

MELBOURNE DYNAMO FC



CHARTER STANDARD
CLUB

CLUB HANDBOOK

SOCCER ACADEMY TO UNDER 18's

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Introduction by the Chairman

I am delighted to welcome you to the **Melbourne Dynamo FC Handbook**, the essential guide to the rules and principles of our Football Club.

A Football Club requires rules in order to protect the people who take part in it and I hope that every recipient of this Handbook, whatever his or her involvement in the Club, will find it to be a helpful reference during the coming season.

For any successful Football Club much is dependent upon the dedication and commitment of all its members. From the managers and coaches, parents, players, committee members and the Melbourne Sporting Partnership (MSP), all of whom play a vital part in ensuring that this great Football Club continues to develop and grow in its success and stature within local grassroots football.

The past two seasons have proven difficult for everyone due to impact of Covid-19. Hopefully the new season will prove to be a great success something that will only be achieved with the ongoing support of all club members.

Enjoy the 2021/22 season.

Gerard Cantwell – Chairman, Melbourne Dynamo FC.

Club History

Melbourne has always had a proud footballing history with the village having had football teams playing here since before the 1930s. They have had various names from Melbourne Town, Melbourne United, Melbourne Boys to the current Melbourne Dynamo.

Over the years these teams along with many Pub teams from the village have carved a tradition of playing to a high standard of football and **are** well known throughout the local area.

In 1986 Graham Moore started Melbourne United FC for the local children and with the help of so many people over the years evolved the Club into what we see today. In 2018 Melbourne United FC joined the Melbourne Senior football Club to create a united

“Melbourne Dynamo Football Club”.

Our aim is to continue this, giving the best football opportunities for the young and old alike in a safe and welcoming environment.

The Club has always been a place where local people have come and enjoyed football, not only as a player or manager but also as a fan.

The aim of Melbourne Dynamos is to:

- Create long-term partnerships between players and the Club
- Develop players ability through access to excellent coaching and playing facilities
- Attract and retain players with capability to progress from junior through to adult football
- Develop a one Club culture based upon good sporting principles, team working, footballing excellence, personal drive, ambition and commitment
- Continue to improve all available resources (players, management & coaches, finance and infrastructure) to enable progression of teams to compete in the highest level of league standard

Club Committee

Club Chairman

- Gerard Cantwell 07723 349199

Club Secretary

- Alex Slater 07966 933583

Junior Leagues Secretary & Covid Officer

- Julie McLean 07968 986545

Club Treasurer

- Chris Archer 07811 260802

Welfare Officer

- Steph Salisbury 07930 183014

Communications Secretary & MSP Operations Rep

- Andy Ryley 07812 118989

Procurement

- Andy Bell 07758 957486

Head of Adult Football

- Greg Salisbury 07891 291238

Head of Junior Football

- Rich Docherty 07768 841856

Head of Girls Football

- Steve Irwin 0800 881454
- Nelly Mardon 07903 103580

Head of Coach Development

- Jess Simnett (Jess.simnett@thefa.com)

MSP Development Representative

- Stuart Uprichard 07545 444431

Club Social Fundraising

- Conor Raynor 07810 437287

Corporate Sponsorship

- Jonny McPhee 07826 542179

Walking Football

- Peter Haas 07939 177110
- Iain Oakes-Green 07876 770295

League Associations

The club participates in the following leagues:

- Adults First Team: Central Midlands Football League
- Adults Reserves: Midlands Regional Alliance 1
- Adults Dev Team: Midlands Regional Alliance 2
- U13 through to U18: Derby City Football League
- U7 through to U12: Derby Junior Football League
- Girls: Derbyshire Girls and Ladies League
- Walking Football: Derbyshire Walking Football League

Team Manager Details

Team	Team Name	Manager Name	Mobile	Email
Soccer School	Administration	Jennifer King & Olly King		
U7		Richard Docherty	07768 841856	richard.docherty@rolls-royce.com
U7		Keith Schofield	07947 373786	keithschofield79@gmail.com
U7	Sharks	James Thompson	07745 535531	thomps_1984@hotmail.com
U7		Matt Iliffe	07710 174948	kayleighiliffe@gmail.com
U7	Storm	Ryan Cotton	07866 423808	cottonryan@outlook.com
U7		TBC		-
U8	Rockets	Martin Lindau	07779 593219	martinlindau@gmail.com
U8		Matthew Smart	07967 806501	msmartprocurement@gmail.com
U8	Stars	Jonathan Ballard	7865 893506	jballard17a@gmail.com
U8		Andy Dawkins	07772 224961	Ajpdawkins@outlook.com
U9	Metal	Lee Scott	07971 326266	leescott08@icloud.com
U9		John Colburn	07815 119707	jcolburn@skiptonbf.co.uk
U9	Steel	Jonny McPhee	07826 542179	jonny@invictuscomms.com
U9		Steven McAish	07789 980798	mcaish@hotmail.com
U10		Steve Irwin	07800 881454	Sjirwin1@gmail.com
U10	Lightning	Jon King	07753 696591	jmavking@googlemail.com
U10		Simon Hoddinott	07919 264146	simonhoddinott@gmail.com

U10	Thunder	Iain Robertson	07880 703130	iainrobertson_30@hotmail.com
U10		Eddie Bardsley	07811 224125	eddie.bardsley@corteva.com
U11	Magic	Antony Rowan	07912 426718	ralphyrowan@me.com
U11		Toby Mitchell	07814 902218	toby@we-activate.co.uk
U11	Pistons	Richard Kirkham	07411 222062	richardakirkham@hotmail.com
U11		Dominic Taylor	07840 747245	dom@we-activate.co.uk
U12	Falcons	Andy Bell	07758 957486	andyattosh@yahoo.co.uk
U12		Andy Ryley	07812 118989	ryley5@btinternet.com
U12	Hawks	Mark Whyman	07791 388364	mwhyman51@gmail.com
U12		John Grainger	07789 953301	-
U13	Lions	David Smith	07889 548303	smudgerdes@outlook.com
U13		Kevin Williams	07368 214071	kevinwilliams179@hotmail.com
U13	Tigers	Ian Harding	07966 482413	ian.harding111@googlemail.com
U13		Tim Cole		tim_cole_1@hotmail.com
U15		Conor Raynor	07810 437287	conor_raynor@hotmail.co.uk
U15		Aaron Forster	07974 961988	forster_aaron@yahoo.co.uk
U16		Don Miller	07912 526720	donal.miller3@sky.com
U18		John Lewis	07736 365654	j.lewis56@btinternet.com
U18		Andy Walsh	07413 606902	walsh_ar@sky.com
Adult Dynam os		Gavin Salisbury	07813 932420	gav.salisbury@hotmail.co.uk

Adult Dynamos	Greg Salisbury	07891 291238	<u>gregorsalisbury@hotmail.com</u>
Walking Football (>50 years old)	Peter Hass	07939 177110	<u>pkhasshh@gmail.com</u>
Walking Football (>50 years old)	Iain Oakes-Green	07876 770295	<u>oakesgreen@gmail.com</u>

Girls Football

Team	Contact Name	Mobile	Email
Wildcats Soccer School	Jamie O'Toole	07943 400907	<u>jamie.otoole74@gmail.com</u>
Wildcats U8	Jamie O'Toole	07943 400907	<u>jamie.otoole74@gmail.com</u>
Wildcats U9	Johnny Armstrong	07738 306938	<u>j82armstrong@gmail.com</u>
	Dave John	07807 966896	<u>daveandcaroline@me.com</u>
Wildcats U10	Nelly Mardon	07903 103580	<u>nellymardon@hotmail.co.uk</u>
Wildcats U11	Nelly Mardon	07903 103580	<u>nellymardon@hotmail.co.uk</u>
Wildcats U12	Simon Hoddinott	07919 264146	<u>simonhoddinott@gmail.com</u>
Wildcats U13 & U14	Jamie O'Toole	07943 400907	<u>jamie.otoole74@gmail.com</u>
Wildcats U15	Jamie O'Toole	07943 400907	<u>jamie.otoole74@gmail.com</u>

Team Training Slots

Team	Training Slot
Soccer School	11am Saturday
Boys U7	10am Saturday
Boys U8	9am Saturday
Boys U9	5pm Thursday
Boys U10	5:30pm Friday
Boys U11	6pm Wednesday
Boys U12	6pm Thursday
Boys U13	5pm Wednesday
Boys U14	6:30pm Tuesday
Boys U16	5:30pm Tuesday
Boys U18	8pm Wednesday
Wildcats Soccer School	Monday 4.30
Wildcats U8	Monday 4.30
Wildcats U9	Monday 5.30
Wildcats U10	Friday 4.30
Wildcats U11	Friday 4.30
Wildcats U12	Monday 5.30
Wildcats U13 & U14	Friday 5.30
Wildcats U15	Friday 5.30
Adults	Wednesday 7.00
Walking Football (>50 yrs old)	Friday 6.0
Coaches Football	Wednesday 9.00
Coaches Football	Friday 7.30

Manager's Responsibilities

GENERAL

- To hold a valid FA CRC (Criminal Records Check), complete an FA level one coaching badge, hold a valid FA certification in Safeguarding and First Aid.
- Get parents to complete the Club player registration forms and return these to the Club junior league secretary along with proof of age and a passport photo.
- Keep a contact list of all players and trainers.
- Have clear lines of communication between coaches and parents.
- Relay Club messages to parents.
- Encourage and remind parents to pay subs on time.
- Establish and manage expectation levels with players and parents, i.e. behaviour, language etc.
- Be open and available to discuss issues with parents throughout the season.
- Be present at Club meetings and events.
- Attend the Club Annual General Meeting.
- Appoint a communications representative to help get messages out to parents.
- Appoint a fundraising representative for your team to join and help the event/fundraising committee.

Manager's Responsibilities

TRAINING & MATCHDAYS

- Turn up as required and in good time.
- Plan your training sessions.
- Lead by example, show respect to all involved.
- Use appropriate language for the age of the children.
- Support all players and encourage fair play and high standards of behaviour.
- Ensure inclusivity of all players & substitutes.
- Be positive and encouraging throughout.
- Support & respect the referee at all times, never enter the field of play without their permission.
- Appoint a respect ambassador at each game.
- Pay the referee's fees.
- Keep an appropriately stocked medical kit and have it at hand at all times
- Be aware of any medical conditions of players, i.e. asthma.

CLUB ACTIVITIES & SOCIAL EVENTS

- Hold end of season awards event
- Represent your team at Club events, if the Manager is there, usually more parents will attend.
- Encourage parents to get involved too, the club needs their backing.

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



RESPECT

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

- Required to meet with the club or league Welfare officer or your CFA Designated Safeguarding Officer (DSO).
- 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

*we ONLY
do
Positive.*



Parent's Responsibilities

- At training and on matchdays parents should ensure players arrive in plenty of time and have the appropriate kit with them i.e. boots and shin pads.
- Ensure players have a drink, preferably water, along with a rain coat, hat and gloves if bad weather, sun cream should be applied prior to matches/training.
- On matchdays spectators should stay behind the barrier on the opposite side of the pitch to the coaches and be prepared to “run the line” when required.
- Spectators should encourage all players and applaud good play from both teams.
- Parents should support & respect the referee; some are young and learning the game.
- Only coaches should issue instructions to the players, parents should be aware of this, let the coaches coach.
- Never engage in, (or tolerate) offensive, insulting or abusive language or behaviour. Report it to the respect ambassador.
- Any issues should be addressed/discussed with the coach at an appropriate time away from the players.
- Join the Club as a member via the club's website and ensure all registration and subscription information is updated and maintained.
- We do not encourage drop and go parents.

*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:**

- 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 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



RESPECT

**we ONLY
do
Positive.**



Player's Responsibilities

- Always try your best for the team.
- Play fairly and be friendly.
- Play by the rules.
- Respect the referee and their decisions.
- Encourage your team mates.
- Shake hands with the other teams – win or lose.
- Listen carefully to what the coach tells you.
- Understand the coach has to do what's best for the team.
- Talk to someone who you trust or the club welfare officer if you're unhappy about anything at the club.
- Respect the facilities where you play and train.
- Don't use bad or inappropriate language.

*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



RESPECT

*we ONLY
do
Positive.*



Club Guiding Principles for Team Management

Our junior teams primary focus is for players to develop into better players in an enjoyable safe environment (which does not preclude winning).

Managers should follow the FA guidance for grassroots football. We encourage players trying different positions at younger age groups.

Team Age 7 to 9: is non-competitive so the focus at these age groups should be inclusivity (equal playing time), player development, fun and player retention.

Team Age 10 to 12: increasing team selection on merit, based on attitude in training, effort, dependability & enthusiasm, retaining the sense of inclusivity and player retention.

Team Age 13 and over: team selection on merit based on training, effort, skill, dependability & enthusiasm. Inclusivity must be taken into account... remember the stars of today may not be the stars of tomorrow.

Play to win but not at all costs, inclusivity being fundamentally the most important aspect in junior football, the emphasis of results changes over time.

Girls Wildcats Section

The Girls junior Wildcats section of the club runs as a single section similar to the soccer school and is currently catering for girls between 3 and 12.

The wildcats training continues throughout the year, and caters for girls who would like to play games as well as those that would just like to train.

Girls will be allowed to train across different age groups dependent on their ability to aid development, and girls registered to other teams are welcome to train and be involved.

Soccer School and Walking Football

At Melbourne Dynamos we try hard to include everyone in playing and enjoying football no matter what your age or abilities.

On Saturday mornings we run a Soccer School for players that are Under 6 years old. The soccer school acts as an introduction to football and transition to league football at U7 level.

At the other spectrum we have walking football for the more mature footballer. Here anyone over 50 years old is welcome, the team trains on a Friday evening and participates in the Derbyshire Walking Football League.

Team Parent Meetings

As part of the Club's requirement to maintain our FA Charter Standard, all Managers must carry out Parent team meetings.

These should be done as a pre-season and at the end of the season as a minimum.

A few things managers should consider covering are:

- Team Communications.
- Subscriptions.
- Outline the club ethos.
- Kit & equipment.
- Training.
- Game/Team management.
- Outline managers, parents and players responsibilities.
- Parent help – CRB checks.
- Fundraising.
- Sponsorship.
- Any other matters passed from the committee.

Subs – Fees

The Club sets the subscription for the coming season at the end of season AGM, and was communicated to managers and parents.

The standard fee is £200 per player with discounts available for families with more than 1 player.

We are moving to a new online subscription payment solution through our website management partner Pitchero. To ensure efficient administration of club finances and ensure the club remains financially viable, it is important that all parents register as parents of the club and submit their preferred payment option (payments are made by direct debit saving time for parents and club administrators).

It is important to note that if payment of subscriptions is not received in the agreed timeframe, then that player will not be eligible to play or train until payment has been received.

In certain cases, the Club will make allowances if families have financial difficulties. This will be handled in a discrete manner by the Club committee.

Kit & Equipment

The Club is looking to obtain business sponsorship for individual team kit provision. Each team will be provided a full kit for all team members, we try and make these last at least 2 years before they get passed down.

If additional sponsorship allows, the club will endeavour to provide other kit such as rain jackets & training tops but if sponsorship is not available it may be that parents buy their own.

Each team will be given the appropriate equipment for training and matches.

These include:

- Balls
- Bibs
- Medical Kit

For the younger age groups, we try to ensure one ball per player.

The club kit procurement is done through Andy Bell.

If you require anything, please do so through Andy:

Tel: 07758 957486

Email: andyattosh@yahoo.co.uk

Training

Each team should have one planned training session per week. The Club has the use of the AGP at the MSP and will allot a day and time slot for your team. If you cancel your training session please inform Jane Radcliffe at the MSP asap otherwise, the club will be charged for the unused slot. Please be aware that you may not get your ideal slot as the Club has over 20 teams to accommodate.

At each training session there should be at least 2 coaches, one of which holds an FA level 1 coaching badge. You can have parent helpers to aid you if needed or if a coach is not there, although they do need to have had the relevant Club CRB check completed by the Club

Training sessions should be planned with the emphasis on skill, development, and teamwork in a fun and safe environment.

The Club ethos is “Player Development”.

The Club does not stipulate a style or brand of football to be played but we do encourage a quick, positive passing style where players are comfortable on the ball.

Club & Player Welfare

Melbourne Dynamo FC acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care, and is committed to working to provide a safe environment for all its members.

A child or young person is anyone under the age of 18 engaged in any Club football activity.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Melbourne Dynamo FC recognises that this is the responsibility of every adult involved in our Club.

It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This applies whether you are a volunteer, match official, helper on Club tours, football coach or Club official.

All current Melbourne Dynamo Football Club members who are regularly caring for, supervising, training or being in sole charge of children and young people are required to complete an FA DBS Enhanced Disclosure.

Parent Involvement

Without parent involvement our club would cease to run, every player's parent is integral to the success of the club.

As a club we encourage all managers and coaches to get as many parents involved in your team and the club.

Over the years, managers will need the help and support of parents, so we encourage managers and parents to get acquainted as soon as possible and actively participate in the running of the Team and Club. It also helps to build a great social bond away from football for both players and parents alike.

Although not obligatory, as a manager you may want to appoint a parent as a communications officer to help get messages out to the parents.

It would also be good if each team could have a representative to join the event/fundraising committee.

The more help we can generate from parents the more it makes the organising and running of club events so much easier and enjoyable for all.

End of Season Awards

Every team should hold an annual End of Season Awards event where the players, parents and coaches get together to acknowledge the accomplishments of the team and of all who helped throughout the season.

The Club provides all players a memento as a record of their involvement in that season along with the main awards as follows:

Players player of the year - Voted for by the players

Managers Player of the year - Voted for by the coaches

Most Improved Player of the year - Voted for by the parents and coaches

Golden Boot - Voted for by all, not necessarily top goal scorer maybe for a golden moment at training or in a match.

One Player – one trophy per season.

Sponsorship & Fundraising

As we are such a large Club the running costs are vast and without fundraising and our great sponsors the Club would struggle to operate.

To fulfil our ambitions your continued attendance, support and promotion of all Club fundraising events is necessary.

We are always looking to partner with local businesses and public organisations, whether they be small independents or large corporations where we can offer several advertisement options to help fund the running of the Club and its future development.

The Club would like to thank all our sponsors for their continued support who have helped to maintain grassroots football here in Melbourne.

We are always looking for new sponsors big or small. Any donation towards kit, equipment or even a match ball is much appreciated so if you know anyone who may be interested, please have a word with them or pass on their contact details to the committee.

MSP Facility

Melbourne Sporting Partnership

The meeting room and function room within the MSP Facility are available to use **free of charge** for club & team meetings and social events (Christmas Parties, end of season celebrations etc). We can provide catering facilities or, alternatively, are happy if you want to use their kitchen to cater for yourselves. We only ask that you use our Bar Facility for drinks which will be staff as needed.

The Meeting Room & Function Room are also available to hire for private functions (birthday parties, christenings, quiz nights etc). There is a hire charge for private functions and our latest rates can be found on the MSP website.

To book in for either a club or a private function please use the contact details below.

Tel : 07950 396675 (Jane Radcliffe)

Email : admin@melbournemsp.org

Forms

Registration forms are all available online. Any new members just need to go to the Melbourne Dynamo website and click on the join button in the top right-hand corner. The system will guide you through the registration process.

Please note that new FA guidelines require parents date of birth to be provided at registration in order to link parent and child in the FA system for player registration.

Julie McLean

Tel: 07968 986545

Email: melbournemcleans@hotmail.com

It is the managers responsibility to get these forms back to Julie.

Expenses Forms can be requested from the Club Treasurer.

Chris Archer.

Tel: 07811 260502

Email: chrisarcher@righthouseuk.com

Please note you can ask for a float for referee's fees if you would prefer.

NEED HELP?

If you need help or guidance just ask.

There will be many managers or committee members who have experienced some of the problems or issues that you may face.

We are a united Club and are there for each other.

Keep up to Date

Website

<https://www.melbournedynamo.co.uk/>

Facebook

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