



ACCREDITED
PART OF ENGLAND FOOTBALL

AC HOYLAK J.F.C

New Manager & Coach Introduction Pack



A.C.Hoylake (Official)



AC Hoylake



AC Hoylake JFC

Introduction

On behalf of the Chairman and Club Committee, we would like to welcome you to the exciting world of Grassroots Football with AC Hoylake! Take a look at the video below

First off, let us reassure you in that you are not alone on this journey. The club has many sources of both support and information which you'll come to see in the coming months, however for now, here are your main points of contact:-

Paul Williams – Chairman

07817 684682

Paul.Williams@achoylake.com

Craig Baron - Child Welfare Officer

07912 891 940

CraigBaron1969@gmail.com

Bryan Jackson – Treasurer

07753 280432

bjackson0510@icloud.com

Danny Williams – Girls Format Development Officer

07753 137368

danseba2014@gmail.com

Jamie Johnson – Club Secretary

07720 339394

Jamie.Johnson@uk.mcd.com

Chris Hughes – Development Officer

07973 221509

Chris@regalsales.co.uk

Aarron Hewitt – Player Registrations

07891 310120

aarronhewitt@gmail.com

The information contained within this pack is here to guide and support you on what to expect on your journey as a Manager or Coach, as well as give you some helpful tips and learnings from other coaches within the club.

It also gives the club the opportunity to inform you of what the club expects of all its coaches both on and off the field.



Watch this video



Introduction

Athletic Club Hoylake (AC Hoylake) was established in 2001. Recognising the need for a local junior football club, to serve the community of Hoylake and West Kirby, successive junior teams have been introduced every season leaving the club with a current membership of over 500 players in 40+ teams at under 4's - Youth (18's) we have a thriving girls section.

In 2021 the club achieved FA Accredited status which is a best practice guide for standards of coaching, administration and child protection for all clubs outside the Football League and Premier League. As a benchmark for quality, it will improve the playing experience for all.

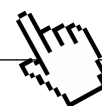
For more info on your new club: www.achoylake.com



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Contents

Page	Simply click each link to go to the desired page
2	<u>Introduction</u>
5	<u>FA FAN Account</u>
6	<u>FA DBS Check & Emergency Action Plan</u>
10	<u>FA Education & Safeguarding</u>
11	<u>Club DNA & Ethos</u>
17	<u>Players Well-being</u>
18	<u>Clubwear & Equipment</u>
20	<u>Parents</u>
21	<u>Player Subs</u>
22	<u>Recruitment</u>
25	<u>Coach Admin Duties – FA WEBSITE LINKS</u>
26	<u>Coach Admin Duties – FA WHOLE GAME SYSTEM (WGS)</u>
27	<u>Coach Admin Duties – FA FULL TIME</u>
28	<u>Coach Admin Duties – FA FULL TIME ADMIN</u>
32	<u>Coach Admin Duties – LEAGUE WEBSITE LINKS</u>
33	<u>Match Days</u>
39	<u>Appendix – Useful Information</u>

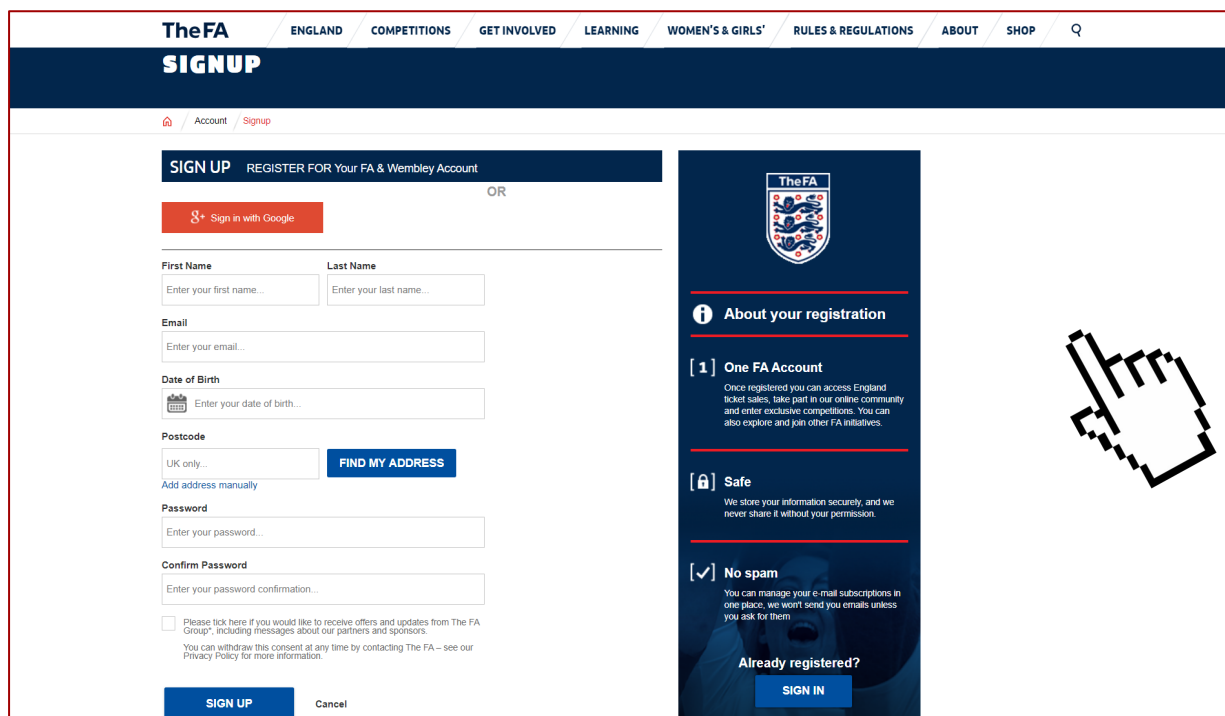


Ok, so first thing on the list is that you need to setup your FA FAN account.

If you've ever purchased tickets via The FA for things such as England games, then you'll already have a FAN account number you can use. Find that and move to the next section in this document.

If you haven't ever used The FA site before, then click the image below to be taken to the login page. This is where you can setup your FAN account which will then be linked to your FA learning moving forwards.

Once you have your FAN, please send it to Jamie.Johnson@uk.mcd.com

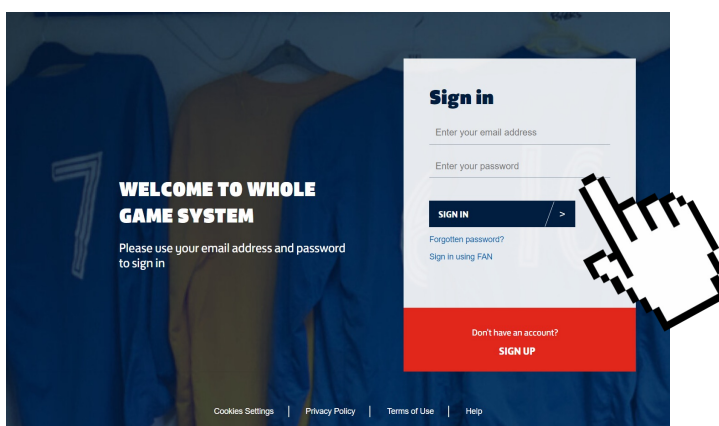


The screenshot shows the 'TheFA SIGNUP' page. The navigation bar includes links for ENGLAND, COMPETITIONS, GET INVOLVED, LEARNING, WOMEN'S & GIRLS', RULES & REGULATIONS, ABOUT, SHOP, and a search icon. The main heading is 'SIGNUP' with a sub-link for 'Account / Signup'. Below this, there's a 'SIGN UP' button and a link to 'REGISTER FOR Your FA & Wembley Account'. A 'Sign in with Google' button is also present. The registration form includes fields for First Name, Last Name, Email, Date of Birth, Postcode, Password, and Confirm Password. A 'FIND MY ADDRESS' button is next to the postcode field. A checkbox for receiving offers is at the bottom. On the right, a sidebar titled 'About your registration' lists three points: '1 One FA Account', 'Safe', and 'No spam'. A 'SIGN IN' button is at the bottom of the sidebar. A hand cursor icon is pointing at the sidebar.

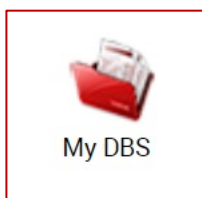
As with any activity involving young people, all Coaches involved with the club must have a DBS check in line with The FA Safeguarding policy.

How do I get started?

Once you have set up your FA FAN number, send it to Jamie.Johnson@uk.mcd.com along with your date of birth. We will then add you to our system and you can log into the FA Whole Game System (WGS).



Log in using the details registered to your FAN then click the “My DBS” button on the left hand side of the screen. This will then begin the process.



Once you have worked through the steps and selected the documents to be verified, you can email them to Nigel Draco on nigel@waltonsinsurance.com to verify for you.

Nigel will then liaise with you to verify and once complete, you can log back in to the system and pay the £10 fee.

FA DBS Check

Use of DBS Enhanced Disclosure information by The FA

By completing an online DBS Enhanced Disclosure application the applicant is allowing The FA to have sight of any criminal record or non-conviction information that is held and released by the Police via the DBS process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour.

In line with the DBS Code of Practice, The FA may disclose this information to those involved in making a suitability decision. The FA may use any or all of this information to help decide on your suitability to be involved with children or vulnerable adults in football.



Is it secure?

Yes. The Online Service is tested, approved, audited and used by several government departments. Information security management: UKAS accredited, ISO 27,001:2005.

Should you require any further information regarding The FA DBS online service please email FAChecks@TheFA.com or ring 0845 210 8080.

A volunteer is defined as a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.



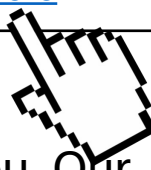
Emergency Action Plan

Club Name	Contact Name	Contact Number	Hospitals		
AC Hoylake JFC	Chairman: Paul Williams	07817 684682	Arrowe Park Hospital, Arrowe Park Rd, Upton, CH49 5PE. 678 5111		
			Victoria Central Hospital, Mill Lane, Wallasey, CH44 5UF. Closes 10pm 678 5111		
Match & Training Venues	Contact Number	Provided By	Location Usually need a 999 call first, if in doubt call 999	Battery & Pad Dates	Check Conducted
Acres Road CH47 9SQ	n/a	Mindray BeneHeart CIA	Call 999, Instruction Manual within Cabinet. Button to change from adult to child mode	Battery: Sep 27 Pads: 19.10.26 Council will replenish	19.03.23
Activity for All (Arrowe Park)	329 0999	AfA	Reception Desk - staff trained to use	n/a	20.03.23
Arrowe Park (Mike Abbott)	07794 568826	League	Fence outside the changing room gate	n/a	20.03.23
Great Meols Primary School	632 4606	I Pad	St John's Church on outside wall. Public use	n/a	19.03.23
Hoylake Rugby Club (Pat)	07586 038937	Mindray BeneHeart CIA	ACH Storage Container	Battery: Mar 28 MR62 Pads: 20.01.27	20.03.23
Hoylake Rugby Club (Pat)	07586 038937	UTS and Railway Station	UTS Gym, or Hoylake Train Station has public use machine but we have to call 999 before accessing it	n/a	19.03.23
Greasby Junior School	n/a	ACH: I Pad	Container at pitch site	Battery: Apr 26 Pads: Mar 24	19.03.23
Irby Park		ACH: Lifepak	ACH Storage Container	Battery: 19.03.24 Child Pads: 14.07.24 Adult Pads: 19.03.24	19.03.23
Irby Park	n/a	Cardiac Science	Irby Library - within Irby Village; outside wall of library	n/a	19.03.23
Jericho Lane	727 3879	Leisure United	Reception Desk - staff trained to use		20.03.23
Newton Park	n/a	ACH: Zoll	Container near Car Park	Battery: Mar 30 Child Pads: 06.11.23 Adult Pads: 11.07.25	19.03.23
Newton Park	n/a		Bowling Green Hut	n/a	19.03.23
Winter Training Venues	Contact Number	Provided By	Location	Battery & Pad Dates	Confirmed Availability
Bidston Tennis Centre	666 4140	Council	Reception Desk - staff trained to use	n/a	On Hold
Calday School	625 2727	School	Kitchen within Pavillion at Glasspool Field Site - Key access required	n/a	20.03.23
Concourse	606 2010	NHS	Outside wall (near library)	n/a	20.03.23
Hillbre School (Indoor)	625 5996	School	Staff member on site who will access it from corridor	n/a	20.03.23
Joseph Paxton (Gary 07976 027152)	488 7680	School	Site Manager but only until 630pm	n/a	20.03.23
Leasowe Rec Centre	666 4172	Council	Reception Desk - staff trained to use	n/a	19.03.23
Pensby School Sports Centre (Trudy: Manager 07754 590373)	342 0585 (after 4pm)	Lifepak	Reception Desk - staff trained to use	n/a	20.03.23
Soccer Dome	637 3213	Soccer Dome	Reception Desk - staff trained to use	n/a	19.03.23
Solar Campus		TRFC	Caretaker	n/a	20.03.23
Weatherhead High School: Cathy	631 4400	NHS	Caretaker	n/a	20.03.23
West Kirby Residential Indoor & Mugga: Mark Hall	632 3201	School	Store room of the sports hall. The code to enter the storage room is 12578	n/a	24.03.23
Woodchurch Sports Centre	641 8228	School	Reception Desk - staff trained to use	n/a	20.03.23

The DBS check is only 1 element of what's required in order to be allowed to work with young people within football.

The below must also be completed via The FA Learning website. In order to comply with our FA Accreditation, **all team Managers must complete the “FA Introduction to Coaching” course.** Team Coaches and Assistant Coaches are only required to complete the “Playmaker”, “Safeguarding Children” and “Introduction to First Aid”

Team Manager Course	Time	Link
FA Introduction to Coaching	~4 weeks	Click Here
Team Coach/Assistant Coach Courses	Time	Link
FA Playmaker (introduction to working in football)	4.5 hrs	Click Here
FA Safeguarding 'Children'	2 hrs	Click Here
FA Introduction to First Aid in Football	2 hrs	Click Here



There are also a number of in person course available to you. Our Chairman will share details of course dates and venues with you as and when they become available to us. It will be your responsibility to book yourself on the earliest convenient course.

AC Hoylake currently reimburses Coaches for any education costs relating to FA learning. Ask the Chairman for more details on what is covered.

Club Ethos

- ✓ Who is the club for?
- ✓ Why do kids play football?
- ✓ How do we measure success?



It is AC Hoylake's objective that the club provides an opportunity for **ALL** children to take part and enjoy football from a young age.

We want our Coaches to deliver a fun, social and challenging environment, helping **ALL** of the children develop their technique and skills.

This is achieved through both a mixture of fun and interesting training sessions, as well as football matches across the age groups whether it be mini-soccer and junior football matches right through to the 11v11 games.

We measure our own success through the number of players who return every week to play for their team, not on the results of any given match day.

Club DNA & Ethos

Other than the overriding desire to ensure the players enjoy their football, our vision for the kids playing development is based on The England DNA initiative.

We want to develop players with a varied technical foundation, who are fair, competitive and honest.

In possession:

- A possession based approach played through the thirds of the pitch
- Quality passing and intelligent movement and support off the ball
- Penetrative, incisive and varied attacking play, allied to good finishing



Out of possession:

- A tactical approach to defending, in which all players contribute
- A controlled, calculated and assertive approach when and where necessary
- Positive communication from Coaches

Club DNA & Ethos

Coaches Top Tip!

It is our belief that “kicking it out” at an early age isn’t a good tactic and shouldn’t be the instruction from either parent or coach.

It’s better for the team to play at a lower level in order to learn to play the right way, rather than to be scrapping to win games in a higher division.

Play out from the back and ensure that all players are rotated into different positions to develop different areas of their game. You’ll be surprised how players evolve!

It should be the coaches aim to play the team’s last ever game together at the highest level possible.

Winning games along the way is not as important as developing the way they play.



Principles of AC Hoylake's DNA – HOW WE PLAY

- All players to be **calm on the ball** regardless of position
- Take a touch, avoid “boot the ball” style of play
- Goal kicks. Try to **play out from the goalkeeper**. If not use the principle to create space further up the pitch
- Give players a chance to **play in different positions** at different times in the season
- Allow players the **opportunity to try their skills** all over the pitch and in particular the final 1/3rd
- **Never criticise** a player for making mistakes
- **Focus on ball mastery** in the foundation phase (5-11yrs)
- Players need to be able & comfortable with **finding space** for themselves in pressure situations
- Make your goalkeeper as **confident** with their feet as they are their hands
- Golden rule for young players when defending – **keep your body in between the ball & your own goal**
- Never make the team shape rigid - **allow players to experiment & move around the pitch**, once they remember the basic rule once the ball is lost
- Three vital areas of the pitch are the central areas of defence, midfield & attack. Try to have at least one body in these areas during the various phases of play. Lots of action happens right down the middle of the pitch
- **Encourage players** to keep the ball for as long as possible, understand loss of possession and work hard at getting it back should they lose it
- **HAVE FUN!**

Club DNA & Ethos

Enjoy what you do

Our aim as coaches, is for kids to enjoy their football. Players will enjoy the game more if you are happy and pleased to be with them.

Keep it clear & simple

Never give a long list of instructions. Players need to spend as much time doing and as little time listening as possible.

More touches, means more progress

Players should have the ball at their feet as much as possible. Activities should encourage twisting, turning, controlling and experimenting with a ball



Praise, praise & more praise

Look for every opportunity to tell players that they are doing well. Try and use specific examples: “nice turn Lewis”, “Great position Harry”. Also look for opportunities to praise them for their non-football behaviour.

Get off the pitch

As an adult, you present a big obstacle to a young player. Try to give instructions then move off the playing area so you can see what is going on.

Use colour, 'paint pictures'

Present information in lots of different ways. Lots of players are receptive to information in a visual form.

Have a plan

Especially important if working with other coaches. Kids don't want to be standing around waiting for you to set up. Get there early if possible to prepare your session.

Challenge appropriately

If some players are finding something too hard, they may become anxious or withdrawn. Likewise, if players find it too easy, they will get bored. Practices can include different challenges for different players.

Ask questions, don't give all the answers

Young players learn best when they discover something for themselves. In a game situation, players need to be able to work out how to solve a problem and not rely on the Coach telling them how to solve it, effective questioning can help this process.

Leave the players enthused

Do the players want to return next week? Always finish the session on a positive.



Players Well-being

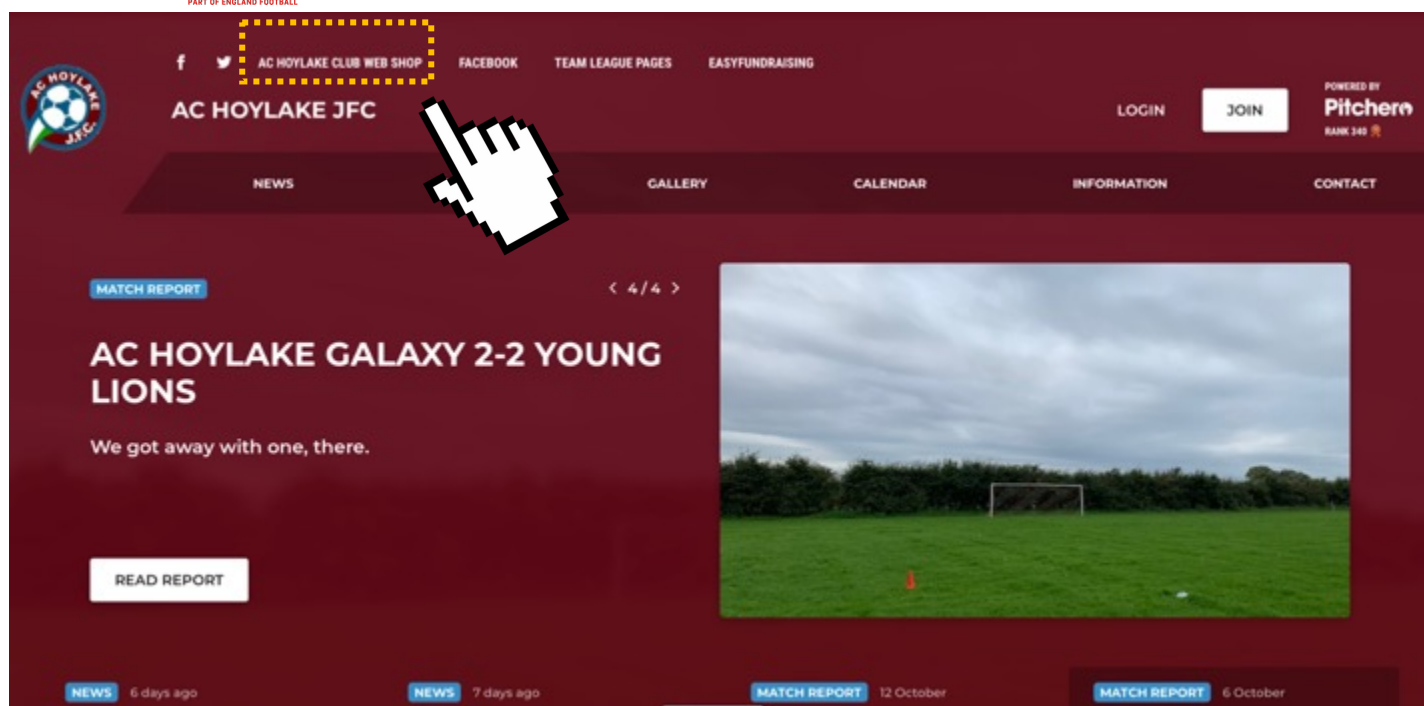
The club takes player well-being seriously and as an FA charter Standard Club, we respect and follow guidance issued by The FA.

Please click the image below to read up on the latest news.

Important Information

The FA FOR ALL		HEADING GUIDANCE	
HEADLINES:		Age Group	Heading Frequency
<ul style="list-style-type: none"> No heading in training in the foundation phase (primary school children) Graduated approach to heading for children in the development phase U12-U16 U18 heading drills should be reduced, to take into consideration the heading exposure in matches Don't over inflate the footballs: use the lowest pressure authorised by the Laws of the Game 		U7, U8, U9, U10, U11	Heading should not be introduced in training sessions at this age
		U12	Heading remains a low priority – 1 session per month & max 5 headers
		U13	Heading remains a low priority – 1 session per week & max 5 headers
		U14, U15, U16	Heading remains a low priority – 1 session per week & max 10 headers
		U18	Heading drills should be reduced as far as possible, taking into consideration the heading exposure in matches

Age	Ball size	Format	Frequency of heading in any one training session	Game context
U6	3	N/A	Heading should not be introduced in training sessions at this age.	The Foundation Phase DNA aims to provide an enjoyable and memorable experience for young children.
U7	3	Up to 5v5		Priority at this age is fun, engagement and the mastery of both the body and the ball.
U8	3	Up to 5v5		In today's modern game, children will play on smaller pitches, with less players and with the retreat line rule to encourage players to play through the thirds.
U9	3	Up to 7v7		There is now a greater emphasis at all levels to retain and love the ball and you will see very few headers in the game of Mini Soccer.
U10	3 (from 1/6/2020)	Up to 7v7		Coaches should use the time they have with players to maximise enjoyment and development of other skills, particularly the fundamentals of working with the ball in their hands and feet.
U11	4	Up to 9v9		Focus should be on learning to master the ball and the body through fun activities.
U12	4	Up to 9v9	Heading remains a low priority and our expectation is that heading should not be introduced at this stage. However, if coaches feel it necessary to introduce the technique of heading, due to the increased heading activity in the game, we strongly advise a maximum of one session per month with light balls, limited repetition of a maximum of five headers , using self-serve or short distances. These limited sessions should introduce the technique of heading and should always be unopposed.	The Youth Development Phase DNA continues to provide an enjoyable and memorable experience for young players. The priority as players get older is still fun, engagement and mastery of both the body and the ball. Players at this age are ready to cope with more decision making, which is reflected in the challenges provided in both training and games. This will still be done within an environment that is both supportive and positive.
U13	4	Up to 11v11	Heading remains a low priority and our expectation is that heading should not be introduced at this stage. However, if coaches feel it necessary to introduce the technique of heading, due to the increased heading activity in the game, we strongly advise a maximum of one session per week with light balls, limited repetition of a maximum of five headers , using self-serve or short distances. These limited sessions should introduce the technique of heading and should always be unopposed.	While there may be a small increase in the number of headers seen in the game at this age group, it will remain a low priority when compared to other technical aspects of the game. Coaches should continue to use the time they have with players to maximise the development of other key skills seen more regularly in the game at this age.
U14	4	Up to 11v11	Heading remains a low priority. Players can be introduced to the basic concepts in training with limited repetition. Coaches should not focus on heading practice more than one session per week and limit the number of headers per player to 10 per session . Coaches should use a variety of distances relative to the game at this age.	The Youth Development Phase DNA continues to provide an enjoyable and memorable experience for young players. Priority is still fun, engagement and the mastery of both the body and the ball.
U15	5		Heading drills should be reduced as far as possible, taking into consideration the heading exposure in matches. As the game begins to replicate the adult game coaches should use a variety of heading situations players will experience during a game. This includes the introduction of contested headers. While you may now use match balls in the session light balls can still be used in training when practising the technique of heading.	Players at this age are ready to cope with more decision making, which is reflected in the challenges provided in both training and games. This will still be done within an environment that is both supportive and positive.
U16	5			As players' knowledge of the game and physical strength develops, there will be more visible tactical use of restarts, resulting in an increased number of headers.
U18	5			There are key factors to consider when introducing the technique of heading as part of a balanced programme, which include: <ul style="list-style-type: none"> Judge and adjust to the flight of the ball Attack the ball at optimum point Head contact and ball contact to control direction and distance of the ball Different types of headers will start to be used, so coaches can introduce position-specific movement patterns.



Coaching equipment and club apparel is provided free of charge as part of your role as an AC Hoylake Coach.

If needed, you can order your own coachwear every 2 years via the club website www.achoylake.com and clicking on the “**AC HOYLAK CLUB SHOP**” link as shown above. The club can support Coaches with a new team via a start up pack as shown below:



- Space markers
- Small Traffic Cones
- Assorted Bibs
- Admin/tactic folder
- Whistle
- Pump & replacement needles
- Kit bag
- Training Footballs
- Match Football
- Ball bag
- Tactics board & magnets
- First aid kit
- GK gloves
- Captains armband
- Player of Match Trophy

Clubwear & Equipment

All players match kit will be provided by the club and is part funded by club but mostly through team sponsorships.

Any non-playing training kit, tracksuits or jackets, are only provided if the sponsor for the team agrees to fund or through self-fundraising by the team.

All kids **must** wear shin-pads whenever involved in training or matches.



Many of our younger teams raise their own funds through team activities and other sponsored events, whether that be local Fun-Runs or tuck shops.

These types of activities are really fun and are a great team bonding exercise, bringing the kids and parents together.

Keep an eye out for one of the many fun run events in and around Hoylake and enter your team for the kids event!

Coaches Top Tip!



Coaches Top Tip!

Don't underestimate how much of an asset the Parents can be to you, both at training and on match days. The key is getting them actively involved with the team and building a good level of trust early on.



Involve them in fun team building events, such as fun runs/fundraising activities, or maybe ask them to nominate a Player of the Month. Be creative, as having the Parents on side is crucial if you are to create a fun, developing atmosphere for your players. Have fun with them but also remind them of their Parents Code of Conduct too!



Parents Code of Conduct

- Remember that children play for **FUN**
- It may be to you but **WINNING** isn't everything to them
- Applaud **EFFORT** and good play as well as success
- **NEVER** criticise a young player for making a mistake – **mistakes are part of learning**
- Always **RESPECT** the match officials' decisions
- Encourage your child to **RESPECT** the opposition, referee, match officials and their coach
- **NEVER** engage in, or tolerate, offensive insulting, or abusive language or behaviour
- Remain **OUTSIDE** the field of play and behind the respect barrier
- Your child's coach is a **VOLUNTEER**. Let them do their job and not confuse the players by telling them what to do

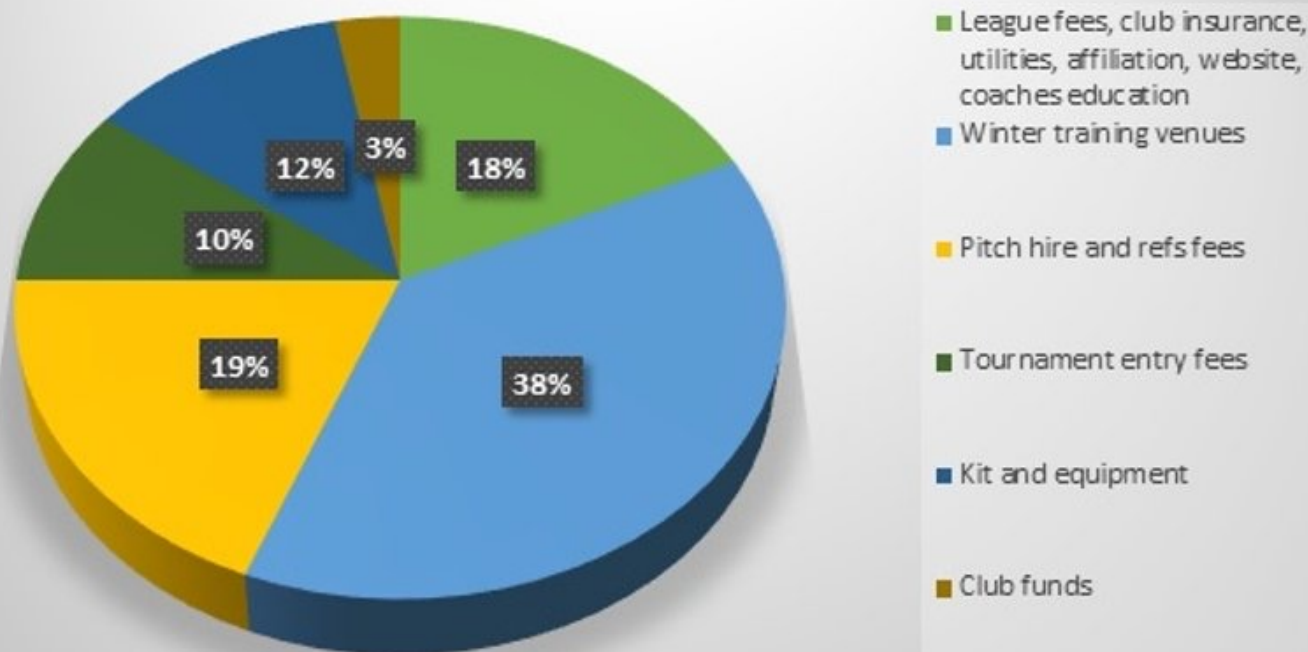
Player Subs

In order for our club to run and cover some legal & admin costs, we ask our players to pay Subs.

We have kept our prices fixed since May 2018 despite our tremendous club growth and will continue to review this charge annually to ensure it is both fair on the Player and the Club.

Currently, Subs come in at £186 per year and can be paid in various ways but as you can see, the funds are fairly spent to ensure our teams are able to play the game all year round

How are AC Hoylake's annual subs spent?





Player Subs

In order to help our coaches, the preference is that all subs are paid via standing order, and done so on the first of each month. All amounts and bank details are listed below which can be shared with parents as needed:

HSBC Sort Code - 40-10-22

Account Number - 32020335

Account Name - AC Hoylake JFC

The CHILDS name should be used as the reference so we can see who has paid.

UNDER 5'S AND 6's

Standing Order of £10.00 a month.

UNDER 7'S AND ABOVE

Option 1. Standing Order of £15.50 a month.

Option 2. 3 amounts of £62 paid via standing order (*due Sept, Dec and March*).

Option 3. 1 amount of £186 per year (*due each September*).

New players at U12-Youth must pay 3 months up front in order to register, £46.50

For each extra child in any age group, it will cost an additional:
£12 a month to Standing Order amount
£48 to each of the 3 yearly amounts
£144 to annual amount.

Anyone failing to attend for 4 weeks without payment will jeopardise their place.

Any Questions - Paul Williams, Chairman

Recruitment

Your commitment to junior football will be hugely rewarding. Clubs like AC Hoylake and the players who join, rely on you to create fun and long lasting memories.

Not every child wants, or has the opportunity to, join from the youngest of ages.

At some point in your role you will need to recruit new players, whether that be setting up new team at U7's or increasing your squad size when jumping up to the 7v7, 9v9 or even 11v11 format of the game.

If you do need to recruit at any point then let the Chairman know asap, as there is likely a standby list for your age group which you should look to leverage – why chase for players when the Club has some potential candidates?

If you are approached by a Parent with a new player, then best practice is to only accept new enquiries on a training only basis - this has a couple of benefits:

- Firstly the kids still get the opportunity to play football.
- It gives you, as a coach, a pool of players to pick from should any leave
- It increases the possibility of parents volunteering if they see their child is not getting the full experience
- And finally, it will give you the chance to see the Parent & Players commitment. They will be more likely when the weather is nice but may easily change their mind when it's a dark, wet Tuesday night at training!

Any Questions – Aarron Hewitt, Registration Officer

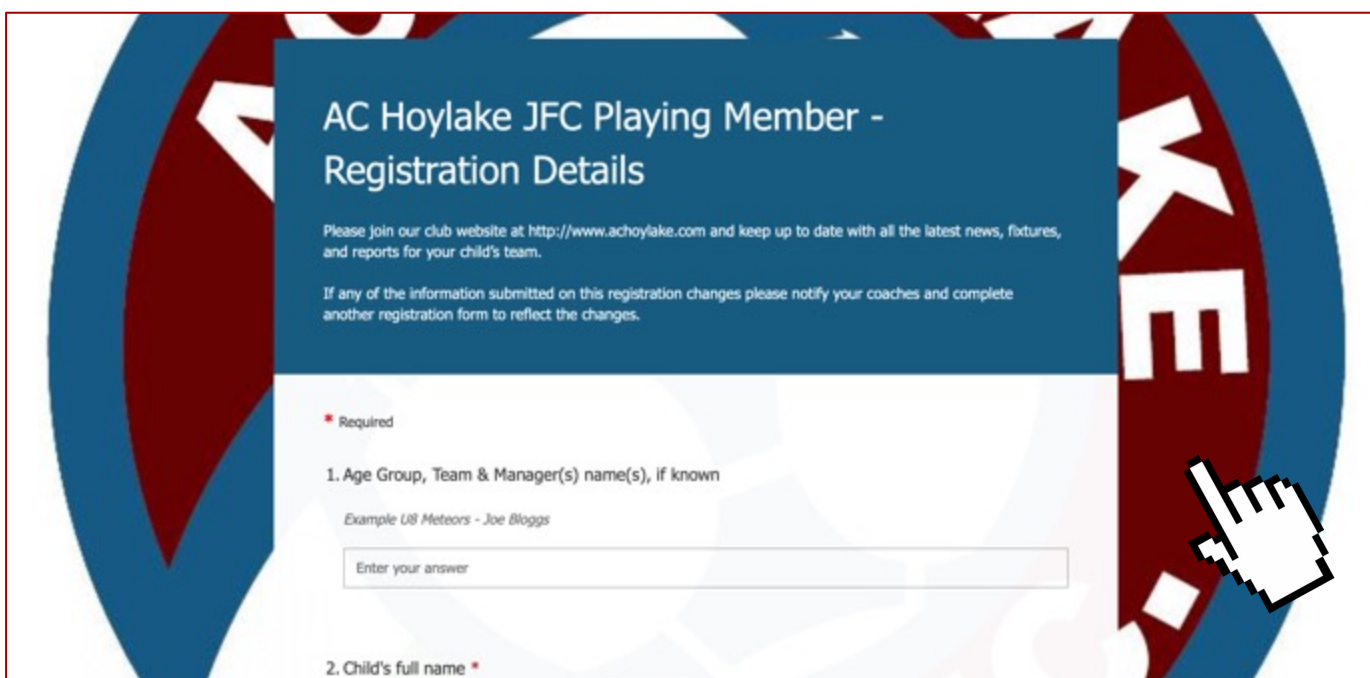
Recruitment

Enrolling with the FA

All new players must be registered with the FA a minimum of 7 days before being allowed to play on Match day. Thankfully though, the Club have a well established process when it comes to enrolling new players, to make it as easy as possible for you so you can focus on being a Coach as much as possible.

The players Parent **must** complete the online registration form when they confirm they want to join AC Hoylake.

“Clicking on the image below”, will take you to the online registration form. Please save this website to your phone/PC. This link can then be shared very easily via WhatsApp, text or email to the Parent.



AC Hoylake JFC Playing Member -
Registration Details

Please join our club website at <http://www.achoylake.com> and keep up to date with all the latest news, fixtures, and reports for your child's team.

If any of the information submitted on this registration changes please notify your coaches and complete another registration form to reflect the changes.

* Required

1. Age Group, Team & Manager(s) name(s), if known

Example U8 Meteors - Joe Bloggs

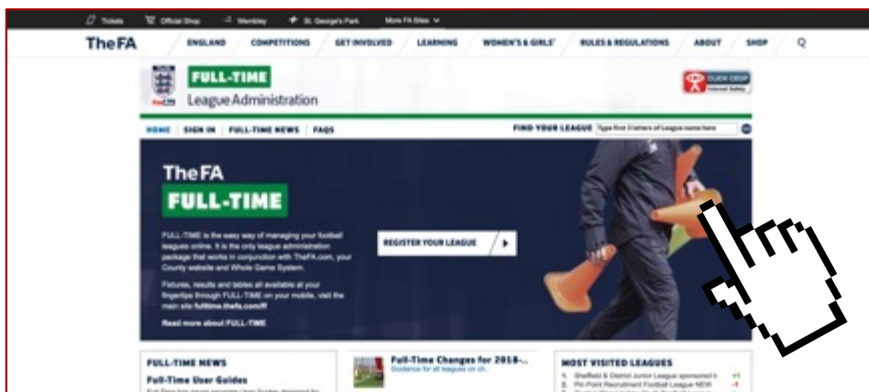
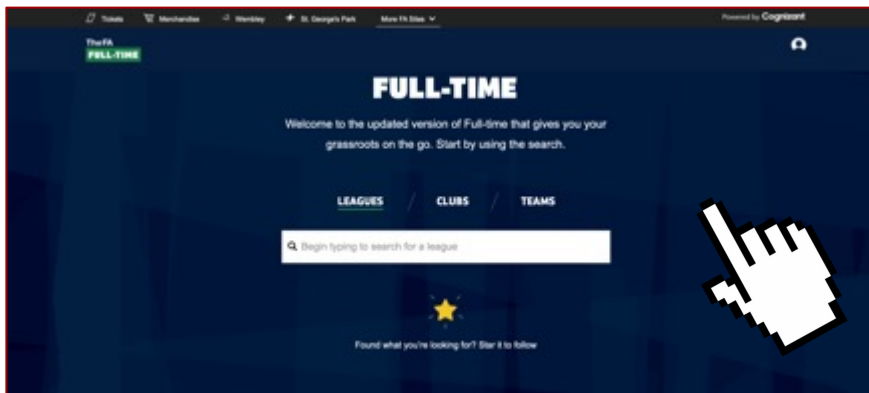
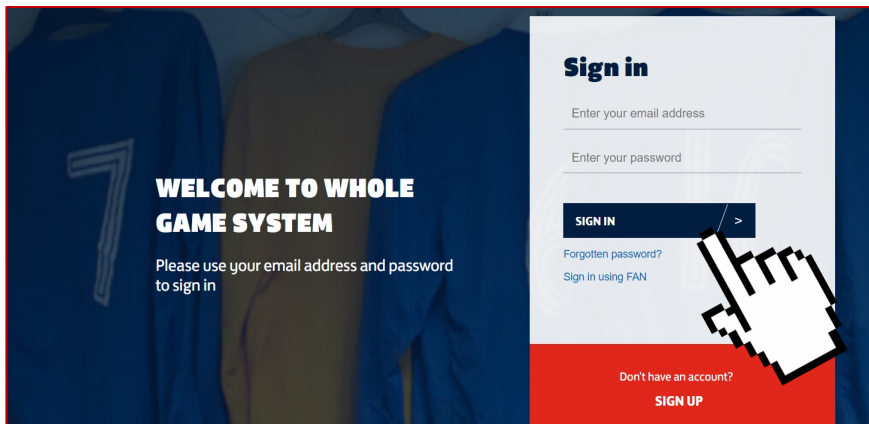
Enter your answer

2. Child's full name *

Coach Admin Duties

FA Websites

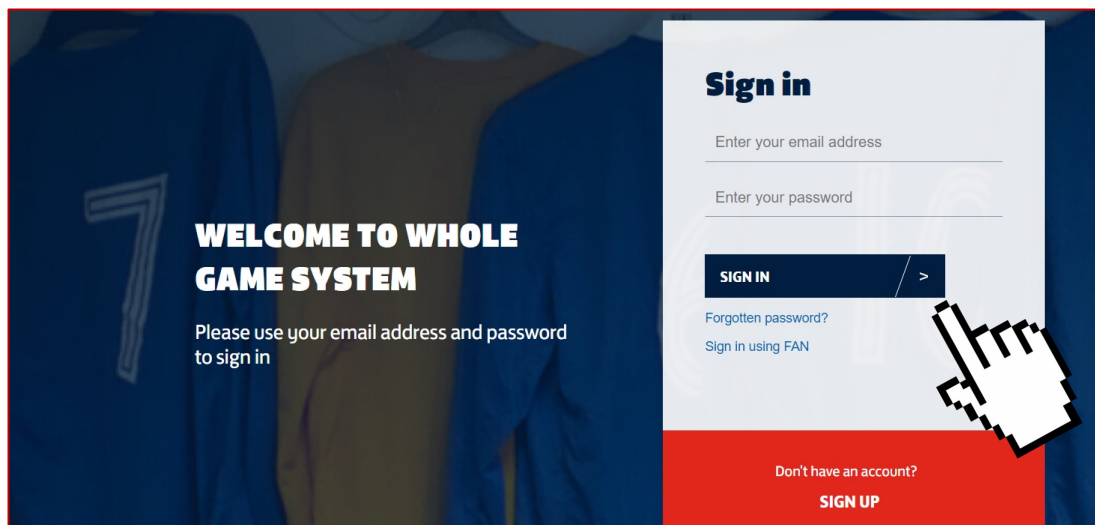
There are 3 separate websites that you need to be aware. Simply **“click the images below”** to take you to them, but make sure you save a copy of each link to your own device for future reference:



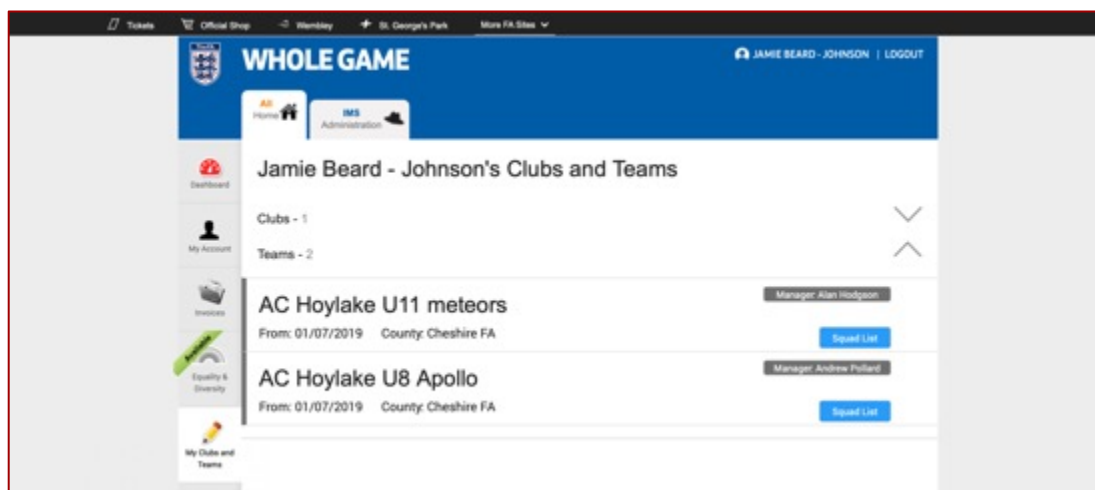
Coach Admin Duties

Websites – The FA Whole Game System (WGS)

WGS is where you can see your own team details. You will need to setup access using your FA FAN account. The club will organise linking your FAN account to your team for you.



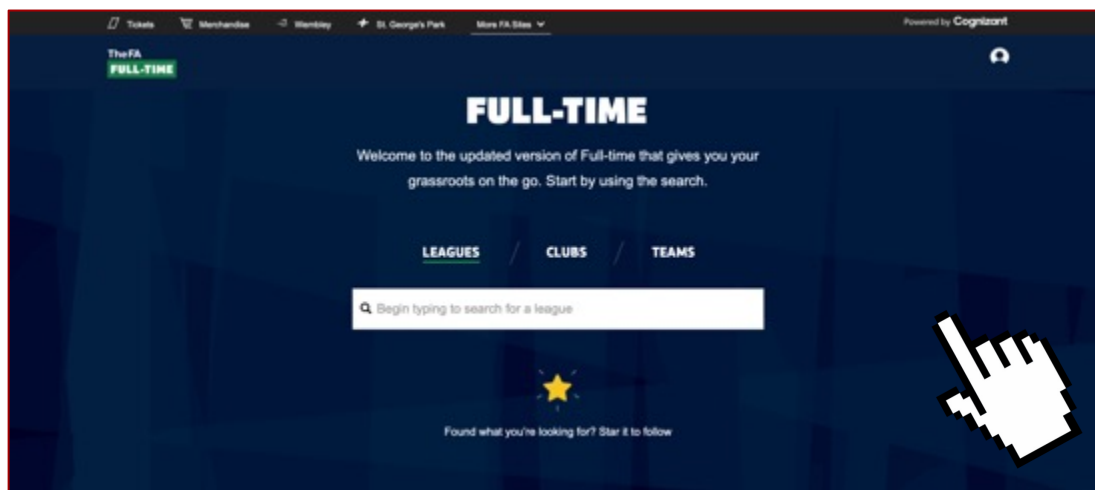
Once you're logged in, you will need to check that all of your players are visible. You can do this by clicking on the left hand tab "MY CLUB AND TEAMS".



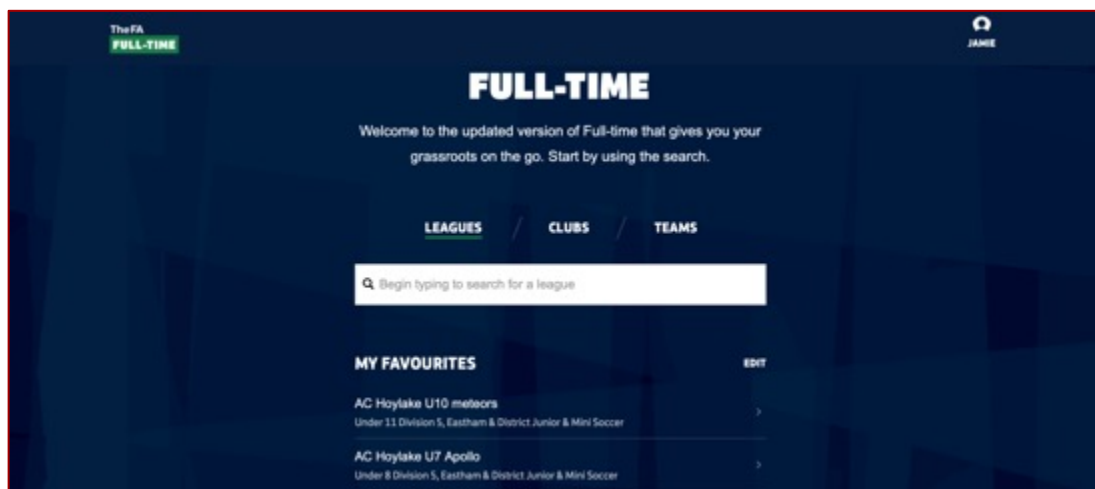
IMPORTANT: You must have a printed copy of your squad list at each match. This is the website which has this information.

Websites – The FA Full Time

There are 2 versions of Full Time for you to be aware of, this is the public version which shows your fixtures. This can be useful to your Parents and you should encourage them to use this alongside the **The FA Matchday App**, as this will save you all a lot of time checking when you're next playing etc.



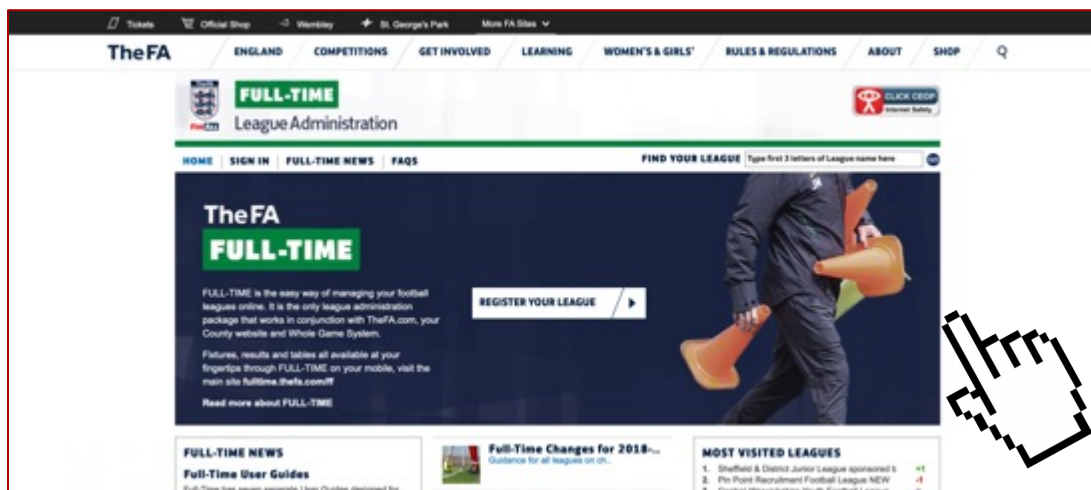
Your log in details are the same as WGS. Once logged in, use the search function to find AC Hoylake, then narrow it down to your team(s).



Websites – The FA Full Time - ADMIN

As mentioned on the last page, there is another version of Full Time which is named Full Time Admin (just to keep it simple!).

Once you are registered with the club and FA, the Chairman will request access for you from the League. Therefore it is really important that you have registered both your Mobile and Email details on WGS, otherwise you won't get access and won't be able to contact your opposition to arrange fixtures!



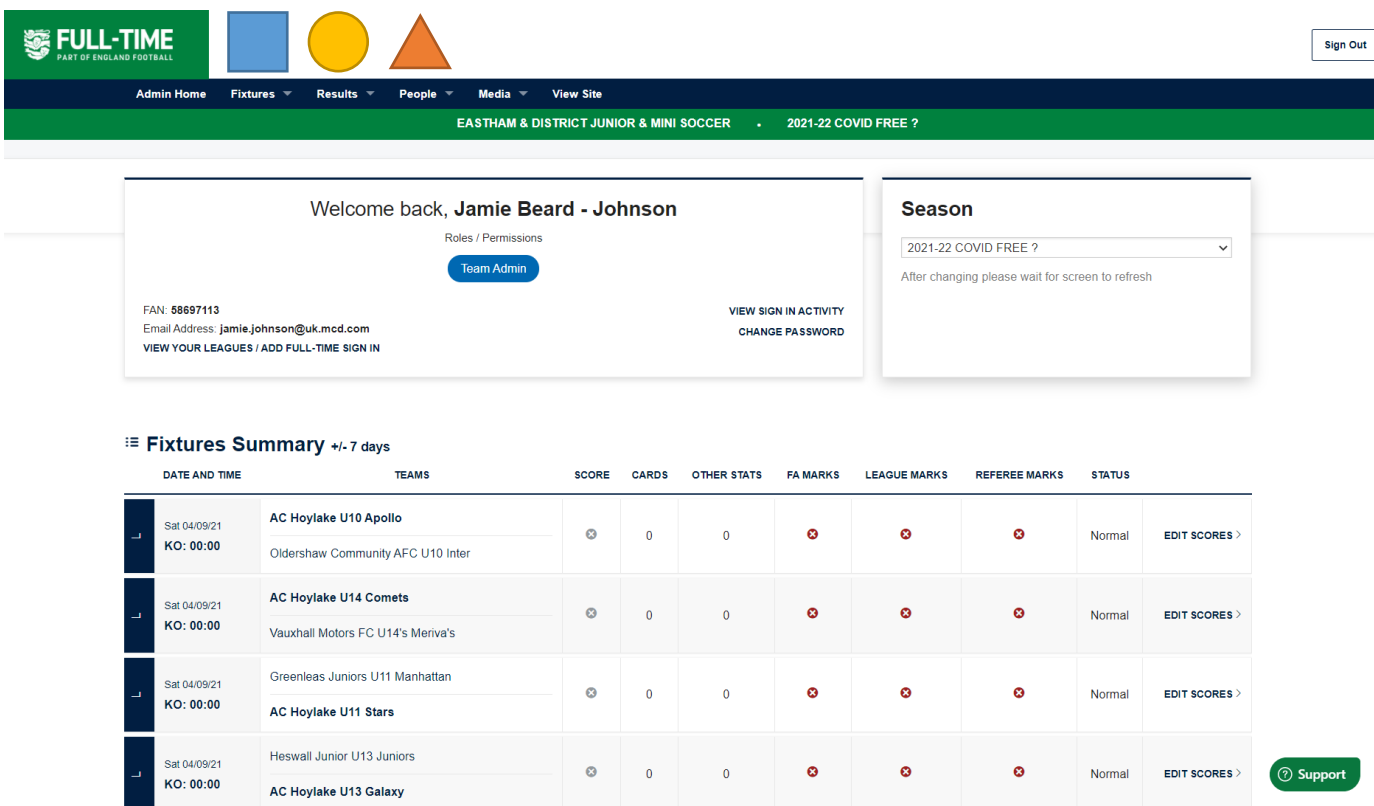
IMPORTANT: After each match, you will need to enter your scores, who played including your rolling subs and any discipline. This is for league tracking and insurance purposes.

Coaches Top Tip!

The Full Time ADMIN site can be very sluggish on match day afternoons – best to leave entering your results and stats until later in the day using a Computer when its much faster! Don't forget though or your Club will be fined by the League!

Websites – The FA Full Time - ADMIN

Once logged in you, have a few options so best to familiarise yourself with them before your first game:



The screenshot shows the FA Full-Time Admin interface. At the top, there's a navigation bar with links: Admin Home, Fixtures, Results, People, Media, and View Site. Below this is a green banner for "EASTHAM & DISTRICT JUNIOR & MINI SOCCER" and "2021-22 COVID FREE ?".


The main content area is divided into two sections:


- Welcome back, Jamie Beard - Johnson**: This section includes a "Team Admin" button, user details (FAN: 58697113, Email Address: jamie.johnson@uk.mcd.com), and links for "VIEW YOUR LEAGUES / ADD FULL-TIME SIGN IN", "VIEW SIGN IN ACTIVITY", and "CHANGE PASSWORD".
- Season**: This section shows a dropdown menu for "2021-22 COVID FREE ?" and a message: "After changing please wait for screen to refresh".


Below these sections is a "Fixtures Summary +/- 7 days" table:

DATE AND TIME	TEAMS	SCORE	CARDS	OTHER STATS	FA MARKS	LEAGUE MARKS	REFEREE MARKS	STATUS	
Sat 04/09/21 KO: 00:00	AC Hoylake U10 Apollo Oldershaw Community AFC U10 Inter	0-0	0	0	0	0	0	Normal	EDIT SCORES >
Sat 04/09/21 KO: 00:00	AC Hoylake U14 Comets Vauxhall Motors FC U14's Meriva's	0-0	0	0	0	0	0	Normal	EDIT SCORES >
Sat 04/09/21 KO: 00:00	Greenleas Juniors U11 Manhattan AC Hoylake U11 Stars	0-0	0	0	0	0	0	Normal	EDIT SCORES >
Sat 04/09/21 KO: 00:00	Heswall Junior U13 Juniors AC Hoylake U13 Galaxy	0-0	0	0	0	0	0	Normal	EDIT SCORES >

At the bottom right, there is a "Support" button.

 If you have more than 1 team, you can switch between them on this menu.

 Click on this section to enter you match day results and stats for the game

 You can change your teams primary contact details here – useful if you're on holiday and another Coach is covering for you

IMPORTANT: Match results and stats are required for every game!

Coach Admin Duties

Scores & Player Stats

Team Admin Result Entry

Sat 04/09/21

Only show fixtures with missing: ☐ Results ☐ Marks ☐ Statistics

Update

24 records displayed

AC Hoylake U10 Apollo v Oldershaw Community AFC U10 Inter - Sat 04/09/21 00:00

Enter **SCORES** here

Status: Normal ☐ Latest Score ?

AC Hoylake U10 Apollo

Half-time Full-time

Half-time Full-time

Statistics

Oldershaw Community AFC U10 Inter

Fixture Half Duration: 25 Normal time

AC Hoylake U10 Apollo Note:

TEAM	STARTED/ BENCH	GOALS	CARDS	OTHER STATS	FA MARKS	LEAGUE MARKS	REFEREE MARKS	FIXTURE NOTE
AC Hoylake U10 Apollo	0 / 0	0	0	0	✗	✗	✗	✗
Oldershaw Community AFC U10 Inter	0 / 0	0	0	0	N/A	N/A	N/A	N/A

View Match Returns

Enter **Match Feedback**

Enter **Player Feedback**

Statistics

FA Marks Player Statistics ?

Results

Marker's Team - AC Hoylake U10 Apollo

Sat 04 Sep 2021 00:00 AC Hoylake U10 Apollo v Oldershaw Community AFC U10 Inter

This following marks and responses are all required by the Football Association and are used for measuring and shaping the various programmes we promote and encourage.

View guidance document

Please complete questions on this page before you can enter statistics

Official Marks

No referee has currently been recorded

Enter referee name if not appointed or is different from appointed referee

First Name Last Name

Overall decision making (1-40) Judgement of major decisions (1-20) Overall control (1-20)

Overall mark: 0

Reasons for mark of 60 or below:

Only required if mark is 60 or below

Statistics

FA Marks League Team Marks Player Statistics

Results

Quick Stat Entry - AC Hoylake U10 Apollo

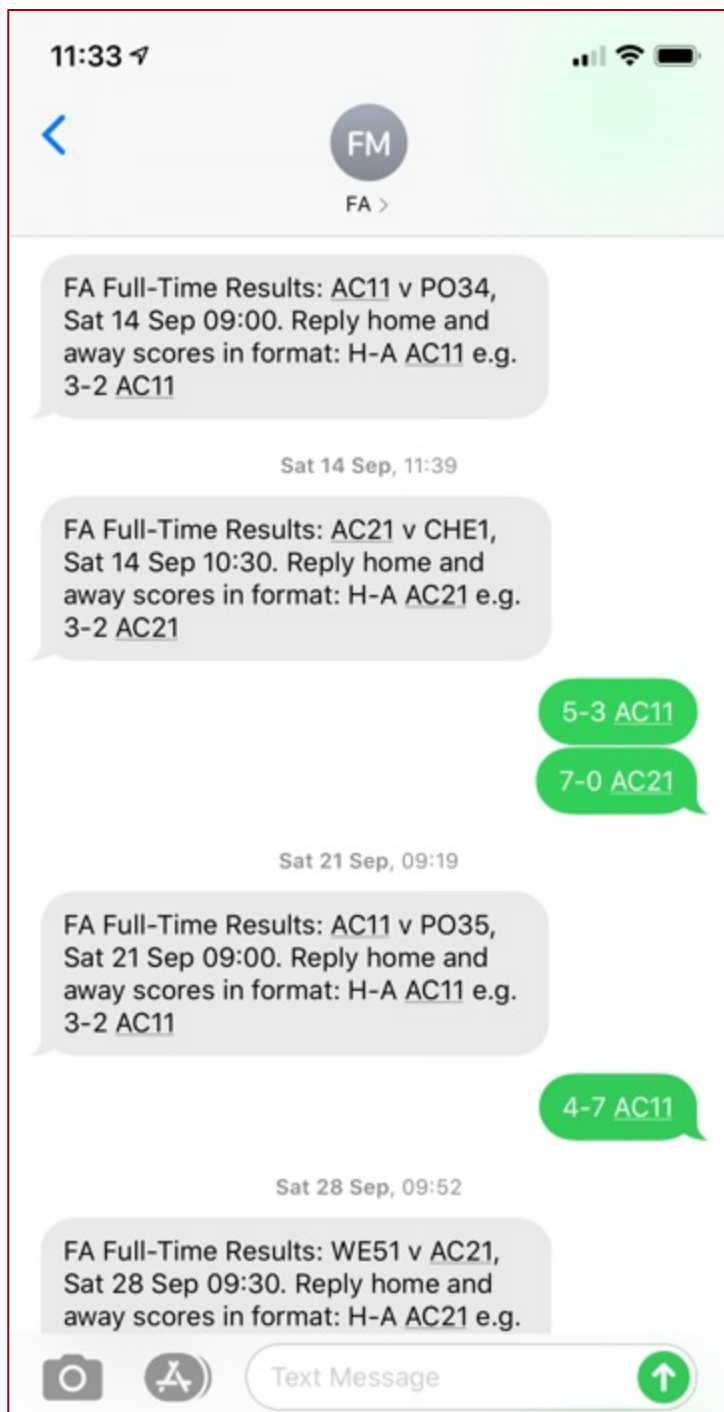
SAT 04 SEP 2021 00:00 AC Hoylake U10 Apollo - Oldershaw Community AFC U10 Inter

Switch to Team Sheet Wizard

	POSITION	STARTED	BENCH USED	BENCH UNUSED	CAPTAIN	GOAL	OWN GOAL CONCESSED	PENALTY	ROLLING SUB IN	YELLOW CARD	SIN BIN	SECOND YELLOW CARD	RED CARD	PLAYER OF MATCH
Birmingham - Allen, Lucas														
Boyd, Rory														
Bradford, Ross														
Carney, Archie														
Chamberlain, William														
Choudhry, Tahir														

IMPORTANT: Match results and stats are required for every game!

Websites – The FA Full Time - ADMIN



If you are playing a game on any given day, the FA Full Time ADMIN system will send you a text message for you to reply to with the result.

This is much easier and quicker than using the Full Time ADMIN website!

Simply reply with your score and team reference as shown here.

If your game is postponed due to weather, lack of players or some other reason, you can simply reply with P-P and your team refence. So for example your text replies should be something like:

4-2 AC24

P-P AC11

Coach Admin Duties

Websites – Eastham League



Websites – Wallasey League



Websites – Cheshire Girls League



Match Days

Match Days are where you will see all your hard coaching come to life. They are fun, exciting and nerve racking all at the same time and you as the Manager/Coach need to:

- Set up the pitch
- Get your team warmed up & organised
- Keep your **emotions in check**
- **Encourage** your team to play
- Be **positive**
- Give **equal game time** for all players
- Set a good example



One of the most important thing to setup on Match Days is the Respect Barrier. It must always be setup and the league completes spot checks on match days with fines issued for non compliance.

The Respect Barrier is there to encourage players to express themselves on the pitch and develop their technique and skills with any pressure from the touchline. Respect Barriers also stop young referees from being abused from over enthusiastic supporters.

The next few pages give guidance on how to set up pitches for Match Days.

Match Days

Our Expectations

- ✓ **Let the players play**
- ✓ All players to **play at least half of the game**
- ✓ Take care to not sub the same players at the beginning or end of each game
- ✓ Managers to use a rota to ensure all **players get the chance to start and finish a game**
- ✓ If due to poor attendance or attitude equal playing time cannot be guaranteed, then the parents must be informed of this prior to the event
- ✓ All players will get the **opportunity to try all positions** during the season
- ✓ Coaches are required to strictly follow the coaches' conduct
- ✓ **Positive encouragement** is expected from parents and coaches at all times
- ✓ Patrolling the touchline giving specific instruction must not happen
- ✓ **Players will learn from mistakes** they have made without being told they have done wrong



Mini-Soccer – Boys Format

The term Mini-Soccer covers teams from U7's up to U10's and is played in the following formats. These are non-competitive league games and as such, results are not posted.

Newton Park is the clubs main venue for Mini-soccer and all fixtures are confirmed via John Ridyard.

All equipment is store in the Green Container. We recommend you watch the following YouTube video for help on opening and closing securely...



Mini-Soccer – Boys Format

The term Mini-Soccer covers teams from U7's up to U10's and is played in the following formats. These are non-competitive league games and as such, results are not posted.

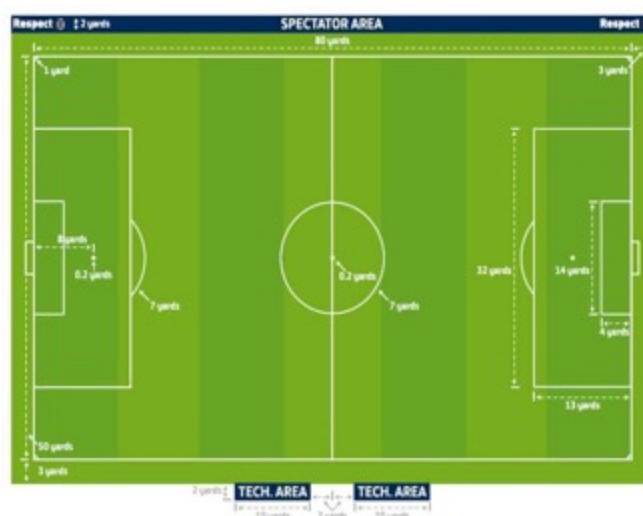
Under 7's & Under 8's Format

- 5v5
- 4 x 10 minute quarters
- Size 3 ball
- No offsides
- Retreat to halfway for Goal Kicks
- Rolling substitutes



Under 9's Format

- 7v7
- 2 x 20 minute halves
- Size 3 ball
- No offsides
- Retreat to halfway for Goal Kicks
- Rolling substitutes



Under 10's Format

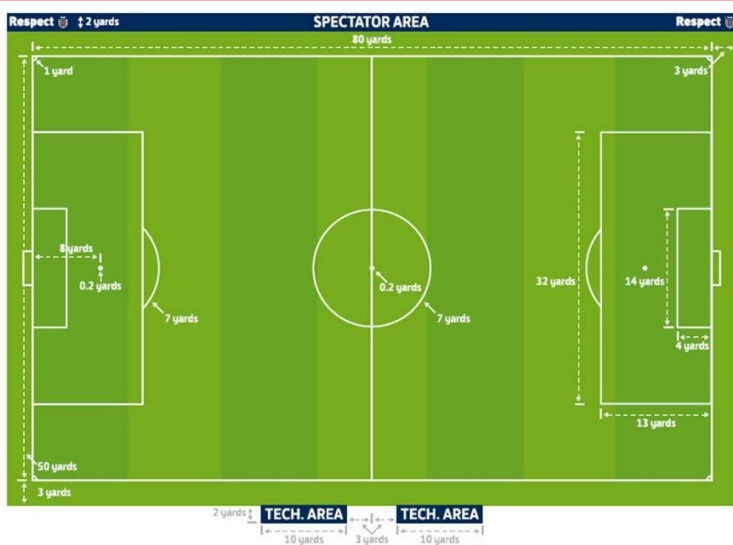
- 7v7
- 2 x 25 minute halves
- Size 3 ball
- No offsides
- Rolling substitutes

Match Days

For both U11's & U12's, your team will play 9v9 and will see the introduction of the offside rule.

Under 11's & U12's Format

- 9v9
- 2 x 30 minutes
- Size 4 ball
- Offsides
- No retreat rule
- Rolling substitutes



Offside Law

Offside is one of the laws of association football, codified in Law 11 of the Laws of the Game. The law states that a player is in an **offside position** if any of their body parts, except the hands and arms, are in the opponents' half of the pitch, and closer to the opponents' goal line than both the ball and the second-last opponent (the last opponent is usually, but not necessarily, the goalkeeper).

Being in an offside position is not an offence in itself, but a player so positioned when the ball is played by a teammate can be judged guilty of an **offside offence** if they become "involved in active play", "interfere with an opponent", or "gain an advantage" by being in that position.

Mini-Soccer – Girls Format

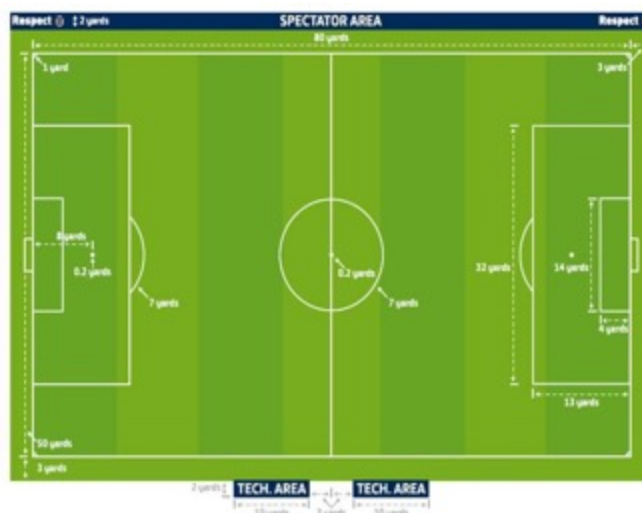
Under 7's & Under 8's Format

- 5v5
- 4 x 10 minute quarters
- Size 3 ball
- No offsides
- Retreat to halfway for Goal Kicks
- Rolling substitutes



Under 9's Format

- 7v7
- 2 x 20 minute halves
- Size 3 ball
- No offsides
- Retreat to halfway for Goal Kicks
- Rolling substitutes



Under 10's Format

- 7v7
- 2 x 25 minute halves
- Size 3
- Retreat to halfway for Goal Kicks
- No offsides
- Rolling substitutes

Any Questions – Danny Williams, Girls Development Officer

Mini-Soccer – Girls Format

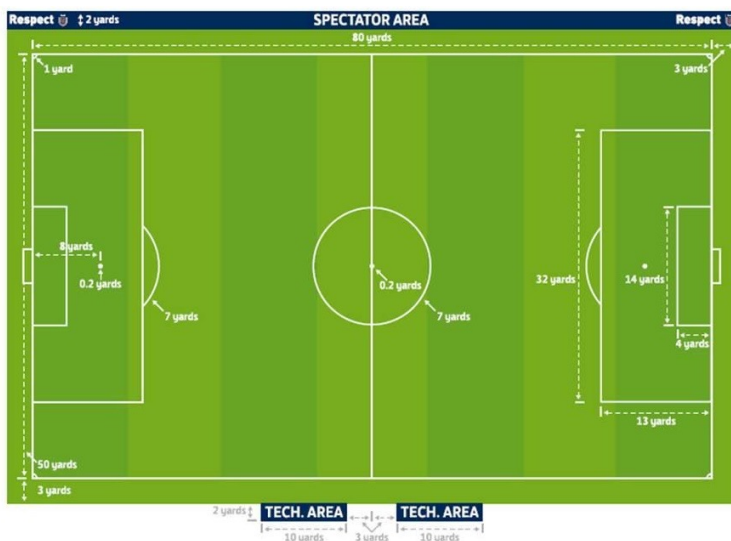
Under 11's Format

- 7v7
- 2 x 25 minutes
- Size 4 ball
- Retreat to halfway for Goal Kicks
- Rolling substitutes



Under 12's Format

- 9v9
- 2 x 30 minutes
- Size 4 ball
- Offsides
- No retreat rule
- Rolling substitutes

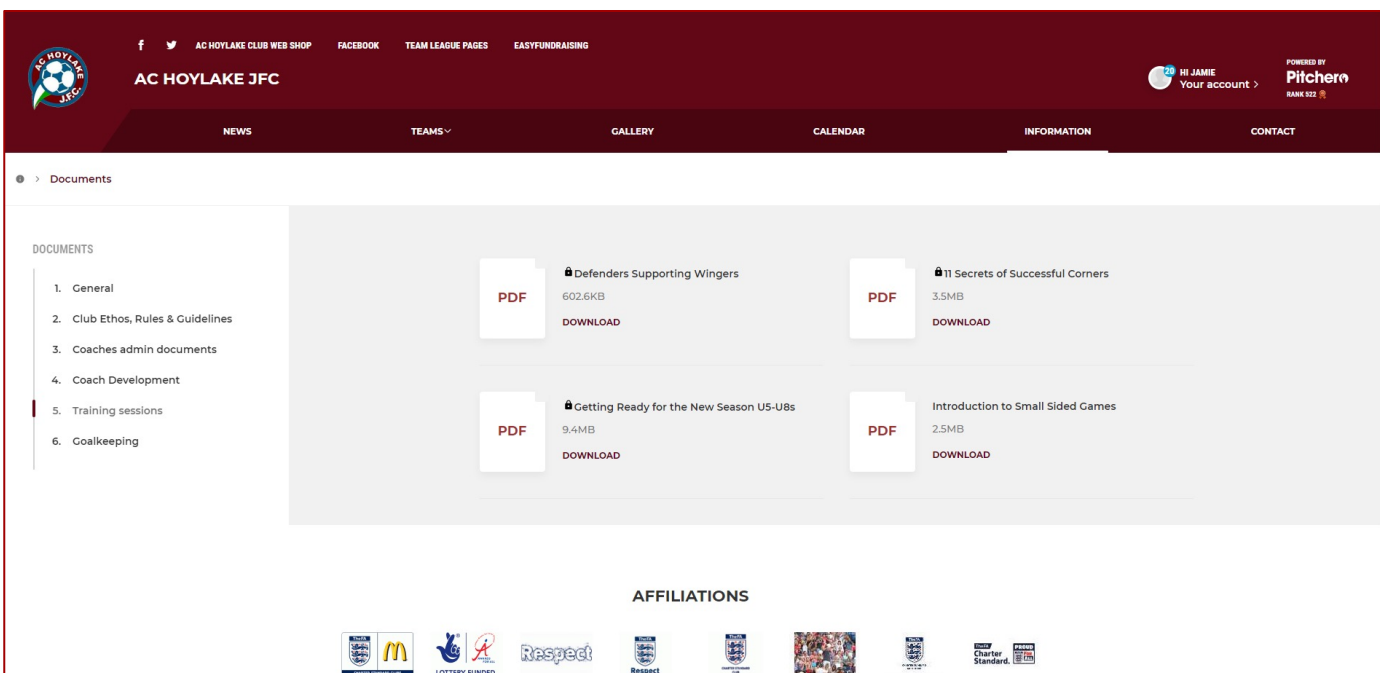
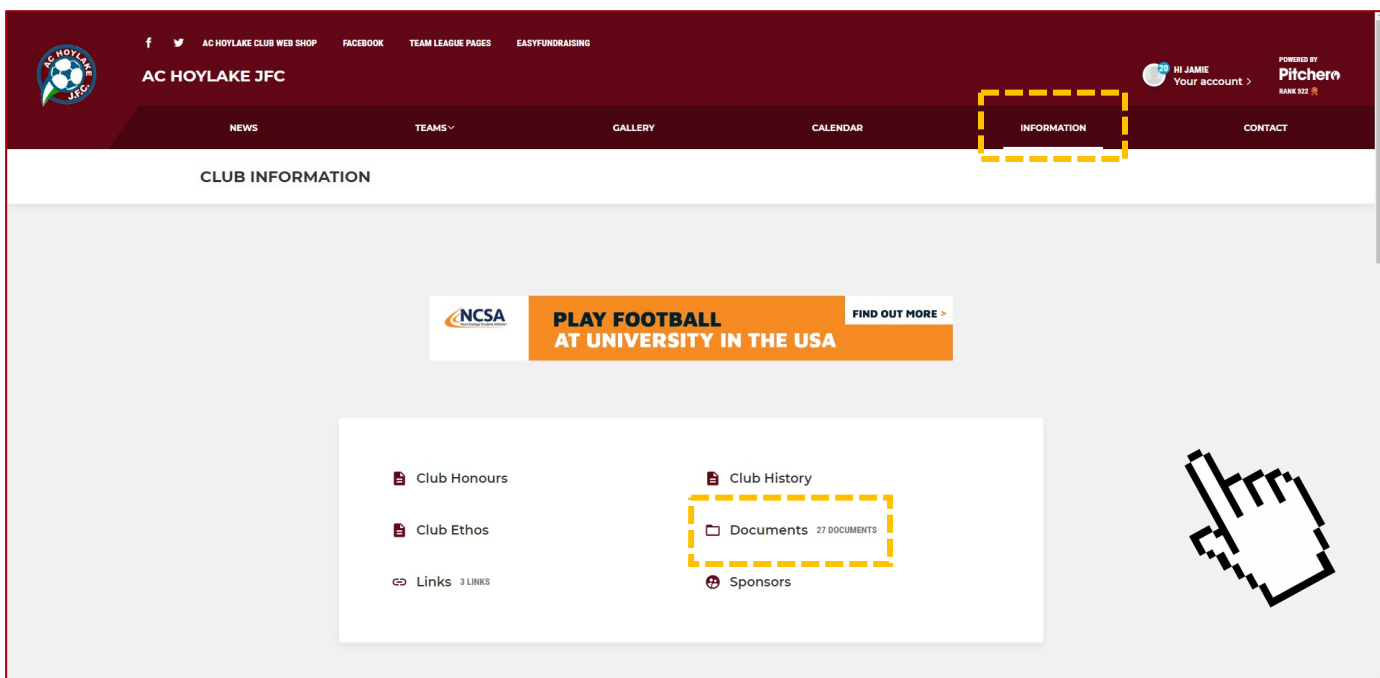


Offside Law

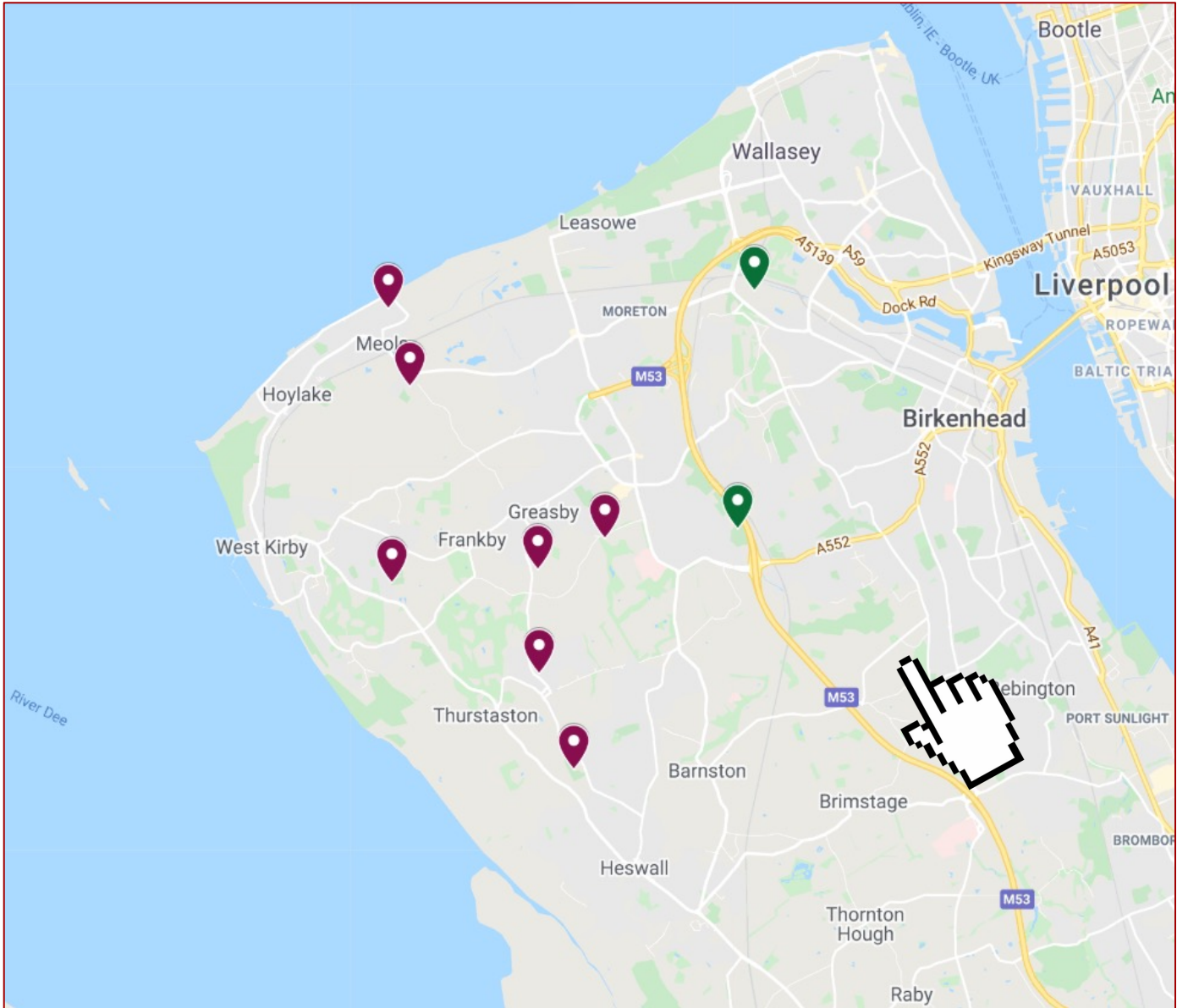
Offside is one of the laws of association football, codified in Law 11 of the Laws of the Game. The law states that a player is in an **offside position** if any of their body parts, except the hands and arms, are in the opponents' half of the pitch, and closer to the opponents' goal line than both the ball and the second-last opponent (the last opponent is usually, but not necessarily, the goalkeeper).

Appendix

The club's website has loads of useful information to support you. Click on the information tab and then documents to access. You'll need to have signed up to the website though before you can access the files! www.achoylake.com



Appendix



AC Hoylake Venue Information

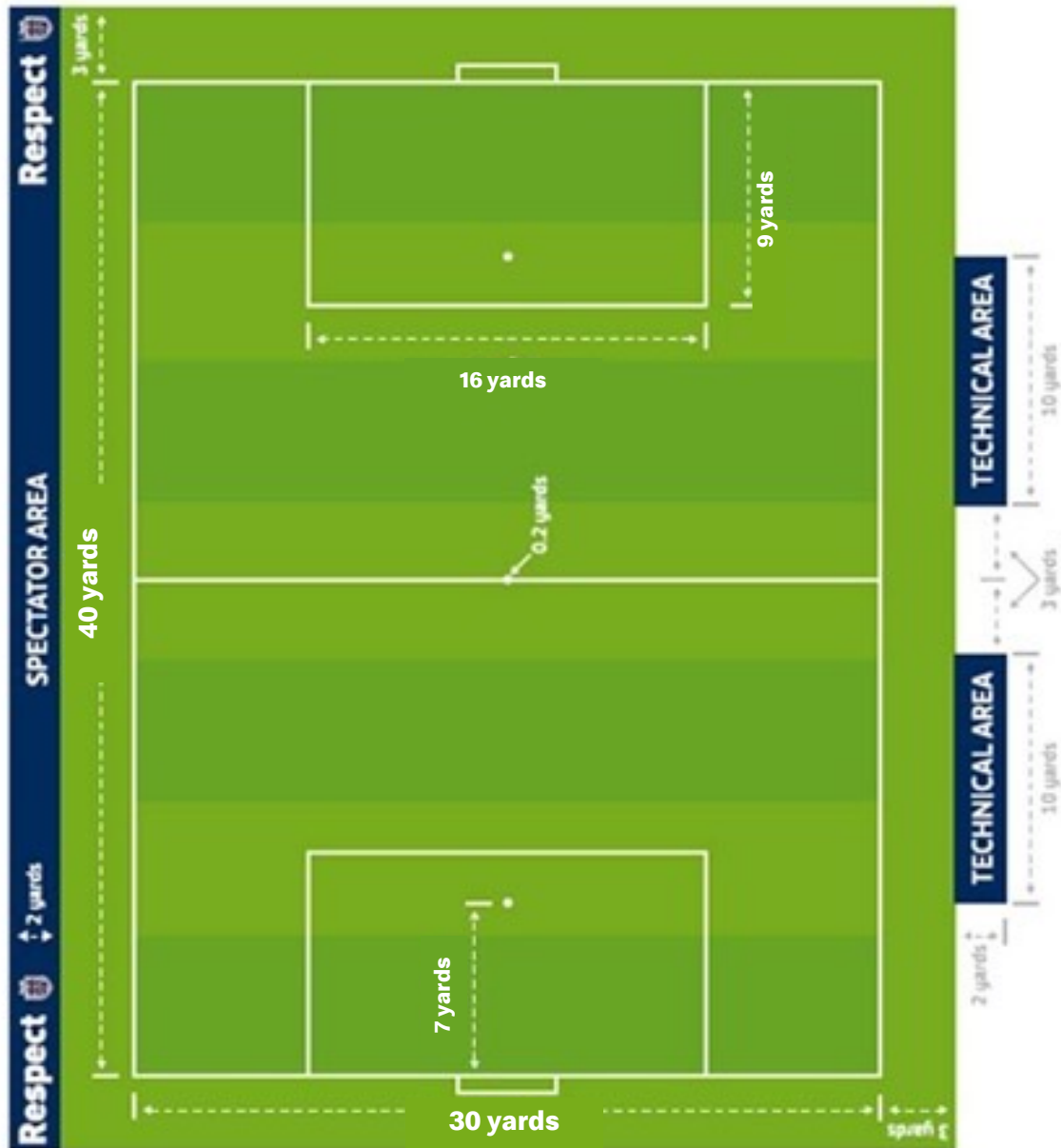
We have numerous venues to accommodate the many teams. Click on the map above for Google Map information which you can quickly share with opposition.



Appendix

Mini Soccer – 5v5

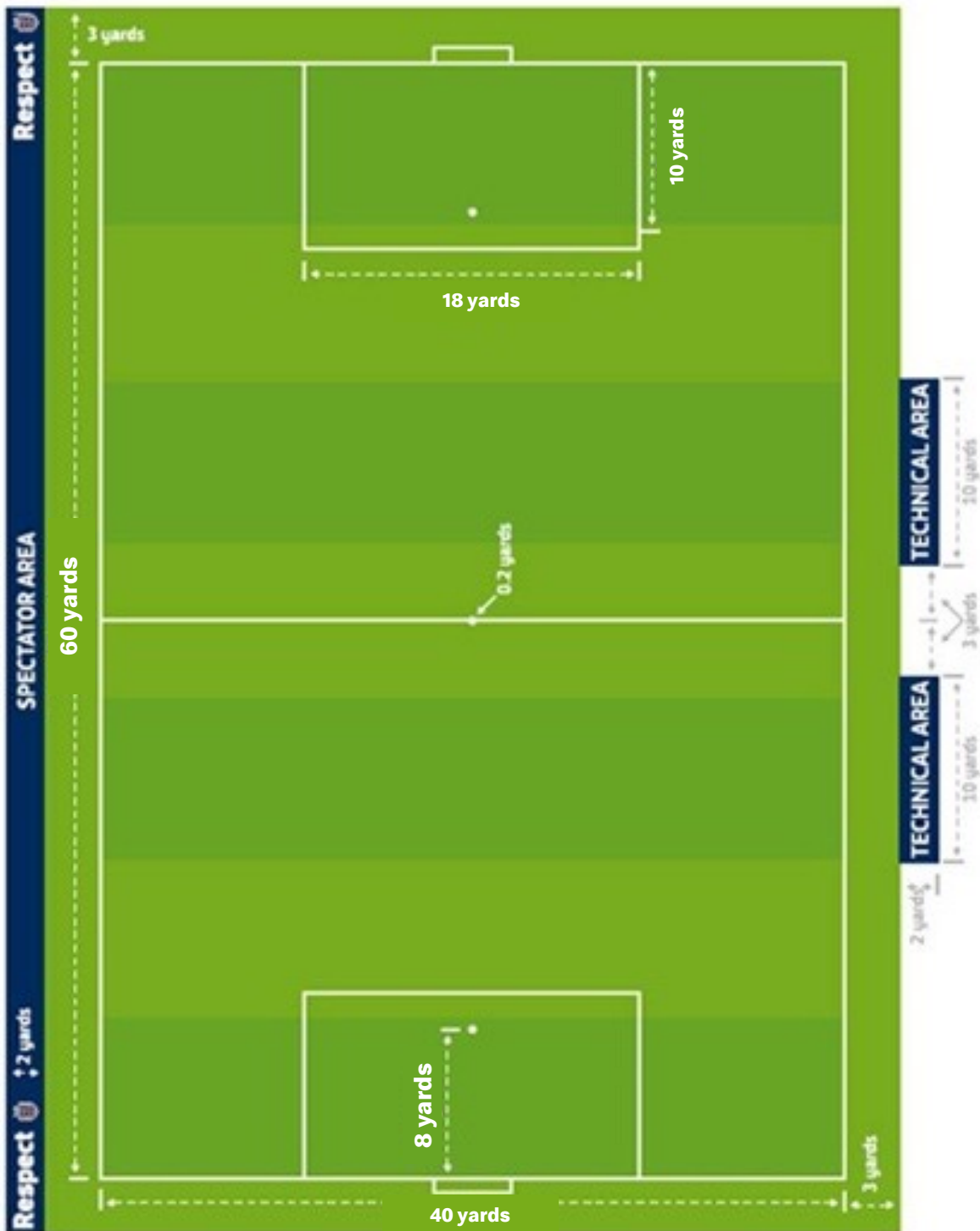
Under 7s/8s (5x5): 40x30yds



Appendix

Mini Soccer – 7v7

Under 9s/10s (7x7): 60x40yds



Appendix

Mini Soccer – 9v9

Under 11s/12s (9x9): 80x50yds





There is loads of useful information online, you just need to know where to look! The [club website](#) has really good stuff which helped me, as well as [The FA](#) and dare I say it [YouTube](#) – you just need to have a vision of how you want your team to play and most importantly, stick with it!

Things may not work right away so practice, practice, practice and give it time! Its important you're aware of the difficulty for each drill though, only use drills that are right for your players abilities while still challenging them to develop new techniques.

Coaches Top Tip!

