

BEFC  
British Embassy FC



BRITISH EMBASSY FOOTBALL CLUB

# BEFCGUIDE

2016/17

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WELCOME TO  
THE BRITISH  
EMBASSY  
FOOTBALL CLUB

# ABOUT BEFC



The British Embassy Football Club is an amateur football club which enables people to meet and enjoy each others company on and off the pitch.

The British Embassy Football Club is an amateur football team based in Tokyo and present in various forms since the 1970s. Strictly defined as BEFC in 1994 by members of the British Embassy it maintains its relationship with the embassy through continued representation by its embassy members. The club however is managed independently from the British Embassy and run by its membership, which welcomes players of all occupations and nationalities.

BEFC has two teams; an Elevens squad who play competitively in division two of the Tokyo Metropolis League and a Futsal team who play regular club games, guest friendlies and competitions.

Apart from enjoying football, BEFC upholds the traditional qualities of sportsmanship, team spirit and relationships through sports. And while British in name the clubs enjoys a squad of mixed nationalities brought together through football. As the club has evolved over time BEFC plays and supports football in Japan at a variety of different levels.

# HISTORY OF BEFC



The British Embassy Football Club dates back to 70s Japan when BEFC and the British Football Club (BFC) were the one and the same team. However when fewer and fewer embassy members were able to play regularly, Gordon Liversidge formed the British Football Club creating what is recognised as the oldest foreign football team in Tokyo. The members wanting to play regular elevens football went to aid in establishing the BFC, while without a player base the BEFC existed to play infrequent and smaller games.

As different cycles of embassy staff came and went, so has a lot BEFC's history. However, through all the ebbs and flows of participation BEFC has continued to exist in one form or another in every division of every league - throughout the football history of Tokyo, BEFC has been a permanent fixture.

The BEFC team has played in the IFFL (International Friendship Football League - est 1977), before joining the Tokyo Metropolitan League (est. 2002) where it continues to field an elevens team today and provide regular futsal games for team members and friends of the embassy on embassy grounds in Hanzomon.

Additionally BEFC having played in a multitude of different competitions, the BEFC has constant involvement in friendlies with well known Japanese companies, non-profit organisations and diplomatic branches of the Japanese government and other foreign embassies.

Through the BEFC's reformation and evolution, the club has become less of an embassy centered squad as more non-embassy players and subsequently their friends ensured the clubs continued existence. However despite its many forms BEFC represents traditional British culture in football keeping to its embassy roots and history of the club.

# OUR ORGANISATION

The British Embassy Football club is recognised as an embassy team by its original founding and continued participation by embassy members. However it is not officially endorsed or recognised by the British Embassy itself, and is predominantly run by the non-embassy membership. This flexible organisation encourages all members to help assist in the running of the club where various tasks are handled by who is willing and able at the time. In order to run properly the club maintains the following positions which make up the BEFC officiate.



## Manager - Keith Crowley

Known as 'The Management', BEFC's player/manager is the closest BEFC has to chairman of the club as he oversees the everyday running and continued existence of BEFC. Keith is also the official liaison with the embassy for the non-embassy membership and maintains links with the BEFC OBs.



## President - Richard Oppenheim

Representation and involvement from the embassy comes from currently involved members, long term members and ex-veterans. The current main embassy representative and honorary BEFC President is Richard Oppenheim who also organises the BEFC's own Friendly Cup and other friendlies for the club.



## Captain - Ben Palmer

Organisation of the TML 11s team is handled by Ben Palmer. Among other things Ben manages and supports the players, plans the fixtures, talks with the TML, and selects the team. Ben also manages the club website, relationships with other clubs and arranges participation in additional footballing events.

# OUR ORGANISATION



## Vice Captain & Treasurer - Jorge Marenco

Jorge is the treasurer for BEFC; looking after the BEFC fees for player registration and entry into the TML as well as general expenses and running costs needed to make it all happen.



## Vice Captains - Ewan Walton & Kaz Fushimi

Ewan and Kaz share the load organising the 11s Team as well as captaining the team on the field when needed.



## Social Secretary - Aurele Docquin

Aurele organises non-footballing events and activities for BEFC members and acquaintances. BEFC is more than just about playing football, we believe strongly in club spirit that extends beyond the team and immediate membership.



## Futsal Managers - Seth Reisner & Mark Kuroda

Seth and Mark manage the administration and running of the Futsal club. They also arrange entry for the futsal club in competitions.

## General Involvement

A number of our membership help out with other tasks and manage positions that assist the club in running smoothly. This is done in a voluntary manner where a need arises. Members who wish to get more involved on an organisational level can easily talk with any of the above officers.

# TML ELEVENS



BEFC Elevens is an amateur football team playing competitively in Division 2 of the Tokyo Metropolis League ([www.footyjapancompetitions.com](http://www.footyjapancompetitions.com)), with an eye on promotion to the first division.

We play hard and with a strong desire to win, but outside of the match day there is no pressure or demand on our members. Commitment and dedication to the team is noted however and important to members who intend to play a regular role in the 11s season.

BEFC does not get upset, angry or stressed over the outcome of a fixture and we uphold the British values of sportsmanship (<http://en.wikipedia.org/wiki/Sportsmanship>). Within the ethos of sportsmanship we play to win and with conviction and pride, On the pitch we compete, off the pitch we are gentlemen. All members respect this.

BEFC 11s welcome new players from all occupations and nationalities looking for a solid team to enjoy full pitch football within the Tokyo Metropolitan area.

More information about the TML such as league standings and fixtures are available on [www.footyjapancompetitions.com](http://www.footyjapancompetitions.com)

## Season

The TML Season generally begins at the beginning of September and finishes at the end of June. The season can extend into July when postponed fixtures are being made up.

## Joining the Squad

The TML is a structured league with its own set of rules. The BEFC must make sure these rules are followed when fielding players in TML matches. Failing to keep to these rules can result in a points deduction for the team so it must be taken seriously.

## Trial

Any potential member of the BEFC TML Elevens team will have be assessed to whether they are at a suitable level of ability for the squad. This is normally done by an invitation to play an Embassy Futsal session, and followed up by a further invitation to join a TML fixture. In general, newer players need to show commitment to continued turning up and in doing so become part of the regular team.

## Pre-register

To play in a TML match the BEFC must pre-register the player with the TML before the fixture using their full name and a copy of photo identification (Residents Card, Driving Licence, Passport). Therefore all new players must send a photo or scan of ID to the club before they will be allowed to play their first game.

Fielding non-registered players will result in a penalty for the club.

Potential members are not asked to pay match fees for their first match since it is an opportunity for them decide whether they want to play for the club or not.

## Registered Member

To play as a BEFC member in the TML squad, the player must both officially join BEFC, and BEFC must formally register them with the TML. Once an individual has stated their intention to play in the TML squad, they will be asked to pay their subscription fee and invoiced by the club. Upon payment they are now a full member of BEFC.

## Playing Matches

Upcoming fixtures will be posted on the BEFC website/group of which a member will have an account. The fixtures are posted normally two weeks before the match date and will include the date, match time and location, meeting time and location, and sign up list. Through the site members can state whether they will or will not play the fixture.

Members may register anytime up to the Wednesday before the fixture. The following day the Match Squad will be announced via email by the Captain. Being named in the Match Day Squad means the player is expected to turn up. If a player named in the Match Squad is unable to attend after the squad is announced they must do their best to inform the Captain 24 hours before the match.

Members may also sign up for games by emailing the club who will register the player on their behalf. However it is in the interest of the member to sign up themselves to make sure they are on the list or at least confirm they have been registered.

If a Member is unsure of their availability they can leave a comment on the sign up form saying they intend to play and the day they can confirm. This is perfectly fine to do and means they can be considered for Match Day selection.

Members who sign up after the Wednesday before a Match however will be considered at the Captain's discretion.

## Squad Selection

The maximum number of players BEFC can field per match is 16. As the 11s team is a competitive team the emphasis is firstly about selecting the strongest squad against the opposition to win the match. Therefore the club adheres to the following guidelines for selecting a Match Squad and selection of starting 11 and substitutions.

- Performance and ability for required field positions.
- Necessity of field position / competition for position / versatility.
- Involvement / Commitment / Regularity - To form a strong team understanding.
- Team involvement - talking with and communicating with your team mates.
- Embassy / Seniority / Old Boys (those who have previous service to the club)
- Reliability (communicates when can't play, hasn't dropped out, punctuality)

As a competitive team substitutions are made tactically. While in most cases everyone will play, certain close games and in situations where the outcome of a game is important there are no guarantees made on game time.

The final Match Day Squad will be visible on the match's website post and by email. Players not in a full Match Squad can make themselves available by writing 'Stand By' on the registration list. This means that if a player drops out of the match, the Captain will email the 'Stand By' player to join the squad.

These guidelines intend to respect member's personal commitments and understand for example when regularity is difficult. With that said it also recognises the commitments made to the club which should count in a member's favour.

Communicating any difficulties to the club about regularity and availability makes it easy for the club to act fairly, which is the spirit of the guidelines.



## Match Day

The day before the fixture an email will go out finalising the Match Day Players, meeting times, meeting locations and match day contacts.

## What you will need

- **BEFC Shirt** - For the first game it will be provided. If you continue and join BEFC you will be looking after your shirt.
- **BEFC Shorts** - Same as above except your own navy blue shorts are also acceptable, especially for the first game.
- **Navy Blue Socks** - Socks aren't provided by the club but freely available in any sport shop. There is not specific type you need as long as the colour is dark blue.
- **Boots** - TML matches are played nearly always on 3rd generation astroturf. Normal grass boots are fine but can be a little hard. Turf boots are also fine and a matter of personal preference.
- **Shin Pads** - You must wear shinpads to be allowed to play in the TML matches.
- **Money** - After the match the treasurer will collect the match fee from each player.
- **Contact Details** - Match day contact details are normally the same and posted on the webgroup. Important to have if you are late or can't find the ground etc.

## Chance of Cancellation

TML games tend to go ahead except in extreme circumstances such as flooded pitches and heavy snow. A warning will go out to members if a fixture looks to be cancelled.

Confirmation will occur as soon as the TML confirm with BEFC.

Warnings are generally sent by email to each member via the BEFC mailing list.

## Pre Kick Off

The TML requests that both teams are present 30 minutes before kick off. Failure to do so can result in a penalty for the club. The minimum number considered to be a team by the TML is seven. Therefore the squad normally gathers one hour before kick off at a location stated in the website posting to arrive at the location on time.

It's important that every team member tries to turn up early with the squad prior to kick off in order to warm up properly and enable suitable time for a pre-match talk in which formation, tactics and the substitutions are covered.

Late arrivals cause problems setting the initial formation and line up.

If for any reason a member is likely to be late he should inform the club as soon as possible, so they can organise accordingly. If you are likely to be late you shouldn't expect to start.

## The Match

Each match will consist of 2-equal halves of 40-minutes, with a 5-10-minute break for half time. Enjoy your football. We take responsibility as a team so please communicate with your teammates to handle what is thrown at us during the game.

## Substitutions

Planned substitutions will have been discussed Pre - Game and members should try to be aware when they are on and off to make it as smooth as possible. Where the substitution is pre-set, the substitutes can be responsible for making the changes themselves and can call it to the referee from the sideline.

## Linesman Duty

In most matches, teams are required to provide a linesman, and you may be asked to run the line. If this is not something you don't know how to do, please talk to someone beforehand because you may have to do it. Also try to make sure you have someone to take over if you are going to be substituted on.

## Conduct

If you have any issue with the opposition or refereeing we ask you tell your captain and let him deal with the situation. BEFC maintains respectable conduct despite unfairness of other behaviour.

Getting into personal arguments with an official or player doesn't help the team and generally creates a disadvantage by putting BEFC in a bad light. Keep calm and carry on, make them look bad and not us.

- If it needs dealing with tell your captain.
- Don't argue with the ref it won't help.
- Let the opposition appear as the unreasonable, whining or angry party.
- If you continue to argue after asked to calm down, expect to be substituted off.

## Post Match

Post match after showering and changing, the squad aims to gather for a small bit of food and drink at a nearby place stated in the webgroup post and normally close to the train station. It's a good time to get to know your teammates, relax as well as give any ideas you have to the captain or management, win or lose.

It's not compulsory as people have many commitments but it is appreciated if even only 10 ~ 15 minutes can be spared at the end of a matchday in the name of team spirit.

You don't have to eat or drink anything if you don't want to, since enough people will to satisfy the venue.

## Match Fees

Match Fees owed to the TML are collected post match each game and at ¥1500.

A member who plays for less than 40 minutes owes the reduced fee of ¥750.

Please be active in paying the match fee as it is directly paid onto the TML.

## Rules

The TML rules are stated on their website (<http://footyjapancompetitions.com/rules>) and we advise you read them. For convenience the basic one for match day are listed below.

- TML follows FIFA's official rules.
- Each match consists of 2-equal 40-minute halves, with a 5-10-minute half time
- Each team may use 11-players on the field and rotate a maximum of 5 substitutes during the game at the referee's discretion.
- Shin Pads are compulsory and players will not play without them.
- A player must not use equipment or wear anything which is dangerous to himself or another player (including snoods or any kind of jewellery). Spectacles (unless designed for sports) are not permitted. In the case of irremovable rings, taping will be permitted.

# EMBASSY FUTSAL



BEFC have one thing other clubs in the TML do not have; an all-weather 5-a-side (futsal) court in the Embassy grounds in central Tokyo.

BEFC is able to provide team members and friends of the Embassy with regular futsal games on embassy grounds. While conceived originally as training for the 11s team, futsal games are a more casual affair where members of BEFC, non-embassy and embassy alike can gather for some good fitness, futsal and socialising.

Anyone is welcome to join BEFC to just play regular futsal in central Tokyo and possibly take part in any five a-side or seven a-side competitions.

## Season

Embassy Futsal's term starts in September and generally continues until the end of August as it is dependent on Embassy members for usage of the pitch.

# EMBASSY FUTSAL

## Joining Embassy Futsal

After contacting BEFC, the individual will be invited to the Embassy as a guest to decide whether to join BEFC Futsal. To continue playing and be eligible for any competitions or friendlies the player must join BEFC and pay their subscription fee invoiced by the club. Upon payment they are now a full member of BEFC.

## Playing Embassy Futsal

Futsal is held every Wednesday from 19:30 until roughly 22:00 and takes place at the British Embassy in Hanzomon Tokyo.

5 minutes games are played rotating teams comprised from the members present on the day, with infrequent breaks and self refereed.

## What You'll Need

- Normal sports clothing
- Preferably astroturf boots, although court shoes are fine.
- Photo ID
- ¥100 which helps power the court lighting.

## Registering to Play

BEFC Futsal Members are guests of the British Embassy and in order to use the futsal pitch members must be invited and escorted by an embassy member.

Therefore each session we must adhere to the following procedure:

- At the start of the week a list will be posted on the BEFC webgroup for Embassy Futsal for the coming Wednesday.
- All members intending to play MUST register themselves to this list using their FULL NAME as it reads on photo identification. You can also email BEFC if you are intending to play.
- On the day you MUST arrive outside the Embassy gates before 19:30. If you are late you cannot be admitted to the site.
- At 19:30 all BEFC members will be escorted on site by our Embassy Member.
- You MUST bring photo identification (Residents Card, Driver's License) to be allowed on the site.
- You can either go straight to the pitch, or there are changing rooms available with showers.
- When leaving the Embassy you must be escorted off the premises by an Embassy Member. Therefore after the session please wait to be escorted as a group.

## Chance of Cancellation

Embassy Futsal tends to go ahead except in extreme circumstances such as a flooded pitch or heavy snow. Members will be informed by 3pm via the mailing group on the day. Futsal will also be cancelled if an Embassy Member is unavailable. If this case a cancellation notification will be posted earlier in the week.

## Embassy Conduct

It is important to remember that BEFC Futsal players are the guests of our Embassy Members and are collectively using the facilities of the Embassy in that respect. Therefore as good guests we are required to help prepare the pitch for futsal and clean up afterwards.

As written at the start of the section Embassy futsal is casual and while shinpads are advisable they're a personal decision. No one should be playing roughly, but as in all sports that involve contact, strong contact can occur unintentionally. You must abide by the Futsal Managers' authority regarding what is acceptable level of play, and are encouraged to discuss any issues or concerns with them outside of matches.

While played on the Embassy grounds the equipment is that of BEFC, therefore if you launch a ball out of the court and into the trees it is your responsibility to recover it for the club.

The Embassy has no responsibility to provide us with goals, balls, bibs etc. So as a club members should expect to wash the bibs, fix up the nets and look after the balls as needed.

## Introducing Guests

BEFC members may invite their own guests to a regular futsal session. However the guest must be registered with the club for security purposes. Therefore the member must directly contact BEFC and provide the guest's full name and email address two days before. Just adding their name to the registration list will not guarantee entry to the security list, and could mean they are not allowed onto the compound.

# BEFC MEMBERSHIP



## Joining BEFC

Membership to BEFC is available to anyone approved by the BEFC officiate and can fall into two types; TML Elevens and Embassy Futsal team.

Potential members are welcome to attend a Futsal session as a guest before they make a decision whether to join.

Potential TML members may also play the first game as a guest before deciding whether to join. Potential TML members may also be invited to play at a futsal session first in order to establish whether they are suitable for the level of the squad.

When a person decides to join BEFC they are required to pay their subscription fee to the club. On receipt of payment the person is deemed an official BEFC Member.

# BEFC MEMBERSHIP

## Subscription Fees

Membership requires a subscription fee to the club which covers participation in the TML Elevens and/or Embassy Futsal for the season. Each season members are asked to renew their subscription with the club, if they intend to continue playing.

### BEFC Season 2016/17 Subscription Fees

TML Elevens ¥8,000	Embassy Futsal ¥8,000	Combined ¥12,000
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Late Payment fee on any of the above + ¥2,000

Prompt payment of subscription fees is important to in keeping the club financial obligations. Therefore late payments of fees incur an additional ¥2,000 late payment fee. A late payment is 3 weeks (21 days) from the date the recipient was requested to pay their subscription.

### Joining later in a season

In cases where players join later in the season, subscription will be determined on a pro-quarterly basis:

<b>8K</b> annually	¥2,000 per quarter	<b>12K</b> annually	¥3,000 per quarter
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+ ¥2,000 fee for late payment still applies regardless of period.

Fees can be paid by cash, paypal or by bank transfer of which details are provided in the club's request for payment.

## Conduct

BEFC members are expected to uphold a standard of behaviour when representing the club. BEFC values are competitive sportsmanship, respect and fairness.

Members should respect each other regardless of ability, background, position etc, and accept that the team and club come before the needs of the individual.

Members should also show consideration to their clubmates where tardiness, no-shows and drop-outs affect the enjoyment for the rest of the group.

## Disclaimer

By joining BEFC and by payment of subscription fees as confirmation a member agrees to understand and accept the following disclaimer;

In consideration of my involvement and participation in the British Embassy Football Club (hereby known as BEFC), I hereby voluntarily assume any and all risks of personal injury or personal property damage which might be associated with my participation and involvement in the club. I further voluntarily remise, release and forever discharge the Trustees of the BEFC, it's successors, assigns, officers and agents from any and all injuries, losses or damages of any kind whatsoever suffered by me as a result of my voluntary use and participation in any facilities and activities provided through the BEFC. I hereby certify that my physical condition is at a sufficient level to enable me to use the participate in club activities safely. I agree to follow all instructions, rules and regulations of BEFC regarding use of any facilities while engaged in BEFC activities.

Further, in consideration of my participation in the club, I agree on behalf of myself and my heirs and anyone else acting on my behalf to release, indemnify, and hold harmless, and covenant not to sue, the BEFC and all of its members and/or agents, from all liability for any personal injury or personal property damage I might sustain during practice, other workouts, or contests, whether supervised or on my own, and whether attributable to negligence, gross negligence, or recklessness on the part of such persons or entities.

## Sports Insurance

As covered by the disclaimer BEFC does not provide or have any responsibility to provide members with any kind of health or sports insurance. However members are perfectly entitled to acquire their own personal insurance if they feel it necessary for them.

To assist in this matter BEFC provides the following link for a sport insurance company:

<https://www.spokyo.jp/spoannet.html>

BEFC does not endorse the company and any decision to use the company's services are purely at the discretion of the individual.

# EVENTS & FRIENDLIES



Over the course of both the TML and Futsal season BEFC has a number of friendlies and events. Details of these are posted individually and normally open to all members.



## Embassy Friendly Cup - September/October

BEFC hosts its own 'Embassy Friendly Cup' held on the Embassy with Japanese company NSK and additional invitational teams. NSK opened the first Japanese factory in the UK, and this long running relationship is recognised in this cup.



## BEFC Christmas Party and Awards - December

The BEFC Christmas party is an open event to BEFC members, relations and friends to get together and celebrate the festive period. Traditionally BEFC presents awards in various categories for the previous season. The mainly consistent one being Player of the Year.

## EVENTS & FRIENDLIES



### BEFC Annual General Meeting - July

BEFC is a member driven club and at the end of the TML season the BEFC AGM is held. Members are encouraged to submit their items to the AGM Agenda, as well as attend in person as this is where key decisions for the next year are made.



### BEFC End of Season BBQ - July

At the end of the TML season, before the weather gets too hot and many members head overseas for the Summer, BEFC holds a relaxing BBQ party to celebrate and wind down from the year's action. The BBQ is open to all BEFC members, family and friends of BEFC.

# ADDITIONAL INFORMATION

## Contact

The main way to contact the BEFC directly is using the following email address which is delivered to all BEFC officers.

[befc@britishembassyfootballclub.jp](mailto:befc@britishembassyfootballclub.jp)

## TML Elevens

Most information regarding fixtures, locations and rules for the TML Elevens can be found on their website at [www.footyjapancompetitions.com](http://www.footyjapancompetitions.com).

Communication with the TML regarding BEFC is only permitted by officers of the club, so please refrain from contacting the TML directly.

## Embassy Futsal

Embassy Futsal takes place at the British Embassy in Hanzomon Tokyo.

The nearest train station is Hanzomon, on the Tokyo Metro Hanzomon line.

British Embassy, Tokyo, Japan

No 1 Ichiban-cho

Chiyoda-ku

Tokyo 102-8381

Google Map: <http://goo.gl/maps/Z7BFs>

# BEFC

British Embassy Football Club



BRITISH EMBASSY FOOTBALL CLUB

## BEFCGUIDE

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