



Moor Mead Football Club  
welcome pack

September 2022

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## About Moor Mead FC

Thank you for your interest in Moor Mead Football Club. This information pack has been developed to assist players and parents/carers of players who are considering joining the club or have recently done so.

Moor Mead FC (MMFC) is a club for boys and girls from school reception age through to the oldest youth leagues: a true grass roots football club in the heart of the local community. It was [founded in 2011 by a group of local parents](#) and continues to be run by local parent volunteers for the benefit of children from the surrounding area.

With an inclusive ethos, and a volunteer led structure based around training and playing matches in local parks - the club's spiritual home is Moor Mead Park in St Margaret's - we are proud that the club embodies all that is best about the beautiful game.

Since 2011, MMFC has grown into a club with almost 20 competitive teams playing in leagues from 'Under 8s' all the way up to 'Under 18s.' In 2016 we achieved the FA charter standard. We are an inclusive club and welcome boys and girls from all backgrounds and of all abilities.

While we aim to ensure a core set of values and standards across all MMFC teams, there are some variations in when and where different year groups train and play. Each year group has a manager (or joint managers) who will be able to provide information about the specific age group you are interested in, but this guide provides an overview of the overall experience players, parents/carers should expect if they join MMFC; and what, in turn, the club expects from you.

We hope you find this a useful introduction, but please do get in touch via the contact details at the end of the document if you would like any more information, or to discuss the club further.

Simon Humphrey  
Club Chairman

On behalf of the MMFC Committee:

Rob Saxon, Club Secretary  
Ellie Greenwood, Club Welfare Officer  
James Hanfrey, Club Treasurer  
Dan Matthews, Marble Hill Liaison

## Football at Moor Mead FC – what to expect

Football at MMFC begins when children reach school age. The youngest age groups within MMFC – reception, year 1 and year 2 children – undertake informal training at Moor Mead Park, St Margaret's on Saturday mornings. Typically, MMFC year groups begin playing in league football in the under-8 (year 3) age group, although some year groups opt to defer this to under-9 (year 4). Formal league fixtures typically run from early September to end of April with breaks for Christmas, Easter and half term.

The club's home games are played at nearby Marble Hill Park, Twickenham. MMFC teams play in the Epsom and Ewell, Surrey and East Berkshire youth leagues; the majority play their competitive games on Saturday mornings, and all new Moor Mead teams will play in Saturday leagues.

Year group managers are responsible for deciding which league to play in but will discuss the options with parents and consider preferences as and when they are planning to begin competitive football. All the leagues in which MMFC teams play will involve some level of travelling to away games within neighbouring boroughs and counties, although there are usually a number of games against more local teams as well.

For the U7 to U11 age groups, leagues are referred to as development leagues, and no league tables are published. All youth football leagues review the progress of teams at points throughout the season and may move teams up or down a division if they are experiencing extreme results, whether good or bad; just as players don't benefit from losing games 12-0, they don't benefit from winning them 12-0 either. League positions are not made public until under-12 level.

Team sizes and match times for each age group are listed below:

<b>Age group</b>	<b>Team size</b>	<b>Match length</b>
Under-7	5 v 5	10 min quarters
Under-8	5 v 5	10 min quarters
Under-9	7 v 7	12.5 min quarters
Under-10	7 v 7	12.5 min quarters
Under-11	9 v 9	30 min halves
Under-12	9 v 9	30 min halves
Under-13	11 v 11	35 min halves
Under-14	11 v 11	35 min halves
Under-15	11 v 11	40 min halves
Under-16	11 v 11	40 min halves
Under-17	11 v 11	45 min halves
Under-18	11 v 11	45 min halves

Once players begin playing competitively, there will be changes to early years training schedule. Some year groups may offer training on Saturdays for players not involved in competitive games; others (particularly older groups) may run a separate training session during the week; depending on the time of year, this may or may not take place at Moor Mead.

From under-12 (year 7), space restrictions mean that squads move away from Moor Mead park and train at other venues in the local area. Year group managers will determine the day and time of training, and whether training will take place during holidays.

As a volunteer led club, the amount of league teams we are able to field depends on the number of volunteers who get involved at each age group, as well as the number of players who join and want to play competitively. Most year groups run two league teams, although this can reduce in older years as team sizes increase and some players switch to other activities or weekend school sports.

We encourage as many parents/carers as possible to get involved and support your player's year group and the wider club. The club relies entirely on volunteer coaches, managers and administrators to lead the different year groups.

You don't have to have been a brilliant football player to be a coach; the main requirements are commitment, enthusiasm and a willingness to learn through the different FA courses available.

For those not able to get involved in coaching, there is other support that you can provide such as helping to set up/pack up after training and games, team administration, volunteering for club roles or supporting with issues such as sponsorship, the website etc.

Please do speak to the relevant year group manager or club secretary if you are interested in becoming more involved in MMFC.

Particularly for the younger age groups, Moor Mead FC is an inclusive club, regardless of ability. We try hard to allow as many players as possible to join our training and our league teams; however, depending on numbers we may not always be able to absorb new players and our league squads may already be full.

Some of our year groups opt to broadly structure league teams based on ability from the outset; others may run mixed ability teams in the initial years of playing league football. However, as year groups progress into the older leagues (typically around under-11), teams are more likely to be structured based on ability to ensure players are playing at the right level for them and more likely to enjoy the game.

A related point is that while the focus in younger leagues will be to ensure an even spread of playing time across players, as teams progress through the age groups this may not always be possible to the same extent and there may be more of a process of selection.

## **Joining Moor Mead FC**

Younger players (Reception to Year 2) can join informal training at Moor Mead Park, St Margaret's, at 10.00am on Saturday mornings. These sessions are open to all, but Parents / Carers of new players should ensure they speak to a year group Coach / Manager in advance before joining in.

Parents / Carers of older children (Year 3 and upwards) should ensure that they contact the relevant year group in advance, as most of these year groups play league football and not all year groups train on Saturday mornings when matches are taking place. Each year group will be able to advise on whether there is space in the squad (s) for new players.

Players who decide to join Moor Mead FC will need to complete a registration form; and older players playing in leagues will also need to provide a photo, ID for age verification and their details will be linked to Moor Mead FC on the FA's Whole Game System database.

All Players and Parents / Carers will be expected to sign up to the club code of conduct as a condition of registration.

## **An England football accredited club**

MMFC achieved the FA charter standard in 2016 and has now transitioned to the new FA accredited status, which has replaced the charter standard. The aim of accreditation is to help clubs develop policies and practices enabling them to provide football in a safe and developmental environment and is your reassurance, as a Player, Parent or Carer, that the club does everything it can to deliver this. As a committee, we continually review our practices to ensure that we maintain the standard, which requires us to:

- have a trained Welfare Officer.
- run Disclosure and Barring Service (DBS) checks for all volunteers and ensure they are current.
- ensure all volunteers are safeguarding trained and that this qualification is in date.
- have in date emergency aid-trained volunteers attached to each team.
- provide a minimum of one FA Level One coach for each youth team.
- have appropriate club administration in place.
- be signed-up to the FA Respect programme.

## **Safeguarding**

Safeguarding is central to any youth football club and something we take very seriously at MMFC. We are pleased to [support Play Safe](#), a campaign run by the FA and NSPCC which has the support of former footballers with lived experience of abuse and which emphasises the importance of clubs having safeguarding at the heart of all that they do.

As a club, we are fully committed to ensuring a safe and fun and environment for all of our players at every age level. We are lucky to have a great set of players and parents who conduct themselves brilliantly but no club or community is immune from the familial and societal risks that children and young people face both at home and outside them. As part of Play Safe, we are supporting the FA in encouraging all parents/carers to view this [short FA course on safeguarding awareness](#).

Our Club Welfare Officer (CWO), Ellie Greenwood, is responsible for ensuring that the club is following our [child safeguarding policy](#) and that club officials and volunteers understand their safeguarding responsibilities. However, safeguarding is everyone's responsibility and we encourage all our parents and carers to be clear on the steps they should take in the event that they have any concerns.

If you have a safeguarding concern relating to MMFC or a child involved with the club, please contact the MMFC club welfare officer Ellie Greenwood (right): [greenandgreenwood@hotmail.co.uk](mailto:greenandgreenwood@hotmail.co.uk)

If you are concerned that a child is in immediate danger, you should contact:

- The police on 999
- The NSPCC 24-hour helpline on 0808 800 5000.
- Achieving for children (LB Richmond): single point of access on 020 8547 5008 (8am to 5.15pm, Monday to Thursday, and 8am to 5pm on Friday, or out of hours: 020 8770 5000.)



## Codes of conduct

We are extremely proud that our club coaches, players and spectators model the best possible behaviour at training and in their respective leagues. Sadly, even at the youngest age groups, not all clubs can say the same, and no club can avoid the tensions that unfortunately sometimes come with playing competitive football as children get older.

We have adopted the FA Respect campaign's separate codes of conduct for [players](#), [coaches](#) and [spectators](#) (attached as annexes), which emphasise the 'we only do positive' ethos and the importance of enjoyment, fair play and respect for teammates, the opposition and referee/linesmen alike.

All our club members (players, coaches, parent/carers, spectators or anyone otherwise connected with the club) are asked to uphold these standards at training and during games. We take our codes of conduct very seriously and will not hesitate to address issues where either a player, spectator or coach is undermining the good reputation we have built up over the years and which we hold dear.

Our club [complaints and disciplinary policy](#) sets out how the club will deal with any disciplinary issues, as well as how complaints can be raised with the club. Concerns and complaints should generally be raised privately with the relevant year group manager in the first instance. In considering whether and how to raise or escalate a complaint, please remember that we are a volunteer-led club where people give their time freely for the benefit of the community. Although we all strive to offer the best sporting experience possible there will inevitably be occasions when players or parents may not be happy, however issues should always be raised in a respectful manner.

## Other club information

### Club kit

Our club kit is a distinctive neon yellow shirt, with black shorts and black/neon yellow socks. The full kit is available to league playing age groups and will be ordered by managers and covered by subscription fees. Additional items (eg hats etc) are available to purchase at additional cost.

### Fees

Individual year groups will apply different levels of fees.

Our younger players will be asked to make a termly contribution (currently £30) towards the cost of buying equipment for the Saturday morning training sessions on Moor Mead Park.

Players in older year groups playing league football will be asked to contribute fees ranging from £150 per season or upwards. The Manager / Coach of each year group will confirm the exact figure for each season.

Fees will generally always cover the cost of hiring training facilities and pitches, referee fees, league registration, kit and tournament fees; but can depend of varying factors (eg, different costs of training venues, whether a year group arranges professional coaching, etc.).

Players not involved in league football but participating in training will pay lower fees.

Moor Mead aims to be an inclusive club for everyone in the local community, regardless of family income or circumstances. Particularly at a time of rising living costs, any parent or carer who is struggling to meet the cost of annual fees should speak to the relevant year group manager to discuss staggered or discounted payments.

## Communication

Communication between managers, players and their parents/carers will generally be via year group and team Whatsapp groups and occasionally email. Communications from the club committee will usually be shared via managers to year group Whatsapp groups.

As players become older, they may of course communicate with their teammates via their own Whatsapp groups or through other social media routes. As with any non-football use of these channels, it is the player's responsibility, with oversight from parents and carers, to ensure these are being used responsibly and appropriately.

Managers will continue to engage with players through channels that include parents/carers throughout the duration of their involvement in the club, although there is no requirement for parental consent in the FA's Whole Game System once players reach 16.

## Club policies – equality, diversity and inclusion

As well as the [safeguarding](#) and [complaints/disciplinary policy](#) and codes of conduct already highlighted, MMFC also has policies covering [equality](#) and [diversity](#).

Our equality policy sets out our commitment to treat everyone equally regardless of their age or protected characteristics, and that we will treat people fairly, with respect and provide access and opportunities for all members of our community to take part in the club.

It also emphasises that we will not tolerate harassment, bullying, abuse or victimisation of anyone. The FA's football leadership diversity code commits the club to ensuring the club is representative of the local population, strives to ensure diversity and promotes an inclusive club culture.

## Your data

We have to collect some information about players and their parents/carers in order to:

- register your membership of MMFC;

- register you with the FA's Whole Game System (WGS) database, which is now an FA requirement;
- register players with the relevant leagues.

Below is a summary of when we ask for, how we store and use your information.

### **Player details**

- All players, at whatever age group, will be required to register with MMFC if they decide to join the club [after a trial period]. Registration forms are provided by year group managers and require key information such as the name and age of the player, parent/carer details, any important medical information etc.
- We ask for a copy of a form of identification (eg, a birth certificate or passport) so that a player's age can be verified when they register with us to play in league football. This is an FA rule, and clubs can be disciplined if this procedure is not followed. Once a date of birth has been verified and checked against the FA's WGS, the identification will be deleted from the database, however a league may request to see this at a later date
- Information submitted via registration forms is held securely by the relevant year group manager.
- These details are shared with the club secretary (and/or assistant secretary) and used on the FA's Whole Game System (WGS) to search for and register players with the FA and leagues. Each player and parent/carer will have a unique FAN (FA number) created on WGS (if you haven't already got one), which is unique to an individual and is permanent, representing your football career as you go through life as a player, supporter, coach, administrator.
- The Club Secretary will hold a list of players names and emergency contact details for club administration only. This is held securely.

### **Player photos**

- Player photos are required for league registration and will be uploaded onto the FA's WGS.
- Team managers will download a squad sheet containing these photos and player names which they must not share. This sheet must be shown to the referee and opposition manager at a match in accordance with FA rules.
- Year group managers may occasionally include photos of matches or team photos on the [MMFC website](#). Please advise if you are not happy for photos of your child to be included within MMFC photos.

### **Parent/carer details**

- We will retain parent/carer contact details so that we can contact you. These are not shared outside the club

### **Whole Game System (WGS)**

- The Club Secretary has access to the full details held on WGS. You may view the Privacy Notice for WGS [here](#).
- The FA have made it mandatory for an email address to be included on a player's profile on WGS. For a player under the age of 16 years, this must be a parent email.
- Once a player is registered on WGS, the parent will receive an email from the FA to register the parent on WGS and establish the link between parent and child (if not

already linked). A further email from the FA will be sent to gain consent to register the player with a league.

## Club contacts

Key contacts for individual year groups and for the MMFC committee are listed below. Generally, parents and carers should raise any queries or concerns with the year group manager in the first instance.

### Year group managers

Players born between	Year group manager
1/9/2017 – 31/8/2018	Alexis Student
1/9/2016 – 31/8/2017	
1/9/2015 – 31/8/2016	
1/9/2014 – 31/8/2015	
1/9/2013 - 31/8/2014	Gareth Colgan
1/9/2012 – 31/8/2013	Malcom Hendry / Rachel Woolf
1/9/2011 – 31/8/2012	Dave Christie / Tom Stoddart
1/9/2010 – 31/8/2011	Pav Themistocleous
1/9/2009 - 31/8/2010	Rob Saxon
1/9/2008 – 31/8/2009	Jason Batten / James Kirkham
1/9/2007 – 31/8/2008	Sean O'Neill
1/9/2006 - 31/8/2007	Dan Matthews / Richard Bennett
1/9/2004 – 31/8/2005	Simon Humphrey

### Club committee key contacts

Committee member	Areas of responsibility
Simon Humphrey, Chairman	<ul style="list-style-type: none"> <li>• General club queries</li> <li>• East Berkshire league administration</li> </ul>
Rob Saxon, Secretary	<ul style="list-style-type: none"> <li>• League and registration issues</li> <li>• Epsom and Ewell / Surrey Youth League administration</li> </ul>
Dan Matthews, Marble Hill liaison	<ul style="list-style-type: none"> <li>• Marble Hill pitch liaison</li> <li>• Coaching</li> </ul>
Ellie Greenwood, Welfare Officer	<ul style="list-style-type: none"> <li>• Safeguarding and welfare</li> <li>• Complaints</li> </ul>
James Hanfrey, Treasurer	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Sponsorship</li> </ul>



# Play your best. Be your best.

Make sure you and everyone  
around you has a good time  
on and off the pitch.

## Play Your Part (Code of Conduct)

### Young Players

Play your part and support  
The FA's Code of Respect:

When playing football, I will:

- Always play my best for the benefit of the team
- Play fairly and be friendly
- Play by the rules and respect the Referee
- Shake hands with the other team - win or lose
- Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
- Encourage my team mates
- Respect the facilities home & away

I understand that if I do not follow the Code, I may:

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be dropped, substituted or suspended from training



Building society with mutual respect

we ONLY  
do  
Positive.

*If we behave positively  
during practice and matches,  
our children will too.*

*By setting a good example, we'll help  
build a supportive environment in which  
everyone can enjoy themselves.*



## Play Your Part (Code of Conduct)

### Spectators and Parents/Carers

**Play your part and support  
The FA's Code of Respect:**

**I will:**

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour
- I will make myself familiar with safeguarding practices & review guidance on **physical contact** (5.6) & **Acceptable Behaviours When Working With Young People** (5.7) documents on the safeguarding section of **EnglandFootball.com**

**I understand that if I do not follow the Code,  
I may be:**

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or CFA Welfare Officer
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine



Building society with mutual respect

*We ONLY  
do  
Positive.*

# Set the standards for a great game.

Use your position to set a  
positive example for the people  
you're responsible for and lead  
a better game for everyone.

## Play Your Part (Code of Conduct)

### Coaches, Team Managers and Club Officials

Play your part and support  
The FA's Code of Respect:

#### On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the Referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away



Building society with mutual respect

We ONLY  
do  
Positive.



#### When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests
- I will make myself familiar with safeguarding practices & review guidance on **physical contact** (5.6) & **Acceptable Behaviours When Working With Young People** (5.7) documents on the safeguarding section of **EnglandFootball.com**

#### I understand that if I do not follow the Code, I may be:

- Required to meet with the club committee, league or CFA Welfare Officer
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn