



MIDDLETON CHENEY
FOOTBALL CLUB

Parent Handbook



MIDDLETON CHENEY
FOOTBALL CLUB

The Playing Fields, Astrop Road, Middleton Cheney
www.middletoncheneyfc.co.uk
@CheneyFC

Welcome to MCFC

Whether your child is a returning player or new to Middleton Cheney FC (MCFC), we offer you a very warm welcome. We hope you will be happy here for many years to come and as the parent/guardian of a registered player, you automatically become a MCFC member.

As at the start of 24/25 season, we currently have 15 teams playing in five different leagues, and we encourage you to watch and support other teams within the Club. **We are one Club, not 15 individual teams.** As new members to the club, this guide provides an overview of some of the key areas to help you navigate your way through helping you and your child get up to speed quickly. Whilst the contents are not exhaustive, if there are any specific areas not covered your child's coach, or any member of the MCFC committee can answer any of your questions. This pack includes:

- MCFC Committee & Structure
- Club Welfare and Welfare Officer
- Age Groups and Leagues including formats
- Match and Training Arrangements
- Running the Team & Using Spond
- Signing On and Fees
- FA Code of Conduct (Spectators)
- MCFC Escalation Process

Our priority is ensuring our players continue to develop and enjoy the beautiful game. As a club we are committed to invest back into players – we provide position specific coaching, use VEO to record some of our matches, and allocate funds annually to provide players football opportunities they would not necessarily be able to have. For example, in 2023 and 2025 we visited St George's Park, the home of England, for a tour and training session with FA coaches, part funded by the club.

Please ensure you and other adults within your family are familiar with our Code of Conduct (page 10) when watching our teams and help us to ensure **that MCFC only does positive.** I look forward to seeing you watching and supporting all our teams in the coming weeks and months.



Wayne Campbell

Chairman, Middleton Cheney Football Club

Your MCFC Committee

Over the last few years, the MCFC Committee has expanded to align with the club's growth strategy and is currently made up of the following officials, who all give their time voluntarily to ensure MCFC is run professionally and efficiently. In 2023, the Committee signed off a five-year strategy to ensure that we continue growing and evolving during this time, in a sustainable and financially secure way.

Wayne Campbell
Chairman

Janine Beck
Welfare Officer

Gareth Uden
Vice-Chairman

Theresa Goss
Club Secretary

David Handley
Treasurer

Carolyn Hay
Meeting Secretary
& Events Lead

Matt Jordan
Coach Quals Co-ord.

Wayne Goss
Pitches Manager

Lewis Harris
Committee Member

Chris Morris
Senior Team Rep

Luke Terry
Youth Section Rep

Adam England
Girls Section Rep

Claire Ewens
Social Media Mgr

PC/PFA Rep
TBC

Vikki Campbell
Café Lead

Jon Pollard
Fixtures Secretary

Committee

Volunteer

Our five-year strategy (to 2028) is focussed around 4 pillars, each of them being essential to today and also our future, covering different elements, essential for managing and continuing growth for MCFC. In the coming years. Our strategy is reviewed every 12 months to ensure we are on course to achieve our objectives.

Coach Support



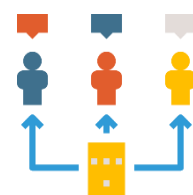
Finance



Operations



Governance



Welfare at MCFC

Safeguarding is everybody's responsibility. MCFC and English football takes safeguarding extremely seriously. The ongoing work to make the game as safe and enjoyable as possible is led by The Football Association, the game's governing body in this country. This is delivered through County FA's in conjunction with both leagues and clubs. Aligned with the FA, we have a clear safeguarding strategy complete with policies, procedures and regulations. Every club in the country must adhere to the policies which apply to them. If not, they face sanctions, including suspension from playing.

FA policies include the mandatory appointment of a Club Welfare Officer(s) for every league or club with youth teams. There is also a requirement for some of our committee officers to complete the 'Safeguarding for Committee Members' course. While mandatory for specified officers, the course is open to anyone to raise their awareness of safeguarding children. Welfare Officers must have an FA-accepted Criminal Record Check, which must be renewed every three years. They must also undertake regular FA-approved safeguarding training. With the club committee's support, Welfare Officers ensure the appropriate checks and training are completed for anyone at the club working with children and young people under the age of 18.

If you have any concerns about the welfare of a child, please contact welfare@middletoncheneyfc.co.uk where your communication will be dealt with in the strictest of confidence. If you feel a child is in immediate danger, please call the Police. Further information on the clubs safeguarding policy can be found on the website and covers:

- Anti-Bullying Policy [HERE](#)
- Heading Guidance [HERE](#)
- MCFC Astrop Park Emergency Action Plan [HERE](#)
- MCFC Safeguarding Children Policy Procedures [HERE](#)
- Middleton Cheney FC Facility Plan [HERE](#)
- Parent/Guardian Handbook 2024/25 [HERE](#)
- Photography Guidelines [HERE](#)
- Player Handbook
- Safer Recruitment: Best Practice Advice for Grassroots Football [HERE](#)
- Web, Social, Mobile and Email Communications [HERE](#)

More information on FA Safeguarding can be found by clicking [HERE](#)

Age Groups and Leagues

Our teams participate in various leagues across the region, playing on either Saturday or Sundays.

Leagues

Witney & District Youth League	U11, U10, U9/Falcons, U8 & U7 (Saturday mornings)
Milton Keynes & District Dev. League	U15 & U13 (Saturday mornings)
Oxfordshire Youth Football League	U16, U14 & U12 (Sunday mornings)
Oxfordshire Girls Football League	U13, U11, U9 Lionesses (Saturday mornings)
Banbury & District Lord Jersey League	Men's Team (Saturday afternoons)

In addition to the leagues we participate in, please see the below table highlighting various information about each age group. For the younger age groups, it's normal for 'development' matches to be arranged immediately after the league match to allow more game time.

Age Group Details

Age Group	Format	Ball Size	Competitive	Match Length
U7 (Year 2) & U8 (Year 3)	5 v 5	3	No	2 x 20min*
U9 (Year 4) & U10 (Year 5)	7 v 7	3	No	2 x 25min*
U11 (Year 6) & U12 (Year 7)	9 v 9	4	No / Yes	2 x 30min
U13 (Year 8) & U14 (Year 9)	11 v 11	4	Yes	2 x 35min
U15 (Year 10) & U16 (Year 11)	11 v 11	5	Yes	2 x 40min

*Development games can be played

Playing Kit

Playing kit is provided to all players through team sponsorship and being a grassroots club, we rely on sponsorship for each age group. Additional items and training kit is available to purchase from our online club shop - accessed via Trysports [HERE](#) - and on some occasions, sponsors cover additional items such as tracksuits, rain jackets, bags too.

HOME (Blue/White) **AWAY** (Yellow/Black)



GOALKEEPER HOME/AWAY



Match/Training Arrangements

Our home matches are played at either of the following:

- **The Playing Fields, Astrop Road, Middleton Cheney OX17 2PQ**
- **Chenderit School. Archery Road, Middleton Cheney OX17 2QR**

It is the responsibility of our team coaches to liaise with the opposition to make arrangements for games, kick off times and related information. Please note that kick off times vary (for most teams this is in the morning) and players usually arrive around 30mins before kick off to warm up. Please refer to the previous page for game day information for your age group details.

When attending home matches, where possible we ask all MCFC players and spectators walk to Astrop Road and Chenderit School to reduce parking congestion. Where this is not possible, PLEASE ensure that you park courteously and are considerate of residents and ensuring you do not block access for emergency vehicles. This also applies to all training sessions.

Pre Season/Summer Training

Pre-season/Summer training is from around July to the end of September and takes place at Chenderit School, with times usually between 17:30 – 19:30 depending on coach availability. Your coach will confirm the day of week for your team.

Winter Training

Between October and April we revert to our Winter training schedule which takes place at various venues across Banbury and Brackley. Due to the volume of teams in the area, and a severe lack of local football training facilities, winter training slots can be very hard to source and therefore midweek training days and times will vary. Your coaches will make every effort to accommodate training times but sometimes it is just not possible to meet everyone's needs.

Running a MCFC Team

Middleton Cheney FC is only a brilliant grassroots club due our coaches, committee members and other volunteers. Therefore, every year, when we start a new team or age group, we rely on parents/guardians to step up and run the team. Running a team can be the most enjoyable part of your week even if you don't have a football background! Ideally each team will need 2 - 3 volunteers who will coach the team and also help with the administration.

All our volunteers must be DBS checked before beginning a coaching role and the Club will arrange and pay for. All you need to provide is the requested info and forms of ID. This is not onerous but being prompt and organised will help our Club Welfare Officer.

Coaching qualifications

To start your coaching journey, you will need to complete the following courses which help you not only understand the basics of coaching football, but also essential skills such as First Aid and Safeguarding. We suggest having one lead coach who will undertake the Level 1 FA Coaching Course. All training courses are provided in the links below and are online so they can be completed around your availability. MCFC fully fund coaches training for the below courses.

Course	Website Link (click for details)	Duration (approx.)
First Aid	FA First Aid Course	90-120mins
Safeguarding	FA Safeguarding Course	45mins
EE Playmaker	Playmaker Course <i>(minimum coaching requirement)</i>	3-5 hours
FA Level 1	FA Level 1 Coaching Course	4 weeks

For the FA Level 1 course, there is an online webinar taking place over 4 weeks - lasting an hour at a time, and there are mini multiple choice assessments at the end. But you can begin your coaching journey once you have completed the playmaker course. As a club we support all coaches throughout the season, providing them with full coaches' kit, winter jacket and hot drinks bottle.

Coaching the Children

As with anything in life, you get out what you put in. We always recommend you try and have a plan going into the sessions for how you will use the hour (as it goes very quickly). Prepping ahead can be as long or short as you like - but it's key to have a structure.

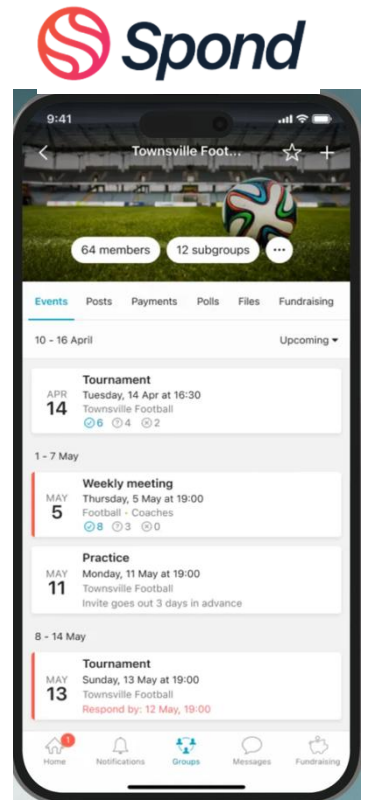
Admin

The best teams are often the most organised teams. The admin role can be undertaken by coaches but anyone can help with this and it might suit someone who is keen to get involved but may not feel confident in leading as a coach. The key aspects to admin includes communicating with the opposition team for match details and also MCFC parents for training/game day information (including games being cancelled or moved).

Spond

To keep admin really simple, we encourage all coaches/parents to download a free app called Spond, our preferred method of communication for training and match day, as opposed to email and Whatsapp. Coaches can pre plan events, training and matches, giving parents details of matches, key information such as addresses – which are linked to both Maps and Google Maps for ease of navigating, and arrival/KO times.

Notifications are sent to parents where you must confirm/decline events allowing coaches to plan teams and game time more effectively. This is also very important for player welfare should a player not arrive when they are expected to. The FREE App is available from App Store/Google Play.



There are also additional features to help manage the operational tasks across the season including:

- **Task feature** - allows coaches to ask for volunteers to help at matches by allocating tasks such as Respect Barriers, Goals and volunteers to Ref. It is incredibly helpful to support our coaches on match day as they have so many things to consider, so please offer your help where possible.
- **Poll feature** - allows parents to vote and is useful when looking to gauge interest of kit sizes, end of season nominations for player, coaches and supporter's player of the season.
- **Messaging feature** - allows parents/guardians and coaches to send individual messages and also group messages.
- **Payments app** - which is useful for coaches when looking for parents to fund things such as tournaments (these are organised separately outside of the Signing on/Fees).

Signing On and Fees

Signing on is done through our online registration system, with an initial signing on fee payable before the season begins, and 3 further payments due in September, November and February. These fees cover the club's running costs for items such as insurance, grass cutting, pitch marking, pitch maintenance, coach and playing equipment, plus a contribution to our winter training costs which currently stands at around £12-13k each season. The current fees per player are as follows:

July/August	September	November	February
Signing on fee: £70	£50	£50	£50

By registering for MCFC, parents are committing to paying these fees on the required date or you can pay in full at the start of the season if you wish. The contributions to the Club running costs are not game related, they do not equate to a particular number of games a team has played or the number of games a player has taken part in. Once the fee(s) has been paid, they are non-refundable. A copy of Player Registration Fees and Contributions to Club Running Costs policy is available [HERE](#)

MCFC set the expectation that all coaches ensure every child has a minimum 50% game time, providing that they demonstrate consistent commitment and engagement at both training and matches, along with respect and fair play to teammates, coaches, other club members and the opposition. We expect all youth team players to adhere to the FA Respect Code of Conduct. Should your child's coach have concerns about their levels of participation, they will discuss this with you - but this is a two-way process, and you should also discuss any concerns that you have with them.

More than one child at MCFC?

We are delighted to offer a discount for two or more children who play for the Club. Please email football@middletoncheneyfc.co.uk if this applies for further details.

Struggling to Pay?

If you have concerns about paying the annual fees, please contact our Welfare Officer welfare@middletoncheneyfc.co.uk where this will be dealt with confidentially.

FA Code of Conduct (Spectators)

As adults, **we all bear a collective responsibility to set a good example** and help to provide a positive environment in which young people can learn and enjoy the beautiful game. When watching football, at training or an MCFC match, **it is very important that you:**

- ✓ Remember children play for FUN (it's THEIR game, not ours)
- ✓ Applaud effort and good play, as well as success
- ✓ Respect the Referee's decisions even when you may not agree with them
- ✓ Appreciate good play, from either team, home or away
- ✓ Remain behind the respect barrier and off the pitch during game time
- ✓ Let coaches do their job, and not confuse children by telling them what to do
- ✓ Encourage players to respect the opposition, referee and match officials
- ✓ Support positively and offer players encouragement not criticism
- ✓ Never engage in, or tolerate, offensive, insulting or abusive language or behaviour

I understand if I do not follow the above Code of Conduct, any or all of the following actions may be taken by MCFC, Northamptonshire Football Association (NFA) or The FA, including being:

- obliged to leave the match venue by an MCFC Official
- issued with a verbal warning from MCFC or a League Official
- required to meet with the MCFC Committee, League or NFA Welfare Officer
- obliged to undertake an FA education course
- requested by the Club not to attend future games
- suspended or have my Club membership removed
- required to leave the Club along with any dependents
- In addition, The FA/NFA could impose a fine and/or suspension on the Club.

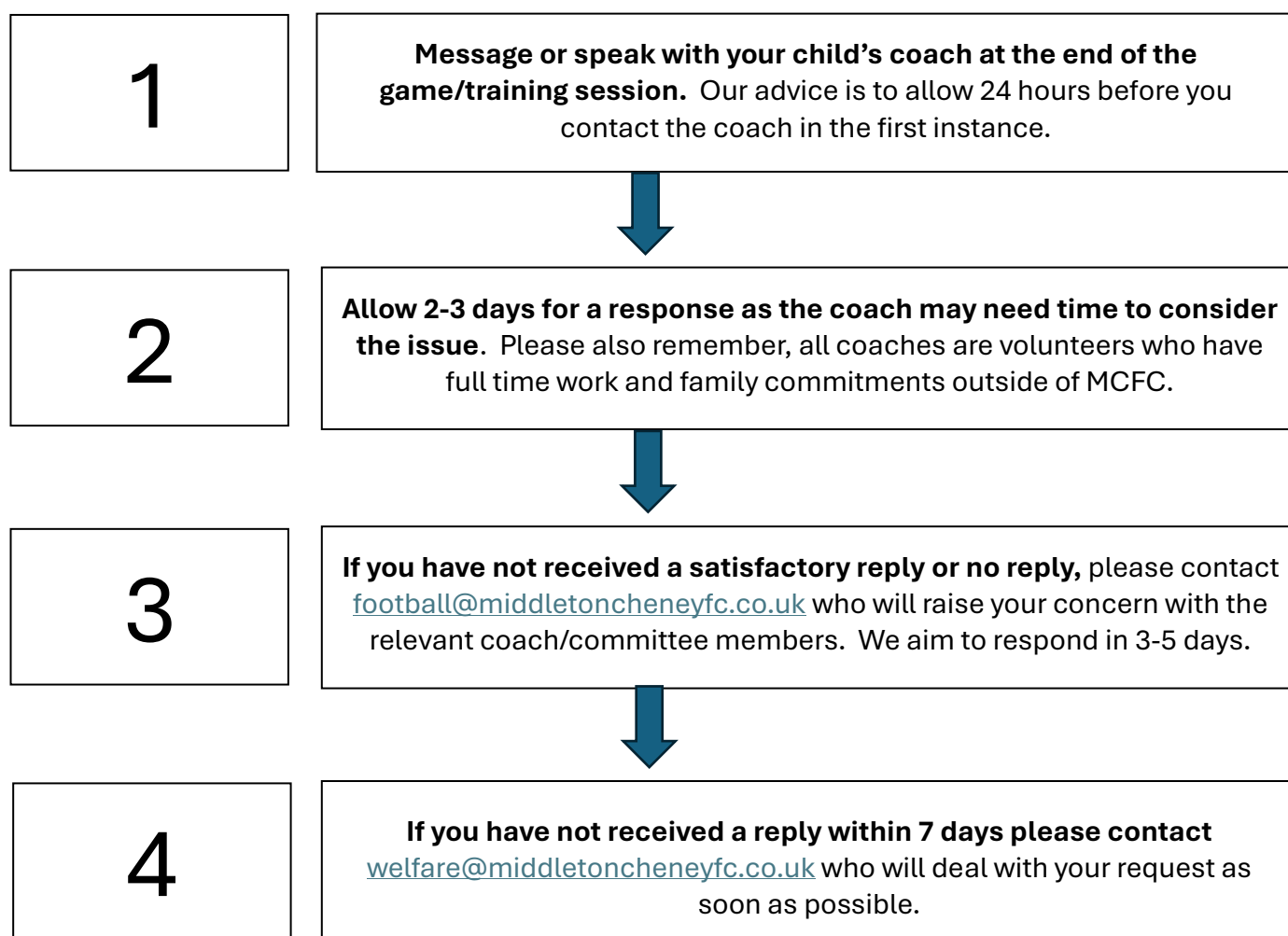
Our aim is to make football safe, fair, inclusive and enjoyable for all - please play your part by being supportive, positive and respectful and remember this extends beyond the football pitch.

Any Issues?

MCFC Parent Escalation Process

Everyone at MCFC are volunteers, working hard so that hundreds of children play football every week. We have robust policies and a very strong structure, plus a strategy to ensure football is played within Middleton Cheney for decades to come. **Please note that as a club, we do not tolerate ANY abuse towards our coaches or committee members, whether verbally or on Social Media platforms. Those doing so may be removed from the club.**

There may however be times where you feel you need to speak with us about something where you weren't totally happy. To ensure this is done fairly, we have devised the below escalation process to ensure there is a good level of communication. **Should you have any welfare/safeguarding concerns you should contact welfare@middletoncheneyfc.co.uk IMMEDIATELY.**



Under no circumstances should ANY issues be raised on social media including, but not limited to, WhatsApp, Facebook or X (Twitter). The MCFC committee takes this escalation process very seriously and anyone not adhering to it, may be suspended or removed from MCFC permanently.



We hope that our **Parent handbook** has been useful.

You can find a large amount of information and relevant policies on
www.middletoncheneyfc.co.uk

For any general enquiries please contact
football@middletoncheneyfc.co.uk

If you have a welfare or safeguarding concern, please contact
welfare@middletoncheneyfc.co.uk

You can also contact the Designated Safeguarding Officer at
Northamptonshire Football Association via
safeguarding@northantsfa.com
or **07535 640452**



MIDDLETON CHENEY
FOOTBALL CLUB