

BEFC

British Embassy FC



BRITISH EMBASSY FOOTBALL CLUB

BEFCGUIDE

2017/18

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WELCOME TO
THE BRITISH
EMBASSY
FOOTBALL CLUB

ABOUT BEFC



The British Embassy Football Club is an amateur football club which upholds the qualities of sportsmanship, team spirit and relationships through sports.

The British Embassy Football Club is an amateur football club 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.

Sport has always allowed different groups to come together and establish good relationships. Football is no different and BEFC has historically arranged matches and put out teams to play with embassies, organisations, charities and companies.

As well as enjoying football, BEFC upholds the traditional qualities of sportsmanship, team spirit and relationships through sports. And while British in name the club 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.

ABOUT BEFC

To provide as much opportunity to enjoy football in different forms to all involved in the club BEFC has four main teams:

- British Embassy FC - an Elevens squad who play competitively in Tokyo Metropolis League division one (est. 1994)
- BEFC Lions - an Elevens squad who play semi-competitively in Tokyo Metropolis League division three (est. 2017)
- BEFC Ladies - Tokyo's only international ladies football team who play regular futsal matches and in futsal, 7s and 8vs8 competitions (est. 2016)
- Embassy Futsal - Futsal team who play regular club games, guest friendlies and competitions.

Members of BEFC also join together irrespective of these teams in other events and competitions.

BEFC is a member run club where all organisation and activities are supported by the volunteered time and effort of the membership. Therefore members of BEFC are expected to assist and contribute to the activity of the club as much as they take part.

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 2 elevens teams today and provide regular futsal games for team members and friends of the embassy on embassy grounds in Hanzomon. In 2016 BEFC established the only current international ladies football team in the Tokyo area.

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.

Over time the club has increasingly grown in stature and in order to run properly the club maintains the following positions which make up the BEFC officiate.



Club Chairman - Keith Crowley

Known as 'The Management', Keith 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.



Club Captain - Ben Palmer

Organisation of British Embassy FC 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. As Club Captain Ben also manages the club website, overall organisation, relationships with other clubs and arranges participation in additional footballing events.



BEFC Vice Captain & Treasurer - Jorge Marengo

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

Jorge is also a Vice Captain for British Embassy FC assisting in the running of BEFC's competitive elevens team.

OUR ORGANISATION



BEFC Vice Captains - Ewan Walton & Kaz Fushimi

Ewan and Kaz share the load organising the British Embassy FC 11s Team as well as captaining the team on the field when required.



BEFC Lions Captain - Viran Pandya

Organisation of the TML BEFC Lions 11s team is handled by Viran Pandya with Vernon Gill. Viran primarily focuses on team and fixture management and squad selection.



BEFC Lions Captain - Vernon Gill

With previous experience of captaining FC Maurizio back in the IFFL league Vernon works with Viran captaining the BEFC Lions. Vernon focuses on player membership, communication with the football league and team organisation.



BEFC Lions Vice Captains - Kaz Komatsu & Mark Kuroda

Assisting with the running of BEFC Lions Kaz and Mark primarily handle fixture management and match day operations.



BEFC Ladies Captain- Natalie Guererro

Organization of the Ladies team is handled by Natalie. She manages the administration of the Ladies Futsal club as well as the weekly sessions at the Embassy. Natalie also manages friendly sessions with other teams and arranges participation in additional footballing events.

OUR ORGANISATION



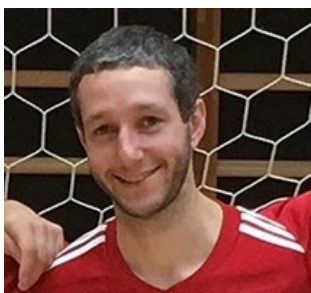
BEFC Ladies Vice Captain - Namiho Takeda

Namiho assists Natalie organising events and entering BEFC Ladies into matches and competitions. Namiho also manages the fixtures and takes the reigns as captain on the field in Natalie's absence.



Embassy Futsal Captain - Mark Kuroda

Mark administrates the BEFC Futsal club and manages the running of regular futsal sessions with Seth. They also arrange for futsal team entry into competitions and captain the teams for those events



Embassy Futsal Captain - Seth Reisner

Seth manages the administration of the Futsal club as well as the running of the weekly sessions on the Embassy with Mark. They also arrange entry for the futsal club in competitions and captain the teams for those events.

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 have two teams playing the Tokyo Metropolis League (www.footyjapan.com-petitions.com); British Embassy FC (BEFC) in Division 1 and BEFC Lions in Division 3.

While each team is managed separately with slight differences in competitive attitude both follow the club's overall philosophy and principles.

As a club 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.

Our 11s Teams

BEFC currently has two teams competing together in the TML. Both teams are managed separately but maintain a soft relationship as part of the same club.

British Embassy FC (BEFC)

BEFC is the originally established team in 1994 and most competitive in outlook.

With various success over the years mainly in division 2, British Embassy FC has flirted briefly in Division 1 as well as avoided Division 2 relegation. Over the last few season BEFC began an increasingly competitive focus driven by the members which resulted in recent promotion to TML Division 1. BEFC is the club's most competitively managed team for players who want challenge, commitment and sacrifice in pursuit of glory.

BEFC Lions

With the increasing popularity of the club and competitive mentality of BEFC a new team was needed to accomodate all the members who wanted to play 11s in the TML. The club responded by forming BEFC Lions in 2017 and gained entry into the TML's Division 3.

BEFC Lions are considered semi-competitive with a style that focuses more on participation over victory than British Embassy FC. This does not mean BEFC Lions are a recreational team, they intend to win glory just like BEFC just in a less ruthless manner.

These two teams provide different participation opportunities to our members allowing players to compete in the kind of enviroment and level they prefer.

Some members like to play in both teams which is deemed perfectly fine selection comes at the discretion of team captains who in general give priority to single team players.

Despite participation in different divisions and separate management both teams are governed by the same club level guidelines and policies that follow.

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 a BEFC TML Elevens team will have to 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 with continued turning up and in doing so become part of the regular team. Regardless of ability new players need to be eased into the squads to avoid disrupting the current teamplay and formation.

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 to 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 and Match Time

The policies for Squad Selection are routinely revised and agreed by the membership at the club's general meetings. During the active season the team captains select are based on these policies. British Embassy FC and BEFC Lions follow slightly different guidelines.

British Embassy FC

The maximum number of players a team can field per match is 16. BEFC deem 16 is too many to play without disruption and limit the squad to 15.

As 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.
- Ability to enhance performance of a particular unit / tactical fit.
- 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)

The above is at the captain's discretion. The club agrees that in all selections the captain has already considered the above in depth and therefore accept and trust any decisions.

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. In general the first 3 substitutes are planned but the fourth substitute is considered situational. While effort is made to play all players match time is not guaranteed and players accept this on a team level.

BEFC Lions

Like British Embassy FC a squad of 16 is considered too many. However unlike British Embassy FC, BEFC Lions emphasis is more balanced towards participation and less strictly defined. However BEFC's criteria can still largely apply but with more weight on regularity and commitment to the team.

Additionally if a player registered for selection but not in the match squad due to number of players available, every effort will be made to include them in the following match, providing they are able to play it.

With regard to substitutions if a player is named in the match squad every effort is given to make sure all players get a match time of at least 40 minutes.

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, Shorts and Socks** - Team kit will be provided by the club at the match and returned to the club afterwards. Players who commit often wish to own their own personal strip which can be ordered via the club.
- **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 preferred as an email to the club. 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 with the captain's prior permission.

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.
- If you conduct becomes reckless in general 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.

Commitment Award

The club respects members who are able to commit regularly as it vastly improves the success of the team. Therefore any player who registers for 5 games in a row (regardless of selection) may play the 6th game free. The player must claim the 6th themselves and inform the person responsible for collecting match fees.

Rules

The TML rules largely follow official FIFA rules with some exceptions. These rules are stated on their website (<http://footyjapancompetitions.com/rules>) and we advise you read them.

BEFC LADIES



Established in 2016 BEFC Ladies (BELFC) is a social and competitive club where members can enjoy sports in a supportive and comfortable environment.

BELFC have regular weekly futsal sessions, enter various Tokyo area futsal, 7s and 8vs8 competitions as well as many additional social events. Also many ladies members participate and are involved with all club activities.

BEFC is a non-gender club by policy but was made increasingly aware of female players unable to find a suitable place to enjoy football within the Tokyo Metropolitan area. Since it's establishment BELFC has been growing rapidly by providing an appropriate and supportive environment for active female participation. As far as we know BEFC Ladies is presently the only international women's football team in Tokyo.

Season

Like the rest of the club BELFC's term starts in September and continues until the end of August.

Joining BELFC

After contacting BELFC, the individual will be invited to a regular session as a guest to decide whether to join BELFC. 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 and BELFC.

Playing Regular Futsal Sessions

Weekly sessions are held every Thursday from 19:30 until 21:30 outdoors at the British Embassy in Hanzomon Tokyo. On some occasions they take place outdoors at the US Embassy Housing Compound in Akasaka.

The first 20-30 minutes is passing warmups, followed by five-minute games played by rotating teams. These sessions are friendly and self-refereed.

BEFC members are guests and are escorted on and off the site as a group. Therefore, it is important to arrive by 19:20 with a photo ID otherwise you will not be permitted onto the grounds.

What You'll Need

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

Changing rooms and showers are available on the embassy.

Futsal sessions on the Embassy follow the same rules and process as Embassy Futsal as written on pages 24 and 25 of this guide.

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. This does not mean the sessions are not competitive as many of the members like to play at a good level. However it does mean that everyone is expected to play in the spirit of the game and put enjoyment and respect of other members ahead of winning.

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.

Matches can be either six or five aside depending on the number of participants with a maximum number of 18 players.

What You'll Need

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

Changing rooms and showers are available on the embassy.

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

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

While Embassy futsal is casual shinpads are advisable but a personal decision. No one should be playing roughly, but strong contact can occur unintentionally. You must abide by the Futsal Captains' 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 the equipment is that of BEFC, therefore if you launch a ball out of the court it is your responsibility to recover it for the club.

The Embassy has no responsibility to provide us with goals, balls, bibs etc. So 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.

If a guest wishes to continue playing at the Embassy they are expected to formally join the club. The introducing member should make their guest aware of this.

Embassy Futsal House Rules

Embassy Futsal has a number of house rules member's should be aware of which have come into place to help sessions run nice and smoothly or just add to the fun.

- When teams are made, one player on each team will be designated as a referee. This referee is only required to intervene if there is a dispute otherwise they let the game flow and allow the players to self-referee.
- Kick off and restarts: At kick off it is customary for the starting side to concede possession and kick the ball into the opponents half like proper gentleman. This signals start of play. After a goal is scored restarts can be immediate and taken like goal kicks, not from the halfway line.
- Goal Kicks may be kicked or thrown. These are both limited to inside their own half unless it is touched by another player first.
- Kick ins: Unless caught on a fast play, please take two sizable steps back from the player as regular futsal.
- 'Fergie Time': When the buzzer goes at the end of a match we play 'Fergie Time', which means play may continue until the next restart (out of play, goal, foul etc.).
- Out of Bounds: If you kick the ball out of the netted enclosure (quite a feat), you must immediately go and recover it. Another player will replace you until it is recovered.
Note: Deflections are exempt.

Embassy Futsal House Rules Cont...

- Please assist in set up and cleaning before and after the session. This includes: checking the nets, pumping the balls, getting out the goalie gloves, putting out the timer, preparing bibs before you warm up. After the session: sweep the pitch, return equipment, put the tennis net back and ensure no bottles and items are left.
- Bibs: After each session a member should wash the bibs and return them next week. Please volunteer. The person who washes the bibs doesn't have to pay the donation to the lights, but also considering we pay almost nothing for 2 hours of futsal, volunteering to wash the bibs should be no inconvenience to anyone. Anyone who knows they are attending next week should actively take the bibs.
- Contact: We play at an increasingly competitive level, however please gauge the intensity and level of your contact based on the player you are challenging. Futsal contact is much lighter than regular 11s and 7s games. If you would like to play higher levels of physicality please consider joining 7s and 11s as many fellow members tone down their level of contact from these when playing futsal. Futsal sessions are not the place for overly hard play.
- Behaviour: While frustration is normal at times, tantrums and boorish behaviour towards fellow players will not be tolerated. Be aware of your language (in all dialects) and attitude. This is a friendly and respectful futsal team and one of BEFC's core principles is Sportsmanship above all else.
- For safety: Do not wear jewelry or watches. Fitness trackers must either be soft (rubber) to not cause injury or taped as to not be dangerous.

BEFC MEMBERSHIP



Joining BEFC

Membership to BEFC is available to anyone approved by the BEFC officiate and can fall into four types; TML British Embassy FC (BEFC), TML BEFC Lions, BEFC Ladies 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 team activities and club events for the season. Each season members are asked to renew their subscription with the club, if they intend to continue playing.

BEFC Season 2017/18 Subscription Fees

| | | |
|-------------------------|------------------|----------------------------|
| 11s or Futsal ¥8,000 | Ladies ¥4,000 | Additional Type +¥4,000 |
|-------------------------|------------------|----------------------------|

A member may choose a primary membership and then any subsequent team membership at an additional ¥4000.

Example: BEFC Lions + BEFC + Futsal = ¥16,000 (¥8,000 + ¥4,000 + ¥4,000)

Prompt payment of subscription fees is important to in keeping the club financial obligations.

Joining later in a season

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

| | | | |
|----------------|-----------------------|-----------------|-----------------------|
| 8K annually | ¥2,000 per quarter | 12K annually | ¥3,000 per quarter |
|----------------|-----------------------|-----------------|-----------------------|

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

BEFC MEMBERSHIP

Concessions

BEFC offers a 50% concessionary discount on Member Fees to Students and those not in full time employment. However this concession does not apply to other fees such as Match or Competition fees

Members who join BEFC 11s solely as a goalkeeper are exempt from Member Fees and Match Fees.

Member Access and Event Registration

A BEFC member is provided with a member account for the BEFC website.

<http://britishembassyfootballclub.jp>

Members are able to register for matches and events from that event page when logged into the site as well as view member only content and information. Additionally the email address registered to the website account will be used to send club, event and match information to the member.

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 descretion 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 Bi-Annual General Meeting - January

BEFC is a member driven club and at the start of the second half of the TML season a general meeting is held. Members are encouraged to submit their items to the Meeting Agenda, as well as attend in person. This is where adjustments to the AGM policies and actions up until the end of the season are decided.



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. This is where key decisions for the new season 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

TML Elevens

Most information regarding fixtures, locations and rules for the TML Elevens can be found on their website at 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. You may also email each team's organisers directly using:

11s@britishembassyfootballclub.jp

lions@britishembassyfootballclub.jp

BEFC Ladies

BEFC Ladies hold sessions on the British Embassy in Hanzomon and US Housing Compound in Akasaka. Competitions are entered per event.

You can contact BEFC Ladies directly using:

ladies@britishembassyfootballclub.jp

Embassy Futsal

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

You can contact Embassy Futsal organisers directly using:

futsal@britishembassyfootballclub.jp

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

BEFC GUIDE

2016/17