



Club Handbook

Version 1.0

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2 The Club

2.1 Overview

Inter Penarth is a not-for-profit, entirely volunteer organisation, dependent on parents for all aspects of management. The club is FAW bronze accredited, affiliated to the South Wales FA.

2.2 Mission

Inter Penarth AFC is a parent-run club, which aims to provide the children and young people of Penarth with an opportunity to develop their footballing and athletic skills.

2.3 Principles and Values:

Inclusivity, Enjoyment, Team Spirit, Fairness, and a recognition of the need to harness competitive instincts in a healthy way.

2.4 Committee

The club is controlled by a committee, comprising the following members – who are appointed at the AGM and serve a two-year term.

Chair	chair.interpenarth@gmail.com
Vice-chair	vicechair.interpenarth@gmail.com
Secretary	secretary.interpenarth@gmail.com
Treasurer	treasurer.interpenarth@gmail.com
Safeguarding officer	safeguarding.interpenarth@gmail.com
Registration officer	membership.interpenarth@gmail.com

The club committee exists to support coaches and players, so please reach out if you have any questions.

2.5 End of Season

The club will organise an end-of-year presentation day, and fund the provision of awards as follows:

- U11 and below.** Medal for all players, 3 trophies per age group (coaches' player, players' player, most improved)
- U12 and above.** Medal for all players, 3 trophies per team (coaches' player, players' player, most improved)



2.6 Annual General Meeting (AGM)

The club AGM is held after the end of the season, normally at the end of June. Age groups are asked to ensure that at least one coach *and* 1 parent (minimum of two per age group) attend the meeting.

3 Club Policies

3.1 Constitution

The club's constitution is held on the website: [Inter Penarth AFC Constitution](#)

3.2 Safeguarding

The club's [safeguarding](#) policy is compliant with FAW Safeguarding guidance and can be found on the club website.

All coaches and team helpers need to be DBS checked, coordinated by the Registration and Safeguarding officers.

Additionally, one person (helper or coach) per age group is encouraged to complete the safeguarding course, to support the club Safeguarding Officer.

3.3 Parent and Coach code of conduct.

The parent and coach [code of conduct](#) is published on the website, repeated here for ease of reference:

Inter Penarth fully supports the Football Association of Wales Safeguarding policy, practices and procedures and acknowledges that football parents, guardians and spectators have a fantastic opportunity to be a positive role model for the young people involved. We all have a responsibility to ensure that everyone involved in football finds it to be a fun, safe and positive experience.

Parents, guardians and spectators are expected to:

- Show exemplary behaviour by respecting and appreciating match officials, opposition players, coaches, managers and spectators. -
- Deliver and collect your child punctually before and after training, matches and club events.
- Support and motivate all players, including the opposition, and encourage your child to do the same.
- Encourage your child to obey the laws of the game and teach them that they can only do their best.
- Never publicly criticise, ridicule or embarrass any children.



- Ensure your child has kit and clothing appropriate to the environment and weather conditions. Ensure that proper sportswear and protective kit are provided and worn.
- Disclose any medical concerns or changes in medical conditions to the Club Safeguarding Officer and the Team Manager.
- Not place unnecessary pressure on your child or push them into activities they do not want to do. Applaud effort and good play.
- Not to interfere with coach instructions and not to confuse the players by telling them what to do.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Accept that striving to win is more important than winning itself. - Respect the decisions of the match officials.
- Ensure that your child has read and understood their Code of Conduct.
- Not to post anything inappropriate, or negative on social media which may bring the game into disrepute.
- Display high standards, behave responsibly and never engage in or tolerate the use of foul, abusive, insulting or inappropriate words, behaviour or gestures.
- Get Behind the Line and not enter the field of play without prior permission from the referee.
- Make football fun

3.4 Player code of conduct

All players must abide by the following [code of conduct](#):

- Show respect and fair play to your opponents.
- Play within the rules of the game.
- Encourage, support and co-operate with your team-mates.
- Respect the officials and accept all decisions without question.

3.5 Communication

The club will normally communicate through the coaches, via email and the Coaches WhatsApp group. Key information will also be shared on the website in the news section.

The club is establishing a WhatsApp community, which enables announcements to be shared directly with all parents, whilst protecting the privacy of individual squad groups. The Vice-chair is the lead on this initiative.

Coaches / helpers are expected to disseminate communication from the committee to their respective groups

Fixtures are confirmed on Comet, which will also send out emails (which you can turn off if you want) but its' best to check Comet each week.



Most age groups communicate by WhatsApp, but you are free to choose whatever method you like – there are some bespoke apps out there which some teams use.

Most age groups in the league also operate a WhatsApp group for communicating between club coaches. This helps with coordinating payment for pitches (where there is an additional fee), confirming who is responsible for goals and other administration.

Use of polls on WhatsApp is generally regarded as the most effective method of coordinating attendance for training and matches.

3.6 Social media

The club's policy is not to post pictures of matches or players on social media.

If you want to publicise something on the website or elsewhere, safeguarding requires that parental permission is obtained for every child in the photo.

Contact the Vice-chair if you want to add something to the website.

4 Coaching

To become a coach, you need to complete the FAW Football leaders course, which is delivered online. It costs £100 but the club will reimburse the cost once you email through the certificate.

Teams may also have helpers, who can assist coaches during training sessions, organisation and with matches (see below). There is no training needed, just a DBS check. Some teams find it helpful to have someone who is not a coach coordinating attendance at training sessions and for match days.

Each team needs a qualified coach for matches, with a team helper assisting with subs etc.

Each age group must also have at least one First Aider. This is another FAW online course, the cost of which the club will reimburse on completion (minimum of one first aider at each match-day location), so ideally one per team is needed.

Age group	Qualified coach: Players ratio	DBS certified adult: Players ratio	Qualified first aiders: Players ratio
U6 – U8	1:16	1:6	Minimum 1 per training or playing venue
U9 – U12	1:16	1:8	Minimum 1 per training or playing venue
U13 – U16	1:18	1:10	Minimum 1 per training or playing venue



Every age group should aim to have a safeguarding representative. This doesn't need to be a coach and requires an online training course (costs will be reimbursed by the club).

Coaches are responsible for maintaining their own lists of medical conditions and requirements (e.g. allergies) – this is **not** held centrally by the club.

The Vale of Glamorgan league holds a pre-season meeting, which must be represented by a coach from each age group. This normally takes place in July, details will be circulated by the secretary.

Whilst this may seem like a lot to take in, coaching is a hugely enjoyable and rewarding activity, and doesn't need any prior knowledge. We have a great network of coaches with experience across all age-groups, all willing to provide guidance and support.

5 Players

5.1 Age Groups

Age Banding	School Academic year	Age as of 31st August 31 st of the relevant playing season	Playing Format	Max players per team on match day	Structure
Under 6	1	5	4v4	8	Festival / Round Robin Format
Under 7	2	6	4v4	8	
Under 8	3	7	5v5	10	
Under 9	4	8	5v5	10	
Under 10	5	9	7v7	14	
Under 11	6	10	7v7	14	
Under 12	7	11	9v9	18	Max 20 weeks competitive offer
Under 13	8	12	9v9	18	Fully competitive offer in single age band leagues. Max 20 weeks competitive offer for leagues running two-year age band. <i>For example, a league operating an under 13 division with no Under 12 offer would be restricted to 20 weeks competition. This is to ensure players have a phased introduction to competition.</i>

5.2 Registration

Coordinated by the Registration Officer, all players and coaches must be registered on Comet *before* they are allowed to organise training or matches. The process is straight forward ([guide on the website](#)) but can be time consuming.



Parents and coaches must sign the club code of conduct annually and ensure that their children understand and comply with the player code of conduct. Both are available on the club website, with electronic forms distributed for completion before the start of each season.

5.3 Collection of Fees

Fees are currently set at £100 per season, subject to review at the AGM. This must be paid *directly* into the club's bank account before the first match is played.

Coaches are **not** to collect fees from parents and pay centrally into the club account.

Those unable to pay the entire fee upfront, should individually approach the treasurer to work out a payment arrangement.

6 Organising training

Training for all age-groups is based at Stanwell School, on Monday and Thursday evenings. Exact details of how this is broken down by age-group will follow once they have been confirmed. The cost of training venues is where most of the annual fee is consumed.

Training will be booked for all term-time weeks during the season (September to April), but not for half-term unless specifically requested by coaches at least two weeks in advance.

The FAW leaders course provides useful guidance on how to structure a training session: emphasis is with time with the ball, building teamwork and communication, following this basic format over 60 mins:

- Arrival (pre-warmup)
- Warm-up
- Skill based Activity 1
- Skill based Activity 2
- Small sided fun (mini matches)

Further guidance for coaches can be found on the [coaching resources](#) page of the website. If you have any suggestions for how to improve this, or add further content, please contact the Vice-chair.

7 Match Days

7.1 General

The club is part of the South Wales FA and the Vale of Glamorgan League, who coordinate all the fixtures.



The football season runs from September to April, with breaks for Christmas and Easter. Matches *may* take place during half-term.

Most Inter Penarth mini teams have a Player-of-the-Match (POTM) for each team, with a trophy which is taken home for the week and brought back the next. The club will cover the cost.

The club is working to confirm a 'home' location, ensuring a greater proportion of games are held in Penarth – further details will follow in due course.

Fixtures are confirmed via Comet, and normally confirmed by Thursday (or sometimes Friday) – but weather conditions sometimes mean that fixtures sometimes change at short notice.

7.2 Mini Football

Rules and regulations can be found linked here: [Small sided Football Rules and Regulations](#)

Age groups at U11 and below follow a 'festival' format, where multiple teams gather at a single location to play a round-robin of fixtures within the window of an hour.

Fixtures could be in Barry, Cowbridge, Llantwit Major or Penarth (normally St Cyres)

The league secretary needs to know how many teams are being entered for the following weekend by Sunday evening (coordinated by the club Secretary)

At U11 and below (mini), it is a non-competitive league, scores are not collated post-match and there is no leaderboard. The emphasis is on fun, building skill, and team spirit.

Teams should *not* be streamed by ability, rather balanced to give everyone the opportunity to develop.

Rolling subs are encouraged, and everyone should get an equal amount of game time. This takes a fair bit of management, and it is helpful to have a second coach or team helper to assist with managing the subs (and keeping those not on the pitch engaged).

There are no referees, matches are controlled by coaches of both teams, from the sidelines.

All coaches must confirm their team on the Comet app (easiest by phone) before the game, and to start and stop the match. No score is to be recorded for mini games – this is to ensure that coaches are familiar with the processes for when matches get competitive. The Registration Officer can provide further guidance on request.

Age Group	Playing format	Max No of players per team	GK or no GK	Pitch Size (length x width)	Goal Area (length x width)	Ball Size	Goal Size (height x width)	Max Playing Duration	Maximum Game Duration
U6	4 v 4	8	No GK	28 x 20 yards	No Goal Area	3	Height: Min 3ft Max 4 ft / Width: Min 4ft Max 6ft	40 mins	10 mins
U7	4 v 4	8	No GK	28 x 20 yards	No Goal Area	3	Height: Min 3ft Max 4 ft / Width: Min 4ft Max 6ft	40 mins	10 mins
U8	5 v 5	10	GK	35 v 25 yards	7x12 yards	3	4 x 8 ft	50 mins	15 mins
U9	5 v 5	10	GK	35 x 25 yards	7x12 yards	3	4 x 8 ft	50 mins	15 mins
U10	7 v 7	14	GK	44 x 40 yards	10x15 yards	4	6 x 12 ft	60 mins	20 mins
U11	7 v 7	14	GK	44 v 40 yards	10x15 yards	4	6 x 12 ft	60 mins	20 mins

7.3 Junior Football

U12 and above – to follow

7.4 Sanctions & Incidents

Any fines levied by the League need to be paid by those to whom the fine relates. Fines should be paid to the club's account, informing the Registration Officer and Treasurer, who will ensure that the fine is then settled through COMET.

Coaches are responsible for ensuring an age-group representative attends all disciplinary proceedings, with witnesses (parents, coaches etc) also attending as appropriate. The committee will also send representation in support.

8 Kit & Equipment

8.1 Equipment

The club will provide each age group with:

- First Aid Kits
- Balls & goals
- Bibs, cones etc.

Coaches will be expected to pass equipment down to the next age group when moving up a size, with requests for additional equipment for the new season submitted to the Secretary by the end of June to enable it to be ordered over the summer.

The committee will order equipment for new squads to get them started.

8.2 Kit

The club fee does not currently cover the provision of kit for players and coaches.

However, the club will provide a contribution towards kit for age groups, under the assumption that a kit will cover 2 years.

Age groups are encouraged to seek sponsorship to provide a kit – which for a squad of 20 costs in the vicinity of £800.

The club has a good working relationship with Macron and has a small number of items available through their online shop for purchase. Speak to the Vice-chair if you want to add other items to the shop.

The committee will provide a jacket for coaches, a central order will be placed soon after the start of the season by the Vice-chair.