



Managers Handbook

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Welcome!

Thank you for your positive interest in seeking to become a team manager or coach at our football club.

We always welcome new volunteers!

This Managers Manual outlines how to quickly become a successful team manager by setting out how we do things at our club.

It is based on previous decisions made by our committees over the years. It is also very much informed by the practical experiences of past and existing team managers.

It also lists many ideas to save your time and effort gladly volunteered.

It is also a good reference to which experienced managers can return on a regular basis.

Becoming a Coach or a Manager

Step 1

The first step is to register for a Football Association Number (FAN). Your Club Secretary or Welfare Officer will give you the information you need.

There is no fee. Keep a note of your FAN.

Step 2

You then need then to apply for DBS approval. This used to be called a 'CRB' or 'police check.' The fee is paid by our club. Your Welfare Officer will give you the information you need.

Once completed you just need to show the documents you used in the application process to our Welfare Officer.

Level One Training

All prospective coaches without exception must complete an introductory training course called 'Level One'.

You can read more at the course at www.northumberlandfa.com Just look for FA Level 1 Award in Coaching.

You can book online - just follow the links. Provided you attend all the sessions and retain your receipt our club will refund your fee in full in two staged payments.

Player Registration

Players first need to register with our club using the online registration system so that they can be recorded as a club member for insurance purposes.

Players then need to be registered with their respective team into the league. Team managers are solely responsible for deciding which players to register in the league and how many players should be registered in each team. But inexperienced managers might want to consult more experienced colleagues for advice.

Recommended Numbers

Team Size	Squad Size
5 a side	7-8 players
7 a side	10-12 players
9 a side	13-15 players
11 a side	15-18 players

Players who are not registered to play in a league and who do not receive a playing strip can be registered only with the club as a training member for a lower monthly subscription.

Players will need copies of their passport and a passport style photograph to register with the league. The Club Secretary needs to sign each league registration card.

Team managers should consider carefully how and when to inform players and their parents if they are to be registered as part of the team. It is often best to tell all the players at the same time by the same method.

Similarly, managers might not want to register the maximum number of players early during the summer break. One or two places can then be reserved for new arrivals nearer to the start of the season.

Speak to your Club Secretary for advice if you wish to transfer in a player who is, or who has been registered with another club in the same season in the same league or if you wish to register a player with a non-EU passport.

TIP – register your players before the end of summer term at school.

You need to take your registration cards with you to every match. Many managers put them in a tin or wallet and store them in their Emergency First Aid bag.

The league registration of every player expires automatically on 30th May.

Equipment

Your minimum match and training equipment consists of:

- One large kit bag – zipped
- One emergency first aid kit (do not add any item not already included)
- One match ball
- One ball bag (large)
- One training ball per registered player
- One blue/orange reversible training bib per registered player
- Collapsible training cones multi coloured – one stack
- Assistant Referee Flags – one pair
- Net pegs – one set
- One whistle

The club makes one large order of new equipment in the summer. This is a good time to replenish your equipment in one go or to ask for larger items which may be shared with other teams e.g. pop-up-goals.

You can spend up to £25 on minor purchases replenishing your equipment every calendar month during the season. Retain the receipt and attach it as an expense to your monthly subs sheet. You will be refunded in cash when you replenish you cash float.

Additional requests for other equipment can be made to the committee by giving advance notice to the Chair.

Managing Players Kit

You will be given a complete set of home and away strips for every player in what would be a maximum size squad for your age group.

Please check that the set is 100% complete when you receive your kit as the club will assume it was complete when you were given the kit.

Most team managers hand out only the orange home strip (orange/blue/blue) at the start of the season. Make sure you make a note of which player has which strip. Managers of younger teams might want to ask parents to sign a sheet to confirm receipt. This helps prevent any confusion at the end of the season.

Few other clubs wear orange strips so it is rare for us to need to change strips to avoid a colour clash. Most managers only hand out and then collect back in the blue away strips on those match days when it is necessary to change.

You can use up to £25 from your cash float on one occasion each season to pay for one pair of goalkeeper gloves. Keep the receipt and submit as an expense with your monthly subs sheet.

Our club will replace kit which has been damaged or which has become overly worn or outgrown. Simply return the damaged or worn kit and you will be issued with a replacement.

We will not replace kit which has been lost. Players losing kit will need to pay for a replacement.

If a player leaves during the season, do ensure that you have the kit returned as soon as possible. The longer you leave it before seeking its return, experience shows it is less likely to be returned. We will withhold the registration of any departed player until all kit is returned. This means the departing player will not be able to sign for another club until the kit is returned.

Our strip normally last 2-3 seasons so it is necessary to hand the kit to another team manager. You will be told when all kit is to be handed in at the end of the season. You might want to plan ahead a couple of weeks in advance, ensuring that you hand in a complete set as, if not, you are only passing on the inconvenience to the manager who receives your kit.

Communicating Your Approach

Communicating about how you intend to manage your team is best done at the start of the season. Make your decisions and stick to them!

- How will match day teams will be selected and managed on the day?
- Will players who miss training be selected for the next match?
- How you will communicate match arrangements to parents (you should not communicate directly with players by texts or social media)?
- On what days and times and by what mechanism will you respond to communication from parents?
- Your approach to time keeping and what action you will take if players are late?
- A deadline before which you will accept apologies in advance for training sessions and matches?
- What action you may take if apologies are sent on the morning of a match or if they are not sent at all?
- How you expect to be informed well in advance of any holidays or other planned family events
- What approach you will take in response to players or adults using foul or abusive language at any time and/or challenging decisions of the referee?
- That you will not under any circumstances accept any form of sexism, racism, homophobia or any form of bullying.

Organising Matches

It is the responsibility of the home team manager to take the lead in organising matches.

As soon as you are given a fixture, you should book your pitch using our online booking system. You can book weeks in advance but you need a fixture to book a pitch.

Remember to cancel your booking if the pitch is no longer needed. Just click on the 'cancel' link contained in the confirmation email. Another team may then book the slot you no longer need.

About two weeks before your match, you should book your referee.

No later than the Tuesday before your match you should contact the away team manager to:

- Agree the venue and provide directions to our venue NE3 3RU
- Agree the kick off time. Each league has a standard kick off time. Managers usually mutually agree to a different kick off time. But if there is no agreement, the kick off reverts to the standard time.
- Agree colour of strips. The home team changes if there is a clash.

Send a text or email to the away manager to confirm what has been agreed. Keep a copy of this message until after the match is played.

If you are the away team and the home team has not contacted you by the Tuesday preceding the match then you should contact the home manager. Inform our club Secretary if you are unable to make contact.

Immediately before the match

- Complete your half of the team sheet and hand it to the away team manager
- Hand all your player registration cards to the away team manager
- Inform the referee and our Club Secretary if the away team is unable to produce a registration card for any player

Immediately after the match

- Text the result of the match to your league to the number supplied
- Email a copy of the fully completed team sheet to the league. Remember to ensure that EVERY box is completed. You can use a mobile phone to take and email an image. Add match details in the email.
- Inform the Club Secretary immediately of any red or yellow cards.

Paperwork

Most administration is now done online but do make a note of where you can find copies of the paperwork you will need.

Player Registration Card	
Player Transfer Card	
Match Day Team Sheet	
Match Dispensation Request Form	
Monthly Subs Sheet	
Player Emergency Contact Details	
Contact details for teams managers in your league	
Emergency Incident Form	

Finding Referees

You will be given at the start of each season a list and contact details of qualified referees.

Referees who live closer are more likely to agree to officiate your matches. Booking referees 3 or 4 weeks in advance of the match also helps.

But the best way to secure a referee is to work in partnership with your fellow team managers. Referees are more likely to officiate if you can offer two or more matches, one after each other.

Welcome your referee and make payment of the standard fee on arrival rather than making the referee seek payment at the end of the match.

If you are not able to secure a neutral, qualified referee, toss a coin with the away team manager to determine who shall referee the entire match even if you have already agreed who will referee. You cannot officiate one half each.

Your Code of Conduct means you, your players and supporters should never challenge any decision of any referee but do not be surprised if referees do not return if they have been subject to any form of abuse.

Our club will pay the cost of the training course and the equipment needed by any adult member or older player willing to pass the short training course that is needed to become a qualified referee.

Pitch and Kit Management

A Respect Barrier must be put in place for every match. Everyone other than fully qualified team coaches and substitutes must stand behind this barrier at all times.

Qualified team managers, coaches and all substitutes stand on the opposite side of the pitch to the Respect Barrier. Inform the referee if the away team does not conform to this FA standard.

Nets are stored in zipped net bags with a luggage label which indicates clearly the size of the nets. Do not use the wrong size nets. Someone else may need them!

The referee will check that the nets have been securely fastened to the goals.

Nets are fastened to the grass using net pegs given to you at the start of the season. Keep these pegs in your possession for the whole season and do not place them in the net bag.

Managers of mini soccer teams should delegate to adult members the task of erecting their goals. Each end of the crossbar must be fastened with the correct nut. The base of the goal must be fastened to the grass using all 4 provided heavy duty safety fasteners. Do not start the match unless all these safety devices are in place.

Make sure you store all kit as you would wish to find it on the correct shelf in the cabin. You can delegate this task to adults but do check personally it is stored correctly before you leave.

Top Tips for Managing Matches

Here are some tips you might want to adopt to manage your matches effectively.

- Tell players that any who arrive late will start as a substitute – that often solves any problems of lateness.
- Offer a warm greeting and handshake to the opposition manager, coaches and the referee on arrival – it's amazing how a polite introduction can set the scene for the rest of the day!
- Never publically challenge any decision of the referee. Everyone makes mistakes and the decision is just not going to be overturned!
- You cannot manage your team properly if you are acting as the assistant referee. Insist that one of your reliable adult members runs the line!
- Tell you players in advance how you intend to manage substitutions during the match and what approach you will take if they show dissent to the referee or if they lose composure
- Do engage in polite / sporting discussion with your opposition manager and opposition parents from the outset but never enter into discussion on any contentious matter. Insist that your players and parents do the same
- Never talk to opposition players before or during the match – but do congratulate them on their performance at the end.
- Thank and congratulate the performance of the referee at the end of the match regardless of the performance.

Pitch Inspections: Kenton School Grass Pitches

You will be informed on Friday evening if there is to be a pitch inspection at Kenton School. You can then inform your opposition.

Pitch inspections are usually held at 0800h or at first light on Saturday or Sunday. You will be informed immediately of the outcome. It is 'one on, all on' or 'one off, all off.'

If it is obvious that no play will be possible (e.g. settled snow) you will be informed as soon as it is reasonable to make that decision.

If the pitches fail the inspection, you should first contact your opposition manager to discuss whether it is possible to switch the venue of the match.

You can only then inform your parents / players of the outcome.

Remember to submit the result of your match as postponed.

Pitch Inspections: Kenton School 3G

Staff at the sports centre will close the pitches when unplayable because of ice or snow. Their decision is final.

In the case of bad weather (wind, rain, cold) the decision is left to the discretion of the manager of each team. Obviously older aged players are more able to withstand poor conditions better than younger players. There is therefore no need for 'one on, all on' or 'one off, all off'.

Team managers can consider:

- The weather forecast - the BBC hourly forecast for Kenton is often the most accurate.
- Will the players be sufficiently comfortable to enjoy the training session?
- The need to give timely certainty to parents
- The views of other team managers of a similar age group - give them a call and make a joint decision?
- The need for players to wear appropriate clothing, including waterproof tops and pants, gloves, woolly hats etc.

Team managers in any doubt can text the Welfare Officer or Club Secretary but please remember both are likely to be at work and neither may be able to respond in sufficient time. Please inform the manager of the team who is due to train before and after your session if you do cancel your session.

Midweek Training

You will be allocated training slots which will identify what days & times, and what playing areas are available for your team. Please ensure you use only those training slots allocated to your team.

Do let other team managers who train in your vicinity know with good notice if you do not intend to use your slot on any session; those teams may well want to make use of the additional slots. And those other managers may well make space in their session to allow your players to train with that team instead.

Please ensure players arriving early do not encroach on to the playing areas being used by other teams before your training session starts. Similarly, ensure you and your players are completely free of the training areas by the time you are due to hand your area over to a waiting team. This means you'll need to start packing equipment up a few minutes in advance. Make sure also you clear away any litter, especially drink bottles etc.

Please be aware also of the danger of footballs being kicked out of our training area into a neighbouring training area. This is a real risk, especially to young players. In most cases, simply turning around the playing direction of a goal can easily solve this problem.

Please leave your training area as you would wish to find it!

Money Matters

- Managing money is easy at our club. The club allows only one central bank account for the entire club which is managed by the treasurer. Individual teams or managers are not allowed to have a bank account.
- You will be given and sign for a cash float of the start of the season. Use this to pay for your referees and for other minor expenses.
- Simply note your referee expenses on your monthly subs sheet. Note the date and opposition. Add a receipt and list any minor expenses.
- Hand in your subs sheet at the monthly committee meeting and your cash float will be replenished by the amount you have spent.
- You will be asked to return your float at the end of the season.
- You will be informed by club officials if any of your players are in arrears with their subscriptions. You will be informed when these players are suspended and should not be selected for matches or attend training sessions.
- Team managers have no other reason to manage any money.

Club Meetings

Club meetings are held on the third Monday of every month for the duration of the season.

Mangers are required to attend each monthly meeting along with an adult member representative from their team.

Ensure you send a deputy if you are unable to attend.

The agenda of each meeting is circulated in advance so any items which need to be brought to the attention of the committee and/or the club can be given to the chair before the agenda is circulated.

Subs sheets are handed in at each monthly meeting also allowing for the replenishment of cash floats for the forthcoming month. Cash floats are not replenished at any other time.

Residential Trips

Our Welfare Officer can advise you on what you need to do to prepare well in advance for any residential trips. Your plans will need to be approved by our central committee before you make any booking.

The Final Whistle

We hope you enjoy your time as a team manager or coach. You will quickly gain in confidence and you will learn and improve in your own performance, especially if you work as part of a team with your colleague team managers.

We hope you continue to volunteer with us for many years but at some stage you will wish to end your career at Kingston Park CAFC.

That is very understandable but do consider carefully the process and the timing of your departure.

Leaving abruptly in the middle of a season can cause real problems. It is always much better to leave after Trophy Day.

You should first speak quietly as soon as possible to the Chair of the Club about your future plans. Do not speak to players and adult members as uninformed rumours can spread quickly. The good work you have done as a team manager may all well be lost if the team folds or players leave due to any uncertainty.

The Chair is a member of the Managers Selection Committee. It is that group that will decide who is to succeed you and the process and timetable by which any announcement will be made.

Emergency Procedures

You will be given a laminated copy of our Emergency Procedures at the start of the season. A copy is always available on our club website.

Our procedures will help protect the health and safety of our players and adult members. They also protect your own safety and your own position.

Do have a copy with you at all times at all training sessions and matches. You can keep them in your Emergency First Aid bag along with your Player Registration Cards and the emergency contact details for all your players.

There is a defibrillator in the containers and in the sports centre.

Your Notes

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