



## OLD TIFFINIANS FC CODE OF CONDUCT

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**Updated:** July 2018

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### The Club

Old Tiffinians Football Club ("OTFC") is affiliated to Tiffin School, but as an open club there is no requirement to be a past or current pupil.

It has a website (<http://www.otfc.org.uk/>), a Facebook page (<https://www.facebook.com/oldtiffiniansfootballclub>), a Twitter profile (@OldTiffiniansFC) and an Instagram account (@oldtiffiniansfc).

### General requirements

#### Registration

There is an annual registration fee payable to the club, this registration is £40 if paid by the 1<sup>st</sup> October and £50 if paid thereafter. Concessions are also available. Records are kept of who has paid and the Club Secretary will work with the captains / vice captains of each team to handle this aspect of playing for OTFC.

#### Training

The 3G pitch at Tiffin School in Kingston (entrance at London Road, Kingston upon Thames, KT2 6RL) is used during the season. It is an excellent seven-a-side outdoor 3G pitch and the club subsidises the pitch hire, meaning it costs £5 per person per session. If you are going to attend please remember to bring cash with you. Currently this is run as a game, but the aim is to implement training for the first part of the session, followed by a game. Grist's is also used for midweek training on Wednesday evenings where feasible (depending on weather and lighting).

Additionally, on weekends where Grist's is unplayable we aim to book a two-hour slot on the school 3G pitch for a game, often with three teams playing in rotation.

#### Other responsibilities

The club is run on a voluntary basis, if you have any ideas that you would like to share please send them to the official email address ([oldtiffiniansfc@hotmail.co.uk](mailto:oldtiffiniansfc@hotmail.co.uk)) or contact your captain. Important topics include:



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- New players – OTFC is always keen for new recruits – please ask them to email the club if you know any players looking to join the club.
- Training – If you are interested in running skill sessions at Monday or Wednesday night training please inform the club.
- Sponsorship – The club is always looking to increase its list of sponsors to help cover the costs of running the club. If you have any contacts please let the club know.
- Writing content – The website will benefit from more articles and contributions to our planned newsletter are also welcome.
- Photography – If you have any photos taken of matches or OTFC events then the club would like to display them on the website. Please bring fans with cameras to games.
- Television – The bar at Grist's now has several TVs for our post-match hospitality. We are keen to add more screens if people have any available.
- Meetings – The club has regular quarterly meetings at The Canbury Arms, Kingston, which are organised by the Club Committee. Details will be circulated by email in advance. Please let the Chairman or Club Secretary know if you would like to attend. All players are encouraged to attend.

OTFC has been FA Charter Standard status as of February 2014. One of the benefits is that we have access to cheaper FA training courses, the details of which are circulated by email as and when they occur.

### Matches

#### Pre-game

OTFC players will be contacted by their captains in the week before the game to confirm their availability and provide players with the match details. Players that are on the books of more than one team should respond to both team communications.

To assist the captains, please try to respond as soon as possible with one of the following three responses:

- Available to play



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- Unavailable
- Unsure

The ideal situation is that people can play, but not responding or responding late is more unhelpful than saying you cannot play.

If you are unsure whether you can make the game then the captain will be able to contact you if they still have a space in their team.

Across the club it is clear that our performances and results have improved in line with consistency in team selection. If there are only three or four players from the previous week playing, then it is difficult to play competitive football.

### Game Day

The squad list and full game location will have been sent out to all players selected (possibly with travel details) on Thursday/Friday before the game. Please note the kick off time and the time to meet beforehand, which is usually an hour, to allow time to get changed, have a proper warm-up, discuss tactics and arrange the starting XI.

Players need to check their route to the game, and pack a kit including boots, white socks, white shorts, shin pads and anything else they like to wear. Also please bring money to pay for the game – please contact your captain for an explanation of how much playing a game for OTFC costs or see the Fees page on the club website.

The league has continued with its trial of rolling substitutes, which ensures teams have the ability to give everyone a fair amount of game time.

### Post-game

OTFC is a social club that plays in a social league, so please try and stay for food after the game, as well as to participate in the MOTM vote and to hear the verdict(s) of the Fines Committee. At Grist's Memorial Ground, food is provided for the opposition and OTFC players. Also, a fair amount of work took place over the summer to improve the changing rooms and bring a table football table to the bar, so let's make use of it.

Captains will assign responsibility for washing the kit and looking after the team footballs and water bottles after the game. Additionally, the OTFC website requires content, so players will be asked to produce a match report following a game. If you specifically want to write up a game feel free to volunteer, otherwise the captain will nominate someone.



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### Writing Match Reports and Website Content

Always remember, you have a potential 3 billion readers!! We have put together the following guidelines to assist people in writing content that we deem suitable to publish on the OTFC website and social media accounts, or the internet in general:

DO NOT put six paragraphs at the start describing the weather, scenery, the morning after the night before etc. - it's pretty irrelevant to anyone but you. Not many people want to know if you 'stayed in' on Friday and ironed your jockstrap. In other words - stick to the football (exceptions allowed for very funny incidents and socials).

DO NOT use first names / nicknames unless they have previously been qualified with their surname. Nobody knows who 'Bazza' or 'Smithy' is, except your team mates.

NO obscenities unless obfuscated - or else it will be deleted from the internet.

Use paragraphs! i.e. little bits of white space between smallish chunks of text. Press 'Enter'/'Return' when the subject changes e.g. from goal scoring to goal conceding.

Use Full Time and / or the Amateur Football Combination website to remind you of the player names for the squad that played, as well as any goal scorers from the match.

Feel free to put the name of the author at the beginning / end of the content if they wish, but also respect the author's right to remain anonymous if they prefer.

Use a spell-checker if possible, before publishing to the cyber world.

### Washing The Kit

At OTFC, we understand that no one wants to step onto the pitch wearing tatty, stained kit - and that no one wants to waste money unnecessarily replacing the kit when its original condition can easily be maintained. We've compiled the following washing guidelines to ensure that our team kits last as long as possible.



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### Logistics

The captain will assign the task of washing the kit to one person after each match, to ensure that the kit is kept safe and together. Please don't shirk this responsibility, it isn't difficult and it isn't fair for the same players to always have to do this.

Make sure that the kit is not damaged or missing any shirts after the match and inform the captain as soon as possible if this is the case. The more time they have, the easier it will be for them to find a replacement kit before the next match!

### General Advice and Precautions

Although the last thing you want to do after a tiring match is start doing the laundry, you really should aim to wash the kit as soon as possible after use. The sooner the shirts are removed from a kit bag the less risk there is of creasing or of stains setting. This allows you to wash on a lower temperature, which means that the kit retains colour for longer and reduces the risk of damage.

- Make sure you check the shirts' washing instructions and follow them as closely as possible to avoid damage such as shrinkage or colour runs.
- ALWAYS wash the kit on its own in a separate load.
- NEVER use bleach as this will permanently damage the shirts.
- NEVER wash on temperatures above 40 degrees centigrade.

### Before Washing

Before washing, aim to manually remove as much mud and grass from the shirts as possible. We know it's a not a very pleasant task, but this minimizes damage to the both the shirts and your washing machine. If the garments are heavily soiled, soak them in cold water for a few hours prior to machine washing.

### Washing

- Make sure you don't overfill the washing machine. Leave surplus items soaking in water and wash them in batches.
- Use liquid detergent instead of powdered, as powdered detergents often leave a residue. Use a non-biological detergent (this is particularly important when washing cotton blends). Always follow the detergent manufacturer instructions.
- A fabric conditioner is advised but not compulsory. Always follow the fabric conditioner manufacturer instructions.



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### After Washing

- Remove the kit from the washing machine and separate the shirts as soon as possible after the wash has finished. This avoids heavy creasing and damage to logos and badges.
- Immediately check that all stains have been removed. If they have not, consider washing them again. Do not leave stained shirts to dry as this will allow the stain to set into the fabric.

### Drying

- Shirts should be dried naturally on a washing line. For an optimum result dry them on separate hangers.
- ALWAYS hang dry the shirts inside out, especially if hanging in direct sunlight.
- NEVER dry the shirts on a radiator – this could lead to damage of logos and shrinkage.
- NEVER tumble dry – this could lead to damage of logos and shrinkage.

### After Drying

Once the garments are dry, fold them neatly rather than scrunch them into the kit bag. Avoiding additional heat prolongs the colour and reduces the risk of damage to logos.

Finally... NEVER, NEVER, NEVER iron the shirts.

Respect the badge.

**Club Officers of OTFC.**