



Wychwood FC Coaching Induction Pack

Welcome

Welcome and thank you for becoming part of Wychwood Football Club. Without our volunteers the club cannot operate so you play a vital part in ensuring the future of the Club. The purpose of this pack is to provide you with a starting point for the administrative aspects of coaching, Club details and policies/procedures. If you have any doubts or questions about anything please do not hesitate to ask!

Club and Team Details

Wychwood FC is a Standard Chartered Club run in compliance with FA Whole Game System. Our Home ground is Milton Park, Milton Under Wychwood and we also utilise the facilities at Beconsfield Hall in Shipton-under-Wychwood. Training is typically on Saturday mornings for non-league teams and for League teams there is mid-week training with Saturday's typically reserved for match days.

It is administered by the following positions/persons

Club Officials

- Chair: Chris Townsend
- Deputy Chair: Robert Arnold
- Secretary: Paul Kelly
- Treasurer: Adam Arnell
- Welfare Officer: Shaun Coombes

Teams and Coaches, times of training

Teams are arranged by school age based on the year of the child at 1 September i.e. U6s are 5 on 1st September.

Team coaches

U6 – Paul Kelly
U9 – Robert Arnold
U10 – Paul Kelly
U11 – Robert Arnold
U12 – Kev Thomas
U14 – Chris Townsend
U16 – Ryan James

League/Non-League Teams

Teams may elect to enter a league with the FA each season, the decision lies with the Team Coach. This requires the team and its players to Register on the FA Whole Game System before the start of the season and this is done by the Club Secretary, who will organise a signing on session during the summer before the season starts.



Administration

- All new players' parents must sign a Registration Form before playing. This is either done at the Registration session in the Summer, or when the player first plays. Copies of the form can be obtained from the Chair, Secretary or Welfare Officer.
- Income
 - o For League teams the players will pay a season membership fee and the club can arrange flexible payments if necessary.
 - o For non-league teams subs are collected weekly and handed to the Club treasurer/Chair at the monthly committee meetings.
- Expenditure – kit and equipment
 - o New equipment is provided by the club and each team has an annual budget. Expenditure can be discussed at the committee meetings and typically covers training items (balls, bibs, goals etc)
 - o Kit is only provided by the club for League Teams and it is preferred that sponsorship from local business contributes to all/most of the cost
- Club Website: <https://Pitchero.com/clubs/wychwoodfc/>
- Facebook: <https://facebook.com/wychwoodfc/>

Training & Courses

- First Aid. All Coaches must attend the FA First Aid course and periodic refresher courses
- Welfare. All coaches must attend the Safeguarding For Children course
- Committee Welfare. {TBC}
- FA coaching. The club supports Coaches to undergo their FA Coaching Certificates.

Committee Meetings and AGM

- Committee meetings are held monthly, on the first Monday of the month from 8pm. Typically at the Wychwood Inn, Shipton- under-Wychwood.
- The date of the AGM is scheduled at the last monthly meeting of the Season.

Welfare

- Welfare Policy. It is the responsibility of all personnel at the club to ensure Child Welfare. Wychwood FC Welfare Policy is the FA Policy and is posted on the Wychwood FC website.



- Club Welfare officer. The Club Welfare Officer is Adrian Crispin and a summary of contact details and photograph are displayed on the Club website and at the Shipton-under-Wuchwood Village Hall.
- The County Welfare Officer is Nigel Saverton. Nigel.Saverton@Oxfordshirefa.com
- CRC checks. All Coaches must be CRC cleared. The Welfare Office is responsible for checking all Coaches' CRCs are current and for processing new/update applications as necessary
- Raising Concerns. Anyone can raise a Welfare concern at any time, either with the Club Welfare Officer, the Club Chair, or Secretary, or with the County Welfare Officer. It is NOT the responsibility of the concerned party to investigate the concern directly. This is the role of the Club and County WO.
- Whistleblowing Policy. The club operates a whistleblowing policy for Welfare concerns, in accordance with the FA Whistleblowing Policy. A copy of the policy and whistleblowing contact details are on the Club website.
- Oxfordshire FA Safeguarding for Parents booklet. The Oxfordshire FA publishes a guide for Parents on Safeguarding and copies can be ordered from the FA by the Club Welfare Officer
- Volunteer help. Occasional/non-coaching parental assistance for e.g. pitch set-up and collecting subs does not require any CRC clearance. Regular volunteers who assist with coaching and who act as "stand-in" when the main coach and assistant coach are away must have a current CRC in place.
- Parents Pitchside: Wychwood complies with and actively implements the FA Respect Policy
- Travel policy. For league teams where away matches require an overnight stay, Wychwood FC has an overnight stay Policy that must be followed to ensure Safeguarding requirements are complied with.

Safety and First Aid

- Training. All main team coaches must be First Aid trained by the FA and there must be at least one First Aider at training sessions and matches for each team.
- Emergency sheet. Wychwood FC has an Emergency Incident information sheet that contains details of Club Location, First Aiders, Local Hospitals, Defibrillator.
- HSE Policy/procedure. Wychwood FC has an HSE Policy and pre-match/training check list to ensure the playing environment is safe.

And Finally



Wychwood FC is a Club for young players where the emphasis particularly in the early years is a balance of fun and progression. This guide provides the Administrative starting point but the fun part of coaching and match days is up to you!