



WELCOME TO THE
Metropolitan Police Youth Football Club

**CLUB MEMBERS
HANDBOOK 25 / 26**

Football for all



Football for all

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STAY UP TO DATE



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"Our daughter is in her second season at the club and we all love the experience she has had. The team support each other and love spending time together on and off the pitch."

PARENT

Our club

Introduction

Our humble origins began in 2009 when a group of 11 talented young lads were put together to form an U9 team. Playing in the Surrey Youth League, the team quickly found their feet winning promotion after promotion as they made their way to the top division inside four years. Coupled with league success, the team won both Surrey Youth League cups as well.

News of their success spread and the team soon became a club and with 6 teams they were invited by Met Police FC to become their youth section in 2013 (MPYFC).

The FA's goal is to raise standards in grassroots football, support the development of clubs and leagues, recognising and

rewarding them for their commitment and achievements. With this in mind, The FA Charter Standard accreditation is awarded to clubs and leagues rigorously adjudged to be well-run and sustainable – and which prioritise child protection, quality coaching and implementation of the Respect Programme. MPYFC is proud to continue to maintain its high standards and be FA Charter Standard Accredited annually.

The Club also has very strong links to its local community and schools.

MPYFC is run by committee comprising of volunteers and teams are managed by volunteers.



Our commitment

Running a successful Youth Football Club effectively requires enthusiasm and hard work. We are very lucky to have a dedicated committee running the club that values every player, their parents and the hard work of the team of volunteer managers and coaches. Working together, we hope to continue to provide a club that the local community is proud of.

We believe that dedication in training, sportsmanship and commitment on and off the pitch and a passion for the game whilst always having respect for all is what makes our club and teams so special. We aim to help to develop people as well as football players.

Our main ethics

All players play in a safe, supportive, positive and pressure-free environment that maintains the needs and best interests of the player as the priority.

All players are given the opportunity to practise and play at a level that best suits their age, ability and experience (within FA rules). In effect, players can be moved up and down age groups and teams depending on how they develop physically, mentally and technically.

All MPYFC coaches and teams place emphasis on player and team development. Winning is part of the overall process; however, it is not essential at this stage of a player's development.

All players participate in an environment that teaches, promotes and demands important life skills like leadership, commitment and respect.

By joining MPYFC you agree to the conditions of membership as laid out in the club documents detailed below.

Copies of our key Club documents are contained in the following appendices:

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"Met Police is far more than just one football team, it is an amazing community of people."

PARENT

Football for all



Our teams

MPYFC currently has teams competing from U7 – U18 in the Surrey Youth League (Boys Sunday), Surrey County Women & Girls League (Girls Sunday), Epsom & Ewell League (Boys Saturday). Under 7's to Under 11's teams play in a non-competitive league. U12's to U18's teams play competitively.

The season typically runs from the 2nd weekend of September through to the 2nd week of May with home games at Imber Court, East Molesey, KT8 0BT or Colets, St Nicholas Road, Thames Ditton KT7 0PW.

2025 /2026 SEASON	
U7's – Non-competitive – 5 a-side	<i>MET BOYS</i>
U8's – Non-competitive – 5 a-side	<i>MET BOYS</i>
U9's – Non-competitive – 7 a-side	<i>MET BOYS</i>
U10's – Non-competitive – 7 a-side	<i>MET BOYS MET GIRLS</i>
U11's – Non-competitive – 9 a-side	<i>MET BOYS MET GIRLS (7 A-SIDE)</i>
U12's – Competitive – 9 a-side	<i>MET BOYS</i>
U13's – Competitive – 11 a-side	<i>MET BOYS MET GIRLS (9 A-SIDE)</i>
U14's – Competitive – 11 a-side	<i>MET BOYS MET GIRLS</i>
U15's – Competitive – 11 a-side	<i>MET BOYS MET GIRLS</i>
U16's – Competitive – 11 a-side	<i>MET BOYS</i>
U18's – SYL Competitive – 11 a-side	<i>MET BOYS</i>



Competitive and non-competitive

The club currently plays both competitive and non-competitive matches depending on the age group. Non competitive means that there is no league table or results published and that matches are played to focus on player development rather than a win at all costs. Every MPYFC player will receive a minimum of 50% playing time at each game.

We kindly ask that parents comply with the Surrey Youth League, Epsom & Ewell League and Surrey County Women and Girls League rules, whereby non-competitive age groups must not post match results on social media.



Our safeguarding commitment

MPYFC'S CLUB WELFARE OFFICER

Lisa Ness

Contact:

Mobile: 07753 606520

Email: lisa@suna.co.uk



The FA seeks to do everything it can to support a safe and enjoyable framework for football.

This means, if standards ever fall short with poor practice or unacceptable behaviour, there's a framework in place to make sure we can deal with it. By reporting a concern, you can help us make sure that the youth game stays safe and strong.

Anyone who has a concern about the welfare of a child or the behaviour of an adult towards a child or young person under 18 years of age in football, is required to refer it to an appropriate Club Safeguarding official (Lisa Ness or Alan Jackson). Referring a concern can be done via your club, league or County FA. Alternatively, you can email the FA directly via safeguarding@thefa.com.

If the matter is urgent and you cannot contact your club or County FA designated safeguarding officer, you can call The NSPCC 24-hour helpline on 0808 800 5000 – or if it is an emergency because a child or children are at immediate risk, then call the police or children's social care in your area.

We want you to feel confident in football and to know that your child will have fun and be safe. Safeguarding is everyone's responsibility - **NON-ACTION IS NOT AN OPTION**. If you would like to know more about reporting concerns, visit the [FA's website](#). Or you can [view the FA Safeguarding video](#). "Reporting Safeguarding Concerns – Let's keep football safe, not sorry".

'Whistle-blowing'

Whistleblowing can be used as an early warning system or when it's recognised that appropriate actions have not been taken. It is about revealing and raising concerns over misconduct or malpractice within an organisation. Any adult or young person with concerns about a colleague can also use whistleblowing by calling 0800 169 1863 and asking for The FA's safeguarding team, or via email on safeguarding@TheFA.com. Alternatively, you can go directly to the Police or Children's Social Care and report your concerns there, or to the Child Protection in Sport Unit via cpsu@nspcc.org.uk, or the NSPCC Helpline via 0808 800 5000 or by emailing help@nspcc.org.uk.

MPYFC committee members

- **Alan Jackson** (Chairman & Welfare Support)
- **Lisa Ness** (Club Secretary, Registrations & Welfare Officer)
- **Krissie D'Souza** (Treasurer)
- **Sue Blenkley** (Girls Section: Secretary, Registrations & Wildcats/Soccer School)
- **Jon Nurse** (Head Coach)

All contact details for those above can be found at <https://www.mpyfc.co.uk/contact-us>



Alan Jackson



Lisa Ness



Krissie D'Souza



Sue Blenkley



Jon Nurse

ADDITIONAL CONTACT INFORMATION

Club Development, sponsorship & player enquiries – **Lisa Ness** lisa@suna.co.uk

Fixtures Secretary & Referee Appointments – **Sophie Blenkley** mpyfc-fixtures@outlook.com



Playing for MPYFC

Subs & Training

MPYFC Club membership fees/subs are non refundable. Commitment to training is as important as commitment to matches.

Our training has an intense focus on player's technical abilities, and we aim to improve their understanding of how such skills are transferred to a match situation. All teams train weekly. During the winter months (Oct-March) all MPYFC training is located on floodlit pitches. The time and evening of training is at the discretion of the team manager. During the summer months it is held at a local public ground. Some teams choose to use a qualified coach for training sessions. This incurs a small additional weekly training cost. Only MPYFC registered and approved coaches are authorised to perform this role.

Kits and club shop

It is a mandatory requirement that all players attend every home game wearing their MPYFC BLUE shirt and their RED shirt at training (and away games as directed), Met shorts and Met socks.

On joining MPYFC you will be required to purchase a full Macron Kit. It is the responsibility of each family to purchase replacement kit for their child as and when required from the club shop.

Managers/coaches MUST also always wear MPYFC kit.

The link for the Club Shop is www.macronlondonse.com/_met-police-youth-fc-398-c.asp for use by current players or officials to buy replacement kit items. There are a few optional extras also available. The Club Shop can only be used to purchase items for players and officials, items are not available for parents and supporters to purchase.

Only players registered and playing for MPYFC are permitted to wear the MPYFC kit. By joining MPYFC you agree to these conditions.



MPYFC Club Tour



At the end of the season teams are offered the opportunity to attend the ESF Football Tour at Butlins in Bognor. The tour is based over the May bank holiday weekend where players enjoy football matches and all the facilities that Butlins has to offer.

Community involvement

WORKING WITH CHARITY TK BORN AND RAISED

Old kits, boots and equipment are collected and sent out to The Born and Raised Academy in Sierra Leon for less privileged children. We hope that we can play a small part and assist these young people to develop. If you would like to help towards this initiative, please let us have any boots or kits that your children have grown out of and we will do the rest.

Visit www.tkbornandraised.co.uk for more information.

SATURDAY MORNING FOOTBALL CLUB

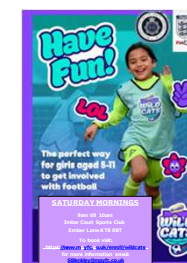
Our highly popular Saturday morning football club for boys and girls is at Imber Court (9am) for children from 4 to 10 years old. Either offering a gentle introduction to the game or as an additional training session these sessions are open to any child wishing join us. We form the majority our new U7 and U8 teams from players that join us on a Saturday morning.

To book please visit www.mpyfc.co.uk/saturday-football-club

GIRLS' DEVELOPMENT SQUAD

Every Saturday morning, we provide FA Wildcats 'girls only' football and multi-skills coaching at Imber Court, East Molesey (9am till 10am). Sessions are available for girls aged 5 upwards, with an emphasis placed on developing players skill, technique and preparing them for friendly matches and tournaments in a fun filled environment. The girls then progress to teams within the Club.

For more information about Soccer School or Wildcats please email Sue Blenkley - Sb-mpyfc@outlook.com.



"The team have grown together, like a family within the Met Police FC. It is a fun, friendly and secure environment. The coaches are full of ideas and really know how to make the team play."

ALEXANDROS, PLAYER



Get involved!

Be part of a rewarding team

VOLUNTEERING

As a community club, MPYFC rely entirely upon volunteers. All club officials, coaches and support staff give up their time to provide this valuable opportunity to children and young people. Because of this, we actively encourage parents to get involved in supporting the club with their time. The club reserves will employ staff to fulfil any role that a volunteer is not found for. This will result in an increase in player contributions to cover such costs.

Each team requires help to fulfil the following roles as it is too much to expect the team manager and coaching staff to do everything. Parents are required to tick a box on each child's application form stating which volunteering role they would be prepared to undertake from the following roles:

TEAM REPS

An administrative assistant to the Team Manager who will be included on the official MPYFC personnel register and receive club communications and information. Typically, a parent that is a good communicator and organiser to take on the vital role coordinating internal communications from the club to the team members and support the team manager with communications to parents. The team rep may also take the responsibility of paying the referee each home game (when applicable and refunded in advance by the club treasurer).

RESPECT MARSHALL (BOYS ONLY)

MPYFC are committed to the Respect Agenda which requires a Respect Marshall at each game across all age groups, helping to abolish socially unacceptable behaviour during children's football. Respect Marshals at games help to communicate with both sets of parents and supporters and work with the referee and team managers to ensure that all poor behaviour is tactfully challenged and if necessary, reported to the league.

LINESMAN (REFEREES ASSISTANT)

Depending upon the age group in which your child plays (U11's boys and U12 Girls upwards) you will need to provide a linesman for each home and away game. This role is shared amongst parents and each team requires more than one volunteer for linesman. MPYFC will be providing support training for volunteer linesmen this year and therefore people with all levels of understanding of the game are encouraged to become trained and help out with running the line.

REFEREE

Ever wanted to become a qualified referee? You will be eligible to referee U11's boys and U12 Girls upwards? We will support you in being accepted onto a FA course and in obtaining your 'badge'. All you have to do, is agree to referee games on behalf of MPYFC.

"I love playing for the Met Police. I get to play football with new friends, have fun and feel safe with the team. Even if we don't win, the coach says it doesn't matter as long as we enjoy it."

STEFANOS, PLAYER



End of season awards

Every season we like to celebrate the achievements and development of all our players. Our Annual Awards Event is typically held at the end of the season in May and trophies are awarded to all members of the team as well as trophies for Managers Player, Players Player and Supporters Player.

Links

MPYFC has close links to:

- **Love the Ball** - is proud to be affiliated to MPYFC. Since April 2014. Love The Ball has proved to be a great success for children aged 5-15 years old. Love the Ball has also been involved and trusted with developing the clubs younger age groups and putting players forward to represent the MPYFC
- Surrey FA
- Pro Direct Academy Surrey
- FA Wildcats



Sponsorship

Sponsorship with MPYFC is a unique partnering opportunity for businesses and corporations. When sponsoring with us, we will do everything in our power to maximize your business exposure and match your company with a diverse family target audience. We offer a number of opportunities to sponsor your child's team ranging from kit sponsorship to providing sponsored kit bags to the whole team. If you would be interested in discussing sponsorship further, please contact Lisa Ness lisa@suna.co.uk

WE ARE PROUD TO CURRENTLY BE SPONSORED BY:



**PILED
SOLUTIONS**

Hand PICKED
HOTELS

Stay in touch

Thank you for joining MPYFC, we hope you all have an enjoyable season with us. Should you have any enquiries or questions at any time, please email our Club Secretary, Lisa Ness: lisa@suna.co.uk

To keep up to date with MPYFC news and developments, please visit our website at www.mpyfc.co.uk, or email Lisa Ness lisa@suna.co.uk to be added to our list of subscribers.

You can also follow our social media channels, just click on the icons below...



www.mpyfc.co.uk

Football for all



Appendices

APPENDIX 1 | CLUB ETHOS

Metropolitan Police Youth Football Club is committed to offering a safe and secure footballing environment for all players. We uphold the ethos of this famous and unique football club, sportsmanship, endeavour and fair-play at all times. We welcome players of all ages, genders and abilities and actively promote football in our local community.

All our coaches hold qualifications from the FA and the Surrey County FA and meet all the DBS requirements for our status as a Charter Standard Community Football Club. Players can rise through the age groups and join the senior teams. MPYFC is proud of its history and offers all members the opportunity to develop as players, enjoy team football and maintain health and fitness through participating in the Nations' favourite game!



ABOUT THE CLUB

- Metropolitan Police Youth FC provides football for all.
- Offers full-time Education and sport academy programme for 16-18 year olds
- Proven player pathway and feeder to the Senior Teams
- Provide each player with FA recommended Personal Accident and Public Liability Insurance
- A Club FA Charter Standard Community Club with its own club ethos
- Well respected and a Club to be proud of

WHAT DO WE STAND FOR?

- Fair play
- Respect
- Friendly, informative learning environment
- Player development and structured pathway
- Support from parents and other MPYFC teams
- Social development
- Age appropriate coaching

HOW DO WE PLAY?

- By the rules
- Fairly and with RESPECT
- With commitment
- As a team
- Minimum playing time for all players
- To develop and play to the best of our ability

HOW DO WE COACH?

- Make it fun
- Listen to the children and encourage them to voice their opinions (feedback)
- Correct size groups for activities
- Aim to develop all level players
- Organised session plans and well-structured training
- Good communication with parents and players



APPENDIX 2 | CLUB RULES

1. NAME: METROPOLITAN POLICE YOUTH FC

The Club shall be called (the "Club").

2. OBJECTS

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members, and community participation in the same.

3. STATUS OF RULES

These Rules (the "Club Rules") form a binding agreement between each member of the Club.

4. RULES AND REGULATIONS

- a. The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of the Football Association Limited ("The FA"), which the Club participates, for the time being in force.
- b. No alteration to the Club Rules shall be effective without written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- c. The Club will also abide by the FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.
- d. The name of the club, the club badge or club colours which are blue & silver cannot be changed without the written consent of the Chairman of the Metropolitan Police Football Club.

5. CLUB MEMBERSHIP

- a. The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary. By becoming a member you agree to the terms and conditions laid out in the club policy documents detailed in Appendices 3-12 below.

- b. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- c. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- d. The FA and Parent County Association shall be given access to the Membership Register on demand.

6. ANNUAL MEMBERSHIP FEE

- a. An annual fee payable by each member shall set at a level determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. All fees are non-refundable.
- b. The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. RESIGNATION AND EXPULSION

- a. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his / her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- b. The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- c. A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").
- d. Managers and Coaches are prohibited from expelling any player from the Club without express permission from the Club Committee.



APPENDIX 2 | CLUB RULES (CONT.)

8. CLUB COMMITTEE

- a. The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Welfare Officer, Head Coach and up to eight (8) other members, all elected at an Annual General Meeting ("AGM").
- b. Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extra General Meeting ("EGM"). One person may hold no more than two (2) positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence who those present duly elect. The quorum for the transaction of the business of the Club Committee shall be four (4).
- c. Decisions of the Club Committee shall be minuted, held and maintained by the Club Secretary.
- d. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall not hold less than four (4) meetings per year.
- e. An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.
- f. Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- g. The position of a Club Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

- a. An AGM shall be held in each year to:
 - (i) receive a report of the activities of the Club over the previous year;
 - (ii) receive a report of the Club's finances over the previous year;
 - (iii) elect members of the Club Committee; and
 - (iv) consider any other business.
- b. Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- c. An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- d. The Secretary shall e-mail to each member at their last known e-mail address notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- e. The quorum for a General Meeting shall be 10.
- f. The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.
- g. The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

10. CLUB TEAMS

At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.



APPENDIX 2 | CLUB RULES (CONT.)

11. CLUB FINANCES

- a. A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Treasurer for the first six months the account is in operation and thereafter the Club Chairman and one other Club Committee member. No sum shall be drawn from the Club Account except with the written consent of the Chairman, Secretary and one other Club Committee member. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account. All expenditure over £500 must be approved by the Club Committee prior to the transaction taking place.
- b. The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.
- c. The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- d. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- e. The Club may also in connection with the sports purposes of the Club:
 - i. sell and supply food, drink and related sports clothing and equipment;
 - ii. employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - iii. pay for reasonable hospitality for visiting teams and guests; and
 - iv. indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- f. The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.
- g. (The Club shall prepare an annual "Financial Statement" in such format

as shall be available from the FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

- h. The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be Treasurer (the "Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.
- i. The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- j. On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- k. The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. DISSOLUTION

- a. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.
- b. The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.

13. KIT

Only players registered for playing for MPYFC are permitted to wear the MPYFC kit.



APPENDIX 3 - CLUB EQUALITY POLICY

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Metropolitan Police Youth Football Club is equally accessible to them all.

Metropolitan Police Youth Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by, anyone who wants to participate in it.

Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

Metropolitan Police Youth Football Club, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Metropolitan Police Youth Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Metropolitan Police Youth Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

Metropolitan Police Youth Football Club will

work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Metropolitan Police Youth Football Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

Metropolitan Police Youth Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation - Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

Metropolitan Police Youth Football Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

APPENDIX 4 - PLAYER CODE OF CONDUCT

THE FA RESPECT CODE OF CONDUCT - METROPOLITAN POLICE YOUTH FC

YOUNG PLAYERS

WHEN PLAYING FOOTBALL, I WILL:

- Be on time to training and matches and have the correct MPYFC kit and equipment.
- Always play to the best of my ability and for the benefit of my team
- Play fairly – I won't cheat, dive, complain or waste time
- Respect my team-mates, the other team, the referee and my coach/manager
- Play by the rules, as directed by the referee
- Be gracious in victory and defeat – I will shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Understand that a coach has to do what is best for the team and not one individual player
- Commit to attend weekly team training sessions.
- Talk to someone I trust, or the club welfare officer, if I'm unhappy about anything at my club.

I understand that if I do not follow the code, any/all of the following actions may be taken by my club, county FA or The FA:

I MAY:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to have a parent at every training session and match
- Be required to leave the club.

IN ADDITION:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.
Appendix 5 – Support Staff/Club Officials Code of Conduct.



APPENDIX 5 - MANAGERS/ COACHES CODE OF CONDUCT

THE FA RESPECT CODE OF CONDUCT - COACHES, TEAM MANAGERS AND CLUB OFFICIALS

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe **The FA's Respect Code of Conduct** at all times.

ON AND OFF THE FIELD, I WILL:

- Use my position to set a positive example for the young people I am responsible for
- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Be gracious in victory and defeat.

WHEN WORKING WITH PLAYERS, I WILL:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.
- Ensure every player plays a minimum of half a match every week.



I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I MAY BE:

- Required to meet with the club, league or County Welfare Officer
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.

IN ADDITION:

- My FA Coaching Licence may be withdrawn.

APPENDIX 6 | SPECTATORS' CODE OF CONDUCT

THE FA RESPECT CODE OF CONDUCT SPECTATORS

I WILL:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Respect the Referee's decisions even when you don't agree with them
- Appreciate good play from whatever team it comes from
- Remain behind the touchline and within the Designated Spectators' Area
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Support positively and offer players encouragement not criticism
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

I understand that if I do not follow the Code, any/all of the following actions may be taken:

I MAY BE:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games and training sessions
- Suspended or have my club membership removed
- Required to leave the club along with any dependents. IN ADDITION:
- The FA/County FA could impose a fine and/or suspension on the club.
- We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct for spectators at all times.





APPENDIX 7 | COMPLAINTS PROCEDURE / DISCIPLINARY

The principal reasons for this procedure are not only to ensure that the standards established by Metropolitan Police Youth FC rules and Codes of Conduct are adhered to, but also to provide fair methods of dealing with alleged failure to observe such rules.

The disciplinary procedure is in place to ensure that members of Metropolitan Police Youth FC who persistently fail to meet the agreed expectations are dealt with in a fair and open manner. In the case of any breaches of any Code of Conduct the following will apply:

PLAYERS FAILING TO MEET THE AGREED EXPECTATIONS

- The manager will raise individual issues with the Club Secretary.
- The manager will speak to the player and his/her parents/guardian regarding their behaviour.
- If the player's behaviour continues to be in breach of Metropolitan Police Youth FC standards, an interview with the player and the parents /guardian will take place with the Disciplinary Committee, where an agreed sanction will be implemented, which may include suspension/exclusion from The Club.
- If a Player is sent off for violent conduct or swearing, in addition to any penalty set by Surrey FA/relevant League, the Disciplinary Committee will review the case and may impose additional sanctions.

OFFICIALS / PARENTS / SPECTATORS AND CARERS FAILING TO MEET EXPECTATIONS

In the case of an official, parent, spectator or carer breaching the Code of Conduct, the incident will be discussed by the Disciplinary Committee, who have the authority to take the appropriate action.

The Disciplinary Committee will normally consist of a minimum of three senior members of the committee, subject to availability, taken from the following:

- Club Welfare Officer
- Chairperson
- Club Secretary
- Club Treasurer
- Head Coach

In normal circumstances the procedure will be followed in full. However, the club reserves the right to omit any stages dependent upon the seriousness of the alleged offence(s).

The club has three levels at which a disciplinary action may be invoked, they are:

- Verbal Warning (for minor offences)
- Written Warning (should repeated verbal warnings have no effect)
- Membership suspension/removal (the Club Member or Official will be informed with the reason for suspension/removal)

If the removal of membership involves a Player, MPYFC will inform the SURREY YOUTH LEAGUE Registration/League Secretary in order to deregister the person and comply with SURREY YOUTH LEAGUE requirements.

FINES

There will be occasions in accordance with Surrey FA and league disciplinary procedures where Metropolitan Police Youth FC will have fines imposed upon it for inappropriate actions of its members, Officials, Parents, Guardians or Spectators.

Metropolitan Police Youth FC retains the right to pass on such fines to the offending person(s) where it deems necessary, in accordance with the Clubs rules and codes of conduct. Non payment may result in a player being suspended from playing by MPYFC.

COMPLAINTS

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken. They should report the matter to the Club Secretary or another member of the Committee.

The Club's Committee meet regularly and will discuss any complaints received. Where necessary, they may seek advice and guidance from the Surrey FA or the SURREY YOUTH LEAGUE.

APPEALS

There is no appeal procedure and the Club Committee's decision will be final.

SUSPENSION

At any stage the Club may suspend a Member or Club Official for a specific period, during which time any investigation may be undertaken. Suspensions may also be imposed on Players who receive red cards or repeated yellow cards.

Where a Club member or Official is suspended they will not be entitled to access either the clubs premises, use any club equipment or property, and participate/attend matches or training without prior consent of the Committee.

APPENDIX 8 - RESPECT AGENDA (SUMMARY)

The respect agenda is in place to protect and enhance the experience of everyone involved in grass roots football. It is an important part of MPYFC's community values.

1. Respect Marshall's must be present at all games and must wear their High Vis vest at every game so that the referee can identify them easily and clearly.
2. Respect Marshall's shall approach the referee and introduce themselves at least 15 mins before Kick Off.
3. Respect lines must be in place at every game and parents must stand behind their own line and never behind the opposition linesman. Linesmen, if an opposition parent is standing behind you, draw this to their attention, or ask the referee or respect marshall to ask them to move behind the respect line.
4. MPYFC Code of Conduct, says: "Do not publicly criticise the referee or linesman". Do not challenge decisions, it's not needed, is poor practice and leads to players and parents following your lead. Referees make mistakes, they are human, and many are children themselves. Would you like your child being aggressively challenged as sometimes happens?
5. If there is a need to complain about a referee, then follow the procedure in the handbook; that is to send a report to the league in an objective manner.

On match day, MPYFC club officials, respect marshalls and linesmen are encouraged to introduce themselves to the opposition (parents and officials) and welcome them to Imber Court if we are at home. If playing away, an introduction acts to break the ice and provide a more cordial atmosphere for the game to be played.

For further information please visit the [Surrey FA site](#) or contact: Alan Jackson Club Welfare Officer AJackson@mpyfc.co.uk 07773 372905.





APPENDIX 9 - SAFEGUARDING CHILDREN POLICY

Every child or young person who plays or participates in football at this club should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the shared responsibility of every adult involved in or connected to this club. Thus, all parents and guardians, club officials, employees and coaching staff are required to endorse and adhere to this Safeguarding Children Policy.

Anyone who has a concern about the welfare of a child or the behaviour of an adult towards a child or young person under 18 years of age in football, is required to refer it to the safeguarding team.

MPYFC recognises its responsibility to safeguard the welfare of children and young people who play or participate in football by protecting them from abuse and harm. This means creating a safe and inclusive atmosphere where everyone at the club works together to tackle both bullying and discrimination, ensure safer recruitment, and tackle poor practice which leads to harm and reduces equal opportunities.

Best practice in Inclusion, Anti-bullying, Equality and the Respect agenda are all part of making safer cultures and prevention of harm and abuse. MPYFC is committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

MPYFC's Safeguarding Children Policy principles are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse
- All suspicions and allegations of abuse will be taken seriously and investigated swiftly

WORKING IN PARTNERSHIP

Working in partnership with other organisations, children and young people and parents and carers is essential. MPYFC is committed to working in partnership with the Police, Children's Social Care, Local Safeguarding Children's Boards (LSCB) and the Disclosure and Barring Service (DBS) in accordance with each of these organisations procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

MPYFC appoints and keeps in place at all times a Welfare Officer in line with FA affiliation requirements. Club Welfare Officers (CWO) are trained specifically to promote safeguarding children in the context of community sports clubs. They are expected to abide by the Code of Conduct for volunteer Welfare Officers.

MPYFC CWO is Alan Jackson 07773 372905/ A.Jackson@mpyfc.co.uk



APPENDIX 10 - MEDICAL CHECKS

RATIONALE

All players registering to play for MPYFC (or Associate Members) are asked to provide details of medical conditions that their child may have. Any medication they may be taking is also required. It is however, what we do with this information that is important.

ASSESSING RISK

MPYFC team personnel are not medically trained and cannot be expected to determine the risks associated with medical conditions and playing football. For this reason, the burden of assessing such a risk lies with the family. However, there are certain steps that we can take to ensure players remain safe and that the club adopts a best practice approach to minimising risk.

THE CONDITION

Some common conditions will be familiar such as Asthma and allergies and, in these circumstances, managers should ensure they take the correct precautions:

- In the case of Asthma, the child always brings their medication (inhaler) and that the parent is either present at all matches or has consented to allow the team official to oversee the child taking their medication should they need it.
- In the case of allergies (particularly severe nut allergies) ensure this is communicated to other team members and parents so that foods containing such allergens are not brought into contact with the player concerned.

There will, however be less common conditions listed on the enrolment form with which team officials are completely unfamiliar. In such cases it is very important that the Team Manager speaks with a parent to find out more about the condition and how playing football may affect their condition. For example, you could ask the following questions:

- Tell me a little bit more about this condition as I have never come across it before.
- What does it mean for the child when involved in strenuous exercise or sport?
- Has their condition ever led to an adverse reaction to playing football or sport?
- What does their GP say about them playing football? Do they offer any advice?
- Will you be present at games and training?
- Are you happy for me to rest your child if I feel their condition is being affected?

- Is there anything further that you think I need to know?
- Are you happy for me to share this information with the other team officials?

HAVING PLANS IN PLACE

As a result of the conversation with the parent, be sure to make plans for the possibility that the child may have an acute adverse reaction to playing.

If you feel the need to speak further with someone about a condition that you have encountered on the enrolment form, please contact Alan Jackson, Club Welfare Officer 07773 372905 / Alackson@mpyfc.co.uk



APPENDIX 11 - DATA PRIVACY POLICY

For the purposes of the General Data Protection Regulation or “GDPR”, we are the “data controller”, meaning that we are responsible for deciding how your Personal Data is used and for keeping your Personal Data safe and only using it for legitimate reasons.

WHAT PERSONAL DATA DO WE COLLECT?

You are required to provide us with the following types of Personal Data when you use the web site to enrol your child:

- Identity – first name, surname, gender, date of birth, medical safety information
- Contact – email address, contact telephone number and address
- Financial – payment card details, billing address, purchase information,
- Profile – username, profile image

HOW DO WE USE YOUR PERSONAL DATA?

MPYFC uses the information collected from you for purposes including the following:

- to enrol your child into the club
- to process payments that you make
- for internal administration and record keeping

WHO DO WE SHARE YOUR PERSONAL DATA WITH?

We are required to pass on your Personal Data to Surrey FA in order to process your child’s application to join the league. MPYFC may also disclose your Personal Data to other football clubs and the football authorities to the extent necessary to comply with any football regulations or any investigations in relation to incidents at our matches. We will not pass on your Personal Data to any third party to market their products/services to you unless we have obtained your consent.

WHAT IS OUR PERSONAL DATA RETENTION POLICY?

We will keep your Personal Data for as long as you are a registered with the club. Once you no longer wish to be engaged with MPYFC the system does not automatically delete your data, but if you wish to have this removed, please contact us and we will remove it.

HOW DO WE KEEP YOUR PERSONAL DATA SECURE?

We adopt standard security processes to ensure your data is kept safe and secure and to prevent unauthorised access or use or loss of your data. Despite the security measures we implement, please be aware that the transmission of data via the internet is not completely secure. As such, we cannot guarantee that information transmitted to us via the internet will be completely secure and any transmission is at your own risk.

YOUR RIGHTS AS A DATA SUBJECT

The UK is protected by strict laws on data usage. To find out your rights about data protection visit the UK government guidance

If you would like to discuss anything in this Privacy Notice or if you want to exercise your rights or opt out of MPYFC communications please get in touch: Email L.Ness@mpyfc.co.uk

APPENDIX 12 - PHOTOGRAPHY AND SOCIAL MEDIA

MPYFC shares the view of the FA that taking pictures or video of their children playing football enhances the enjoyment and progression for all. Having a visual memento of our children playing and enjoying football is priceless. Quote from the FA photography policy: 'The FA would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football'.

The most common cause for concern involves the posting of photographs on social media and MPYFC recognises the use of photos and film on websites, social media, posters, within the press or other publications, can pose direct and indirect risks to children if they are not managed appropriately, and therefore we have the following specific guidance for parents, carers, spectators and club officials:

1. At the point of joining the club, all parents are asked to provide consent for their child to be photographed during either training or matches. Parents can withhold consent.
2. The Club does NOT allow images to be recorded in changing rooms, showers or toilets – this includes the use of mobile phones that record images.
3. Parents, carers and players are advised to use caution before posting photos and video on social media platforms or web sites. You should adhere to the following:
4. Please do NOT identify a child or children by name when posting a photograph or video online or in the press or publish any other personal details or information that will assist a third party in identifying the child.
5. Coaches and Club Officials will occasionally photograph or video matches or training to post on our website or other media, e.g. Facebook, or to use as an aid to training. If at any point you have Safeguarding concerns about your child appearing in a photo (e.g. the child is subject to care proceedings), it is important to discuss this with your child's Coach, our Head Coach or Safeguarding Officers who will ensure the club is made aware and appropriate and agreed action is taken.
6. If parents wish to take photos or video at away matches this must have been agreed between MPYFC team manager and the home team manager PRIOR to the match. The key to adhere to is respect and consideration for all of the players and officials.
7. Ensure that all children featured in a photo or video are appropriately dressed with a minimum of shirt and shorts.
8. If you are concerned about the inappropriate use of images please report this to the Club Welfare Officer, Coach or Club Official.

To report potentially unlawful materials on the internet please contact:

The Internet Watch Foundation

Email: report@iwf.org.uk

Telephone: 01223 237700

www.iwf.org.uk or

The FA's Case Management Team

Email: case.management@TheFA.com

Telephone: 0207 745 4787





Football for all

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