

# **Lawford Football Club**

## **Manager's Handbook Youth & Junior Teams**



**March 2021**

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## **LAWFORD FOOTBALL CLUB: MANAGER'S HANDBOOK (Youth & Junior Teams)**

This handbook is designed to help with the effective management of the Lawford Football Club Youth and Junior teams. Although the number of rules and guidelines may seem daunting at first the handbook is intended to help you with the smooth operation of your team, while complying with League, County, FA and Club rules.

**The Club is here to support you. If you require further guidance on any matter or if any of the guidance provided appears contrary to League, County or FA rules please do not hesitate to contact any Club Officer.**

### **THE ESSENTIALS**

#### **Club Officers**

Contact details for Club Officers can be found at [www.lawfordfc.co.uk/contact-us](http://www.lawfordfc.co.uk/contact-us)  
For the purpose of this handbook the Club Secretary (Youth & Junior) and the Fixtures Secretary (Youth & Junior) are referred to as the Club Secretary and the Fixtures Secretary, respectively.

#### **Child Welfare**

If you have any concerns about child welfare you must contact the Club Welfare Officer, Jonathan Sly 07428 71791 / [jsly1970@gmail.com](mailto:jsly1970@gmail.com). Further information of what the Club has in place to support coaches and managers can be found in the STAYING SAFE of this handbook.

Details of the Club's policies for safeguarding, anti-bullying, equality, and goal safety together with the codes of conduct for all participants can be found at [www.lawfordfc.co.uk/safeguarding](http://www.lawfordfc.co.uk/safeguarding)

#### **First Aid Kit**

A fully stocked first aid kit should be available at every training session and every fixture. If you do not have a first aid kit or require replacement items, please contact John Duchars ([john.duchars@btinternet.com](mailto:john.duchars@btinternet.com)). Please ensure you check your First Aid Kit on a regular basis as most items have an expiry date.

#### **Colchester & District Youth Football League**

The League handbook is an invaluable source of information. Please contact the Club Secretary for a copy of the handbook.

The League's website is [www.colchesteranddistrictyouthleague.com](http://www.colchesteranddistrictyouthleague.com)

Managers must not contact any League Officer directly other than to report results. Any communication with the League must via the Club Chairman, the Club Secretary, or the Fixtures Secretary. Any direct communication with the League from anyone not in one of the mentioned roles will result in a fine for the club.

Managers should be aware of the fines that will be imposed by the League, details of which can be found in the League handbook.

## **STAYING SAFE**

As a club community, we place the safeguarding and welfare of all, especially our younger members, high on our agenda. We believe it is the responsibility of every adult involved in the club to keep our young players and most vulnerable adults safe, and as part of this commitment we endorse and adhere to the FA's Safeguarding Children Policy.

As a coach or manager, before you begin your role, you will be expected to complete a Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS). The Club Welfare Officer (CWO) will support you with this. It takes about two weeks to complete from start to finish. There is a small fee that the club will reimburse.

We also require anyone in a coaching or supporting role over the age of 16 to complete the FA Safeguarding Children Course. Focused on making football safe, the course will help you learn how to recognise signs and symptoms of abuse, while understanding the fears involved in these concerns. This will be completed online and the club will pay for this.

As set out at the beginning of this handbook you can access our club policies and other guidance via the club website, and it is always worth checking back in every now and then to see what is new.

Most importantly, we want to keep you and your players safe. If something doesn't feel quite right, report it to the club welfare officer as soon as possible. They are trained to support you and take the lead role in the matter so you don't have to.

## **TEAM COMMUNICATION**

Keeping parents and carers informed in a timely manner is an important element of the manager's role. Often managers will communicate with parents and carers via text or by setting up closed groups in WhatsApp or Facebook, for instance. Communication should only be in relation to specific club related activities e.g. informing about changes in travel arrangements, training times or venue changes etc. Managers must not communicate directly with players via email, text or social media. If you are contacted directly by a player you must include his or her parent or carer in the reply, unless the issue raised by the player is a welfare matter in which case you should contact the Club Welfare Officer immediately.

Where young people aged 16-18 are playing in an U18s team, it may be appropriate to include them as well as their parents and carers in communications about team related activities. However, written informed consent needs to be obtained from parents/carers before these players can be included communication via group email, text or social media.

## **PLAYER REGISTRATION & WGS**

### **Player Registration**

The relevant age for each player is determined by his or her birthday as at midnight on 31 August. For example, children who are aged 7 as at midnight on 31 August would play as U8s for the season ahead.

It is the Club Secretary's responsibility to ensure all players are registered on the Whole Game System (WGS). Unregistered players are prohibited from participating in any fixture other than friendlies.

Managers will be asked to confirm their intention to continue with their relevant team age group for the new season no later than 1<sup>st</sup> June. No new teams are permitted to be registered after this date and withdrawal of a team following the League AGM held no later than 30<sup>th</sup> June will result in a League fine imposed on the Club.

The registration deadline for the new season is 16<sup>th</sup> August. Failure to ensure each Team have the following number of players signed on by this date will result in fines being imposed on the Club by the League:

5v5 format: 5 players

7v7 format: 7 players

9v9 format: 9 players

11v11 format: 11 players.

To register a player the Club Secretary requires from team managers -

- A completed Lawford FC Registration Form
- A completed Lawford FC Photography Consent Form
- Proof of date of birth (either a copy of birth certificate or passport)
- A head & shoulders photograph taken against a plain background (with no hat or glasses) JPEG format
- The appropriate membership fee

Copies of the Registration Form and the Photography Consent Form can be found at [www.lawfordfc.co.uk/for-managers](http://www.lawfordfc.co.uk/for-managers)

No new players can be registered after the last day of February although the Club Secretary requires registration requests at least one week ahead of this deadline.

Any enquires regarding player registrations should be referred to the Club Secretary ([lawfordfcsecretary@gmail.com](mailto:lawfordfcsecretary@gmail.com)) and not to the League.

### **Whole Game System**

In order to access the Whole Game System (<https://wholegame.thefa.com>) you will need to register on the home page using your FAN number. Your Team should be linked to your FAN.

When you log on you will just need to click the My Teams tab. From here you can then export a document showing player names and photos - this is your team ID sheet. You will need to print out the team ID sheet for inspection at all fixtures.

## **FIXTURE ARRANGEMENTS**

### **Fixtures Secretary**

#### **\*\*\* For the current season (2020/21)**

The Fixtures Secretary (Youth & Junior) is Jayne Anderson, who can be contacted by phone / text (07516 448235) or by e-mail ([jayne.anderson13@btinternet.com](mailto:jayne.anderson13@btinternet.com)).

#### **\*\*\* For next season (2021/22)**

The Fixtures Secretary (Youth & Junior) is Carl White, who can be contacted by phone / SMS / WhatsApp (07740098707) or by e-mail ([carl.2.white@hotmail.com](mailto:carl.2.white@hotmail.com)).

### **Fixture Sheets**

At the start of the season the League distributes a schedule of fixtures for each division. The scheduled fixtures are subject to alteration with changes common as the season progresses. You should assume that you have a fixture every Sunday during the season other than over the two-week Christmas break and on Easter Sunday.

### **Arrangements for Home Fixtures**

Between 7-10 days before a home fixture, the Fixtures Secretary will contact you with a proposed KO time. The Fixtures Secretary will confirm the KO time to the League and home managers normally one week ahead of the fixture.

Matches are generally spread out during the three time slots (10:00 12:00 and 14:00), ideally with no more than two teams at each KO time to avoid car park congestion.

The home manager must contact the opposition by the Tuesday ahead of a Sunday fixture to inform them of the KO time and location of the fixture (School Lane, Lawford, CO11 2HZ). This is normally done by text and it is best to request confirmation of receipt of the text from the opposition manager. Contact details for other teams can be found in the League handbook (with any amendments during the season shown on the League's website). Home managers, of course, also need to contact the parents & carers of Lawford players with details of the fixture.

The Fixtures Secretary works on a week by week basis as fixtures often change and this avoids any possible confusion. However, if you are aware of circumstances (such as a family commitment) where it would help to have a specific KO time please flag this in advance and Fixtures Secretary will seek to accommodate this although it will not always be possible. If you share a pitch with another Lawford team then it is advisable (although not essential) to speak before requesting any specific KO's, this will ensure that you can accommodate all needs for the given pitch.

### **Arrangements for Away Fixtures**

You should expect to be contacted by the opposition by the Wednesday, at the latest, ahead of a Sunday fixture, confirming the KO time and location.

If you have not heard from the opposition by Wednesday, contact the manager to request details of the fixture. If the manager cannot be contacted either contact the opposition's Fixture Secretary (details in the League handbook) or the Lawford Fixtures Secretary. As with home fixtures you need to inform the parents & carers of Lawford players with details of the fixture.

## Re-scheduling Confirmed Fixtures

Any changes to confirmed KO times and venues, cannot be made without special permission of the League Management Committee. In the first instance, you should contact the Club Secretary or Fixtures Secretary. Do not contact any others including the League, referee, or opposition team.

## Referees

**U7s - U11s:** The League does not allocate referees for fixtures. Referees are unpaid volunteers who are generally either managers, coaches or parents / carers (and occasionally trainee referees). Referees do not have to be qualified but once appointed to officiate a fixture have the same powers as an FA qualified referee. To reflect well on the Club, a qualified referee should be sought in the first instance for the U11s games.

**U12s - U18s:** Where possible the League will appoint a referee for each fixture. For home fixtures the Fixtures Secretary will normally inform you by mid-week the name of the referee if league appointed. The home manager is required to contact the appointed referee (normally by text) by 6pm on Friday at the very latest to confirm KO time and location of the fixture.

When the League is unable to appoint a referee, it is the responsibility of the home manager to find a referee for the fixture.

The home club is responsible for paying the referee unless indicated by the League (for instance for finals) or for Essex County Cup games. All payments to referees by the Club are via BACS. You will need to ask the referee for bank details and e-mail these to Jim Tait ([jim\\_tait@rocketmail.com](mailto:jim_tait@rocketmail.com)) cc John Duchars ([john.duchars@btinternet.com](mailto:john.duchars@btinternet.com)) & Dave Atton ([attondb@aol.com](mailto:attondb@aol.com)) ahead of the fixture.

The Club does not fund referees for friendlies.

## Before Kick-off

Managers should exchange Team ID sheets (see Whole Game System) before kick-off to verify that each opposition player is registered to play for their team.

The home team is responsible for providing match balls.

Prior to (and after) each match the teams and officials should shake hands. This League Rule is suspended because of Covid-19.

## Reporting Results

**U12s - U18s:** A Match Sheet must be completed for every fixture that is organised by the League. The match sheet must be completed in BLOCK CAPITALS and should also include player FAN numbers. If you do not have a FAN number for a registered player, please contact the Club Secretary. An example of a completed match sheet can be found on the website at [www.lawfordfc.co.uk/for-managers](http://www.lawfordfc.co.uk/for-managers)

The white and blue copies of the match sheet must be posted to nominated League Officer to arrive within three days of the fixture. The address to send these is shown at the bottom of the match sheet (unless otherwise notified by the League). Match sheet MUST NOT be handed to any League

Officers in person or delivered by hand to their home address. The pink copy is retained by the manager.

If you mark a referee '50' or below, the match sheet should be sent instead to the Club Secretary and accompanied with a written explanation that will be sent to the League. There is a League form for this purpose – please contact the Club Secretary immediately to obtain one.

**All teams:** On the day of the fixture the home manager is also required to notify the League Fixtures Secretary for their age group of the result. This can be done either by phone or email within a specified time. Contact details for the League Fixtures Secretary for each age group and the specified reporting times can be found at <https://colchesteranddistrictyouthleague.com/officers/>

Reporting results via e-mail is recommended as this can be done immediately after the game and also provides a record of the notification.

The e-mail should be formatted as shown below including the name of the sender and their position in the Club

Subject: U12s Lawford FC Reds 3 Name of Opposition 2

Message: -

U12s Lawford FC Reds 3 Name of Opposition 2  
Regards,  
Nick Anderson  
U12s Reds Manager  
Lawford FC

If you play a game midweek, you need to phone or email in the result straight after the game.

While results for U7s - U11s are collected by the League, clubs must not publish these results.

### **Essex County Cup**

Essex FA organises County Cup competitions for U12s - U18s. To enter this competition the Club Secretary must apply for you to enter at the start of the season. The assumption is that all teams will want to enter unless the Club Secretary is notified otherwise. Although C&DYFL liaise with Essex FA to schedule the County Cup fixtures, the arrangements for these games differ from those directly organised by the League.

Obtaining home kick off time and notifying away manager is done in the same way as for normal league matches. A check should also be made with the away manager if any changing rooms are required. If they are then please notify John Duchars and/or Lloyd Bellett that a changing room is required. On match day, ensure the changing room is unlocked and show the away team where they are. After the match please also ensure the changing room is left clean and tidy.

Match sheets: Essex FA provide match sheets specifically for County Cup competitions. These can be obtained from the Club Secretary or downloaded from the Essex FA website at <https://www.essexfa.com/cups-and-competitions/county-cups>



There are three parts to the match sheet - one each for the opposition manager and referee that are provided to them before the start of the game and one sent to Essex FA after game.

Reporting results to Essex FA: The Home team is responsible for letting their Club Secretary know the result immediately after the game.

Reporting results to C&DYFL: Irrespective of whether you are playing home or away, managers are always required to notify the League Fixtures Secretary for their age group of the result. This should be done in the same way as for fixtures organised by the League but clearly stating that this is an Essex County Cup fixture. No C&DYFL match sheet is required for a County Cup fixture.

Referees: The home manager will confirm with the appointed referee in the same way that is done for standard league matches. Where a referee isn't appointed, then as for league games the Home manager is responsible for finding someone who will cover the game. The referee fee for a County Cup game is shared equally between the Home and Opposition teams. It is advisable (but not essential) that payment is obtained before kick-off.

### **Closed Season**

The whole of the month of June is closed season. Although training is allowed during the month, competitive games or friendlies are not permitted unless as part of a FA approved tournament such as an affiliated 5-a-side competition.

During July / August, when friendlies are permitted then a check should be made before making any arrangements that pitches are available. There may be instances where pitch maintenance is still in progress and pitches are unavailable. You will also need to ensure that pitches are marked out for play and make alternative arrangements if they are not.

### **Team Secretaries / Administrators**

If you are fortunate to have a parent or carer willing to act as Team Secretary (or Administrator) these individuals can take on many of the Manager's responsibilities related to the arranging and reporting of fixtures. This tends to operate effectively when individuals work well together and with the Team Secretary (or Administrator) listed as the point of contact in the League Handbook.

## **FIXTURE POSTPONEMENTS**

### **Minimum Player Numbers**

The minimum number of players that constitute for a fixture are -

5x5 format: 4 players

7x7 format: 5 players

9x9 format: 6 players

11x11 format: 7 players

If you have at least the minimum of required players available, you are obliged to fulfil a fixture. Failing the minimum number of players, the game **MUST NOT** be played and postponed accordingly.

If the numbers fall below the minimum number during a game due to injury, the game will have to be abandoned.

### **Advanced Postponements**

Requests to seek advanced postponement to be released from a fixture arranged by the C&DYFL must be made in writing to the League at least 21 days in advance of the date in question. Please contact the Club Secretary or Fixtures Secretary if you wish to seek an advanced postponement. Circumstances for advanced postponements are normally something like a school trip or something like that. They are not allowed because key players are injured / not available.

### **Weather Related Postponements**

When pitch conditions (waterlogged or frozen) mean that a home fixture may be called off a Club Officer will undertake a pitch inspection. You should always assume that home fixtures are on unless you have been contacted by a Club Officer to advise otherwise. If a fixture is confirmed as postponed following a pitch inspection you should inform the referee, opposition manager and Lawford parents & carers immediately.

Where there is a risk in advance of a postponement and pitch inspections are needed then out of courtesy Home Managers should make themselves available to participate in the decision making process.

In exceptional circumstances (High Winds, extreme temperature) other postponements can also be made at the discretion of the club, again home managers should be available to participate in the decision-making process.

### **Reporting Postponements**

If you are the home manager of a game that is postponed, you are still required to report the result. You do not have to give details of why there was a postponement.

An example is detailed below.

Subject: U12s Lawford FC Reds v Name of Opposition

Message: -

Match Postponed  
U12s Lawford FC Reds P Name of Opposition P

Regards,  
Nick Anderson  
U12s Reds Manager  
Lawford FC

## MATCH FORMATS (2020/21 Season)

Age Group	Format	Duration per half	Ball Size
U7	5x5	20 Minutes	3
U8	5x5	20 Minutes	3
U9	7x7	25 Minutes	3
U10	7x7	25 Minutes	3
U11	9x9	30 Minutes	4
U12	9x9	30 Minutes	4
U13	11x11	35 Minutes	4
U14	11x11	35 Minutes	4
U15	11x11	40 Minutes	5
U16	11x11	40 Minutes	5
U18	11x11	45 Minutes	5

Managers MUST NOT agree to play longer or shorter durations.  
Up to 5 substitutes may be named and used in a roll on roll off fashion.

## EQUIPMENT & FACILITIES

### Club Kit

Shirts: Sky Blue & White striped  
Shorts: Navy  
Socks: Sky Blue

Shirts must be numbered on the back while the Club badge can be added as shown. Generally embroidered badges are longer lasting than printed badges. A PDF of the Club logo can be found at [www.lawfordfc.co.uk/for-managers](http://www.lawfordfc.co.uk/for-managers)

Kit should not be personalised with player initials and shorts should not be numbered as this limits flexibility in its use. The kit remains the property of the Club. Any player leaving the Club must return their kit.

It helps the Club if kit costs are funded by a sponsor (see below) although where this is not possible the Club is also able to provide funding for some teams. The Club does not fund the purchase of ancillary items such as rain jackets, training kits and hoodies.

It is the responsibility of the individual teams to order their kit, it is sensible to always have a couple of spares in case of damage, new players arriving etc.

Recommended kit suppliers include -

[www.directsoccer.co.uk](http://www.directsoccer.co.uk)

[www.discountfootballkits.com](http://www.discountfootballkits.com)

[www.kitking.co.uk](http://www.kitking.co.uk)

[www.prokituk.com](http://www.prokituk.com)



## **Kit Sponsorship**

As a registered charity, limited companies can treat donations and sponsorship to the Club as tax deductible expenses. When looking for new sponsors (or donations) it's worth highlighting the favourable tax treatment for limited companies. Further information can be found here at [www.gov.uk/tax-limited-company-gives-to-charity](http://www.gov.uk/tax-limited-company-gives-to-charity)

Our registered charity number is 1188884.

As a charity we also need to keep accurate records of donations and sponsorship. It is important that all monetary donations are made via the Club and where a business donates kit (through sponsorship) we have a record of the cost of the kit - please ensure that a copy of all receipts for sponsored kit are passed the Club Treasurer.

Sponsors related to products, services or other activities that are to be detrimental to the welfare, health and general interest of young people or otherwise considered inappropriate are prohibited by the FA for youth & junior teams. Products related to alcoholic drinks, breweries and gambling are unlikely to be permitted under any circumstances. Reference to a public house or restaurant may be permissible unless the establishment primarily exists for the supply and consumption of alcohol

## **Keys**

A set of keys for the car park gate, the gate behind the Clubhouse and to unlock the goals can be obtained from Dave Atton ([attondb@aol.com](mailto:attondb@aol.com)).

## **Changing Rooms**

Use of the changing rooms is prioritised to the senior teams and U18s. All other players normally arrive for fixtures in their kit. Parents / carers are responsible for washing their child's kit. The Changing rooms can be made available, should they be required for other age groups if available, especially in poor weather.

## **Expenditure**

All expenditure made on behalf the Club must be agreed with the Club Treasurer in advance.

## **Training Arrangements**

It is usual for teams to train at least once a week throughout the season. New teams are encouraged to train on a Saturday morning where there is no restriction on the start time or the amount of space that is needed. If, however Saturday training is not possible then teams need to be added to the midweek training schedule that is in place to manage the limited space and time during the darker months. Managers need to speak to Carl White (07740098707 – [carl.2.white@hotmail.com](mailto:carl.2.white@hotmail.com)) to understand where there are free slots.

During the winter months the training pitch is heavily used, it is common that by December the pitch is waterlogged and unusable. Teams have the option of training away from School Lane on an artificial pitch or indoors if required. It is the responsibility of the individual team manager to make these arrangements and agree payment with Club Treasurer in advance. It is worth noting that most of the local facilities are booked by the summer for winter training.

### Known Winter Training Facilities

- East Bergholt High School
- University of Essex
- Harwich Leisure Centre
- Stanway School
- Goals @ St Helena School
- Philip Morant School
- Colne School Brightlingsea
- Manningtree High School (Not a great outdoor surface)
- Leisure World (Northern Gateway – Opening Summer 2021).

Where a number of teams are trying to get into the same facility it would make sense for one of the managers to try and co-ordinate for all teams.

Any questions on this should be aimed at the managers of older age groups who have experience trying to arrange winter training.

### Coaching Qualifications

As a minimum ALL coaches **must** attend achieve FA Level 1 coaching qualification. The course introduces basic level of coaching and also goes through the important subjects of Child Welfare/Safeguarding and emergency first aid.

If coaches are interested in furthering their coaching experience, then it is recommended that coaches also attend the FA Level 2 course.

To book any of the courses go to [FA Learning: Log in to the site \(thefa.com\)](https://www.thefa.com/learning). The costs of these courses will be covered by the club. Normally you book and pay yourself and then the club will reimburse you.

Level 3 (UEFA B), Level 4 (UEFA A) and Level 5 (UEFA Pro) are all aimed at coaches who are working within the professional game (including academies and development centres). If a coach wishes to participate in these courses, then it is likely to be done so at their own expense.