# MONK FRYSTON UNITED FOOTBALL CLUB

## CLUB HANDBOOK

### 2026/27 SEASON

**THE MONK FRYSTON WAY**

Enjoyment. Development. Respect. Community.

*A practical guide for players, parents, coaches, volunteers and supporters.*

Issued by the Management Committee • 2026/27

## Contents


01 Welcome & Club Identity
02 Our Club
03 Structure & Membership
04 Volunteers & Club Charters
05 Our Grounds & Matchday Operations
06 Training & Development
07 Matchday & Respect
08 Safeguarding & Welfare
09 Health, Weather & Player Welfare
10 Social Media & Digital Communications
11 Team Communications & Photography
12 Finance, Equipment & Sponsorship
13 Discipline, Complaints & Appeals
14 Raising a Concern
15 Quick Reference Guide
16 The Monk Fryston Way
17 Final Notes

# 01 WELCOME

Purpose, scope and how to use this handbook

Welcome to Monk Fryston United Football Club (MFUFC). We are a community football club committed to giving children, young people and adults the opportunity to enjoy football in a safe, inclusive and positive environment.

This handbook sets out the standards, expectations and practical arrangements that help the Club operate consistently. It applies to players, parents and guardians, spectators, coaches, volunteers and Club officials.

**IMPORTANT**

This handbook should be read alongside the Club's formal Codes of Conduct and the policies and regulations of The Football Association, West Riding County Football Association and the relevant leagues. Where a formal rule or policy conflicts with this handbook, the formal rule or policy takes precedence.

## What matters most

- The wellbeing and development of players comes first.
- Football should be enjoyable, welcoming and inclusive.
- Respect is expected on the pitch, on the touchline and online.
- Volunteers make the Club possible and must be treated accordingly.

# 02 OUR CLUB

Mission, vision, values and football philosophy

## Our Mission

To motivate and inspire every participant to enjoy playing their best football.

## Our Vision

To be an outstanding community football club within West Riding County FA, providing opportunities for personal, social and sporting development through football.

## Our Values

**FUN**

Create an environment where players enjoy football and want to return.

**RESPECT**

Treat teammates, opponents, officials, volunteers and supporters with courtesy.

**TEAMWORK**

Work together on and off the pitch; one team and one club.

**INCLUSION**

Welcome people of different backgrounds, abilities and experiences.

**PRIDE**

Represent the Club positively and take pride in our standards.

## The Monk Fryston Way

We are player-centered. We want players to be brave enough to try, make mistakes, learn and improve. Coaches should create positive learning environments; parents should encourage rather than instruct; and spectators should support the game rather than control it. See section 16

**OUR PRINCIPLE**

Development before pressure. Respect before rivalry. Enjoyment before winning.

# 03 STRUCTURE & MEMBERSHIP

How the Club is managed and what membership means

## Management Committee

The day-to-day management of Club affairs is undertaken by the Management Committee elected in accordance with the Club's rules. The Committee may determine questions and disputes concerning Club matters, subject to the rules and regulations of the FA, WRCFA and relevant leagues.

The Club holds an Annual General Meeting each year and may call other general meetings where required. Current committee names and contact details should be confirmed through the Club's official channels for the 2026/27 season.

## Teams & Coaches

Each team's activity is led by its Lead Coach with appropriate support from assistant coaches and team administrators. New teams require Committee approval, taking account of coaching capacity, safeguarding, demand, facilities and available playing space.

- Coaches and helpers working in regulated activity with children must meet the Club's safeguarding and vetting requirements.
- Required coaching, safeguarding and first-aid learning must be kept current in line with FA requirements.
- Team activity must operate within Club, league, WRCFA and FA rules.

## Membership

The Club maintains a register of members. Applications, renewals and payments are managed through the Club's designated registration/payment system. Membership is subject to acceptance by the Club and compliance with Club rules and Codes of Conduct.

## Fees & Hardship

Membership fees are set annually by the Management Committee. The 2026/27 fees  confirmed as follows;

U6: £120 annual or £10 per month over 12 months

U7- U18/Ladies/Vets: £240 annual or £20 per month over 12 months

Training Only: £10 per month

Siblings, (including step and half) of existing members shall receive a 50% reduction on the standard applicable rate.

If you have more than one family member participating in the club playing football you will need to send an email to monkfrystonjfc@gmail.com with details of the family members to apply the 50% discount.

The discount will only apply to the 2nd/3rd or 4th family member.  (Example, If you have 2 players playing for 2 different age groups and one member playing for Ladies team the first will be £240, the second will pay £120 and third £120. Total £480

A player playing for more than one team (for example playing Saturday and Sunday) shall be deemed to be 1x full rate (£240) and 1x sibling rate (£120).

**INCLUSION**

Financial difficulty should not automatically prevent a player from participating. Families who need support should contact the Club Welfare Officer or Committee in confidence.

# 04 VOLUNTEERS & CLUB CHARTERS

Everyone has a part to play

MFUFC is run by volunteers. Coaching, administration, safeguarding, grounds, parking, café duties, events, fundraising and countless smaller jobs all depend on people giving their time.

**VOLUNTEERS**

Please respect the people giving their time to make football possible. Abuse, intimidation or persistent disrespect towards volunteers is not acceptable.

## Parent & Guardian Charter

- Encourage every player positively - not only your own child.
- Allow coaches to coach. Avoid giving tactical instructions from the touchline.
- Respect referees and opposition players, coaches and supporters.
- Help with reasonable team and Club duties when asked.
- Raise concerns calmly through the correct Club channel, not during or immediately after a match.
- Make appropriate arrangements if leaving a child at a session; the Club is not a childcare provider.

## Player Charter

- Try your best, listen, learn and support teammates.
- Respect coaches, officials, opponents and spectators.
- Accept that mistakes are part of learning.
- Be gracious in victory and defeat.
- Represent MFUFC positively at matches, training, tournaments and online.

## Coach & Volunteer Charter

- Put welfare, safety and development ahead of results.
- Create inclusive sessions and provide fair opportunity to participate.
- Model calm, respectful behavior at all times.
- Maintain required qualifications, safeguarding and first-aid standards.
- Protect confidential and safeguarding information.
- Decisions to cancel games may take account volunteer capacity.

# 05 OUR GROUNDS & MATCHDAY OPERATIONS

Shared spaces, shared responsibility

## Home Grounds

The handbook identifies Stocking Lane, Hillam and Hambleton Playing Fields as the Club's home grounds. Site availability is controlled by the Club and may change according to fixtures, weather and operational needs.

## Parking

Parking is limited and requires cooperation. Teams will be asked to provide parking volunteers. Members and visitors should park considerately, avoid obstructing local residents and, where practical, walk, cycle or share lifts.

## Café & Volunteering

Matchday refreshments and other facilities depend on volunteers. Teams will be placed on rotas for café, parking, set-up, pack-down and events.

## Pitch Protection

The Club may close or restrict pitches to protect safety and playing surfaces. Teams must not independently use closed areas or arrange home fixtures without confirming availability.

## Visitors

We expect visitors to be welcomed positively and given clear information. The same standards of respect apply whether we are home or away.

# 06 TRAINING & DEVELOPMENT

Creating a safe and positive learning environment

## Training

Where practical, teams should provide regular training throughout the season. Head Coaches are responsible for communicating arrangements and changes promptly and for delivering sessions appropriate to the age, ability and needs of their players.

## Player Development

The Club's aim is to develop confident, resilient and technically capable players who enjoy football. Development is shared: coaches provide an environment for learning; players bring effort and curiosity; parents support the process.

### EFFORT

Players who attend with the right attitude and equipment should have meaningful opportunities to participate.

### LEARNING

Coaches should allow players to solve problems and learn from mistakes rather than constantly directing them.

### FAIR OPPORTUNITY

Selection and playing time will vary by fixture and circumstances, but ability alone should not determine opportunity.

### POSITIVE COACHING

Praise effort, decision-making, teamwork and improvement - not only goals and results.

## Winter & Alternative Training

The Club may restrict use of grass pitches during poor weather to protect player safety and playing surfaces. Alternative facilities and any Club contribution towards them are subject to Committee approval and seasonal arrangements.

## Parents at Sessions

Parents and guardians are encouraged to remain nearby where appropriate. If leaving the site, they must ensure suitable arrangements are in place for their child. Coaches must not be placed in a position where the needs of one unaccompanied child compromise supervision of the wider group.

# 07 MATCHDAY & RESPECT

How we represent Monk Fryston United

## Before the Game

- Arrive at the time requested by the coach with the correct kit, footwear, drink and any required medication.
- Home teams should support pitch set-up, respect barriers, goals, corner flags, parking and other matchday duties.
- Opposition teams should receive clear visitor information where available.

## During the Game

Coaches make football decisions. Spectators support. Players play. Keeping these roles clear gives children the best opportunity to think, make decisions and enjoy the game.

**TOUCHLINE STANDARD**

Encourage - don't instruct. Applaud good play. Stay calm. Respect the referee. Never confront a child, coach, official or opposition supporter.

## Match Officials

Officials will make mistakes, just as players and coaches do. Shouting at, insulting or intimidating a Match Official is unacceptable. Coaches and Club officials may require an offending person to leave a Club venue.

Particular care must be taken with junior referees. A young referee is developing too. Adults have a heightened responsibility to protect and support them.

## Results & Winning

Players should want to compete and try to win. The Club does not, however, support a win-at-all-costs culture. We celebrate effort, learning, teamwork, resilience and respectful behaviour. We are gracious in victory and defeat.

# 08 SAFEGUARDING & WELFARE

The welfare of children and young people is paramount

MFUFC acknowledges its responsibility to safeguard the welfare of players entrusted to its care and is committed to providing a safe environment for all members.

## Safeguarding Standards

- Concerns about a child's welfare must be reported promptly through the Club's safeguarding process.
- Safeguarding matters must not be debated in team chats or on social media.
- Adults should maintain appropriate professional boundaries with children and young people.
- One-to-one situations, transport, changing arrangements and digital communication should be managed in line with Club and FA safeguarding guidance.
- Personal information should only be shared where there is a legitimate need and appropriate authority.

## Photography & Mobile Devices

Images and video can be positive ways to celebrate football, but they must be managed carefully. Club permissions and safeguarding considerations apply before content involving children is captured or published.

## Equality & Inclusion

MFUFC aims to provide fair and equitable opportunity regardless of ability, disability, age, colour, ethnic origin, gender, race, religion, sexual orientation, belief or other protected or personal characteristic. Discrimination, harassment and bullying are not acceptable.

## Anti-Bullying

Bullying - in person or online - is not tolerated. Concerns should be reported to the Club Welfare Officer so they can be addressed through the appropriate safeguarding or disciplinary process.

**REPORT, DON'T POST**

If something concerns you, report it privately to the appropriate Club official. Do not publish allegations or safeguarding information online.

# 09 HEALTH, WEATHER & PLAYER WELFARE

Safety comes before completing a session or fixture

## Weather Decisions

The Club may cancel, move or shorten training and matches where conditions create an unacceptable risk or could cause significant damage to playing surfaces. Decisions may take account of weather, pitch condition, parking, lighting and volunteer capacity.

### HOT WEATHER

Encourage hydration, shade and suitable breaks. Coaches may reduce intensity or duration when conditions demand it.

### COLD / WET WEATHER

Players should have suitable clothing before and after activity. Sessions may be shortened or cancelled where conditions are unsafe.

### LIGHTNING / SEVERE WEATHER

Activity should stop when conditions create a safety risk. Follow the direction of coaches and Club officials.

### INJURY / ILLNESS

Tell the coach about relevant immediate needs and ensure required medication is available. Emergencies take priority over football.

## First Aid

Teams should operate with appropriate first-aid provision in line with Club and FA requirements. Serious incidents should be escalated to emergency services where necessary and reported through Club procedures.

## No Smoking / Vaping & Dogs

Stocking Lane and Hambleton Playing Fields are no-smoking and no-vaping sites and restricts dogs, except for the public right-of-way arrangements described for Stocking Lane. Members and visitors should follow current signage and Club instructions.

# 10 SOCIAL MEDIA & DIGITAL COMMUNICATIONS

Protecting players, the Club and the grassroots environment

Social media is valuable for celebrating the Club, recruiting players and volunteers and sharing community news. It must never compromise safeguarding, privacy, respect or the player-centered culture of MFUFC.

## What we want to see

- Positive stories about participation, effort, improvement, teamwork and community.
- Club-approved announcements, events and volunteering opportunities.
- Respectful recognition of opponents, referees, coaches and volunteers.
- Content that reflects the Club's values and protects children from unnecessary pressure.

## Results, Scores & Winning

Do not publish junior match results, scores or league tables through team or personal social-media accounts unless the Club and relevant competition rules permit and the Club has authorised the post. Do not use language that humiliates opponents or promotes a win-at-all-costs culture. Results being shared and published up to U12 is not permitted.

**EXAMPLES TO AVOID**

'We smashed them', 'easy win', criticism of a defeat, public blame of a player or referee, or posts that turn children's football into adult status or rivalry.

## Photos, Video & Livestreaming

- Do not publish photos or video of children unless the appropriate permissions are in place and Club requirements are followed.
- Do not livestream matches, training or Club events without prior Club approval.
- Do not publish content that reveals unnecessary personal information, sensitive locations or safeguarding information.
- If the Club asks for content to be removed, remove it promptly while the matter is reviewed.

## Online Conduct

- Never abuse, ridicule or criticise players, officials, volunteers, opponents or supporters online.
- Do not use Club channels to pursue personal disputes.
- Do not publish confidential Committee, disciplinary or safeguarding matters.
- Remember that private posts and group messages can be copied or shared.

# 11 TEAM COMMUNICATIONS & PHOTOGRAPHY

Simple rules for WhatsApp, messaging, photos and video

## WhatsApp & Team Groups

Team messaging groups should be practical, respectful and proportionate. Their purpose is to help organise football - not to create a permanent forum for match analysis, criticism or disputes.

- Keep messages relevant to team or Club activity.
- Do not criticise children, coaches, referees or other parents in group chats.
- Raise sensitive concerns privately with the appropriate coach, Welfare Officer or Committee member.
- Do not share screenshots or personal information outside the group without a legitimate reason and appropriate permission.
- Coaches and volunteers are not expected to be available 24/7. Allow reasonable time for replies.
- Communication involving children must follow appropriate safeguarding boundaries.
- Two members of the committee will have access to the WhatsApp groups for monitoring purposes.

## Photography & Video

The Club supports appropriate photography that celebrates participation while protecting children and respecting consent. Parents, spectators and volunteers must follow any instructions issued for a fixture, event or venue.

- Check that the Club's required permissions are in place before publishing images.
- Smart glasses and wearable recording devices (including Meta/Ray-Ban smart glasses) are treated in the same way as cameras and mobile phones. They must not be used to photograph, film, livestream or otherwise record children at Club activities where the required permissions have not been obtained.
- Avoid identifying children unnecessarily in public posts.
- Do not capture or share content from changing areas or other private settings.
- Do not use images to ridicule mistakes, injuries or emotional moments.
- Where another club or venue has stricter rules, follow those rules.

**WHEN IN DOUBT**

Do not post. Ask the Club first.

# 12 FINANCE, EQUIPMENT & SPONSORSHIP

Protecting Club resources

## Club Finances

The Treasurer is the guardian of Club finances and expenditure must follow Club authorisation arrangements. The Management Committee reviews Club finances and prepares the required annual financial information.

## What Club Funds Support

- Training and playing facilities, equipment and football kit.
- Insurance, facilities management and appropriate medical/first-aid provision.
- Approved coach education and player-development activity.
- League registrations, referee fees and other competition costs.
- Club trophies and agreed events or initiatives.

## Equipment & Property

Football kit and equipment supplied by the Club, or acquired by teams through fundraising or sponsorship, remains Club property unless the Committee formally determines otherwise. On discontinuation of a team, Club assets and funds revert to the Club.

## Sponsorship

Sponsorship helps keep football affordable. Team-specific sponsorship must be discussed with and authorised by the Management Committee before commitments are made. Junior-team sponsorship and branding must comply with applicable FA requirements.

**FINES**

The Club may pass on fines arising from an individual's misconduct or repeated administrative negligence where permitted by Club rules and the relevant disciplinary framework.

# 13 DISCIPLINE, COMPLAINTS & APPEALS

Fair processes and appropriate escalation

The purpose of Club discipline is to uphold standards, protect members and resolve concerns fairly. The Club may investigate alleged misconduct, breaches of Codes of Conduct, safeguarding-related behaviour or other conduct that may damage the Club or its members.

## Typical Internal Process

**1. REPORT**

Raise the issue promptly with the appropriate Club official.

**2. REVIEW**

The Club considers the information and decides whether investigation is required.

**3. INVESTIGATE**

Relevant people may be asked for information. Children must be supported appropriately.

**4. HEARING / DECISION**

Where required, a hearing is arranged and the Club communicates its decision.

**5. APPEAL**

Where the Club rules provide a right of appeal, it must be submitted within the stated timeframe.

## Possible Outcomes

- Written warning or final written warning.
- Conditions on participation or behavior.
- Temporary suspension while a matter is investigated.
- Removal of membership or Club role in serious cases.
- Referral to WRCFA, the FA, a league or safeguarding authority where appropriate.

External disciplinary matters raised by a league, WRCFA or the FA are handled under the relevant external procedures, and the Club will cooperate with those processes.

# 14 RAISING A CONCERN

How to raise issues constructively

## Football / Team Concern

Where appropriate, start with the team coach or team administrator. Choose a calm time rather than confronting someone during or immediately after a match.

## Safeguarding Concern

Contact the Club Welfare Officer promptly. Do not investigate the matter yourself and do not discuss it publicly or in group chats.

## Formal Complaint

All formal written complaints to the Club Secretary at monkfrystonjfc@gmail.com, with an alternative route where the complaint concerns the Secretary. Formal complaints should provide enough factual information for the Club to understand and review the issue.

- What happened, when and where.
- Who was involved and any witnesses.
- Any relevant previous reports or correspondence.
- Supporting information where appropriate.
- What outcome or resolution you are seeking.

**KEEP IT FACTUAL**

Describe what you saw, heard or experienced. Avoid social-media campaigns, speculation or personal attacks while a matter is being reviewed.

# 15 QUICK REFERENCE

The essentials for every MFUFC family

| Situation | What to do |
|---|---|
| Cannot attend training or match | Tell the team coach/administrator as early as possible. |
| Safeguarding concern | Contact the Club Welfare Officer promptly and keep the matter private. |
| Complaint about football decisions | Speak calmly with the coach at an appropriate time. |
| Bad weather | Check official team/Club communications before travelling. |
| Want to take/post photos | Follow Club and venue guidance; ensure permissions are in place. |
| Want to post a result/score | Do not post unless authorised by the Club and permitted by competition rules. |
| Problem with a referee | Do not confront the official. Raise concerns through the coach/Club. |
| Want to volunteer | Speak to your team or the Committee - help is always welcome. |

## Key Club Contacts

Club Secretary: monkfrystonjfc@gmail.com

Welfare Officer: See **COMMITTEE CONTACTS 2026/27** in section 17.

Committee and team contacts: See **COMMITTEE CONTACTS 2026/27** in section 17.

**EMERGENCIES**

For an immediate medical emergency, contact the emergency services. Football administration can wait.

# 16 THE MONK FRYSTON WAY

One club. Shared standards.

- **We play because football should be fun.**
- **We develop people as well as players.**
- **We give players the freedom to learn and make mistakes.**
- **We encourage - we do not shout instructions from the touchline.**
- **We respect every referee, including young officials who are learning.**
- **We compete to win, but never at any cost.**
- **We are gracious in victory and defeat.**
- **We do not embarrass children or opponents online.**
- **We protect photographs, video and personal information responsibly.**
- **We challenge bullying, discrimination and abuse.**
- **We support the volunteers who make our Club possible.**
- **We help with the jobs that need doing.**
- **We raise concerns through the right channels.**
- **We represent Monk Fryston United with pride.**

**OUR PROMISE**

FUN • RESPECT • TEAMWORK • INCLUSION • PRIDE

# 17 FINAL NOTES

Keeping the handbook current

This handbook is intended as a practical guide for the 2026/27 season. Monk Fryston United Football Club may review, revise or replace its contents where required to reflect changes in Club operations, governing-body requirements or good practice.

Formal FA, WRCFA, league, safeguarding and Club constitutional documents take precedence where they set a specific requirement.

## COMMITTEE CONTACTS 2026/27

| | | |
|---|---|---|
| Chair | Liam Fox | 07837 730032 mfufcchairman@gmail.com |
| Vice Chair | Amanda Upton | 07944 244536 monkfrystonjfc@gmail.com |
| Secretary | Ara Mikailian | 07892 648000 monkfrystonjfc@gmail.com |
| Welfare Officer | Nick Sheppard | 07427 458535 monkfrystonjfc@gmail.com |
| Treasurer | VACANT (Sheila Fox Interim) | 07766 835320 monkfrystonjfctreasurer@gmail.com |
| Grounds/Facilities | Darren Harris | 07568 403073 monkfrystonjfc@gmail.com |
| Events Management | Scott Elmes & Sarah Williams | 07540 706088 monkfrystonjfc@gmail.com |
| Special Projects | Sheila Fox & Steven Richards | 07766 835320 monkfrystonjfc@gmail.com |
| Female Development | Amanada Upton & Phil Zealand | 07944 244536 monkfrystonjfc@gmail.com |
| General Committee | Claire Sutton | 07947 730830 monkfrystonjfc@gmail.com |
| Youth Voice | Harry Reeves – Communications via Andy Reeves | 07710 775173 monkfrystonjfc@gmail.com |

**THANK YOU**

To every player, parent, coach, referee, volunteer, sponsor and supporter who helps make Monk Fryston United Football Club possible.

# MONK FRYSTON UNITED FOOTBALL CLUB

## CLUB HANDBOOK 2026/27

monkfrystonjfc@gmail.com