

Clarbeston Road AFC

**FAW & MacDonalds West Wales Community Club of the Year 2020**

Platinum Accredited Club

Under 15s Cup Finalists

Registered Charity Number: 1163455

Welcome Pack

2023-24 Season



**Welcome to Clarbeston Road Football Club**

On behalf of the trustees of Clarbeston Road Football Club I should like to offer you a warm welcome to our club. We have been providing access to football for our local community since 1961 and we are previous winners of the FAW Wales Club of the Year award (2003 & 2008) and the FAW & MacDonalds West Wales Community Club of the year (2020), recognising our close relationships with our local community.

This season, we will have mixed mini and junior teams for most age groups; from Under 6s through to Under 16s, along with girls teams at Under 8s, Under 10s, Under 11s, Under 13s, Under 14s and Under 16s. We have 2 senior men’s teams, competing in the 1st and 3rd Divisions of the Pembrokeshire League, a women’s team and a pan-disability squad, the Clarby Warriors who take part in festivals across South Wales. We hold the Insport Bronze standard for our work with disability football and we have achieved the FAW Trust’s highest accreditation level of Platinum since the 2019-20 season.

We are a registered charity (charity number 1163455) and we have 12 trustees who manage the club. We own our main football ground at Knock Field, where much of our mini football takes place, and where our first choice, full sized pitch is located. We lease and rent 2 further fields in the village with full sized pitches and we have changing rooms in the centre of the village, opposite the Cross Inn, an important sponsor and our unofficial HQ!

We continue to progress our plans for the development of the club facilities, with plans for a new changing room/club room building. We are also giving special consideration to improving facilities for hosting other activities and events for the local community.

The success of the club is based on the hard work of our many volunteers, including the trustees, our 45+ trained coaches and many other helpers and sponsors. Without their support, we would not be able to provide what we do to the community. We always need more volunteers to help with a range of tasks and I would also encourage all players and their families to get involved with our events and fundraising programme. If you wish to take a more active volunteering role in the club we would be very pleased to hear from you (details on page 5).

We hope this pack will give you much of the information you need to make the most of being part of our club. However, there is a lot more on our web site and we publish ongoing news on our Facebook site and Twitter feed.

**Steve Brown, Chair of Clarbeston Road AFC**

**Our Coaches**

All of our junior and mini coaches are trained to coach young people. They have all, as a minimum, achieved the FAW Leaders Award, 7 have achieved the UEFA C licence standard, the next level in the coaching hierarchy and 2 have the higher standard B licences. We go beyond the minimum requirements and ensure that all coaches, who are not otherwise professionally trained, attend the FAW training in Safeguarding, together with the FAW Emergency First Aid qualification. All of our coaches and volunteers who have contact with children, young and vulnerable people have to go through the Disclosure Barring Service (DBS) checks.

We encourage senior players and parents to become involved as coaches, helpers and for other volunteering roles. Each year we have 16-18 years old player volunteers who develop coaching skills alongside their A level studies. We also support students to gain experience as part of sports courses, the Duke of Edinburgh award scheme and their Welsh Baccalaureate studies.

**Safeguarding**

Our Club Safeguarding Officer is Owen Roberts, who is assisted by Steve Stretch. Both are club trustees. In the unlikely event you have any concerns about safeguarding or the welfare of anyone under our supervision, please report these to Owen for investigation. He may be contacted on 07966 068729. Any concerns about inappropriate behaviour of third parties in the vicinity of our activities, or any safety hazards, should be reported to our coaches without delay. We follow the FAW Communications Guidelines – Safeguarding to ensure appropriate use of social media.

**Photography**

We wish to publicise our activities on our web site and Facebook site and we often have local press interest in our matches. We seek consent from parents and guardians for this to take place and we will not publish photos or videos including your children, or identify them, without your consent.

**Codes of Conduct**

We have adopted the FAW Codes of Conduct for our coaches, players parents, team officials and spectators. We have expectations of high standards of conduct and behaviour for everyone associated with our club and we will be grateful for your assistance in both meeting these standards and letting us know if you have any concerns that we may need to address. Please see our web site for full details, a summary of which follows.

**Code of Conduct for Players and Parents**

Our code of conduct is essential to the success and future development of Clarbeston Road AFC. We strive to create a positive atmosphere, free from foul and abusive language, undue pressure, embarrassment and prejudice. This is crucial in order for young players to be able to play, develop, enjoy and express themselves.

We have an Equality Policy (available under the Club Policies section of our web site) and we have adopted the FAW Codes of Conduct for coaches, players, parents, relatives and other spectators. In particular:

* Foul and abusive language from Players, Parents, Team Officials or Spectators will not be tolerated.
* Players, Parents, Team Officials & Spectators are requested to respect the Referee and Officials and any decisions they make. No abuse of Referees or Officials will be tolerated.
* All persons are expected to let the children play without being intimidated by screaming and shouting from the touchline. Players often become distracted and confused when hearing conflicting comments and instructions, and as a result their performance, confidence and enjoyment may suffer. We ask spectators to stand well back from the touchline.
* We encourage positive support as opposed to criticism for mistakes. Young children do not respond well to negative feedback.
* Serious disciplinary Issues will be dealt with by the Club Committee
* The taking of pictures or the videoing of the children is strictly forbidden without prior permission of the club and the parents of ALL of the children involved.
* The principles of our code of conduct are applied to the Club social media sites. We will act to deal with any inappropriate postings.
* Failure to comply with this code may result in exclusion of individual Players, Parents, Coaches, Managers or Spectators from the club

**Data Protection and Privacy Policy**

As for any other organisation holding personal information about its members we are required to meet the requirements of the General Data Protection Regulation.

Clarbeston Road AFC is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership or volunteering, Clarbeston Road AFC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

Details are of our Data Protection Policy and our Privacy Policy (referred to

as a Fair Processing Notice) are held on our web site and can be viewed through the following link:

<http://www.clarbestonroadafc.co.uk/data-protection-policy.html>

**Membership Fees**

Following detailed consideration by the trustees and consultation with our volunteers, with effect from 27th July 2023 we will be introducing a membership fee, to include the FAW Comet annual registration fees, to be collected quarterly in advance by standing order or BACS payments and over the full 12 months period. By exception, and if requested, the alternative arrangement of monthly payments on the 27th day of each calendar month can be made. The fees will be as follows;

* Mini and Junior players £8 per month (£24 per quarter in advance)
* Women players £10 per month (£30 per quarter in advance)
* Adult Warriors players £10 per month (£30 per quarter in advance)
* Senior men players £12 per month\* (£36 per quarter in advance)
* Players in the 16-18 years age band £8 per month (£24 per quarter in advance)

  [\*Men’s matches incur costs for paid referees so their rate is slightly higher]

For existing members, the first quarterly payment needs to be received at the latest by 27th July 2023, with subsequent quarterly payments due on 27th October, 27th January and 27th April. For many members it will be easiest to set up a regular bank payment through on-line banking. Alternatively, we have produced a standing order form that may be provided to your bank to make the quarterly payments. Click on this link to access the [Standing Order Mandate](https://clarbestonroadafc.us4.list-manage.com/track/click?u=c3f33742d1794811eee071422&id=d207fd3177&e=47550d68f7). Please note that standing order forms will need to be with your bank at least 2 weeks before the first payment date. Payments should be made to the following account:

CLARBESTON ROAD ASSOCIATION FOOTBALL CLUB

BARCLAYS BANK PLC

SORT CODE: 20-37-82

ACCOUNT NUMBER: 03218694

REFERENCE: Player Comet number and initials\*

\*For example:  The reference for a player called Gareth Bale with comet number 12345 would be **12345 GB**

Team coaches have been provided with lists of player Comet registration numbers if anyone has difficulty locating these.   A separate payment will need to be made for each player/family member so that receipts can be tracked for each individual.

Anyone who would have difficulty in making payments through the above arrangements may contact Steve Stretch on [steve.stretch@yahoo.co.uk](mailto:steve.stretch@yahoo.co.uk) to discuss alternatives. If preferred, players/parents may make annual lump sum payments but no rebates will be given if players transfer/stop playing, unless there are exceptional circumstances such as serious, long-term injury or moving away from the area.

The trustees consider that a flat rate fee spread across the whole year better reflects the pattern of costs the club incurs, helps spread the cost for members and makes the administration simpler. We also believe that the proposed rates compare favourably with those of many other clubs and that many of our members who currently train and play regularly will be better or no worse off than the previous “pay as you play/train” system. Inclusion of the annual FAW registration fee in the membership will also avoid the administrative burden of a separate fee collection system.

We would be happy to confidentially support anyone who needs to use the scheme FAW PAWB scheme that supports cases of hardship. Further information can be found on [https://pawb.cymru](https://clarbestonroadafc.us4.list-manage.com/track/click?u=c3f33742d1794811eee071422&id=80aa7da5fd&e=47550d68f7)

**Membership waiting lists**

Many clubs have reported an increase in interest in playing football since the end of the Covid pandemic and Clarbeston Road AFC is no exception. The club’s Platinum accreditation, inclusive position on recruitment and non-selection on ability have also made it more attractive.

Demand has exceeded the club’s capacity for some age groups, leading to the requirement to hold applicants on waiting lists. When a vacancy in a squad arises, players on a waiting list will be given a place according to an agreed set of criteria prioritising those players from local communities, not on perceived ability, taking account of the FAW values for small sided football, which state ‘Small Sided Football is for boys and girls aged 5 to 13 of all abilities who are interested in football.

Priority will be given to children of club volunteers and players, those with siblings who are members, those from a family associated with the club and those living in local communities.

*Although the criteria we have developed refer to the catchment areas of schools, this is used only to describe where a child lives. The child does not have to attend their catchment area school, other than for those in criterion 4, which takes account of the club’s link agreement with these schools.*

*The policy does not apply to current squad members and no current player will lose a place in a squad. The policy does not apply to the Clarby Warriors as the team provides pan-disability football county-wide.*

**Priority order for admitting new members off waiting lists.**

1. Children of current club volunteers
2. Children who are siblings of current club players
3. Children with family histories of membership and volunteering with the club
4. Children attending schools in Group A1
5. Other children living in the catchments of schools in Group A1 but attending other schools
6. Children attending schools in Group B2 or living within the catchment area of those schools, or in Crundale
7. Children from outside the areas above with a parent/guardian who commits to volunteering within the club.
8. Children attending primary schools in Haverfordwest
9. Children living elsewhere in order of distance
10. In the case of the Under 12 and Under 13 age groups, secondary school-aged children who do **not** live in the catchment areas of the schools in Groups A and B will be allocated places in order of proximity to Clarbeston Road.

Notes:

1. Special consideration will be given to requests for membership by Looked After Children.
2. Where more than one applicant is in the same priority group, they will be allocated a place based on the length of time they have been on the waiting list

1 Group A - St Aidans VA School, Spittal VC School and Ysgol Gymunedol Maenclochog. The club has link agreements and offers after school coaching in these 3 schools

2 Group B - Wolfs Castle CP School, Puncheston CP School, Brynconin Primary School Clynderwen; other local schools with a similar rural nature to those above and to Clarbeston Road.

**The following is the link to our player registration and parental consent form for new members:**

<https://forms.gle/DyotHvzhZfCWkXLs5>

**Training arrangements and ground rules**

Much of our training takes place at all weather local authority pitches in Haverfordwest, with some in Pembroke. Please speak to individual coaches to confirm times and any other alternative arrangements. The cost of training sessions is included in membership fees and no extra payments are required. In the event of cancellation due to adverse weather, we will endeavour to notify players and parents through appropriate social media (Facebook, Whatsapp etc)

Directions to our pitches and facilities in Clarbeston Road can be found on our web site ([www.clarbestonroadafc.co.uk/how-to-find-us.html](http://www.clarbestonroadafc.co.uk/how-to-find-us.html))

We have a few sensible ground rules to help things run smoothly;

1. Players must wear the correct kit for the playing surface at all times eg. suitable football boots, or astro trainers and shin pads. Kit appropriate to the weather conditions should also be worn, including waterproof tops during wet weather and water bottles should be provided, particularly in warm weather.

2. No litter is to be left on the playing fields or surrounding areas

3. Strictly no sweets/chewing gum etc are allowed during training or playing

4. Players who disrupt the training for others will be reported to their parent/guardian and may be asked to leave the session if it persists.

5. Parents and guardians are requested to arrive in good time to drop off and pick up so that all children are ready to start training promptly at the assigned time for their age group. Parents are excluded from the caged or fenced training areas.

6. Clarbeston Road AFC cannot accept responsibility for the safety of children once they leave our facilities or supervision.

7. Please park considerately to allow safe access and exit from training facilities and pitches. We have improved car parking at our Knock Field site (Pitch 1 and Junior/Mini pitches) and we have plenty of capacity for normal match days. However, please park considerately to enable us to use the full capacity at the site and to avoid overflow parking on the highway.

We have also provided off road parking at our Pitch 3 site for both Pitches 2 and 3. There is a safe pedestrian route within Pitch 3 with a crossing point to Pitch 2 for players and spectators. Please do not drop off players or park on the road as this creates both safety and congestion hazards. In the event that our Pitch 3 car park is full, there is normally space in the lay by in the village or at the Memorial Hall, only a short walk away.

8. All injuries or medical conditions that may affect training or playing (including heavy colds, asthma or any history of concussion) **must** be reported to the Coach prior to the session. Any player deemed unfit to take part will be returned to their parent/guardian. The welfare of the child must be considered at all times.

**Useful names, numbers and links**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Contact details** |
| President | Delwyn Lewis |  |
| Chair | Steve Brown |  |
| Vice Chair | Owen Roberts |  |
| Secretary | Steve Stretch | 07976 944430 |
| Mini & Junior Fixtures Secretary | Gemma Constable |  |
| Girls & Women Fixtures Secretary | Emma O’Sullivan |  |
| Men’s Fixture Secretary | Matthew Fox |  |
| Treasurer | Jenny Lewis |  |
| Warriors Disability lead | Ian Eynon |  |
| Volunteering Coordinator | Steve Stretch |  |
| Safeguarding Officer | Owen Roberts | 07966 068729 |
| Senior Men 1st Team | Matthew Ellis |  |
| Senior Men 2nd Team | Raph Barnett |  |
| Women’s Team | Alice Rees |  |
| Under 16s Girls | Dafydd Makepeace |  |
| Under 16s Mixed | Lance Crees |  |
| Under 15s Mixed | Pam Thomas |  |
| Under 14s Girls | Mathew Francis |  |
| Under 14s Mixed | Matthew Davies |  |
| Under 13s Girls | Emma O’Sullivan |  |
| Under 12s Mixed | Matt Deans |  |
| Under 11s Girls | Kiran Chandra |  |
| Under 11s Mixed | James Griffiths |  |
| Under 10s Girls | Nathan Griffiths |  |
| Under 10s Mixed | Andrew Hamid |  |
| Under 9s Mixed | Jason Wall |  |
| Under 8s Mixed | Alice Rees |  |
| Under 8s Girls | TBC |  |
| Under 7s Mixed | Bobby Owen |  |
| Under 6s Mixed | TBC |  |

Our web site address is [www.clarbestonroadafc.co.uk](http://www.clarbestonroadafc.co.uk)

Our Facebook site is [www.facebook.com/ClarbestonRoadAFC](http://www.facebook.com/ClarbestonRoadAFC)

Our Twitter address is @ClarbyRoadAFC

**Fundraising**

It costs around £45,000 each year to run our club, before we invest in any improvements. All of this cost has to be raised from sponsorship, membership fees and fundraising. We wish to keep our membership fees affordable as we do not wish to exclude anyone on the basis of being unable to afford to take part. It is therefore really important that all of our members support our fundraising initiatives and events. There are a number of ways in which you can help:

**If you have a business:**

Please consider sponsoring an advertising board alongside our pitches. These are available at £100 per annum

**If you are a member, parent or supporter:**

Please consider entering our weekly Bonus Ball competition. It costs only £1 per week and you can win £25 if the number you are allocated is the Bonus Ball in the Saturday National Lottery draw. Forms can be picked up directly from our web site on:

<http://www.clarbestonroadafc.co.uk/bonus-ball.html>

Also please consider taking part in organising or supporting a fundraising event to supplement the programme organised by the trustees. No experience is necessary but if you do have some fundraising experience or can spare a little time, we would be very grateful for your support. If you are interested in helping us please contact Steve Stretch on 07976 944430 or on [steve.stretch@yahoo.co.uk](mailto:steve.stretch@yahoo.co.uk)

At the very least we hope our members and supporters can attend our fundraising events. These provide an important part of the social calendar for our part of Pembrokeshire and there should be something for everyone!

All of the funds we raise are invested back into providing football for the community. The more we can raise, then the more we can do to improve our facilities and the service we provide.

**Our Sponsors**

We are grateful for the generous support of the following current sponsors/funders:

BeGreen (Wales) Ltd

Blas y Tir

Cross Inn, Clarbeston Road

DJM Services (Pembs) Ltd

David Rees Fencing & Agricultural Services

Football Association of Wales (Ground Development Fund)

Fishguard Chiropractic Clinic

Frenni Transport Ltd

Gary Thomas Plant Hire

Green Warmth

Gwilym J Morris & Son

Harries Eggs

J E Lawrence & Son Ltd

John Nicholas Insurance

JPS Consultancy

Lloyd and Pawlett

Longlands Farm Cottages

D.B & J Lewis (Builders)

NFU Mutual

Oak Veterinary Group

One Stop Property Development (Nathan Thomas)

Pembrokeshire County Council (Enhancing Pembrokeshire Fund)

Pren Da Carpentry

Price & Son (Solicitors)

Pump on the Green, Spittal

RAM Plastics Supplies

Ray Rees & Son

TBS Skips

Thomas Turf

Totally Welsh.

Vernon Morgan Joinery

Vincent Davies

Western Seeds