

BIDEFORD BLUES & APPLIEDORE JFC COACHES' HANDBOOK



A Welcome Message from the Committee

Firstly we would like to welcome you to our club and we thank all the volunteers that assist in running the club, from the coaches, to groundsman, to the club committee and to those that volunteer their help when needed. On the committee we have a membership secretary, procurement officer, minute secretary, coach coordinator, treasurer, welfare and bookings officers. None of the committee or the coaches receives any remuneration for the work they do, all are unpaid volunteers and the Club appreciates and respects this. Without all these volunteers the club could not run.

About the Club

The Club has Charter Standard at Community level (the third and highest level). All teams, under Charter standard rules have to be run by a qualified coach. Teams have a minimum of one-hour training per week, for which there is no additional training fee (it is covered in the membership fee).

The facilities at Sandymere are owned by the Club under the stewardship of a group of Trustees. Committee meetings are held either monthly or bi-monthly depending on need and are open to coaches as well as committee members.

Your training opportunities

The Club requires the minimum FA qualification of **The FA Playmaker online course (free) including a DBS check, followed by the Introduction to Coaching Football Award**, for all Team Managers within the 1st season at the club. The Club will assist you in obtaining this award during the season, if you do not already have the qualification. Other Club Officials and Team Managers are always available for any assistance or advice.

My role as a coach

The FA have described a manager's roles and responsibilities as below.

- The Manager is responsible for all aspects of activity regarding the age group.
- The Manager is permitted to engage assistants as required, so long as they complete the volunteers registration form and meet the requirements of the club, and are introduced to the Committee.

How much time will I need to give to the role?

Team activities on match day will, depending on the venue for the game, take up approximately 4 hours. Coaching and training sessions at the club each week, **a night will be allocated to you and can take up around 2 hours**. Other duties associated with the tasks outlined are spread across the week, contacting players, opposition etc., and will take around 3 hours.

What sort of tasks are involved?

Weekly	Monthly	Quarterly	Yearly
Team selection organisation of coaching/training at club once per week. Ensure you have sufficient equipment required for your coaching sessions.	Team subs must be collected and recorded on an official spreadsheet which will be sent to our treasurer, this can be delegated to parent reps.	Attend Club Coaches meetings, as requested by the clubs coach co-ordinator. (average of 3-4 meetings per year)	Coaching members of each age group to offer support at our annual tournament. Coaches and teams must attend our yearly club end of year tournament. Medals and trophies will be purchased by the Club

Team kit is the responsibility of the player to wash and keep in good order. Contacting the opposition and referees re home matches and paying before match. (Usually U14+) Providing team sheets (format to decide by league) before matches. (U12 +) Reporting results to local league after matches. Liaise with players parents regarding matches. Most teams use Whats App for their communications.		NB All new coaches or helpers (helpers to be accompanied with team manager) must attend a meet and greet session with the club committee.	so all groups are treated equally.
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Kit and equipment

The Club provides a standard full playing kit for all players that have signed up to play for any of the teams. Full kit should be issued to all players at the start of the season and this is to be used for training and matches. Training equipment such as footballs and bibs etc will be provided if requested. However, teams are encouraged to obtain a degree of sponsorship towards training tops: You can liaise with the procurement officer for further advice and support.

Club policy on player development, equal opportunities and team selection

For U8s to U11s all members, irrespective of ability must be given similar amounts of game time.

- For under 12s – 14s it is recommended that the above policy on selection continues, but that some coaches may wish to modify this according to the quality of the opposition.
- Under 15s – u 16s team selection is at the discretion of the coach.

Please ensure that parents/carers are aware of the above rules.

Policy regarding players from other clubs wishing to join Bideford Blues & Appledore YFC

On no account should a member of the club (coach or player) approach a player from another club about joining Bideford Blues & Appledore YFC. Should a new player ask about joining he/she should be asked if they are a member of another club. If they are a member of another club then the Blues coach must approach that club to ascertain the situation before any decisions around membership are taken.

If a team is short of players, they can advertise generally but should not 'target' particular individuals.

Club policy with players signing for two different other clubs wishing to join Bideford Blues & Appledore YFC

The North Devon Youth League allows players to sign for teams in two age groups (but not for teams in the same age group) However, a player signed to a younger group should only be used by the older team if that team is short of players – they should not be used at the expense of the older players. They should only be used with permission of the other manager and not at the expense of players from the older team and, under no circumstances should they play two games in a day.

Training sessions

- Training slots of 1 hour, are allocated at the start of the season to your team by the clubs coach co-ordinator. Please ensure that players do not arrive more than 10 minutes before the start of your session and are picked up as soon as the session has finished. Please keep players off the grass when waiting for their session to begin and aim to finish your session on time, so as not to delay the following group.
- Please ensure that astro, changing rooms and container are locked up before you leave. If no one has arrived to follow you please close the main gate and turn off the floodlights. The 'keys' to turn on/off the floodlights are high on the left just inside the first changing room.
- If any child is not picked up after training, they should not be left unattended (preferably with two adults in attendance). Parents should be contacted and adults should wait until the child is picked up. Note that if there is a session after yours, you may wish to ask the coach of that group to look after the child.

The North Devon Youth League

The League runs round robins or schedules matches for under 8 – 10 and friendly matches for under 11. The FA does not allow season-long leagues until under 12s. Under 8s play 5 v 5, under 9/10s play 7 v 7, u11/12/13s are 9 v 9 and older age groups 11 v 11.

- Referees are appointed by the League for 11 v 11 matches only. Home teams for other age groups have to source their own referee.

- League Fixtures are published on the FA Full-time website, the link for which is: <http://fulltime-league.thefa.com/Index.do?league=1614328>
- Note that notification of u 8 – 11 fixtures may be via e-mail.
- The League will supply a list of all contact details for other clubs. If you are the home team you should contact the opposition at least five days in advance of the match with kick off time. Older teams should contact the referee (details should be on the Full-time site) at the same time. If the pitch is deemed unplayable for any reason you will be asked by the groundsman to postpone your match.
- For home matches please ensure you have booked the pitch in good time (bookings may have already been published in advance, sometimes monthly)
- Players must be registered with the League and with Devon FA before they can play – **info needed includes player dob, address, photo, e-mail, parent dob, address and e-mail**. Ideally managers should do this themselves but, if not, the club secretary can be asked.
- Results and team sheets for u 11- 16 are to be registered with the League within two days of the match being played. Contact Simon Dark, as coach co-ordinator, for how to do this.

Pitch & Astro Bookings

- As a club we use a booking system called Skedda, we also have Pitch Booking officers for that system. Stuart Corbet books the Top & Bottom Pitch's & Simon Dark books the club astro. Our coach co-ordinator, Simon Dark is authorised to book the training slots for the teams at our club at the start of the season.
- All league fixtures will be booked for your team by our Grass Pitch Booking Officer Stuart Corbett, & you will receive a confirmation email Skedda. If you need to cancel your booking for any reason you must inform him & Pat McKenzie (Kitchen).
- Team managers are able to log in & view time slots via Skedda, for the sole purpose of receiving booking confirmation emails (only their team will be visible as a name, all other booked time slots will be blank, to confirm Only pitch booking officers are authorised to book match time slots.

Match Days

- Players pay match fees, currently £2 for home and away games. These fees go towards paying the referee at home matches. Coaches to keep a record of money collected (or spent). If coaches can find a parent to undertake this task, this would help support the coach. Each monthly a spreadsheet must be submitted to the Clubs treasurer. Team funds can be spent on any additional items for the team. Any spare at the end of the season to go towards a team event/treat or to be returned to the club.
- Ensure players are warmed up before matches and warmed down afterwards.
- Changing rooms should be swept after every game. Currently nets will need putting up and taken down (and properly bagged) for 9 v 9 matches on the top pitch. Please allow time for this. Ensure changing rooms, container etc. are locked after use. Match fees to be collected and referee to be paid.

- On busy days it may be necessary to put traffic cones along Sandymere Road (first team playing to put out, last team to collect in)

Support available for Coaches

All further information is available @ Coach Resources via our club's website www.bidefordblues.co.uk/coach-resources