1/ All Adults working with children Must have an in-date DBS check for football and it must be an FA DBS All Adults are registered on the FA Whole Game. <https://www.thefa.com/get-involved/more/whole-game/sign-in> Each team will pay for the DBS from their funds so they can have has many adults check has they wish.

Managers/Assistance/Helpers All their details should be entered into the FA Whole Game by The Club Secretary or Welfare Office (The secretary or Welfare Officer can then Register any new Member for a DBS They will be given an FA fan number so that they can log onto the whole Game (the link on the whole Game would be found in the MY DBS suitcase bottom left They should open and click onto the link and then they will be sent a email for the DBS (The link for the Whole Game can be found on the club Website <http://www.spondondynamosfc.co.uk/>

Three Documents will be required for a DBS. It tells you what Documents you can use when you start the application.

2/ All Managers that run a team in the small, sided leagues or the 11v11 league must comply with (FA Rules) (League Rules) Spondon Dynamos Rules.

3/ At this moment in time the Main Committee members consist of 1/ Chairperson, 2/Secretary 3/Treasurer, 4/Welfare Officers, Suitable members can be added.

4/ All Mangers are part of the Spondon Dynamos fc Sub Committee. Every team gets one vote. A member from each team or teams will be expected to attend the AGM and any other meetings or send a representative. The previous season can be disgust along with any other updates. Any issues that anyone may have can then be discussed and hopefully resolved. We should ideally have an AGM after the football season has been completed each season. We can also have emergency meeting if they are required.

5/ Charter STD. All Managers/Assists Coaches & Officials are registered with the FA and given a FAN number. All players and parents are also given a FA FAN number

FA DBS check (on line) (Law)

The courses below can be found when logged onto the Whole Game in the individuals “My Learning”

FA Level Coaching course Every team must have at least one coach (The club will pay for one coach)

FA Safeguard course All managers and any assistance must have safeguarding (The Club will pay for two)

FA First Aid course All Managers and any assistance must have first aid (The Club will pay for Two)

Each team Must have at least Two Adults per team preferably three. All must have a FA DBS, FA SAFEGUARDING & FA FIRST AID One Adult must have done the basic FA coaching coarse The club will pay for one level coach per team @£100 and will pay for two FA safeguarding and two FA First aid courses per team

6/ All Spondon Dynamos parents should have completed a Parent Consent form. (This can be found on our website) This form also covers the Club/Manager for Club Rules Any child’s medical issues plus any Photographs and Media. This Form should be kept by the Manager. Before a player can be signed the parents / Guardian's details will need to be added onto the Whole Game. All details required will be on this Consent form. Make sure the correct email address his on the form and it’s just one parent/Guardian’s details not a mixture because every person has their own FA Fan number. Otherwise, there will be registration problems) The Parent / guardian with also need to give online consent through an email link sent from the Whole Game. Parents can also log onto the FA Whole Game using their own FAN number

7/ Subs Collected Money should all go into a TEAM bank account so that it can be audited at any time by the club treasure or anyone that wishes to see the TEAM’S balance. The bank account will show all the team’s inputs and outgoings It’s also a good idea to update the team’s parents regularly about team income and expenditure. Managers and assistants should work out the team’s finances over the season and work out the amount each players parents should pay each month. If they have any difficulty with this Please contact the club treasures.

8/ Team Colours Its was voted at the 2025 AGM that it was best practise for teams to get the best value on football shirts and any equipment. The Spondon Dynamos team colours would be. Yellow or Yellow/Back shirts. Black or Yellow shorts. Black or Yellow socks. All team’s kits and equipment would be purchased by the individual team. This may include sponsors parents and so on.

**Any money a team/teams collects during the season belongs to the them once all expences have been taken out providing they continue. if a team folds any money left should go back into the club account.**

9/ New Teams

New Reception Group. Our small sided co-ordinator. He/she will collect any sub’s money. The money will be used for any outgoings and any money left will continue for the next season at year 1

New Year 1 teams Our small sided co-ordinator. He/she will collect any sub’s money and used for any outgoings. Any money left will be used for supplying training equipment for team/teams. Any extra money left will be distributed between the team/teams Managers ready for when they go into the U7 leagues. (The team must have a team bank account)

Leagues & Division Manager/Teams choice

From U7-U12 go into the DJFL or the YEL. It makes life simpler for all if the team choose The DJFL They sort all pitches and referees. All teams play at the same venue in Derby. The YEL the team have to sort their own home pitches and referees and have to travel to away venues. We would also need someone to attend both leagues meetings. 95% of our Teams enter the DJFL

Paying for pitches and referees DJFL The club treasurer will be billed for pitches and referees. YEL The team will be billed for pitches that they have booked and also pay for any referees they have resourced

From U13 our teams go into the DCFL or the Notts League. It makes life simpler if our Teams go into the DCFL because if we have teams in both leagues, we will need someone to attend the meetings for both leagues. 99% of our Teams enter the DCFL

All trainings sorted out by the team themselves, and they pay directly. (Gym school and so on)

Pitches The Treasurer will pay any leagues requesting pitch payment from the Club accounts and invoice the teams giving an invoice number for payment back to the Club accounts the 11v11 teams pay their pitch fees directly to the DCC registering for a pitch after the seasons finished for the new season Teams that play 11v11 may try and sort a pitch other than a DCC pitch (Like a school or a private facility) also teams that play in the YEL and the Notts league will have to try and find a pitch.

FA Club Affiliations fees are automatically paid to the FA (teams will be billed by the club treasurer)

FA insurance team insurance fees are automatically paid to the FA (Each team will be billed separately by the club treasurer)

All league charge these are paid by the Club (Each team will be billed separately by the club treasurer)

Any Club charges will be decided by the committee This will depend on the Clubs bank account?

Normally they are minimal. Any cost divided by all teams and number of players.

Normally u7 age are not charged this club fee due to their first year in the league. Reception Team also are not charged

Web site: All teams. Managers/Officials contacts are all on the Spondon Dynamos Website.

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

10/ All Mangers/Assistance must download the FA Match app so that team results can be updated for the leagues. If the apps not working for any reason the results and details needed should be sent to the Club secretary or assistant Secretary so he/she can forward to the appropriate league. Please not only the Club Secretaries can speak message or email any leagues. If a Manger/Assistant goes directly they could find OR get a message back (please go through your club secretary)

11/ ID Card photos. All league use a ID card system. Managers must print a squad list from the FA Whole Game. They must keep the printout safe and must show the sheet or cards to the opposition before any matches. If you do not have this sheet. Players can be asked to write their name on a sheet with their DOB This sheet can be sent to the appropriate league for player checks. The team may get fined and possible points deduction if appropriate.

12/ Fines for Teams/Club FA Fines these are for misconduct for RED/YELLOW cards or issues reported for Managers / Assistants and parents. Normally from Referees These fines have to be paid by a set date. For certain fines there can be written appeals but unfortunately that also costs and unfortunately it still cost if you win. In the past we have had Mangers/Assistants/Parents that have had quite large fines or suspensions. On the odd occasion the team has ended up not continuing for another season.

Fines from Leagues. The normal fines from leagues are for no Results given. Missing parts of Results and so on. These are normally small fines of about £5 These automatically have to be paid. In normal circumstance we would not contest these small fines other than sending an email putting the teams point because of the small amount of money and the effort involved in contesting this

13/ Please Note if you have any Question All leagues have their own websites where their rules can be found. Don’t hesitate to contact one of our committee members for any Club issues Or speak to another one of our managers

14/ Please do not send any correspondence to any leagues you should always go through the Club secretary. Please do not report any of your own teams directly to the FA (if the FA get involved, they automatically have to look into any issues that could result in a team fine, club fine and the team being removed from the league. Please speak to the club secretary welfare Office or Chair Person so that issues can hopefully be resolved in house.

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15/ Home team invite DCFL & where teams play home and away Managers will have to send a come and play email to their opposition. This includes home ground and team colours and Managers mob number. By the Wednesday before the Sunday of the Match For the DCFL 11V11 we have set up a club email. [Spondon.dynamos@hotmail.co.uk](mailto:Spondon.dynamos@hotmail.co.uk) all correspondents should come through this email. Managers will be given the password. Any question please ask the club Secreatary. All club’s details should be in our email addresses or can be found on the league website. If your home games cancelled you must contact the opposition and the referee and let the Secretary know so we can contact the league so that the fixture can be re arranged.,

16/ Referees if you are allocated a referee their contact details can be found on the league Website They must be contacted for availability by the Wednesday before the forthcoming match.

All team contacts Plus anything else you may need to know are on our club website. If wrong Mike Coombs will update on request

<https://www.spondondynamosfc.co.uk/resources/>

**Thank you for being part of Spondon Dynamos FC**

KRHoult Club Secretary