



**STUBBINGTON YOUTH**  
**FOOTBALL CLUB**  
**COACHES GUIDANCE PACK**



## ***1 INTRODUCTION***

- 1.1 This guidance pack for coaches of Stubbington YFC is intended to supplement not supersede all other formal rules such as the Club Rules, Laws of the Game and Competition Rules. It aspires to be a reference document useful to any coach running a team at Stubbington YFC by including the type of information not appropriate to Club rules or easily found elsewhere.
- 1.2 With that in mind, all coaches should be familiar with the following;
  - 1.2.1 The Club Rules and Constitution.
  - 1.2.2 A copy of the Laws of the Game<sup>1</sup>.
  - 1.2.3 Handbooks containing rules of local leagues and competitions to which SYFC affiliates.
  - 1.2.4 All aspects of the RESPECT programme (see section 3).
  - 1.2.5 Unless otherwise indicated, copies of all documents referred to in this pack can be found on the Club website under Club Documents at; [www.clubwebsite.co.uk/stubbingtonyouthfc01/](http://www.clubwebsite.co.uk/stubbingtonyouthfc01/)
- 1.3 The contents of this pack should be such that it can be openly shared with parents and players<sup>2</sup> alike because it informs on how our Club intends to provide the best possible safe, fun footballing environment.

## ***2 COACH QUALIFICATIONS & DEVELOPMENT***

- 2.1 Each team within the Club must have an allocated Team Coach responsible for the affairs of that team. To achieve affiliation to Hampshire FA this must be declared before the start of a playing season.
- 2.2 Stubbington YFC is a Charter Standard Club. All coaches are required to achieve at least a Level 1 coaching qualification as soon as possible. Courses are available through the HFA website<sup>3</sup>.
- 2.3 Details of additional courses made known to the Club will be passed to the coaching staff.
- 2.4 Coaches with a **Level 1 qualification** are recognised as a key asset of the Club and as such attendance at these courses will be funded by the Club.
  - 2.4.1 Coaches hoping to join the Club will be expected to submit a written statement to the Club which will explain; Why they want to be a youth football coach, Why they want to be a football coach at Stubbington YFC and What their long term aspirations are regarding football coaching.
  - 2.4.2 Based on the provision of these statements and the Club's requirement for coaching staff the Club Committee will either approve or reject the application.
  - 2.4.3 Following approval, the applicant should book and pay for their own course. Costs will be reimbursed by the Club when; a receipt has been passed to the Club Treasurer AND a copy of the L1 certificate has been passed to the Club Charter Standard Coordinator.

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<sup>1</sup> [www.thefa.com/TheFA/RulesandRegulations/LawsOftheGame](http://www.thefa.com/TheFA/RulesandRegulations/LawsOftheGame).

<sup>2</sup> Throughout this document reference to players should be read as including parents, guardians and carers particularly where financial responsibilities are concerned.

<sup>3</sup> <http://eventspace.thefa.com/hampshirefa/participant/s.aspx>.



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- 2.4.4 Should an individual choose to leave the club within 1 (one) year of obtaining any qualifications resulting from said course(s), the full costs incurred are to be repaid to the club. The Committee will have discretionary powers whether to implement this condition or not.
- 2.5 **Continuous Development.** Further qualifications and courses/seminars (considered to have a beneficial effect on the knowledge, behaviour or footballing development of both Coaches and players alike) are encouraged.
- 2.5.1 Costs are remunerated at the discretion of the Committee on advice from the Treasurer. Coaches wishing any reimbursement from the Club should always seek prior approval by submitting a written application for review by the Committee.
- 2.5.2 Coaches are encouraged to pursue continuous development through attendance at free workshops offered by Hampshire FA and The FA.
- 2.6 The L1 qualification includes **Safeguarding Children and Emergency Aid certification.** These require refresher training every 3 years. Costs of refresher training will be met by the Club when; the appropriate receipt has been passed to the Club Treasurer AND a copy of the certificate has been passed to the Club Charter Standard Coordinator
- 2.7 All Coaches will be expected commence the **Criminal Records Bureau (CRB)** check as soon as possible after declaring an aspiration to coach at SYFC.
- 2.7.1 Coaches that have not received their CRB must at all Club sessions be accompanied by a Club member that is CRB approved.
- 2.7.2 The Club Welfare Officer (CWO) will inform any applicant of the required identification paperwork needed; this is considered the start of the process. In all but the most exceptional circumstances, if the stated identification paperwork is not provided to the CWO within 30 days of the process starting the Club will consider standing the applicant coach down until the process is started.
- 2.8 **Licensed Coaches Club.** Membership of this Club is expected to be a criterion for Clubs achieving and maintaining Charter Standard status. It will therefore be a requirement by the Club that all coaches apply for membership. The Club will benefit from this approach and so will meet the Annual Membership costs. The Licensed Coaches Club was only set up in July 2011 and so details are still emerging. Coaches are expected to benefit from; The FA Coaching Licence; Access to members-only website; Discounts on FA Learning National Courses; Ballot entry for 100 pairs of free tickets to all England team home matches; Access to local training events.
- 2.9 Coaches must self-fund the offered "Additional options"; Three issues of Licensed Coaches Magazine, Insurance – civil liability & personal accident and Access to FA Licensed Coaches' merchandise.



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### **3 FA RESPECT PROGRAMME**

- 3.1 The Club will embrace all aspects of the FA RESPECT Campaign. RESPECT is a continuous programme, not a one-off initiative. For the Club, the RESPECT programme includes practical steps to maintain appropriate levels of behaviour; both on the pitch and on the sidelines. Club coaches have a pivotal role in ensuring this happens.
- 3.2 All Club coaches are expected to read the **RESPECT Code of Conduct for Coaches**. They should sign a copy of the RESPECT Code of Conduct\_Coaches\_signatures document which will be held by the Club Charter Standard Coordinator.
- 3.3 It is imperative that coaches ensure that players and parents understand their role in helping the Club adhere to RESPECT.
  - 3.3.1 Youth team players will be expected to read the **RESPECT Code of Conduct for Players**. They should sign a copy of the **RESPECT Code of Conduct\_Players\_signatures** document as part of the registration process to acknowledge the part they will be expected to play.
  - 3.3.2 Mini-Soccer players are not be required to sign any such documentation. These players should be coached in the spirit of the RESPECT campaign at all times whether playing matches or participating in training sessions.
  - 3.3.3 All parents of players registered to play for the Club that attend any Club sessions (matches or practices) should be encouraged to read the **RESPECT Code of Conduct for Spectators / Parents**. They should be invited, though it is not mandatory, to sign a copy of the **RESPECT Code of Conduct for Spectators\_signatures** document.
  - 3.3.4 Both player and parent signature documents should be held by the coach for the duration of the playing season and a copy placed with the Club Charter Standard Coordinator.

### **4 TEAM DEVELOPMENT**

- 4.1 Stubbington Youth FC exists in order to promote the game of Association Football for youths and young children and to promote the spirit of teamwork and healthy competition.
- 4.2 **Players** will join the Club for many reasons; they may already play football or want to try football/sport; because of our location or because they want they want play with their existing friends are some examples.
  - 4.2.1 New players will be allocated to their appropriate age-group. They can play in an age-group up to two years above their own but only five such players may belong to any one team.
  - 4.2.2 Where more than one team exists at a particular age-group the size of playing squads should be kept as even as possible while taking into account issues such as the “existing friends” clause above. Team coaches should attempt to resolve such issues between themselves though the Club Mini-Soccer Coordinator will have the final say for those under 10 years of age.
  - 4.2.3 Should the Club be in the fortunate position of being able to stream players at a particular age-group e.g. A and B teams, the A team coach will make a recommendation as to which squad a new player should join.



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- 4.3 **Team Development** has many aspects;
- 4.3.1 The Club ethos is that Mini-Soccer is played for the enjoyment of all players. All players declared as either Core or Squad players (see 5.1.2) shall therefore have equal opportunities to participate on match days.
- 4.3.2 Youth football players are naturally more competitive. Coaches, in consultation with players and their parents, will decide upon a team selection policy. This policy **MUST** be agreed and understood by all concerned (coaches, players & parents) at the time the team is assembled e.g. player registration or start of season. It **MUST** then be adhered to for the whole of that playing season in all but the most exceptional of circumstances.
- 4.3.3 A **selection policy** will determine if the team is to be **competitive** (the coach selects the strongest team to achieve positive results) or **social** (all players get their fair share of game irrespective of results).
- 4.4 The following guidance regarding **size of squads** is aimed at providing flexibility (spare capacity allowing for player absence on match days) and maximising participation (all players get their fair share of game time).
- 4.4.1 For **5-a-side** football (Under 7s & Under 8s from 2013) a team of 10 can be taken to a match. A squad of core players should not exceed 10.
- 4.4.2 For **7-a-side** football (currently all Mini Soccer and Under 9s & Under 10s from 2013) a team of 14 can be taken to a match. A squad of core players should not exceed 11.
- 4.4.3 For **9-a-side** football (Under 11s & Under 12s from 2013) a team of (tbc) can be taken to a match. A squad of core players should not exceed 16.
- 4.4.4 For **11-a-side** football (currently all Youth Football and Under 13s upwards from 2013) a team of 16 can be taken to a match. A squad of core players should exceed 18 in only exceptional circumstances.
- 4.4.5 It is important to understand that a player named as a core player at the start of the season cannot, in all but exceptional circumstances (such as agreement with the player), be moved to a different status during the playing season.

## **5 PLAYER DEVELOPMENT**

- 5.1 **Player Development** has many aspects;
- 5.1.1 The coach will almost certainly have players of mixed ability in a squad and must recognise this during training sessions and matches. Coaches should provide honest and continuous player appraisal. The player (and parent) should be clear as to what that appraisal is.
- 5.1.2 Within a team, depending upon the size and ability of that squad, players may be regarded as core players, squad players and development players. A **player's status** within a squad should not be confused with the appraisal of the player's ability.
- 5.1.2.1 **Core players** are those that the coach considers of an appropriate ability to play in matches.
- 5.1.2.2 **Squad players** are those that the coach considers of an appropriate ability to play in matches but due to the size of the playing squad only get to play when match day places become available e.g. a core player is absent.
- 5.1.2.3 **Development players** are those that the coach considers of not YET an ability to play in matches.



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- 5.1.3 A core element of the player appraisal should be to assess a **player's ability** as either; **striving to keep up; average** for their age-group or **forging ahead**. The assessment should be based on the player's technique; their skill (knowing when to apply a particular technique / tactical awareness); motivation and behaviour.
- 5.1.3.1 The player's ability will not directly correlate to their status within a squad; for example, a new player may be assessed as forging ahead but there may be no vacant core player positions within the squad.
- 5.2 Good **coaching** practices must be seen as key to player development. It starts with generating the right environment whether during a training session or during a match.
- 5.2.1 **Training sessions** begin with preparation. A **coaching plan** helps ensure the 4 basic elements of a training session are delivered; a warm-up, a progressive practice drill, a (conditioned) small-sided game followed by a warm-down.
- 5.2.1.1 The warm up should be fun, varied and be a mix of fitness training and ball-work.
- 5.2.1.2 The practice drill should be focussed on a particular aspect of the game and try to increase in complexity through the practice.
- 5.2.1.3 All sessions should finish with a small-sided game which may have conditions applied on it that builds on the practice drill.
- 5.2.1.4 The warm-down helps prevent soreness and stiffness and allows parental help with clearing away.
- 5.2.2 A template and a guide for a coaching plan can be found under Club Documents.**
- 5.2.2.1 All the lessons of the L1 course should be applied; appropriately sized playing area which is checked for safety before every session; goalposts checked; goalnets secure; corner flags taller than the players; access to changing facilities; mobile phone; observation for player fatigue.
- 5.2.2.2 Coach physical participation should be minimal. FA policy is that coaching is conducted without direct involvement in the drill or practice. Only advanced FA courses provide instruction in technique.
- 5.2.2.3 While fun, parental involvement may invalidate any insurance cover in the event of an injury or incident and less seriously undermine coaching standards.
- 5.2.3 On **match days** it is good practice to try and create a positive learning environment for young footballers when they are on the football pitch. The pitch is a great place for young players to learn and develop. An aspect of good coaching is to not take that freedom to learn away.
- 5.2.3.1 Coaches should **try to**;
- Allow each player to take responsibility for their own performance.
  - Encourage players to make their own decisions on the field of play.
  - Always praise good play and effort from the players.
  - Promote fair play.
  - Be focussed with instructions from the side-line.
  - Stay in one area on the touchline i.e. avoid 'patrolling'.



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5.2.3.2 Coaches should **avoid**;

- Coaching from the side-lines; advice should be provided before and after a game. Mistakes are a part of the game and a part of the learning process.
- Criticising players, officials or performances publicly.
- Talking players through their games.
- Encroaching onto the pitch.

5.3 **Example setting.** Coaches should display and promote high standards of behaviour by observing the Coaches Code of Conduct. Additionally;

- 5.3.1 Timing / Preparation; arrive early and be set-up in accordance with a prepared plan by the time players arrive<sup>4</sup>. Preparation also means putting safety first by checking the practice area.
- 5.3.2 Appearance; wear boots when appropriate, no smoking in the vicinity of the players.
- 5.3.3 Reward the players who in return display good behaviour through the award of Man of the Match trophies and the Captain's armband at the end of match or training sessions.
- 5.4 Never forget that holding a CRB does not remove the requirement for having two adults present at all sessions.

## **6 TEAM ADMINISTRATION**

- 6.1 The coach is responsible to the Club for a number of administrative aspects.
- 6.1.1 The recruitment of a **Team Secretary** to assist with these administrative aspects will allow the coach to concentrate more effort on the coaching aspects. It must be fully understood however that the Coach retains responsibility unless approved otherwise by the Committee.
- 6.2 **Players' Register.** A **Team Player Register** that includes up-to-date record of names, dates of birth and contact details of all current club players must be maintained. The coach is responsible for maintaining this and ensuring a duplicate copy is held by the Club Secretary.
- 6.3 Players and their parents are required to complete two forms of documentation when they first join the Club and in preparation for a new season; A **Player Detail Form** and a League **Player Registration** (see section 7).
- 6.4 A **Player Detail Form** should be completed as soon as a player decides to join the Club<sup>5</sup>.
- 6.4.1 It provides the information required to complete the Team Player Register.
- 6.4.2 It provides summarised Serious Medical Conditions that the Coach should be aware of.
- 6.4.3 It indicates if the parent is willing to allow their child's image to be used by the Club in accordance with the **FA Photography Guidelines**.
- 6.5 The **Team Player Admin** sheet is an example template to help maintain records.
- 6.6 **Team names** should be decided when a team forms. The FA has directed names should not indicate any form of hierarchy e.g. A and B sides. The Club has determined that mini soccer teams should adopt the names of birds of prey or birds associated with Titchfield Haven. Youth team names should be of a positive, vibrant nature. All team names need to be approved by the Club Committee.

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<sup>4</sup> Coaches are not entirely in control of player attendance at this level of football so plans may need to change. But this is another reason why good parental interaction is encouraged.

<sup>5</sup> Basic emergency contact details and medical conditions can be taken for the first two (trial) sessions that a player attends.



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- 6.7 **The Playing Season**<sup>6</sup> begins on 1<sup>st</sup> September and effectively ends 31<sup>st</sup> May the following year. Players qualify for particular **age-groups** e.g. Under 7s by being under that age at season start. An Under 7 in season 2011/12 will have their 7<sup>th</sup> birthday between 1<sup>st</sup> September 2011 and 31<sup>st</sup> August 2012 inclusive.
- 6.8 The League will place **Mini Soccer teams into Divisions**. Aligning with FA policy the divisions are not labelled to indicate playing strength and the results are presented as performance tables e.g. in alphabetical order. The League Mini Soccer Coordinator will try to ensure however that the divisions are made up of teams of comparable strength. This does mean that teams may be moved between divisions during the playing season. This can be done at a team's request. All Club contact with the League MSC in such matters should be conducted through the Club MSC and Club Secretary.
- 6.9 The League will place **Youth teams into Divisions**. At each age-group the divisions are labelled to indicate playing strength. Generally, at the end of the season, the top two teams of lower divisions are promoted and the bottom two teams of upper divisions are relegated. Dispositions may be submitted to the MSYFL AGM if teams wish to reverse either of these decisions.
- 6.10 Some other useful **Mini Soccer guidance** to be aware of in the MSYFL is;
- 6.10.1 **Under 7:** Where Clubs have more than one team at this age group, players may be swapped from one team to the other. Blank electronic team sheets will be supplied for completion after every match.
- 6.10.2 **Under 8 - 10:** Players must be registered within a specific team. Players can 'transfer' throughout the season but it is not practical to do this on a weekly basis.
- 6.10.3 Details of reporting **results** to the MSYFL MSC and the timescales to work to will be published prior to the season start. All results from age groups U7-10 are taken, but only the U9 & 10 results are published on the website and also in the NEWS, with goalscorers.
- 6.10.4 Write ups for the U7 & 8 age group games will go on the website, but cannot mention the score. This is an FA ruling and one that the league adheres to. For those reports that are published, for example a 10-0 win will be reported as 6-0 (only a 6 clear goal difference will be reported) while attempting to get all goalscorers mentioned as well.
- 6.10.5 **Under 10:** A cup competition will also be held with the first being played in September.
- 6.10.6 **Fixtures** will be published usually by mid-August and will only be supplied up to Xmas. Necessary changes to teams within the leagues will be made and a new set of fixtures for after Xmas will be sent out.
- 6.10.7 If teams are unable to fulfil a game, or need to make a re-arrangement, the League MSC should be kept informed.
- 6.10.8 Individual teams should not contact the League MSC directly with the exception of reporting your match scores. Club contact should always be done the Club Secretary, the Club MSC or the MS Fixture Sec. All 3 should be kept informed.
- 6.11 Coaches should maintain a record of player attendance at both matches and training sessions. This will prove useful when assessing player development and can be used as evidence in any disputes about pitch or facility usage and fees.

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<sup>6</sup> The period outside of the playing season is known as the Closed Season.



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## **7 PLAYER REGISTRATION**

- 7.1 In order that the player may represent the Club in competitive matches League **Player Registration Form** must be obtained
- 7.1.1 A Mid Solent Youth Football League (**MSYFL**) **Player Registration Form** must be completed by the player, parent, Club Secretary and MSYFL Divisional Secretary. The player is only eligible to play when the bottom section has been returned to the respective team coach.
- 7.1.2 In exceptional circumstances the team coach may obtain approval from the respective Divisional Secretary that the player is eligible to play because the registration process has begun. The Club Secretary must be kept informed of such proceedings.
- 7.2 The following paragraphs describe the **process to register players** in preparation for a new season. For players that join outside of this period the relevant aspects should be applied.
- 7.2.1 Player Registration Forms will be picked up by the Club representatives at the MSYFL AGM (3<sup>rd</sup> Monday in June). 20 forms per youth team and 12 forms per mini soccer team should be obtained; more can be ordered later. Coaches should have been taking every opportunity in the preceding weeks to prepare players for registration; particularly as a passport size photo is required.
- 7.2.2 The Club Treasurer will inform team coaches of the fees to be collected. Youth team coaches will also be provided with a letter explaining registration and other fees for the following season which should be passed onto players.
- 7.2.3 A minimum of 11 players per youth team and 7 players per mini soccer team must be registered at this point. Further players can be registered up until 2 days before the season start (usually 1st Saturday September).
- 7.2.4 **Player registration events** should be organised by team coaches. The forms should be prepared and completed in accordance with the **Player Registration Form Guide**. The forms are paid for in advance by the Club; they should not be taken away by players.
- 7.2.5 Players should understand the significance of the registration with regards to signing for another Club, the MYSFL rules and our Club adherence to the FA RESPECT Campaign.
- 7.2.6 Coaches and Secretaries will generally know the correct age of players (through school years etc.); if there is any doubt whatsoever, proof of age should be obtained at the registration event.
- 7.2.7 All completed forms, a Team Player Register and fees are to be with the Club Secretary by the final Saturday in July.
- 7.2.8 The Club Secretary will complete the Declaration and pass the forms to the respective league Divisional Secretaries by 15th August (League Rules) and fees to the Treasurer.
- 7.2.9 The bottom portions will be returned to the team coaches via the Club Secretary in time for season start. These should be retained by the coach for the duration of the season and be readily to hand at all matches. When the season is complete the forms may be passed to parents as mementoes.
- 7.2.10 The final step of player registration should be that the league Divisional Secretaries will send out, before season start, "email timesheets" that are used for reporting matchday scores. The teamsheets contain the names of the registered players and coaches should ensure this current.
- 7.3 **SoccerTots** players are exempt from the Registration Form and the Fee. Player Detail Forms and a Team Player Register are required.





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## **8 TEAM FINANCES**

- 8.1 The coach is responsible for collecting monies due to the Club from players. They should be submitted to the Club Treasurer on an agreed e.g. monthly / quarterly basis using the **Team Monthly Finance sheet** with cheques made out to “Stubbington FC”. It is important that the type of team income and expenditure are recorded; it is this information that the Treasurer can use plan future Club finances.
- 8.1.1 The fees are calculated to cover the direct costs of running the club inclusive of league fees, pitch fees, referee fees, match kit, training materials, end-of-season trophies and coaches training and qualifications.
- 8.1.2 All **Registration Fees**<sup>7</sup> are collected at the time a player completes a registration (see section 7). A pro-rata fee should be agreed with the Treasurer for a player joining after the season has started.
- 8.1.3 Youth Team Core players will pay **Match and Training Fees** in instalments determined by the Club Treasurer. They will be issued a letter of explanation and the payment policy.
- 8.1.4 All Mini Soccer players and Youth Squad and Development players will pay “on-the-day” **Attendance Fees**<sup>8</sup> regardless of whether attending a training session, a home game or away game.
- 8.2 **Fines** will be paid for by the Club with the Club reimbursed by the player.
- 8.3 It is in the best interest of the Club that it provides (and is seen to provide) the best possible training using up-to-date **training materials**. The Club Treasurer will build into the Financial Plan a budget for training equipment. The approval of the Club Treasurer should be sought before purchasing any equipment.
- 8.4 It is the responsibility of the coach to arrange **training facilities**.
- 8.4.1 Use of public open spaces, such as Stubbington Recreation Ground, is encouraged as they are free. This is obviously the case when light nights prevail.
- 8.4.2 Winter training facilities should be arranged by the coach but will be paid for directly by the Club. Facility costs need to be approved by the Club Treasurer.
- 8.4.3 Training the Closed Season / summer holidays is at the coaches’ discretion. If Club training materials are used and the training is done under the name of the Club (thereby covered by the Club’s Public Liability Insurance) then fees should be passed to the Treasurer.

## **9 SPONSORSHIP**

- 9.1 It is in the interest of the Club to obtain **sponsorship** deals for kit. This helps minimise the fees passed directly to parents. It is not the Coaches responsibility to obtain sponsorship but to inform and encourage parents to seek interest.

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<sup>7</sup> For Season 2012/13 the fees were set at £20 for youth team players and £6 for mini soccer players.

<sup>8</sup> For Season 2012/13 these were set at; youth team match fees £3.50; youth team training fees £2.00; mini soccer £2.00.



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- 9.1.1 The Club will set target figures<sup>9</sup> but should be prepared to accept good and reasonable offers that are in the best interest of the Club. The final decision on what deal should be accepted will rest with appointed Club officers; Chairman; Vice-Chairman; Treasurer; Mini Soccer Coordinator or Fund-Raising Officer.

## ***10 SUMMER TOURNAMENTS***

- 10.1 During the Closed Season Coaches are free to enter their teams in the Summer Tournaments organised by many local Clubs. Invitations are generally sent out between February and April and the (six, seven and eleven a side) tournaments are run on many weekends from May to August.
- 10.2 Coaches should produce a list of tournaments that they wish to enter a team in and inform their players. The tournaments usually cost £25-30 (~£45 for 11 a side) to enter. Players should be invited to book places by depositing £5 per tournament. When the minimum sized squads are achieved an application to enter should be sent. It is advisable to do this at least six weeks before the tournament dates. Where tournament squads are exceeded, the playing squad should be selected and deposits returned to those not selected. The players should be informed at the outset as to the selection policy for over-subscribed tournaments. Deposits should only be returned for late withdrawal in exceptional circumstances.
- 10.3 Funds in excess of the entry fee should be passed to the Club Treasurer. Alternatively, approval should be sought from the Club Treasurer to hold onto the funds which can then be used to “treat” the players on the day e.g. ice-creams. Expenses such as this should be recorded as Sundries.
- 10.4 The Club has purchased two **portable gazebos** for such events as they provide excellent cover for our players during lengthy, often hot, days. Their use should be coordinated as many teams will be at the tournaments on the same weekends.

## ***11 PARENTAL INTERACTION***

- 11.1 Good “working relationships” with parents is a key element of coaching a Mini Soccer or Youth football team. Much of how that should be done is already covered in this guide. Beyond the formalities of administration and RESPECT however are other good reasons for getting to know and building the trust of parents;
- 11.1.1 Parents need to know that coaching a football team should not be read as “child-minding”. Their assistance with goal-nets and putting equipment away is required.
- 11.1.2 The parent needs to realise their responsibility for maximum notification of player non-attendance and the impact of them not doing so.
- 11.1.3 As well as not coaching from the sidelines (and all other aspects of RESPECT) parents should also be encouraged to endorse (not contradict) any messages given out by the coach. If the parent disagrees with the coach this should be discussed and resolved away from the players.

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<sup>9</sup> For Season 2012/13 these were; youth team shirts £450; youth team training tops £400; youth team shirts and training tops £700; mini soccer shirts £350; mini soccer training tops £300; mini soccer shirts and training tops £600.



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- 11.1.4 It will help the coach in the responsibility of looking for signs of parental pressure for a child to play football.
- 11.1.5 Parental assistance with refereeing games at mini soccer level and acting as referee assistants (linesmen) at youth team level frees the coach to concentrate on their duties.
- 11.1.6 It will make the coach's task of collecting fees much easier.
- 11.2 The most frequent opportunity for interacting with parents is the end of match / session de-brief. Taking the players through a warm-down while parents clear away (see section 5.2.1.4) gives the parent a chance to be involved in the de-brief.
- 11.3 Formal **Parent Meetings** should be also held early and late in the season. This is a requirement of a Charter Standard Club. A typical Agenda is;
- Summary of season achievements / aspirations.
  - Squad / player status; competitive or social; core, squad, development players.
  - Kit requirement - Odd number age groups kit replenishment & sponsors needed.
  - Registration (photos & costs) plus season match & training fees (letter from Treasurer).
  - Adherence to the FA RESPECT programme.
  - Match-day routines; car sharing, parental assistance, team secretaries, RESPECT campaign.
  - Club notices; vacant positions etc.
  - Questions for Club.

## ***12 PLAYING KIT***

- 12.1 Coaches are responsible for maintaining their team kit bag and training equipment on behalf of the Club. The **Team Kit Inventory** shows the minimum/typical amount of kit that should be held by the Coach. Additional kit and training equipment should be purchased with the prior approval of the Club Treasurer. All such equipment is owned by the Club and as such should be returned to the Club when the team completes its time at the Club.
- 12.2 Being responsible for own team kitbag and all match day and training equipment; includes; correct sized matchballs, Assistant Referee flags, own watch and whistle. Kit bag inventory
- 12.3 Playing kit that has been worn by a team for the two seasons for which it was purchased, by approval of the Committee, may be retained by the players.
- 12.4 The players should; wear appropriate footwear and shinpads; not wear jewellery or trousers; hydrate regularly.
- 12.5 Under-shorts
- 12.6 The First Aid kit is an essential element of the kit bag but is often a source of debate as to its contents. The rule of thumb to be applied is that it should only contain materials that the Coach (or designated / FA qualified Team Emergency First Aider) knows how and when to use.
- 12.7 Captains arm-band – not taken lightly – shown respect
- 12.8 Away shirts.

## ***13 TRAINING EQUIPMENT***

- 13.1 Kit bags – inventory



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## ***14 CLUB WEBSITE***

- 14.1 Administrator
- 14.2 Home / club pages
- 14.3 Team pages

## ***15 SAFEGUARDING***

- 15.1 Creating fun, safe football environments is central to safeguarding children.
- 15.2 Most children and young people have a fantastic experience through football – but sadly, some don't.
- 15.3 This might be down to over-competitive parents and coaches shouting and constantly criticising them from the sidelines – the kind of behaviour that the RESPECT\* programme is designed to address. Or it might be due to some other kind of abusive behaviour towards them.
- 15.4 Safeguarding Children is everyone's responsibility and having welfare officers in all clubs and leagues with youth teams is crucial to The FA's simple three part approach to safeguarding. This includes:
  - • Getting the right people involved – seeking references and CRB\*\* checks.
  - • Creating a safe environment - codes of conduct, education and best practice.
  - • Promoting clear systems - to deal with any concerns - policy and procedures.

## **16 REFEREES**

- 16.1 This
- 16.2 Assistant Referees
- 16.3 Offside Law

## **17 REPORTING MATCH SCORES**

- 17.1 The.

## ***18 DATA PROTECTION***

- 18.1 All Club staff that maintain personal contact details of other staff and players should take all reasonable precautions that this information is only seen by those that need to.
- 18.2 Photo guidelines

## ***19 PLAYER EXIT STRATEGY***

- 19.1 The Club may not always be in a position to continue providing football facilities for a particular section of the player community e.g. a team in which girls can play in beyond Under 11s or a team for male youths beyond U16. In such cases the Club should make all effort through liaison with other local clubs and organisations to find suitable places.



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## **20 COMPLAINT PROCEDURES**

- 20.1 Formal complaints raised by a parent or player regarding another parent, player or Club Official should normally be addressed to the Coach of that age-group in the first instance who will endeavour to resolve the complaint. If the complaint concerns the age-group Coach themselves, clause **Error! Reference source not found.** below applies.
- 20.2 Should an issue be raised in the form of verbal communication it must be followed up in writing within 48 hours. No other Club or Committee Members are to be informed. The (CWO) will decide what action is to be taken based on the information received by the complainant.
- 20.3 If, at any time, any person involved with the Club has a concern regarding the safety of any child they are encouraged to speak with the CWO in the strictest of confidence and no other party. Complaints of this nature will be dealt with under the direction of the CWO who may if required consult with senior Committee members of the Club to include the Chairman, Vice Chairman and Club Secretary.

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