

Updated 08/2024



# Club's guidebook

The purpose of this guide is to provide players and their guardians with information about the operating procedures of the Turun Pallokerho club and team



turunpallokerho



TPK – Turun Pallokerho ry

#turunpallokerho

#kerhokehrää



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# Club Operations

## **What does playing in the club mean?**

When a player joins a team, they also become a member of the club. Club operations in Finland fall under association law regulations.

When a player joins the club, they become a member of the association. Becoming a member involves paying a club fee, which includes membership fee. Parents can also join the club by filling out the membership form on the club's website and paying the membership fee. The club also has businesses as supporting members.

Membership fees are determined annually by the annual general meeting and can be viewed on the club's website. The membership card is available on the Jopox application, which can be downloaded from the app store. By showing their membership card, members can access various benefits.

## **Club Office, Board, and Volunteers**

Turun Pallokerho's (TPK) office is located in Kupittaa, next to Veritas Stadium at Hippoksentie 6, Turku.

TPK employs one full-time staff member, club worker Ville Koskinen. Additionally, the club and teams have numerous volunteers in various roles. Without volunteers, there wouldn't be teams or a club.

According to association law, the club must have a board. You can find the current board members on the club's website [www.turunpallokerho.fi](http://www.turunpallokerho.fi). The highest decision-making authority in the club is held by the annual general meeting of members.



# Why the Club is Needed

**Turun Pallokerho** is a registered association.

The club is a member of LiikU (Lounais-Suomen Liikunta ja Urheilu ry) and the Football Association of Finland (Palloliitto). Membership in the Football Association of Finland is recorded in the club's rules.

Only teams from Football Association of Finland member clubs can participate in leagues and tournaments organized under the association.

The club is responsible for all activities organized within the club. Operations are funded through player fees, volunteer work, support from partners, and various jointly organized events (such as the TPK Soccer Cup football tournament held in June).

Only the club can apply for financial support from the Football Association of Finland, the City of Turku, ministries, or EU projects. Applicants for support must be registered as non-profit associations.

Conditions for receiving support include operational principles and plans developed by the association's board and approved by the annual general meeting as necessary (e.g., financial, operational, and sustainability plans, as well as a plan ensuring child safety).

Without support from society and partners, as well as income from jointly organized events, player fees would be significantly higher.



# Why the Club is Needed

The practice slots used by teams in city facilities are allocated to clubs based on scoring. Individual teams can only obtain regular slots through the club and with assistance.

The use of private practice facilities also depends on agreements between the club and the facility owners.

The club is responsible for:

- \* Player eligibility for representation
- \* Procurement and management of player licenses and insurance
- \* Applying and distributing training slots (fields and halls) to teams
- \* Arranging league matches and applying for field slots for them
- \* Rights to use the Football Association of Finland's 'Pelipaikka' platform
- \* Training coaches or acquiring training from external parties, including covering associated costs
- \* Recruiting coaches and managing their contracts
- \* Handling coach compensation, fees, and reporting to registers
- \* Maintaining and managing the club's and teams' bank accounts, including agreements with banks
- \* Ensuring compliant accounting and lawful use of accounts

These actions ensure the eligibility of players for representation and the operational conditions of teams in all situations.



# Club Introduction

**Turun Pallokerho ry** was established in 1935. Its activities began as a football club within the Turku Mikaeli parish and later developed into its own association. The club's sports are football and futsal. The men's football team has been active almost throughout its existence. Its best achievement was a bronze medal in the championship series in the 1950s. The club has been involved in futsal from the beginning, since the 1990s. The men's team competes in the Futsal League. Women's teams have been part of the club since the 2020s.

## Principles of Operation

The purpose of Turun Pallokerho is to provide responsible and safe football and futsal recreational and competitive activities for children, youth, and adults. The goal is to be a successful club with a joyful, community-oriented, and encouraging atmosphere, where players are cultivated both on and off the field.

The club is committed to sobriety and participates in the Nicotine-Free Sports initiative. Alcohol, tobacco, snuff, or any other substances are not used at the club's events. The contracts of coaches include a requirement for sobriety at the club's and team's events.

The club encourages diverse sports participation and emphasizes academic achievement. Child and youth safety guidelines are implemented, available on the club's website. The club conducts criminal background checks for new coaches and personnel working with individuals under 18 years of age.

Events organized by the club and teams can be found on the club's website and on a team-specific basis in the Jopox management system. Jopox can be accessed via browser or app.



# Our Values

## Joyful and Open

- \* We operate and communicate openly and positively
- \* We have a strong team spirit.
- \* We encourage and praise

## Successful

- \* We have a functional and stable organization
- \* We offer well-organized and high-quality activities at all levels
- \* Teams and individuals strive to develop and achieve their goals
- \* The team operates together as a unit

## Respectful

- \* We treat everyone equally and fairly
- \* We act according to agreements and value each other's time
- \* We approach everyone with respect: coaches, officials, children, and parents

## Community-oriented

- \* We work together - we help each other
- \* The atmosphere and environment are safe
- \* Everyone is welcome to join our activities



# Club officials

Club Worker

Ville Koskinen

## Board of Directors

Club president

Sanna Veijalainen

Vice president

Tommi Schmidt

Secretary of the Board

Ville Koskinen

Treasurer

Sonja Kokkola

Other Members of the Board

Anna-Marja Ilola

Jutta Nieminen

Alternate members

Mikko Vanne

Emilia Lindborg

Kati Lehtonen

Training Coordinator

Mikko Vanne

Team Manager Trainer

Sonja Kokkola

The club's board meets once a month.

The Annual General Meeting (AGM) is the highest decision-making body of the club. At the AGM, board members are elected and the operational plan and budget are approved. The AGM is held twice a year. The Spring Meeting is held from February to April, and the Autumn Meeting from October to December. The meeting notice is published on the club's website at least 14 days in advance.

All club members are welcome to attend the club's AGMs. The club's rules and operational plan can be found on the club's website.





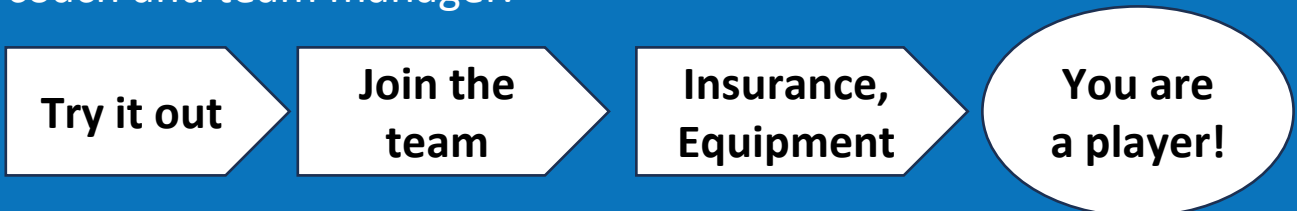
# Team's Activities

## Practices, Games, and Tournaments

Each team has weekly practices. During the summer, teams play football, and during the winter season, they play also futsal. In addition to weekly practices, the team may have league or practice matches and tournaments. All team events (practices, games, tournaments, volunteer work, etc.) can be found on the team's own Jopox platform. You can get the registration link for Jopox from the team manager.

## Trial Period

When a player has tried out the team's practices and decides to start the hobby, they or their guardian inform the head coach and team manager.



## Jopox

The team's practice schedules, games, and other team events are visible in Jopox. Players are required to mark themselves as IN/OUT for upcoming practices, games, and team events according to the team's schedule. Communication within the team and club, as well as billing, are conducted through Jopox.

### NOTE!

**Once you have logged into Jopox, remember to check your own and your dependents' contact information! Ensure that email addresses and phone numbers are verified to receive important messages.**





# Team Officials

The team's daily operations are managed by a team of officials elected at the parents' meeting. In addition to coaches, the team's management team includes a team manager, treasurer, and possibly other parents selected for various roles. Each official is responsible for creating a safe environment for everyone and intervening in issues such as bullying

## **Coaches**

The club recruits and contracts with coaches. The club pays their potential fees and/or expenses and reports them to the registry. The coaching staff includes a head coach and one or more assistant coaches. The coaching team makes decisions regarding the content of team practices, game line-ups, participation in tournaments (within the team's budget), and other aspects related to team training and playing.

## **Team Manager**

The team manager acts as the liaison to the club and is part of the team's management team. Responsibilities include preparing an action plan and budget together with the coaches and treasurer, and ensuring communication within the team.

## **Treasurer**

The treasurer manages the team's bank account, pays bills, and ensures that payments from players and parents are made on time. They also monitor the budget and its implementation.

## **Team assistants**

Assistant roles include assisting in practices and matches. They often take care of team equipment, such as balls, and may also provide first aid.

## **Other Roles**

The team may appoint other officials such as equipment manager, communications officer, photographer, or buffet coordinator.



# Communication

## Team communication

Communication between the parent/caretaker and the team is important. The player's caretaker should have both a phone number and an email address available.

Teams typically have their own WhatsApp groups for players and parents.

Messages also come through Jopox, either as push notifications to the app or via email.

Team officials can always be asked anything related to the team's affairs; they are happy to respond. Coaches are usually best reached before or after training sessions on the sidelines.

## Club communication

The club communicates through the Jopox membership register, and messages are sent to email addresses. Announcements cover current club matters and events. The club's news and announcements are also published on its website.

Website:	<a href="http://turunpallokerho.fi">turunpallokerho.fi</a>
Facebook:	TPK – Turun Pallokerho ry
IG:	<a href="https://www.instagram.com/turunpallokerho">turunpallokerho</a>

**The club, coaches, or club officials do not send messages between 10 PM and 7 AM.**

We also hope that players and parents adhere to this principle. Please note that not everyone can be available all the time.



# Equipment

When a player comes to try out for practices, they don't need to have all the equipment immediately. It's recommended to have a water bottle and a football with them for the first few sessions. Shin guards and football boots can be purchased later, but if available, it's strongly advised to bring them right away.

Once a player decides to join the team, they must acquire the equipment specified by the club and the team. Shin guards and appropriate footwear for the playing surface are mandatory for safety immediately upon joining the team.

**At Turun Pallokerho, the following equipment is absolutely necessary for practices::**

- Training jersey and shorts
- Shin guards
- Football boots (with studs)
- Water bottle (water only)
- Football (properly inflated)

**For matches and tournaments, players must also have:**

- Club's official match jersey
- Blue soccer socks

The team may also have other club apparel such as warm-up suits, rain jackets, beanies, equipment bags, etc.

The team manager will provide guidance on the available club apparel.

The club's equipment supplier is Stadium,  
and the brand is Adidas.

The logo for Stadium, featuring the word "stadium" in a bold, black, sans-serif font with a registered trademark symbol.



## Preparation for training sessions and matches

Player and their parents are responsible for ensuring that the player arrives at team events with appropriate clothing and equipment. Hydration, adequate nutrition, and rest are essential for endurance and focus.

For more information on athlete nutrition, injury prevention, etc., visit the website at [terveurheilija.fi/in-english/](https://terveurheilija.fi/in-english/)

During winter, training may also take place outdoors, requiring warm layered clothing. The coach will remind if equipment is not in order.

Equipment should be labeled with the player's name and team.

The condition, safety, and legibility of names on equipment should be checked regularly.



# The role of parents in the club and team

Decisions regarding team matters are made together in the team's parent meetings. Also, the team rules are agreed upon at the same time as well as on how the team's operations are financed.

It is crucial to participate in these parent meetings as they provide important information about the team.

In the club, a lot of voluntary work is required. Funding for the team comes from parents or from other sources such as volunteering or fundraising activities. Working together is also a great way to get to know other parents.

Parents' presence and encouragement at games are more than welcome. Please feel free to come and cheer, and to find out how your child and their teammates have progressed during practice. During games, shouting at players, referees, or officials is strictly prohibited! Fair Play officials intervene if there is any inappropriate or disrespectful behavior.

In the club, operation is based on voluntary work, and your child's team needs a support group of parents to function effectively. Team activities involve teamwork and include various roles that require volunteers. Being involved in your child's team activities is rewarding and allows you to share in the joy of their hobby. It's also an excellent way to spend quality time together."

**Come cheer for the team!**

**Participate in the volunteer work**

**Come to the parent meeting**

**Be interested**

**Participate actively in the team's tasks**



# The club and team fees

## Club Fee

The club fee is paid annually in three installments. It covers expenses such as coach compensations, training for coaches and officials, and support from club personnel (management of player passes and insurance, scheduling and management of field and indoor hall bookings, arranging league matches, etc.). The club also organizes various events. The use of funds for the club and teams is regulated by the club's financial rules.

## Team Fee

The team collects a seasonal fee (often monthly). The fee varies by team and is based on the team's budget. The team fee covers expenses such as rent for field and indoor halls, participation fees for leagues and tournaments, team equipment and supplies (e.g., first aid kits), and other costs related to team activities.

## Player Pass and Insurance

If a player participates in practices and matches, they must have a player pass from the Finnish Football Association (Palloliitto) and insurance. A player gains eligibility to represent the club once the player pass is purchased. Representation rights mean the player can participate in official matches and tournaments. A player may also have their own accident insurance, which covers injuries sustained during competitive sports and is valid throughout the calendar year. Proof of personal insurance must be provided to the team manager.



# Volunteer Work

We want all children to have the opportunity to participate in sports. Therefore, in our club and team, we organize volunteer work that all parents are encouraged to participate in according to their capabilities.

Volunteer work involves tasks done together, from which the club or the entire team earns money.

The income generated from volunteer work helps keep the club and team fees reasonable, making it possible for more people to participate in sports.

Volunteer work allows the team to raise money for events such as social gatherings, tournament trips, or additional equipment.

Volunteer work can vary widely, including activities such as running a buffet at home games, organizing tournaments, selling various products, or doing yard work/gardening.

The club annually organizes its own football tournament: **TPK Soccer Cup**, which takes place in June.

At the tournament, many volunteers are needed, including for baking, selling at the buffet, and assisting with field and scorekeeping duties.

Our club has also volunteered at events like Ruisrock, where tasks include cleaning up the area.





# Special circumstances

## **Important**

Please inform the coach or team manager if the player has a medical condition that requires special attention or treatment, so that it can be taken into account during practices, games, and tournament trips as needed. Parents or guardians are always responsible for any necessary medication. If a child or young person cannot independently manage their medication, a guardian must accompany them on tournament trips and camps.

Changes in school or within the family should also be reported so that the coach can take these into account.

## **Long-term illness or injury**

The billing of the team's monthly fee can be suspended if a player, for example, is injured and must be absent from activities for over a month. This requires that the injury or illness is reported promptly to the coach or team manager, and a medical certificate must be provided.

## **Ending the hobby or transferring to another club**

If a player considers quitting, it is advisable to discuss this with the coach before making a final decision. If the player decides to quit, they must inform the team manager promptly. All outstanding payments to the club and team must be settled before quitting or transferring to another club.

If a player quits, paid club fees will not be refunded.



# Support Your Club

You can support Turun Pallokerho in many different ways.

## **Join as a member or a supporting member**

Every player is automatically a member of TPK, but parents, grandparents, godparents, cousins, friends, or anyone else can also join the club as a member.

By becoming a member of TPK, you support the club's activities and also contribute to your child's or loved one's hobby. You can join as a member by filling out the form on the club's website.

## **Mehiläinen, OmaUrheilu**

Download the free Mehiläinen -app to your phone and register for OmaUrheilu. After that, your transactions with Mehiläinen will accumulate a support fund for your club. Additionally, you will gain access to the club's medical team and receive guidelines for handling injuries, as well as information related to athlete endurance and injury prevention.

## **Stadium Member**

Join as a Stadium Member and thereafter you can support your club. Membership is free. Log in to Your Pages and select the tab "Support Your Club". You can search and add the supported club under "Find a Club".

## **S-Group, Supporter (Kannustajat)**

To become a supporter, register through your own S-user account at s-kayttajatili.fi. Once logged in, on the homepage around the middle, you will find a section called "Kannattajat/Supporters". By clicking on it, you can select the club you wish to support. Another option is to choose "Ownership" from the top menu and then select "Supporters" from there. Supporting does not reduce the Bonus paid to you; instead, you receive it as usual.



# Support Fund

The club has established a support fund in 2021, from which players or their guardians can apply for one-time support towards the club fee.

Applications are accepted twice a year.

For application periods, guidelines, and the application form, please visit the club's website:

[Turun Pallokerho ry - TPK Ry Tukirahasto](#)

## **The support fund accepts donations.**

Please join us in ensuring that the support fund continues to provide assistance to motivated children and youth in the future.

You can donate any amount to the support fund.

**Account number: FI23 5710 9740 0517 28**

**MobilePay: #51183**

Message for payment: donor's name and place of residence

Fundraising permit number: RA/2022/727



# Contact Information

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Y-tunnus: 1033065-2

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