



EVERGREEN FOOTBALL CLUB



Club Handbook Season 2023/24

**South Way Playing Fields
South Way
Abbots Langley
WD5 0JL**

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www.evergreenfootballclub.com**

Contents

Introduction	3
Our Vision	3
Our Values	3
History	4
FA Charter Standard	Error! Bookmark not defined.
Welfare Officer	5
Code of Conduct	6
Facilities	6
Clubhouse	6
Tea Bar	6
Astroturf	6
Managers	7
Accreditations / Qualifications	7
Kit	7
Finances	7
Training	7
First Aid Kit	8
Fixtures	8
Fines	8
Training Courses	9
Membership	9
Contact List	9
Astroturf	9
Constitution, Structure and Club Committee	10
Committee	10
Roles and Responsibilities	10
Appendix	11
Match Delegate Responsibilities	11
Contact List	Error! Bookmark not defined.
Astroturf Schedule 2021/22	13
Astroturf Hire Charges 2021/22	13
Team Subscriptions 2021/22	13

Introduction

The Club Handbook is for players, parents, and managers.

If you're a parent or player, make sure that you read the Managers' section as well - you may want to know how we run our teams - or perhaps you're an Evergreen manager of the future and want to know what's involved.

Our Vision

- To provide quality, safe opportunities for young people of all ages in our community
- To provide a safe and positive alternative place to go other than playing on the streets
- To help people realise their potential, develop personal skills and confidence
- To introduce people to football regardless of age, ability, sex, religion and ethnic background
- To improve the performance of players, coaches and volunteers within the club

Our Values

COMMUNITY	We want the local community to make this the club of their choice
COMMUNICATION	We will work with the council to improve facilities and with our Managers to make them feel an integral part of the club
COACHING	We will endeavour to get the best coaching available to help our youth players achieve their potential
CONTINUITY	We will provide the structure for our youth players to progress to our senior sides
CLEANLINESS	We will provide a safe, clean environment that everyone will want to be part of

History

www.evergreenfootballclub.com

Evergreen has grown from its beginnings in 1966 as a collection of individual players from St Saviours church run by coaches and managers who all went on to become leading lights in the HERTS FA.

In 2023/24 we will run 49 teams with around 700 players from U5 to U18 in our Youth section in addition to three Saturday senior teams, a Sunday senior team, a Ladies team, a Powerchair team and a Veterans team.

England 3 Star Accredited

As an England 3 Star Accredited Club, we operate to the highest standards set by the FA reflective of the established player pathways we have created throughout the club across boys, girls, and Senior football. Accreditation also reflects the way the club is run, our robust governance and quality of our football offering to the local community.

The award recognises the magnificent work that Evergreen volunteers put into running the club - Committee Members, Managers, Assistant Managers, Coaches, Parent Representatives, Match Day Delegates, and players who make this Club what it is.

We take our accreditations seriously, and all players, managers, coaches, and spectators are expected to adhere to our codes of conduct and to the FA Respect guidelines.

We are 100% committed to supporting the FA's plans for the development of youth football and have led the way in implementing the proposals within the FA plan.

The club will provide football for as many children and adults as possible - this is a fundamental commitment as an England 3 Star accredited club.

Each child will be encouraged to develop to the best of their ability in terms of football skills, athleticism, fitness, and tactics, and as coaches and referees.

All teams will play every game with a desire to win but within the “spirit of the game” as well as to the rules.

Good sportsmanship will be considered an essential part of Evergreen membership and for all teams regardless of the competition being played.

Evergreen supports a “football for all” philosophy, but we are still keen to build the strength of our sides and develop extra teams so they can win leagues and cups.

Welfare Officer

The club has four Welfare Officers (Ian Turner, Rags Soussou, Steven Kelly and Sharon Kelly) who are responsible for the welfare and safeguarding of all members under the age of 18.

Two of the Club codes relate specifically to Club Welfare issues, namely:
Safeguarding Children Policy
Complaints and Disciplinary Procedures

It is important that Parents and Managers are familiar with these two documents and understand the action to take in the event of a concern relating to young players or any conduct/disciplinary issues, raised by members, parents or by players/parents of opposing teams.

Please take the time to read these documents and understand them.

Code of Conduct

The club has Codes of Conduct for players, coaches, parents, and club officials.

The codes of conduct for parents and players are on display in the South Way clubhouse.

Facilities

Clubhouse

The Clubhouse and Changing Rooms re-opened in 2017 after a major programme of refurbishment costing £280k funded in conjunction with the Football Foundation. We have a fully licensed bar open every day of the week showing live sport open to all members and ask that facilities are respected and looked after.

The clubhouse can be booked for functions – please contact Bar Manager Kim for further details who will take you through the booking process.

Tea Bar

We have a tea bar open at the weekend for tea, coffee, bacon rolls, etc.

Astroturf

We have a 3G Astroturf pitch which is used extensively by Evergreen teams - for availability contact Gordon Wallis.

Managers

Accreditations / Qualifications

All teams must have at least one qualified level 1 coach and one qualified first aider.

All Managers and Coaches should have a valid DBS and have completed the Safeguarding Children course, Emergency First Aid, FA Level 1/FA Playmaker.

Kit

The official Evergreen kit is green and white hooped shirt, white shorts, and red socks, manufactured by Joma. The club can order outfield jerseys so that there is an element of consistency in kit, and we are hoping to expand to Goalkeepers at some stage of the season.

Finances

Each team will pay a team subscription fee each season to cover pitch fees, league entry fees, and general infrastructure.

All other costs, e.g., kit, training materials and referees must be paid for through subscription fees.

It is best practice to keep a set of accounts that can be made available to parents and the committee on request.

Training

We have a few training materials available for general use in the training room (otherwise known as Brookes's room) but teams generally have their own stock of training and match balls, bibs, cones, etc.

We have two sets of 5/7-a-side goals stored in our new secure compound, please ensure they are returned and stored correctly after use. Compound will be opened on Saturday and Sunday mornings and will be locked up by the bar staff when all the goals are returned.

Goal nets will be put up on the two 11-a-side pitches and the 9-a-side pitch before the games and will be taken down on a Sunday afternoon.

If you are the last team on the pitch, we would ask you to return the corner flags to the garage and ensure pitch is clear of litter.

For those teams that train on the grass, to help preserve the pitches we would ask that you avoid the goalmouths and the County pitch (pitch 1).

There may be occasions during the season where, in conjunction with the council, we will suspend training on the grass to ensure games can be staged.

First Aid Kit

All teams must have a fully stocked first aid kit.

We have a first aid kit behind the bar and there is also a defibrillator in the clubhouse, and on the patio area.

All major incidents should be recorded in the Accident Book available behind the bar.

Fixtures

Home fixtures require to be confirmed by the Team Manager by Tuesday whilst you will be contacted by your opponent regarding away games.

The Youth secretary will email out a full fixture list each week.

On match days you must set up the respect barrier along the side of the pitch. These can be found in the training room and must be returned by the last team on the pitch.

You must also have a match delegate who should be introduced to the referee before the match. A full list of duties can be found in the appendix.

Fines

Any fines accrued by players or teams must be paid within 7 days of notification. An administration fee will be applied to any late payments.

Training Courses

The Herts FA runs several training courses throughout the year including FA Level 1, Safeguarding Children and First Aid.

Further course including Level 2, Youth Modules, refereeing is also available.

The club will subsidise at least part of the cost of these courses and coaches are encouraged to continue their coaching development.

A number of these courses are run at Evergreen.

Membership

All players involved in a team automatically become members of the club and managers should maintain a contact list and ensure this is always kept up to date.

Contact List

A contact list containing club officials and managers is available in the appendix and the clubhouse.

Astroturf

We have a 3G Astroturf pitch that can be hired out for training and is generally booked for the season (September-April).

You can check with the Astroturf booking manager for current availability. Over the summer the Astroturf booking manager will ask all managers if they want to book a slot for the forthcoming season and their preferred day and time.

Constitution, Structure and Club Committee

Evergreen Football Club is a registered sports and social club with the Football Association, Herts Sports Council, Pro-Action, and Three Rivers Sports Council.

The Club has a formal constitution which is available upon request.

Committee

Position	Name
Chairman	Mark Ward
Vice-Chairman	Gordon Wallis
General Secretary	Mark Ward
Honorary Treasurer	Paul Dunham
Youth Secretary	Ian Turner
Membership Secretary	Gordon Wallis
Bar Manager	Kim Barnes
Committee Members	All the above plus Lee Parker, Sara Bedford, Michael Davey, Sean Moore, Kevin Ellis, and Katie Hendry.

Roles and Responsibilities

Position	Name
Astroturf Booking Manager	Gordon Wallis
6-a-side Tournament Directors	Sean Moore and Ian Allan
Post & Rail / Nets	Lee Parker
Youth Fixtures	Michael Davey/Kevin Ellis
Saturday Secretary	Gordon Wallis
Welfare Officers	Ian Turner, Rags Soussou, Steven Kelly and Sharon Kelly

Appendix I

Match Delegate Responsibilities

This is taken from the West Herts Youth League handbook:

The responsibility of the Match Delegate will be to:

1. Upon arrival at the venue, the Match Delegate from the home team will ask their opponents, who their Match Delegate is and make introductions to each other.
2. Together, they will then report to the match referee at least 15 minutes before the start of the game and introduce themselves to him or her.
3. The primary responsibility of the home team Match Delegate to look after the referee before, during and after the game until he or she leaves the ground. It would be appropriate if the home and away team delegates did the job together.
4. This would include, showing the referee where the changing rooms and toilets are, directing them to the correct pitch, and possibly offering a drink at half time and after the game and ensuring that their fees are paid.
5. During the game, each delegate will be responsible for the behaviour of all club members and spectators. If the referee needs to, he/she will, during a stoppage in play, approach the match delegate to assist him/her in dealing with any problems that may occur. The Match Delegate is not exempt from being reported for misconduct.
6. Filling in match result cards, checking opponent's registration cards, confirm result with the match official and sign result card. It would also be good practice for the Match Delegate to ensure that the referee is able to leave the ground safely.
(Club official or match day delegate to perform this task)
7. The FA Respect Programme must always be considered by the delegate, and a report form is provided for any issues to be reported to the County Association.
8. The Hertfordshire FA is totally committed to equality and the County Association Equality Policy must always be emphasised and observed.

EVERGREEN FOOTBALL CLUB - SEASON 23/24

Name	Position	E-Mail	Phone Number
Mark S Ward	Chairman	marksward@hotmail.co.uk	07585 971601
Gordon Wallis	Vice Chairman	Gordonwallis1@gmail.com	07716 676276
Paul Dunham	Treasurer	p.dunham1@ntlworld.com	07891 337431
Ian Turner	Youth Secretary	ianfvturner@yahoo.co.uk	07710 044978
Mark S Ward	General Secretary	marksward@hotmail.co.uk	07585 971601
Rags Soussou	Welfare Officer	rsoussou@gmail.com	07703 770041
Kim Barnes	Bar Manager	Kim.barnes70@btinternet.com	07881 508976
Lee Parker	Pitches/Nets	Lee10parker@hotmail.com	07984 883582
Gordon Wallis	Saturday Seniors	Gordonwallis1@gmail.com	07716 676276
Phil Green	Saturday A	phil@piemen.com	07949 760580
Luke Simpson	Sunday Seniors	evergreensunday@outlook.com	07305 246170
Sam Feeney	Evergreen Eagles Ladies	admin@evergreeneagles.com	07702 834383
Sally McNeill	Powerchair	Sally.mcneill.1998@gmail.com	07577 065394
John Pochettino	Vets	pochettino@hotmail.com	07889 211205
Paul Clemow	Under 18 Wolves	clemowp@sky.com	07973 336073
Kevin Ellis	Under 18 Jaguars	Kevin.ellis090@googlemail.com	07961 159623
Adam Tully	Under 18 Celtic	Adamtully1971@yahoo.co.uk	07977 924163
Anthony Kelly	Under 17 Eagles	Anthonykelly35@hotmail.com	07919 070642
David Mendoza	Under 16 Hawks	Davedoza1976@yahoo.co.uk	07850 682465
Claire Hendry	Under 16 Girls Eagles	Clairehendry83@hotmail.com	07540 940590
James Broom	Under 16 Girls Hawks	jbsums@hotmail.com	07494 219123
Lee Parker	Under 15 Girls Phoenix	Lee10parker@hotmail.com	07984 883582
Liam Willimott	Under 15 Girls Kites	Liam.willimott@hotmail.co.uk	07869 144257
Mark Duncan	Under 15 Cobras	Markduncan2001@googlemail.com	07989 962291
Oliver Dell	Under 15 Leopards	olid85@live.co.uk	07595 933721
Allan Jackson	Under 15 Tigers	allanjackson@questjoinery.co.uk	07814 395945
Darren Matthews	Under 15 Crocodiles	Darren.matthews@dhl.com	07540 901874
Ian Roberts	Under 14 Girls Falcons	ian@hannaford.co.uk	07919 440027
Chris Smith	Under 14 Girls Ospreys	Cjsmith1982@yahoo.co.uk	07788 584961
Lee Farquharson	Under 14 Kestrels	Farquharson.lee@yahoo.com	07546 898015
Tim Attwood	Under 14 Falcons	tacarpentryandconstruction@gmail.com	07725 104070
Sean Moore	Under 14 Hawks	Sean.moore@pntcontractors.co.uk	07917 414864
Mark Annis	Under 14 Tigers	Mark.annis@bluearrow.co.uk	07977 410259
Dave Clarke	Under 13 Cobras	daveclarke101@hotmail.com	07841 262706
Lee Van Achter	Under 13 Pythons	Leevanachter-consultancy@hotmail.co.uk	07742 431302
Rob Booth	Under 13 Girls Raptors	b00thy@live.co.uk	07543 638728
Sean Moore	Under 13 Girls Harriers	Sean.moore@pntcontractors.co.uk	07917 414864
Peter Chittenden	Under 12 Hawks	peter@livebusiness.co.uk	07752 734773
Andrew Felton	Under 11 Hawks	andyfelton@ymail.com	07976 584026
Stuart Edwards	Under 11 Tigers	Conga_13@hotmail.com	07870 187530
Ian Allan	Under 11 Falcons	Ian.allan@hotmail.co.uk	07909 536867
Lewis Williams	Under 11 Tornados	Lewis.82@hotmail.co.uk	07842 912412
Paul Reynolds	Under 10 Girls Griffins	Paul.reynolds@britvic.com	07989 980462
Dan McCafferty	Under 10 Girls Griff White	Daniel.mccafferty@travisperkins.co.uk	07771 627577
Sean Bower	Under 10 Jets	Seanbower1884@yahoo.co.uk	07958 015895
Sean Duffy	Under 10 Argonauts	Duffysean3@gmail.com	07982 633923
Paul Cuthbert	Under 10 Spartans	Pjcuthbert22@aol.com	07745 505250
Simon Vassiliou	Under 10 Titans	simonvassiliou@hotmail.com	07535 467516
Daniel Cooper	Under 9 Girls Dragons	Woza25@hotmail.com	07989 980462
Sean McCarthy	Under 9 Eagles	Seanmccarthy82@gmail.com	07725 831202
Adam Gallichan	Under 9 Falcons	adamgallichan@yahoo.co.uk	07738 727698
Lee Shane	Under 9 Ravens	The1shane@hotmail.com	07865 940874
Craig Hutchins	Under 9 Hawks	craig@ukpss.uk	07493 985336
Tom Devereaux	Under 8 Wolves	Tomdev92@gmail.com	07746 325506
Darryn Gonsalves	Under 8 Warriors	gonsalvesdarryn@hotmail.com	07738 285337
Sean McCarthy	Under 7 Bengals	Seanmccarthy82@gmail.com	07725 831202

Mark Woolley	Under 7 Panthers	markgwoolley@icloud.com	07984 860536
Jeremy Mitchell	Under 7 Tigers	the_mitch5@yahoo.com	07739 139273
Darren Mulvihill	Under 7 Lions	Darrenmulvihill27@gmail.com	07803 320668
Adam Gallichan	Under 6's	adamgallichan@yahoo.co.uk	07738 727968
Sean Duffy	Under 5's	Duffysean3@gmail.com	07982 633923

Astroturf Schedule 2023/24

	17:00-18:00	18:00-19:00	19:00-20:00	20:00-21:00	21:00-22:00
Mon	FREE	Lee (External)	Evergreen U9 Eagles (Sean McCarthy)	Matt Wyatt (External)	FREE
Tue	Evergreen U13 Girls Raptors (Rob Booth)	Evergreen Vets (Martin Kent)	Evergreen U14 (Sean McCarthy)	Saturday Social (Phil Green)	Evergreen Dads (Joss Dunham)
Wed	Evergreen U14 Girls Phoenix (Lee Parker)	Evergreen U14 Girls Phoenix (Lee Parker)	Sunday Seniors (Joss Dunham)	Saturday Seniors (Gordon Wallis)	Evergreen Social (Dave Clarke)
Thu	FREE	Evergreen U14 Falcons (Anthony Kelly)	Evergreen Eagles (Katie Hendry)	Evergreen U17 Eagles (Anthony Kelly)	Evergreen Social (Chris Powell)
Fri	Evergreen U12 (Peter Chittenden)	Evergreen U11 Hawks (Andy Felton)	Evergreen Social (Graham Sturman)	Evergreen Social (Mark Annis)	FREE
Sat	09:00-10:00 Evergreen U15 (Adam Tully)	10:00-11:00 Evergreen U15 Cobras (Mark Duncan)	11:00-12:00 Evergreen U15 Leopards (Oliver Dell)		

Astroturf Hire Charges 2023/24

Block bookings are for September to December and January to April, prices as follows:-

	Price	Days / Times
Standard – Off-peak	£750	Mon to Fri 5-6
	£900	Mon to Fri 6-7
Standard - Peak	£950	Mon-Fri 7-10
Weekend – Saturday (am)	£800	Sat 9-1pm

Team Subscriptions 2023/24

Team Size	Ages	2023-24 rate
11-a-side (Male)	13+	£925
11-a-side (Female)	13+	£725
9-a-side	11-12	£725
7-a-side	9-10	£525
5-a-side	7-8	£375