

## **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.