



Burton Leonard Junior Football Club

West Riding FA Affiliated Charter Standard Club

Members' Welcome Pack 2018 / 2019 Season



Welcome to Burton Bullets Junior Football Club

We have come a long way since 2004 when 9 children and 2 coaches met on Saturday mornings on the village sportsfield and managed a few friendly games with neighbouring villages. In 2005, we set about with some other like-minded villages to form the "Nidderdale Junior Football League". The founding member villages were Burton Leonard, Hampsthwaite, Tockwith, Ripley & Scotton. We all decided to go down this route rather than joining one of the Harrogate leagues as what was important to us all was being in full control of the ethos & spirit of the league.

The club continued to develop over the next 5 years with more children joining and additional parents getting involved with coaching and by then the club was becoming very much part of the local community. In January 2010 we took the step of putting in place all the required coaching personnel and procedures to enable Burton Bullets to apply for and achieve FA Charter Standard Status. This provides recognition that the club is sustainable and well-run with child protection and safety paramount. FA Charter Standard Status also recognises the club's commitment to coaching players and raising standards of behaviour in the game, together with continued training and development of the volunteer coaches.

Last year the club had over 60 children registered and 7 dedicated coaches, 4 of whom have achieved FA Level 1 or 2 status. In the 2018/19 season we will have teams playing matches in the following age groups: Under 7's, Under 8's, Under 9's and Under 11's (including Under 10 players).

The club will continue to play in the Nidderdale League, which in the 2018/19 season comprises the following teams:

Burton Bullets

Kirkby Malzeard Lions

Scotton Scorchers

Pateley Bridge

Hampsthwaite & Birstwith

Tockwith

Ripley Rockets

Green Hammerton U8 & U9

We look forward to an enjoyable and successful season and always welcome new players, coaches or volunteers to join the club.

Club Ethos

This welcome pack is intended to provide you with details about our philosophy as a club, informing you of what we can offer you and your child and what we as a club ask in return. It is important that parents and children appreciate that joining an FA-affiliated club is a step up from a kick about in the park.

We follow the guidance of the FA as per the FA Youth Policy and our sessions are run by qualified coaches, aiming to help children become the best footballers they can be. All our coaches and officials sign up to the FA respect code relevant to their role.

Whilst we want children to have a good time, we must insist that respect is shown to coaches and club rules are adhered to and we ask that all children and parents sign up to the FA Respect Codes when signing up to our Code of Conduct.

<http://www.thefa.com/get-involved/coach/respect/play-your-part>

Having fun and being safe is our ethos

We endeavour to provide football for all children irrespective of ability in a safe, friendly environment. The club will always do its utmost to ensure the children have fun and are safe from bullying and offensive behaviour. In return we ask that the children listen to the coaches and follow their instructions.

We will always focus on the needs of the children and ensure that they:

- Enjoy the game
- Take an active part whatever their ability
- Learn to play as a team
- Develop fitness and soccer skills
- Respect officials, coaches, team mates and opposing players.

We welcome parents at training sessions and matches. However we ask that they only provide positive support from the touchlines and do not coach or criticise any of the children (in particular their own) during training or matches as this can confuse and upset children; it is also disrespectful to the coach and can annoy other parents. We welcome feedback from parents and would encourage you to raise any queries you may have with the coach or a club official. This should be done outside of a game or training session in a non-confrontational manner please.

Should you ever have any concerns with regard to the welfare of a child, please do not hesitate to contact the club welfare officer. Contact details for all club officials and coaches are provided within this Welcome Pack.

Doing Your Bit

Burton Bullets football club is run entirely by volunteers and needs parents of all the players to consider how best they can contribute their time to support the running of the club. It's great fun, sociable and rewarding, so do please speak to any of the club coaches to ask how you can get involved.

If you are interested in helping with coaching or just assisting on match days, the club will fund all necessary courses and will provide full support. All coaches and assistants will need to undergo DBS safeguarding checks.

Ways you can help out include:

- Becoming a coach or team assistant
- Setting up goals, cordons and other equipment for training and matches
- Team admin (website maintenance, treasurer, fixture secretary)
- Joining the club committee
- Manning the kitchen on match days (serving teas, coffees and bacon butties)

All parents are encouraged to contribute a few hours of their time every season.

Please ask the coaches how you can help or contact:

Kev Greveson (07803 291524) or Chris Briscoe (07979 156659)

Nidderdale Junior Football League

The club was a founder member of the Nidderdale Junior Football League. The league was originally set up by the villages of Ripley, Hampsthwaite, Scotton, Tockwith, Pateley Bridge and Burton Leonard to facilitate friendly football matches for children between ages 5 and 11.

The FA has a rule that at all age groups up to U11 there should be no league tables and scores should not be published. This is to encourage more children to stay within the game moving emphasis away from results and towards enjoyment and long term player development. It is important that all parents understand this from the outset and that at Burton Leonard Bullets and all of the other clubs in the Nidderdale League that we all place enjoyment and player development ahead of a win-at-all-costs mentality giving all players the opportunity to have meaningful game time, rather than be standing on the touchline for the whole game.

There are simple ways in which parents can also help in the development of early years players; the easiest comes straight after the game. Instead of asking "Did you win?" perhaps try asking "Did you enjoy the game?" and instead of asking "Did you score?" perhaps ask "Tell me what happened?" or "What did you enjoy the best?"

In terms of our youngest U7 age group. Although we are happy to take children from reception school age (5 years old) under FA rules children are not allowed to play in any league competition matches until they reach the age of 6. The relevant age for each player is determined by his or her age as at midnight on 31 August of the relevant Playing Season i.e. children who are aged 6 as at midnight on 31 August in a playing season (together with those who attain the age of 6 during the playing season) will be classed as Under 7 players for that playing season.

We are happy for any players under this age bracket to attend all training sessions but only Year 2 children who can play in the Under 7 matches will be issued with a match day kit. The younger players will play in bibs in a friendly training fixture on scheduled match days, these could be mixed matches with other clubs numbers permitting.

Full details of the Nidderdale Junior Football League Ethos and Rules can be found on the Burton Bullets website.

FA Affiliation

Both the Nidderdale League and Burton Bullets are affiliated to West Riding County FA who are the governing body responsible for administering all Association Football in the local area.

The West Riding County FA

Fleet Lane
Woodlesford
LEEDS
LS26 8NX
0113 282 1222

<http://www.westridingfa.com/>



Matches and Training

Matches and Training sessions commence at 9.30am on a Saturday morning and finish at 11am. We hold one session a week comprising either a scheduled match or a training session.

We ask that all players arrive at the ground ready for training sessions or matches at 9.15am.

All home matches and most training sessions take place at:

**Burton Leonard Sportsfield,
High Peter Lane,
Burton Leonard
HG3 3RZ**



During December and January (subject to booking availability) we look to hold the Saturday morning training sessions indoors at Ripon Grammar School sports hall instead of on the sportsfield. This arrangement enables us to continue our sessions throughout the winter regardless of weather conditions.

Match and Training Notifications

The fixture list for the season will be available to view on our website www.burtonbullets.co.uk

We advise parents of any matches a week in advance and also issue match and training notifications requesting we are advised of availability using Teamer and WhatsApp notifications. It is essential that all parents register with Teamer and WhatsApp to receive these notifications, especially when the weather changes and matches or training may have to be cancelled. All registered mobile numbers will be registered to the Burton Bullets JFC WhatsApp group, please notify us should you preferred mobile contact number change.

Coaches & Club Officers

Chairman, Treasurer and Registration / Fixtures Secretary:

Kev Greveson
M - 07803 291524
kevin.greveson@telefonica.com

Club Secretary & Welfare Officer:

Chris Briscoe
M - 07979 156659
chris.briscoe@hlc.org.uk

Under 7's Coaches:

Paul Robinson 07968 840862
pau1l.robinson@hsbc.com

Stephen Booker 07957 996592
stephenbooker@cgc.co.uk

Under 8/9's Coach:

Chris Briscoe 07979 156659
chris.briscoe@hlc.org.uk

Kev Greveson 07803 291524
kevin.greveson@telefonica.com

Jonathan Corless 07711 819970
corless42@icloud.com

Under 10/11's Coaches:

Phil Dennis 07921 468246
Philip.dennis@outlook.com

Dave Flesher 07715 595587 / 01765 676910
daveflesher2005@yahoo.co.uk

Mark Coombes 07900 377726
mark.coombes@harman.com

Our Coaching Aims & Objectives

| OBJECTIVES | AIMS | | |
|---------------------|--|---|---|
| | <u>Under 7/8</u> | <u>Under 9/10</u> | <u>Under 11</u> |
| Goalkeeping | <ul style="list-style-type: none"> ✓ All children should be capable of playing in goal ✓ Understand how to make a save, and take a goal kick | <ul style="list-style-type: none"> ✓ Body behind the ball ✓ Good distribution ✓ Able to kick a dead-ball cleanly | <ul style="list-style-type: none"> ✓ Command of defence ✓ Spatial awareness ✓ Able to catch the ball cleanly |
| Ball Control | <ul style="list-style-type: none"> ✓ Able to dribble down a line of slalom cones ✓ Able to trap a ball | <ul style="list-style-type: none"> ✓ Able to dribble down a line of slalom cones using both feet ✓ Encourage individual ball skills | <ul style="list-style-type: none"> ✓ Able to dribble around an opposing player ✓ Able to demonstrate an individual ball skill |
| Passing | <ul style="list-style-type: none"> ✓ Able to pass over 5 metres to a static teammate | <ul style="list-style-type: none"> ✓ Able to pass accurately to a teammate | <ul style="list-style-type: none"> ✓ Able to pass with both feet |
| Throw-ins | <ul style="list-style-type: none"> ✓ Able to throw from touchline with both feet on floor | <ul style="list-style-type: none"> ✓ Able to throw ball in from touchline both feet on floor to own player | <ul style="list-style-type: none"> ✓ Able to throw ball in to an attacking player for them to run onto |
| Shooting | <ul style="list-style-type: none"> ✓ Able to kick the ball into open goal from the penalty spot | <ul style="list-style-type: none"> ✓ Able to kick the ball into the goal, past a goalkeeper, from the penalty spot | <ul style="list-style-type: none"> ✓ Able to kick the ball into a nominated area of the goal |
| Teamwork | <ul style="list-style-type: none"> ✓ Encourage other players | <ul style="list-style-type: none"> ✓ Able to play as a team ✓ Respect your team mates | <ul style="list-style-type: none"> ✓ Able to work attack and defend as a team ✓ Support your team mates |

BURTON LEONARD JUNIOR FOOTBALL CLUB CODE OF CONDUCT

Players' Conduct

Fair play and respect for all players and officials during training sessions and matches is essential.

Players should:

- Strive to develop their sporting abilities in terms of skill, technique, tactics and stamina
- Set a positive example for others, particularly younger players
- Not use inappropriate language
- Know and abide by the laws, rules and spirit of the game
- Treat opponents with due respect at all times, irrespective of the result of the game
- Safeguard the health and well-being of opponents, avoid violence and rough play, and help injured opponents.
- Show respect towards team coaches and match officials
- Respect the use of the sports field, pavilion and equipment.

Coaches' Conduct

Coaches are key role models in football. Their understanding and attitude towards the ethical welfare and moral education of young footballers is the number one priority for all involved.

- Coaches must place the well-being and safety of each player above all other considerations, including the development of talent and performance.
- Coaches must adhere to all the guidelines and policies laid down by the governing bodies.
- Coaches must encourage and guide players to accept responsibility for the own behaviour and performance.
- Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- Coaches should clarify with players exactly what is expected of them and also what they are entitled to expect from their coach & club.
- Coaches must always promote the positive aspects of the game, for example fair play, and never condone any violations of the laws of the game.
- Coaches must not use or tolerate inappropriate language.

Parents' & Spectators' Conduct

Parents and spectators have a great influence on children's enjoyment and success in football. We require that the parents & spectators within our club agree comply with the club's Codes of Conduct and Safeguarding Children Policy and are aware of the possible consequences of non-compliance.

Parents & Spectators should:

- Refrain from shouting or giving instructions to the children during training and matches
- Give encouragement to everyone to participate in football
- Give attention to every child involved in football, not just the most talented
- Respect the referee and assistant referees' decisions
- Applaud the opposition as well as the home team
- Be present during training & match days to support & encourage your child, particularly when they are in the Under 7's team
- Understand that the club is only responsible for your child between 9.30am to 11am on the training days and or the match day and ensure you collect your child promptly at the end of the session.
- Understand that the club is not responsible for transporting players to and from away matches
- Ensure your child has adequate drinking water for training sessions and all matches
- Ensure your child has appropriate clothing for training sessions and matches. During the winter it's important to ensure children are equipped with base layers (vest and leggings). Hats and gloves should also be provided.
- Fully understand that we support the FA's "Zero Tolerance Policy"
- Respect the club house/pavilion
- Keep dogs on a lead at all times and dispose of any dog mess responsibly.
- Take responsibility to use 'Teamer' or 'What's App' to check details of training & matches

By signing the registration form players and parents agree to adhere to the FA Respect and Burton Bullets code of conduct and child protection policies.

End of Season Tournament & Awards

At the end of each season we hold a club tournament and BBQ for all players and their families, incorporating a prize giving ceremony with end-of-season awards:

- | | |
|--------------------------------|-------------------------|
| • Players Player of the Year | as voted by the players |
| • Most Influential Team Player | as voted by the coaches |
| • Most Improved Player | as voted by the coaches |
| • Coaches Player of the Year | as voted by the coaches |

Club Funding & Sponsorship

The club is funded by subs, grants, sponsorship and donations. Funding is required for:

- Health & Safety Insurance
- Football equipment
- Football Kits
- Coaches training costs (FA level 1 and 2)
- Annual ground fees
- FA affiliation fees

During home matches parents volunteer in the pavilion kitchen to help prepare and sell hot drinks and Bacon Butties which generates a small profit which funds the end of season BBQ.

We are extremely fortunate to have Alfred Hymas Ltd as our sponsors. Alfred Hymas are the largest family owned bulk haulier in the North of England and have been established in Burton Leonard for over one hundred years. Their generosity has enabled us to keep the annual player fees to a minimum together with them funding the match kit.

Contact Alfred Hymas Ltd at info@alfredhymas.co.uk

Phone 01765 677761

Website www.alfredhymas.co.uk



Registration Fees

The annual subscription for the season 2018 / 2019 is:

£50.00 per child

£40.00 for a 2nd child in the same family

£30.00 for a 3rd child in the same family

All coaches and officials with children at the club pay the same subscription as other parents.

Fees can be paid direct by Bank Transfer (BACS) to the following account:

Burton Leonard Bullets JFC

Account Number: 01973249

Sort Code: 30-93-91

Alternatively cheques can be made payable to Burton Leonard Bullets JFC.

Burton Leonard Junior Football Club is committed to providing football to as many children as is feasible. We would not like to see any child denied this opportunity through financial hardship. If you find yourself in financial hardship and have difficulty paying the fees, please speak to the chairman or secretary in complete confidence.

Players will be issued with a full set of Burton Bullets match kit for match days (except those players under 6 years of age as they are unable to take part in league matches under FA rules). The kit must be returned clean at the end of each season.

We are happy for new children who are considering joining to attend a couple of training sessions as a trial prior to the parents committing to pay the subscription fee.

REGISTRATION FORMS

Burton Leonard Junior Football Club
An FA Charter Standard Club affiliated to the West Riding County Football Association

Player Registration & Medical Information Application Form 2018/19

Parents and players must complete and sign this registration document. This covers medical issues as well as ensuring your child is insured through the County FA Scheme. Please complete all parts of the application and sign at the end. The completed form can be handed in to your coach or a club official.

Child's Full Name: _____

Child's Date of Birth: _____ School Year (2018/19): _____

Child's School: _____

Name(s) of Parent(s)/Carer(s): _____

Home Address and Postcode: _____

Email: _____

Telephone: Home _____ Mobile: _____

Health Conditions

Please note it is essential that the following information is provided in order that prompt treatment can be given in the event of any injury to your child.

Does your child have any medical conditions or allergies of which we should be aware? YES / NO
(please delete)

If YES, please also confirm that you consent to the Club holding this special category data in respect of your child on the Club's central player register and informing your child's coach of the condition

YES ☐

Please provide further information of any allergies/medical conditions, including treatment for allergies:

CONTINUED OVERLEAF

I accept and give permission that, where necessary, Emergency First Aid may be administered.
I also give permission for antiseptic, plasters and dry dressings to be applied as necessary.

YES ☐

Emergency Contact Details

FULL NAME: _____

CONTACT NUMBER: _____

RELATIONSHIP TO CHILD: _____

Parental Consent

I, the parent or guardian, of hereby:

1. Agree to be bound by and to observe the Club rules.
2. Enclose payment for my membership subscription
3. Recognise, acknowledge and understand the following:
 - My child's participation in the Activity (football undertaken at BLJFC) carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries;
 - My child's participation in the Activity is voluntary and is at his or her own risk.
 - Notwithstanding the above risks, which I recognise and accept, and in consideration of being permitted to participate in any way in the Activity, I, for myself and my child, do hereby waive, release and discharge BLJFC, the club's officers and officials from any and all claims for personal injury, accidents or illnesses (including death), and property damage, arising in any manner out of my child's participation in the Activity, including transportation to and from the Activity.

Parental signature:

Print name: Date:

I have read, signed and/or attached: (please tick each box)

- | | |
|--|--------------------------|
| The Players registration and medical information form | <input type="checkbox"/> |
| The FA Respect and Burton Bullets Code for Spectators | <input type="checkbox"/> |
| My child has agreed to the FA Respect Code for Young Players. | <input type="checkbox"/> |
| I have seen the volunteer form and attached where applicable | <input type="checkbox"/> |
| I attach the joining fee of £50 or £40 or £30 for siblings (please circle) | <input type="checkbox"/> |

Club News and Information: From time to time we may wish to contact you with club information and news. If you are happy to receive this information by email please tick this box: ☐

Data Policy:

The data collected on these forms will be stored on the Club Player Register which is accessible only by the Club Chairman and Secretary. A shortened form will be passed to your child's coach.

Certain data will also be entered onto the FA's Whole Game System which is a club requirement as a club affiliated to the FA. Special category health information is required to ensure the health and safety of your child. Full information on the way we process, store and collect information about you can be found on the attached Club's Privacy Policy.

MAINTAINING BURTON LEONARD JUNIOR FOOTBALL CLUB THROUGH VOLUNTEERS

Please help us to continue to provide football for local children....

As a community club we can only exist through the dedicated work of volunteers, so please help out if you are able to. Full training and support will be provided where needed.

I would be willing to help the club as a volunteer in the following way (please tick):

- Team Coach (we will pay for your coaching badge) ☐
- Match day helper / team assistant ☐
- A shift in the pavilion kitchen on match days helping with bacon butties/drinks ☐
- Helping set up / take down goals and other equipment for matches / training ☐
- Team admin (fixture secretary, treasurer, safeguarding checks) ☐
- Other – please state: ☐

Name:

Contact email:

Phone number:

PRIVACY NOTICE - Burton Leonard Junior Football Club (BLJFC)

Burton Leonard Junior Football Club take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified.

We collect, use, store and transfer some personal data of our participants and their parents or guardians, and other Club members.

You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able to honour or administer your membership.

Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants' and members' personal data is to be able to run the football club and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

| Purpose/ Processing Activity | Lawful Basis for processing under Article 6 of the GDPR. |
|--|---|
| processing membership forms and payments/ subs | Performance of a contract |
| organising matches | Performance of a contract |
| sending out match or Club information and updates | Performance of a contract |
| sharing data with coaches, managers or officials to run training sessions or enter events | Performance of a contract |
| sharing data with leagues we are in membership of, county associations and other competition providers for entry in events | Performance of a contract |
| sharing data with committee members to provide information about club activities, membership renewals or invitation to social events | The Club has a legitimate interest to maintain member and participant correspondence for club community purposes. |
| sharing data with third party service or facility providers | The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Club, participants and its members. |
| sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority | The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants and its members. |
| publishing match and league results | Consent. We will only publish your personal |

| | |
|---|--|
| | data in a public domain, including images and names, if you have given your consent for us to do so. |
| sending out marketing information such as newsletters and information about promotions and offers from sponsors | Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent. |
| To ensure we understand possible health risks | Consent. We will only process details on your medical history with your consent. |

Who we share your personal data with

When you become a member of the Club, or if you are a coach or volunteer, your information, will be entered onto the Whole Game System database, which is administered by the FA. We also pass your information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club's data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data 1 year after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on Whole Game System is subject to their privacy policy so we advise you review that policy together with this notice. If you would like your personal data to be deleted from Whole Game System then please contact them.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact Kevin Greveson our Club Chairman and Registration administrator. kevin.greveson@telefonica.com