letter document, the committee will then issue a letter headed document confirming the player suspension for 7 days until the subs are paid. This will be sent to the team manager to pass on to the parent.



Subs letter
23_24_v2.pdf



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Fundraising

To help raise money for things like training tops, tournament entry fee's etc.

As per club constitution all funds raised 10% goes towards running of the club.

The club now have two appointed fundraisers who will be sharing ideas and way of helping raise money for the club and in time for each team (more money the club has the more benefit it is for each team)

Club Fundraisers

All fundraising requests now need to go through the below group to get authorization.

If you send your requests into the email group below they will get back to you with a swift response so you can go ahead, they will then update the rest of the committee with what teams are doing what at the committee meetings.

Ideas on team fundraising are discussed at coach's meetings to help generate different ways for different teams.

Fundraising Requests Panel

Lynn Little blaydonlittle@aol.com

Chris Lowther christopher.lowther1@btinternet.com

Joanne Taylor missjoannejohnstone19@gmail.com

All fundraising Requests MUST go through this group only.

Kit/Uniform

Club kits are purchased from..... Optimum Sports

<https://www.optimumsports.co.uk/football-team-pages-c324/blaydon-youth-c335>

Team shirts/tracksuit tops/training tops

All orders need to be done via email to include Chris Lowther and Lynn on all orders.

christopher.lowther1@btinternet.com & blaydonlittle@aol.com

Some items may have to be taken out of team funds

Once approved they will then send on to sales@optimumcricket.com



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Club Policies

<https://blaydoncommunityfc.org.uk/info/safeguarding/>



BCFC Club
Constitution 1.0.pdf

Social Media Pages

<https://blaydoncommunityfc.org.uk/>

<https://www.facebook.com/BlaydonYouthCommunityFootballClub/>

Useful Links

<https://thebootroom.thefa.com/>

<https://www.thefa.com/get-involved/matchday/whole-game-system>

<https://www.njfl.org.uk/>