

## Introduction to this guide

This guide is a culmination in knowledge and experience from many existing and previous Managers within the Falcons family. It is designed to be a single point of knowledge for all Falcons Managers, from new Managers who need to come up to speed, to existing Managers who need to ensure they are in line with our current processes and policies.

Whilst this guide may not answer all the questions it certainly will help point you at a starting point source who should be able to help.

We take pride in our Club and our managers and players and that is why we have a Code of Conduct which goes above and beyond that which is mandated by the Football Association. We expect all our Managers to uphold this Code without question.

We also recognise that we all are all human, and volunteers, and sometimes in the heat of the game reactions are stronger than they should be, which is why we have a Club Welfare Officer and processes to follow when things do go wrong.

In conjunction with the Respect Programme, the Code of Conduct forms the fundamental principles we operate our Club upon. Please take time to read these documents which are posted on our website.

Managing a team is hard work and frustrating, but ultimately rewarding to the individual and the players who take part. We will support our Managers with ferocity when operating within our Codes of Conduct, and we will support and coach at those times when we unavoidably step beyond.

Chairman

June 2013

## Setting up a team

### How to recruit players

Recruitment of youth players should be via friends, schools, or via advertisement on the website. You should not approach players who have signed for other Clubs during the current Season. If you would like to approach a player during the Season you should refer to the League rules on approach of players, which normally means you need to issue a formal approach letter to the Club. You should speak with our Club Secretary before responding or communicating.

### How and when to train

The general rule is at least once per week for at least an hour. Please try and change during the week, and not on the weekend, as we do not have permission to use the playing fields at all times.

Training more than once a week may put additional pressure on players, so it always best to consult with players/parents before deciding to do this. Also be aware some player may play for other Clubs and therefore already train twice per week. The field is free to use and floodlights are available. Please note you will have to work out the best night for you to train, based on availability of the field.

### How to organize winter training

You need to make arrangements for winter training as early as possible. The ground at the Club House does not withstand heavy training through the winter and will soon become unusable. There are very limited indoor and outdoor training facilities, so sort this early. The Club does not pay for any winter Youth training, but will provide a £25 allowance once a year, claimed via expenses.

### How to organize team fundraising

As a team you get no funds from the Club apart from those approved expense items – see Expenses. Therefore if you want extra kit, such as tracksuits, balls, training aids, you will need to fund them from your team. We recommend you set up a team bank account and have 2 or 3 signatories, including yourself, so that you keep funds separate. The funds raised can come from team activities, sponsored walks etc.. or tea tables, or donations from sponsors.

### How to get a sponsor

Each team can have as many sponsors as you wish. However, it is down to the team to manage and agree terms. A sponsor can have their logo on the website, please email the website manager. A sponsor cannot have their logo on the Club shirt, as we reserve this for the Club main sponsor.

The sponsor has no other rights within the Club, so please make sure they understand they are managing the team, not the Club.

### How to register players

Please see the section on SIGNING ON players and appropriate League processes for registering players. Playing an un-registered player is against all League rules and may potentially result in a BAN from Managing a team. The Club will not condone playing an unregistered player – this falls outside our codes of conduct.

### What are the subscription fees

Subscription fees for the upcoming season will be available following the AGM in June of each year. Please refer to the Club Secretary for more information on subs, collection, exceptions, hardship cases, and other queries.

### Team ethos

When starting a team, it is always wise to discuss the team ethos with players, and parents if applicable, at the start of the season.

For Under 10 age groups, all leagues and competitions are non-competitive and we expect Managers to support this. That includes giving ALL squad players a chance to play. Substitutes should be shared as equally as possible.

For all other teams, as the Manager you need to decide how to approach playing time, substitutions, player development, game strategies. To assist, here are some pearls of wisdom....

1. No player improves when they don't get time on the pitch and are sat on the bench
2. Players pay subscriptions and expect in return coaching and match time
3. A team consists of a number of players, not just one or two
4. Winning at all costs usually means there will be a cost
5. When you lose, the team and you must learn something, use this as a focus to improve
6. Don't be too proud to play in a lower division. Many teams find huge strength and drive from dropping a division

We recommend you talk to other Managers about how they handle some of these questions. We cannot mandate how you run the team, but remember you are part of a Club and it is here to support and help you.

However, we are very clear that decisions about the future of a team is not for the Manager to take alone, so if you are having problems or doubts, please speak to the Chairperson, Vice-Chairperson, Development Officer or General Manager before informing players/parents of any changes.

### What kit does the Club provide

Each season we will provide the following to a new team– see kit section for more details

- Kit – shirts, shorts and socks
- Goal keeper gloves to the value of £25
- 2 Match balls
- Training balls – these may have been used by other teams. We will only supply 1 new training ball per 2 players each season at a maximum

All other kit you require needs to be purchased from team funds.

For a new team, we will provide – see kit section for more details

- First Aid kit

## Pitches, friendlies, marking out

### Pitches

All pitches are owned by the School apart from Pitch A. All pitches we own the goal posts except for Pitch D.

When we use a pitch, for a friendly or a match there is a charge from the School.

### Friendlies

With the introduction of charging us for friendlies by the School, we are now restricting the number of HOME friendlies to 2 per team, per season. These should be booked via the Club Manager web site. Additional friendlies should be played AWAY, or with agreement of the Secretary at HOME. Teams may be asked to make a contribution towards the additional friendlies.

## Marking out

With the exception of Pitch D and Pitch C, all pitches will need to be marked out by teams. Teams using the same pitch should agree a rota to mark the pitches, this includes during the Christmas period and prolonged damp conditions when it could be multiple weeks between matches.

Rope and a tape measure is available in the small shed. Please use a rope to mark out, or re-mark pitches, please don't guess! Paint should be appropriately diluted.

## Running a team

### Stowupland Falcons Manager area

On our website there is a hidden area just for managers. This area hold a lot of useful information as well as the Fixture and Result system.

You must obtain a login from the Webmaster.

When you login into this area there are a number of actions you can take:-

1. Register and accept players to your squad
2. Enter fixtures (you only need to enter changed fixtures)
3. Enter results (you will only be able to enter results to valid fixtures)
4. Download Club expense forms
5. Download Club documents

Please note, do not share your login details. Assistants are welcome to have accounts.

### Signing on players

There are 2 registrations that have to be completed for ALL players.

1. Club registration - We have a full online registration process, which will be communicated to you at the start of the season. It is vital that all your players complete this Club registration/signing on process. If they do not register they will not appear in the Results system
2. League registration – depending on the league you will have to provide certain documentation and forms for registering players with the leagus

### Club Registration

You will be given instructions on what need to happen by when. Normally all players need to be registered prior to the Club signing on day (see events).

Club registration does 5 things:-

1. We get contact details for player and parent (youth only)
2. We get them to read the codes of conduct
3. We tell them of the fee they have to pay
4. They can pay on-line
5. It makes the player available in the Club Results system

## ISYFL League Registration

To register a player with a league you will need the following information

1. League form completed with players details and signed by Club secretary



Ipswich & Suffolk youth Sign on form.

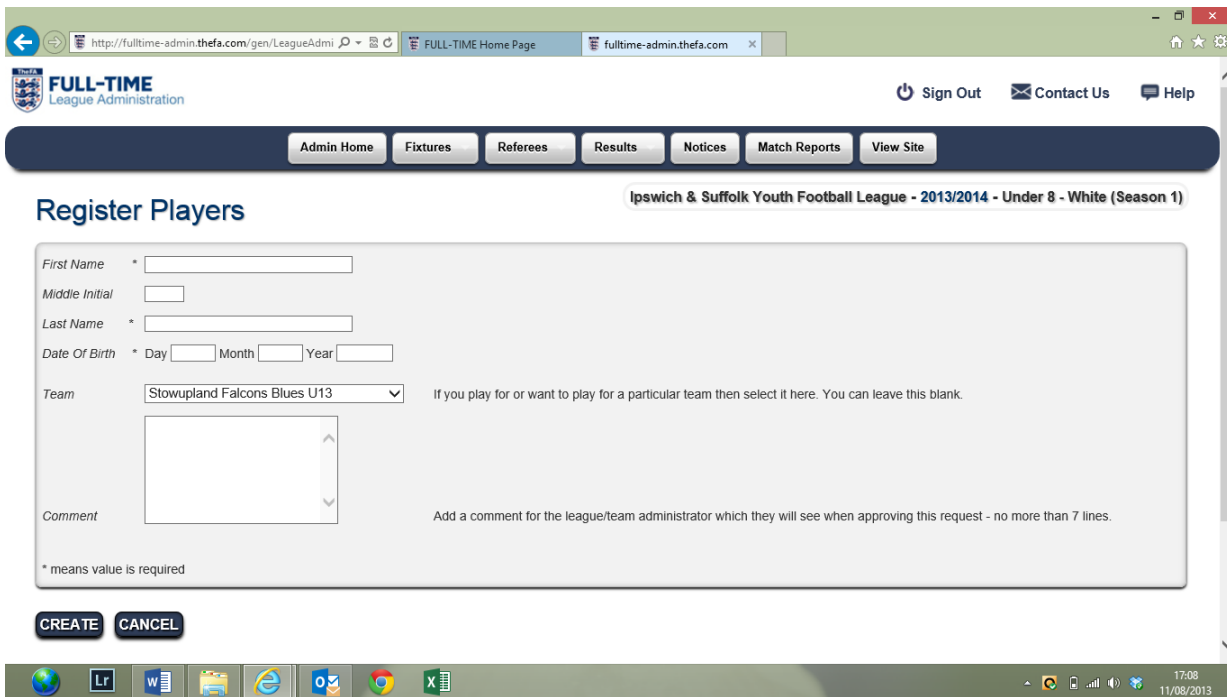
2. Passport photo – electronic copy
3. Proof of age (youth) e.g. copy of birth certificate/passport – electronic scan

These documents need to be collected for each new player.

Step 1 : Log on to the FA Full time – see that section.

Step 2 : Go to Admin HOME

Step 3 : Select Register player. This will bring up the screen below



The screenshot shows a web browser window with the URL <http://fulltime-admin.thefa.com/gen/LeagueAdmin>. The page title is "FULL-TIME League Administration". The navigation menu includes "Admin Home", "Fixtures", "Referees", "Results", "Notices", "Match Reports", and "View Site". The main heading is "Register Players" for "Ipswich & Suffolk Youth Football League - 2013/2014 - Under 8 - White (Season 1)".

The registration form contains the following fields:

- First Name** (required):
- Middle Initial**:
- Last Name** (required):
- Date Of Birth** (required): Day , Month , Year
- Team**: A dropdown menu currently showing "Stowupland Falcons Blues U13". Below it is a text box for additional team selection information.
- Comment**: A text area for a message to the administrator, with a note that it should not exceed 7 lines.

At the bottom of the form are "CREATE" and "CANCEL" buttons. A note at the bottom left states "\* means value is required".

Step 4 : complete the above form selecting the RIGHT TEAM. Press CREATE when done

Step 5 : Email Photo and Scan of Proof of age to the League registration secretary

Step 6 : Retain the League form and pass to Carolyn for signature and storage. This form does not need to be sent to the league anymore.

Once a player is fully registered with the league, you should be able to view them in team/player stats, or as available for the next upcoming game.

## ISYFL Re-Registration

Each year, about June, you will be given a form by the Club secretary to re-register your players. You must speak to each player and ask them to re-sign with the Club. This needs to be completed by the LAST WEEK IN JULY. Forms must be returned to the Club Secretary by the first MONDAY of the AUGUST preceeding the Season start. Failure to re-register players will result in you having to register the players with the League, which may include new photo's and proof of ID's/age.

STEP 1 : Get retain list signed by players and parents

STEP 2 : Email NEW photo's to the league in order for you players to continue to be registered. Send these to the league registration secretary

If you are not going to have the MINIMUM number of players required to register in the league by the date set by them, the Club may be fined. It is up to the Manager to ensure they have enough players, but you should reach out for help to the Committee to gain additional players.

If you have enough players, but you fail to submit the required paperwork, the Club will pass the fine on to the team.

## Results

All teams complete the Club Results for EVERY match. This is achieved through the Managers area on the website. The Club results are used at the Presentation Evening.

For help, please log into the system and follow the instructions.

### ISYFL Youth results

You will receive a match notification on the morning of the match via SMS on your mobile phone. When the match is complete, you need to reply with the score on your phone.

You then need to enter Youth league results, log into the FA Full time website using the account when you get home and by Monday following a match at the latest :-

Username : stowupland

Password : sf00

You will need to follow the instructions to enter a result. You will need to mark the referee and also select the players and indicate the scorers. Additionally you can enter assists, bookings and other type of match facts.

### SWGL Results

Similar to the boys.

### Adult results

Match result sheets must be completed and shared with the Referee prior to the game. Copies need to be completed and handed to the relevant opposition manager. The form then need to be given to the Club Secretary for submission to the league. Please ensure this is done by MONDAY after the match.

Home games results must be phoned through to the scoreline number.

The Club Secretary is responsible for submitting this to the league.

## Fines

The Club pay the league fines, but all monies will be re-couped from the Manager, who in turn need to get the fines from the player.

Player fines need to be paid by the player to the Manager and you are advised to collect the money directly after the match. The Manager is responsible for informing the Club secretary of the fine so that it can be paid by the Club and sanctions you apply to players who do not pay fines is up to you. As a guide if a fine goes un-paid for more than 7 days, non-selection or starting from the bench.

## Fixtures

Fixtures are issued by the League. They will normally appear on line so you can download/view them there. They will also be uploaded into the Clubs fixtures and result system.

Pitch allocations are carried out by the Club Fixture Secretary. They are responsible for the pitch being used and the kick off time. **DO NOT ASSUME THE LEAGUE KO TIMES ARE CORRECT** for home games, the Club Fixture Secretary will confirm the KO time for your fixture.

If a home game is postponed or cancelled, a new fixture will need to be arranged. If possible a reverse fixture should be attempted, e.g. instead of playing at home you play away. If this is not possible you should arrange a date with the opposition manager.

You can leave it to the League fixture secretary to arrange, but it is usually more efficient to arrange a date and tell the league.

Please make sure you read the league rules about postponing. You cannot just postpone a fixture without good reason. You will be fined if you fail to comply with league rules.

Postponement rules will be detailed in the league handbook issued every season.

## Expenses

All expenses must be submitted using the correct form and with receipts. Without receipts we do reserve the right not to pay.

### Referee fees

The Club will reimburse referee fees for competitive matches only. Please refer to the League guidelines for the maximum payment you should give a Referee. If you have a dispute over the fee, please alert the Club Secretary so it can be escalated.

Referee's must sign the Expense form.

### 5 A-side entry fees

The club will pay for 1 team entry to a 5 a-side of your choice per year. This is capped at £20. Entry fees higher than will not be fully reimbursed.

### General expenses

The Club does not accept any general expenses for re-imbusement except where sanctioned by the Chairman or Vice-Chairman in advance.