



# CULLERCOATS COMMUNITY FOOTBALL CLUB

**WELCOME PACK**  
**2020 - 2021**

# WELCOME TO CULLERCOATS COMMUNITY FOOTBALL CLUB

A warm welcome to all our players, parents, coaches and staff ahead of the 2020/21 season. We are certainly experiencing new challenges within grassroots football in these uncertain times. However, please be assured that the Management Team are pressing ahead with plans for our return to football in the coming weeks and months.

We are pleased to confirm the Club continues to grow in size, with new teams joining us at Under 7 (boys) and Under 12 (boys and girls) age groups. Our older girls team is now moving to Senior football, as is our Under 21 mens team, who have successfully applied for and joined the Northern Alliance League (Division 3).

Our Senior team enjoyed a very successful season in the Northern Alliance Premier Division, winning nine and drawing one of their last ten games before the season was ended prematurely.

Our Development section continues to thrive, including the FUN.D.A.Y.S group (age 4-6). The success of the younger groups has also resulted in the Club recruiting new coaches and parent helpers to join our growing staff team.

Later in this pack, you will read information regarding our Club Development Plan. We are pushing ahead with plans to develop the pitches and build a new facility at Links Avenue, to secure our long term future. Julieanne Caie, Club Development Officer, will keep you all informed as these plans progress.

It is our intention to introduce a new Club Parent Group in July 2020. We are looking for a volunteer parent for each age group up to and including Under 18 level. The parent group will be consulted regarding the Club Development Plan, other proposed changes and invited to help us make improvements to the way we operate as an FA Charter Standard Community Club. More information regarding how we plan to communicate as a club will be sent to you separately.

We have rearranged how we manage secretarial duties within the Club, with the introduction of a model which increases capacity to meet the demand from the increase in number of teams. From next season, we will have the following Club Secretary roles:

- John Symons - Senior Section (Adult Phase)
- Craig Williamson - Under 11 to Under 18 (Junior & Youth Phase)
- Mark Goodwin - Development, Under 7 to Under 10 (Foundation Phase)

Our long term Club Secretary, John Barnfather, has stepped down from his roles as Club Secretary and Club Welfare Officer. John has been with the Club since we returned to Links Avenue in 2005. We wish John and his partner, Janice, all the best for the future and would like to thank him for his many years of loyal service.

Kind Regards,  
Gary Stephenson  
Club Chairperson



# REGISTRATION PROCESS

Registration for the 2020/21 season will be completed online. The registration form is available from 1 July 2020, and can be found at <https://www.cullercoatsfc.co.uk/player-registration>.

The registration form should **only** be completed by a person with parental responsibility for the player.

When registered, every player is assigned with a unique ID number. This number will remain with the player for the entire time they are registered with the Club. This reference will be used for all player fees payments.

After completing the registration form, you will receive two emails, as follows:

## EMAIL 1 - REGISTRATION CONFIRMATION

The first email will confirm we have received the registration form, and provide you with some more information about the Club and plans for the forthcoming season. You will also receive further team specific details, such as contact details of your coach(es), any parent helpers and your training schedule.

## EMAIL 2 - STANDING ORDER INSTRUCTIONS

Player fees for the 2020/21 season will remain the same, at £250 for the season. This can be paid either in one single payment, or ten monthly payments of £25 from 1 August 2020.

The Standing Order Instructions will include a *Payment Reference*. This reference **must be used** for all Player Fees payments. Payments that are not made with the correct reference number will not be registered to the player and this will generate a non-payment enquiry.

## CONSOLIDATED CONSENT FORM & PRIVACY NOTICE

The online registration form contains links to a consolidated consent form and privacy notice. Please read the information provided carefully. These documents explain how we operate and handle your information. During the registration process, you will be required to agree that you have read and understood these documents.

## CODES OF CONDUCT FORMS

Our players, parents, coaches and staff all sign Club 'codes of conduct' to ensure that we behave appropriately at all times, with respect for each other, opposition teams, football officials and the community.

## CLUB FEES

We will provide a breakdown of all Club fees so that you know where your money goes during the season.



# SAFEGUARDING & WELFARE

At Cullercoats Community Football Club we strive to provide a safe environment in the community for our young people to play football. Should you have any safeguarding or welfare concerns, these should be reported to a team coach in the first instance. If this is not possible, or not appropriate, your concerns can be reported to the Club Safeguarding & Welfare Officer, as outlined below.



**Gary Stephenson**  
Safeguarding & Welfare  
Officer  
**Contact: 07810 655483**

If you would like to report any concerns to somebody outside the club, you can find the details for Northumberland FA and the NSPCC below. Should your concern relate to immediate harm, or injury, to a child or young person you should contact the emergency services.

**Angela Forster**  
Northumberland FA  
Welfare Officer  
**Contact: 07458 043678**

**NSPCC**  
<https://www.nspcc.org.uk>  
**Hotline: 0800 800 5000**



# CLUB DEVELOPMENT PLAN

The future development of Cullercoats Community Football Club is being managed in two phases.

## Phase I - Pitch Improvement & Maintenance

The first phase has been split into Phase 1a) and 1b)

1a. Contracted works to return pitches to a standard, as outlined in Cullercoats Community FC IOG (Institute of Groundsman) report, including aeration, overseeding and weed killing.

1b. Equipment needed to maintain pitch and safety standards, i.e. small tractor with related ancillary equipment alongside suitable storage facility and stop ball net.

Phases 1a. and 1b. require:

Institute of Groundsman (IOG) Pitches Report	✓
Grass Pitch Assessment Report (GPAR) maintenance plan from FA	✓
Two competitive quotes for each contracted service and equipment	✓
Confirmation that the land owner (Duke of Northumberland, managed by North Tyneside Council) is aligned to the maintenance plan by way of a signed 'Pitch Maintenance Agreement'.	✗

It is important to note that the Football Foundation grant requires that, from Year 3 onwards (of the 6 year plan) **the Club must take responsibility for all ongoing pitch improvement costs (on a sliding scale), so it is important we maintain our membership and sponsors to cover costs of this work.**

**Other Grants** - we were recently successful in securing a grant from Sport England Community Emergency Funding of £1780, which will be put towards meeting the start-up costs for the 2020/21 season.



# CLUB DEVELOPMENT PLAN

## Phase 2 - New Facility

The Football Foundation has clarified that they will not fund new facility or pavilion works until our grass pitches are up to standard. We know the maximum funding for a new building will be 75%, and it is unlikely we will get the full amount. The Management Team are currently working to understand what would be needed to bridge the final 25%.

We remain in close collaboration with North Tyneside Council (lease approval, planning, project discussions), VODA (opportunity for grants), private business discussions (investors), and have opened up discussions with local schools, community projects and potential funding streams.

*During April, we made progress on the North Tyneside Council lease, with a revised 'Heads of Terms' document being drafted and agreed on both sides, so we are looking to finalise the lease over the summer period.*

## Charity Status

Alongside Phase 1, the Management Team are also pursuing Charitable Status for the club. The plan is that we will become a Charitable Incorporated Organisation (CIO), via the Charities Commission.

Becoming a charity has many advantages, including the ability to open up more funding opportunities and secure various financial benefits, e.g. utility and lease discounts, VAT rebates, Gift Aid etc.

After taking advice from Northumberland FA Legal Team (Muckle LLP), North Tyneside Council, VODA (Volunteer organisation in North Tyneside) and various local football clubs, who have pursued similar status, the Management Team have agreed that CIO status works best for the Club.

The process to move the Club from our current Community Amateur Sporting Club (CASC) status to CIO can take 2-3 months, and requires a revised Club Constitution document. We also need to agree and train new 'trustees' and review our current procedures and financial records, in line with the Charities Act 2011 requirements.

***We will begin the process during Summer 2020.***

Our new charity name will be **Cullercoats Community Football Club**.

We will continue to keep you updated on progress.

We hope you are in agreement that we are making progress with club development and our aim is to ensure members are kept updated at each stage.

Watch out for email and social media updates on our website (<https://www.cullercoatsfc.co.uk>) and Facebook Page (<https://www.facebook.com/CullercoatsFC/>).

If you would like to support the Development Team, can offer a skill, or have any questions or ideas, please contact Julieanne Caie (Club Development Officer) at [julianne.caie@cullercoatsfc.co.uk](mailto:julianne.caie@cullercoatsfc.co.uk).



# CLUB TRAINING SCHEDULE

We have made plans for summer and winter training for the season 2020/21. You will have received details for the registration process on 1 July 2020.

In light of the current public health pandemic, we have followed Government guidance and restrictions, in close liaison with the Football Association (FA).

As a result of recent changes in the restrictions, which allows a staged return to grassroots football, we have prepared an operational plan and risk assessment for a safe return to football training for our younger players (under 18's). This follows the successful return to training for our senior section in June 2020.

Training sessions in small groups of 5 players and 1 coach are being planned for training sessions to commence from Saturday 11 July 2020. A training schedule has been agreed for all age groups to have training slots every weekend (Saturday/Sunday). This will include completion of a consent form for every player upon arrival at the initial session.

You will be updated throughout the planning phase of the return to training. Attendance at sessions will be optional, as we know that you will make your own decisions, based upon the Club Operational Plan and risk assessment. With this in mind, you will have had some consultation with your team coaches and this will continue as we finalise arrangements.

We will publish key messages and information regarding the plan and content of the risk assessment over the week leading up to 11 July 2020.

There will also be coaches briefing sessions via Zoom, following which coaches will liaise directly with their players and parents to prepare them for the first training session.



# CLUB CONTACTS

Role	Who?	Contact
Chairperson	Gary Stephenson	<a href="mailto:gary.stephenson@cullercoatsfc.co.uk">gary.stephenson@cullercoatsfc.co.uk</a>
Safeguarding & Welfare Officer	Gary Stephenson	<a href="mailto:gary.stephenson@cullercoatsfc.co.uk">gary.stephenson@cullercoatsfc.co.uk</a>
Club Secretary (Seniors)	John Symons	<a href="mailto:john.symons@cullercoatsfc.co.uk">john.symons@cullercoatsfc.co.uk</a>
Club Secretary (Under 11 - Under 18)	Craig Williamson	<a href="mailto:craig.williamson@cullercoatsfc.co.uk">craig.williamson@cullercoatsfc.co.uk</a>
Club Secretary (Ages up to Under 10)	Mark Goodwin	<a href="mailto:mark.goodwin@cullercoatsfc.co.uk">mark.goodwin@cullercoatsfc.co.uk</a>
Club Development Officer	Julianne Caie	<a href="mailto:julianne.caie@cullercoatsfc.co.uk">julianne.caie@cullercoatsfc.co.uk</a>
Media & IT Officer	Scott Mason	<a href="mailto:scott.mason@cullercoatsfc.co.uk">scott.mason@cullercoatsfc.co.uk</a>
Schools Liaison & Kit Coordinator	Claire Shorting	<a href="mailto:claire.shorting@cullercoatsfc.co.uk">claire.shorting@cullercoatsfc.co.uk</a>

