

## OLD TIFFINIANS FC CODE OF CONDUCT

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**Updated:** July 2023

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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

#### Membership

There is an annual membership fee payable to the club, this fee is £50 if paid by the 1<sup>st</sup> September and £60 if paid thereafter. Concessions are also available. Records are kept of who has paid and the Club Membership Secretary will work with the Managers / Captains / Vice Captains of each team to handle this aspect of playing for OTFC.

#### Training

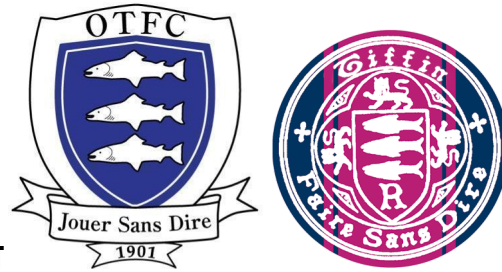
The 3G pitch at Tiffin School in Kingston (entrance at London Road, Kingston upon Thames, KT2 6RL) is used on Wednesday evenings throughout the year. It is an excellent seven-a-side outdoor 3G pitch and the club subsidises the pitch hire, meaning it costs £5 per person per session. If you are going to attend please remember to pay – we are now a cashless club through the Zettle system we have implemented, which all captains will utilise in order to collect payments from players.

Wednesdays are run as a mixture of skills & drills, fitness and training sessions for the first part of training, followed by a game for the second part. Grist is also used for pre-season training on Saturdays from July, where feasible (depending on weather, the state of the pitches and third party lets such as cricket).

Additionally, on weekends where Grist is unplayable we will aim to book a two-hour slot on the school 3G pitch for a game, often with numerous 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 club email address ([oldtiffiniansfc@hotmail.co.uk](mailto:oldtiffiniansfc@hotmail.co.uk)) or contact your captain. Important topics include:



## OLD TIFFINIANS FC CODE OF CONDUCT

- New players – OTFC is always keen for new recruits – please ask them to email the club if you know any players who are looking to join the club.
- Training – If you are interested in running skill or fitness sessions at Wednesday night training please inform your captain or a member of the Club Committee.
- 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 always benefit from more articles and contributions to our planned newsletter, The Purple Peril, 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 Grists now has several TVs displaying sports events for our post-match hospitality. We are keen to add more screens if people have any available.
- Meetings – The club has regular quarterly meetings either online, at Grists or at other suitable venues such as a public house of choice, all of which are organised by the Club Committee. Details will be circulated by email in advance. Please let the Chairperson or Club Secretary know if you would like to attend. All players are encouraged to attend club meetings.

OTFC has been recognised as an England Football Accredited Club (previously known as an FA Charter Standard club) as of February 2014. One of the benefits is that we have access to grants and cheaper FA training courses, the details of which are circulated by email as and when they occur.

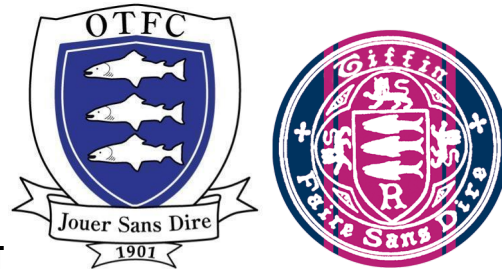
### Matches

#### 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



## OLD TIFFINIANS FC CODE OF CONDUCT

- 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 (including travel details) on Wednesday/Thursday before the game. Please note the kick-off time and the time to meet beforehand, which is usually an hour before kick-off, to allow time to get changed, have a proper warm-up, discuss tactics and arrange the starting XI.

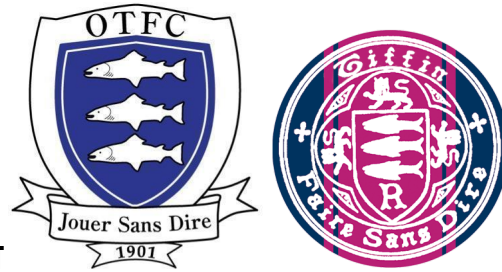
Players need to check their route to the game, and pack a kit including boots, white socks, white or purple shorts depending on the team, shin pads and anything else they like to wear. Undergarments must be of the same colour as the shirt / socks / shorts that they are worn under. Also please bring money 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 for more details.

The leagues have now implemented the ability to use 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 social leagues, so please try and stay for food after the game, as well as to participate in the POTM 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 takes place over the summer to improve the changing rooms and bring entertainment such as a table football table and Beer Pong tables to the bar, so please make use of them.

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 a player.



## OLD TIFFINIANS FC CODE OF CONDUCT

### 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 teammates.

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

Use paragraphs! i.e. allow for 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 league websites 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.

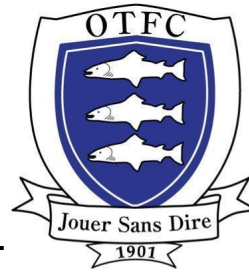
Photographs and content must be original and not plagiarised or downloaded from the internet. Copyright lawsuits are not our fervour.

### 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 have compiled the following washing guidelines to ensure that our team kits last as long as possible.

#### 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.



## OLD TIFFINIANS FC CODE OF CONDUCT

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 permanently marking them. 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

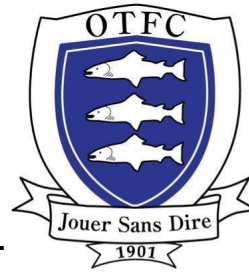
Before washing, aim to manually remove as much mud and grass from the shirts as possible. We know it's not a very pleasant task, but this minimises damage to both the shirts and your washing machine. If the garments are heavily soiled, soak them in cold water for a few hours prior to machine washing.

### 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.

### 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.



## OLD TIFFINIANS FC CODE OF CONDUCT

### 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, shirt numbers and shrinkage.
- NEVER tumble dry – this could lead to damage of logos, shirt numbers 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.**