

LAWFORD FOOTBALL CLUB

Manager's Handbook
Youth & Junior Teams



February 2026

www.lawfordfc.co.uk

LAWFORD FOOTBALL CLUB: MANAGER'S HANDBOOK FOR YOUTH & JUNIOR TEAMS

WELCOME	3	FIXTURE POSTPONEMENTS	14
		Minimum Player Numbers	14
WHO TO ASK	3	Weather Related Postponements	14
		Reporting Postponements	15
THE ESSENTIALS	4	Advanced Postponements	
SAFEGUARDING & WELFARE	5	MATCH KIT	15
Required Qualifications	5	Ordering Match Kit	15
Grassroots Code of Conduct	5	Kit Sponsorship	15
		FA Restrictions on Sponsorship	16
STAYING INFORMED	6		
Manager Meetings	6	EQUIPMENT & FACILITIES	16
Club Communication	6	Team Equipment	16
Website & Social Media	6	Shared Equipment	16
		Goalposts	16
REGISTRATION & CLUB PORTAL	7	Keys	17
Player Recruitment	7	Changing Rooms	17
Team & Player Registration	7	Training Arrangements	17
Player Transfers	8		
Training Only Players	8	CONTINUING DEVELOPMENT	17
Club Portal	8		
Membership Fees	9	CLUB EVENTS	18
TEAM COMMUNICATION	9	GOVERNANCE	18
FIXTURE ARRANGEMENTS	10		
Fixtures Secretary	10		
Fixture Sheets & FA Full Time	10		
Arrangements for Home Fixtures	10		
Arrangements for Away Fixtures	11		
Referees	11		
MATCHES	11		
Before Kick-off	11		
After the Match	12		
Reporting Results	12		
Essex County Cup	13		
Closed Season	13		
Team Secretaries / Administrators	13		

WELCOME

Welcome to Lawford Football Club and thank you for volunteering to manage or coach one of our teams. You play one of most important roles at the Club. For players, parents and carers you will often be considered as the 'face of the Club'.

Lawford Football Club is a registered charity that seeks to inspire and develop individuals of all ages to enjoy and play football to the best of their abilities, making participation available to as many individuals as possible within the local community. Central to the ethos of the Club is that participation in football is a positive experience that supports the development of player's physical and mental wellbeing. Our club is entirely run by volunteers.

This handbook supports the effective management of the Club's Youth and Junior teams. Although the number of rules and guidelines may seem daunting at first the handbook is intended to act as a guide to help you with the smooth operation of your team, while complying with League, County, FA and Club rules.

Copies of the handbook are made available to all managers & coaches. A copy can be found on the FOR MANAGERS page (www.lawfordfc.co.uk/for-managers) of the website and a hard copy is kept behind the bar.

For this handbook the Secretary (Youth & Junior) and the Fixtures Secretary (Youth & Junior) are referred to as the Secretary and the Fixtures Secretary, respectively.

The Club is here to support you. If you require further guidance on any matter, please contact the appropriate Club Officer. Contact details for Club Officers can be found at www.lawfordfc.co.uk/contact

WHO TO ASK

DBS Check	Terry Barrett	terrybarrett74@hotmail.com
Development (teams & players)	Darren Hamlin	darrenhamlin21@yahoo.com
	Tom Layzell	tom.layzell9@gmail.com
First aid kits	Nick Anderson	njanderson@gmail.com
Fixtures	Carl White	carl.2.white@hotmail.com
Keys	Dave Atton	attondb@aol.com
Match kit	Deborah McSweeney	mcswndebor@aol.com
Media (including social media)	Elaine Miles	eli1904@btopenworld.com
Player registration	Kelly Gove	secretarylawfordfc1935@gmail.com
Postponements	Kelly Gove	secretarylawfordfc1935@gmail.com
	Carl White	carl.2.white@hotmail.com
Reimbursement	Nick Anderson	njanderson@gmail.com
Safeguarding	Terry Barrett	terrybarrett74@hotmail.com
School Lane pitches	Dan Sage	tex-14@hotmail.co.uk
Team equipment	Nick Anderson	njanderson@gmail.com
Tournaments & other events	Tom Layzell	tom.layzell9@gmail.com
Website	Nick Anderson	njanderson@gmail.com
Winter training	Nick Anderson	njanderson@gmail.com

THE ESSENTIALS

Child Welfare: If you have **any concerns about child welfare you must contact the Club Welfare Officer**, Terry Barrett 07939 625341/ terrybarrett74@hotmail.com. Further information of what the Club has in place to support managers and coaches can be found in the SAFEGUARDING & WELFARE section of this handbook. If the Club Welfare Officer

First Aid: A fully stocked first aid kit must be available at every training session and every fixture. If you do not have a first aid kit or require replacement items, please contact the Club Treasurer (njfanerson@gmail.com). Please ensure you check your First Aid Kit on a regular basis. **The Defibrillator is located on the outside front wall of garage adjacent to the main entrance to the clubhouse.** Call 999 for the code to open the cabinet.

Youth and Junior Team: While many volunteers support managers & coaches to ensure the effective operation of the Youth and Junior teams, the key Officers supporting this section of the Club are: –

Kelly Gove	Secretary (Youth & Junior)	secretarylawfordfc1935@gmail.com
Carl White	Fixtures Secretary (Youth & Junior)	carl.2.white@hotmail.com
Darren Hamlin	Development Officer (Youth & Junior)	darrenhamlin21@yahoo.com
Tom Layzell	Development Officer (Youth & Junior)	tom.layzell9@gmail.com

Any concerns about child welfare and matters regarding DBS checks should be referred to the Club Welfare Officer.

Colchester & District Youth Football League: The League handbook is an essential source of information, including contact details for managers at other clubs (if these change during the season updated details are posted on the League website). Managers should contact the Secretary if they haven't received a copy of the handbook. The League's website can be found at cdyfl.co.uk

Managers must not contact any League Officer directly other than to report results or postponements to the Fixtures Secretary for their age group. In event of a postponement the home manager is also required to email the Competition Referees Appointments Secretary, when a referee has been appointed (see the section on FIXTURE POSTPONMENTS. Only the Club Chair, the Secretary, or the Fixtures Secretary are permitted to communicate with the League in any other circumstances.

Essex County Girls Football League: In place of a Handbook, managers with teams in the Girls League have access to the Robin Road app. For matters that cannot be resolved using Robin Road, managers can post questions in the League's group chat or by contacting the League Secretary. The League's website can be found at ecgfl.co.uk

Fines: The Club can be fined for numerous reasons such as failure to provide details of a fixture, failure to provide a result, incorrect result, failure to notify a postponement and the reason for this. Guidance in this handbook will help you mitigate the risk of fines. While the Club appreciates that mistakes happen (and pays League fines), we seek to minimise repeated mistakes. Fines incurred by teams are monitored on a regular basis.

Players can also be fined, typically for yellow or (occasionally) red cards. The Secretary will notify parents and carers when players are fined to request reimbursement to the Club.

Expenditure: Other than reimbursement for DBS Check and FA Courses, specified in the section on Required Qualifications, all expenditure made on behalf the Club must be agreed in advance with the Club Treasurer.

SAFEGUARDING & WELFARE

The Club places the safeguarding and welfare of all participants amongst its highest priorities. We believe it is the responsibility of every adult involved in the Club to keep our junior & youth players and adults safe. As part of this commitment, we endorse and adhere to the FA's Safeguarding Policies and Procedures.

We want to keep you and your players safe. If you are concerned about the welfare of a child and something doesn't feel right, report it immediately to the Club Welfare Officer (Terry Barrett 07939 625341/terrybarrett74@hotmail.com), who is trained to support you and will take the lead in any relevant matter. If the CWO can be contacted, please contact the Club Chair (john.duchars@gmail.com) or another Club Officer.

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

Required Qualifications

Anyone over the age of 16 years that offers instruction or guidance to a child as a manager, coach or an occasional helper is required hold an in-date **DBS** check for Individuals (Basic). This is a FA requirement for all grassroots youth football clubs and essential to maintain the Club's charter standard status. A DBS check is valid for three years after which it must be renewed. The Club Welfare Officer (CWO) will support you with DBS applications and renewals. Please monitor the expiry date of your DBS and begin the renewal process at least a month before.

The FA also requires managers, coaches and occasional helpers over the age of 16 to complete the online **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.

At every match and every training session the FA requires, as a minimum for each team, to have a manager or coach present that has completed the online **FA Introduction to First Aid in Football Course** and the online **FA Introduction to Coaching Football Course**. All managers & coaches are strongly encouraged to complete both courses.

Details of the FA courses can be found at learn.EnglandFootball.com/courses

The Club will reimburse the cost of the following –

- DBS Check for Individuals (Basic)
- FA Safeguarding Children Course
- FA Introduction to First Aid in Football
- FA Introduction to Coaching Football

Managers & coaches can claim reimbursement by emailing proof of payment to the Club Treasurer (njfanerson@gmail.com). Any manager or coach that leaves the Club within 12 months of claiming reimbursement for the any of the above costs will be required to refund the Club.

Grassroots Code of Conduct

Lawford Football Club actively promotes The FA's Code of Conduct, which set clear expectations for everyone involved in grassroots football. There are specific Codes for: -

- Youth Football (players)
- Adults in Youth Football (including managers, coaches and spectators)
- Adult Football

The codes are designed around five core principles to promote a positive environment: -

- Enjoy the Game: Emphasising fun and enjoyment, regardless of the result.
- Give Respect: Treating others as you would expect to be treated.
- Be Inclusive: Embracing diversity and ensuring football is for everyone.
- Work Together: Encouraging teamwork both on and off the pitch.
- Play Safe: Highlighting everyone's role in safeguarding, especially children.

Everyone has an obligation to read the relevant code and understand their responsibilities. At the start of each season managers & coaches should take time to communicate to players, the Code for Youth Football and share the Code for Adults in Youth Football with parents and carers. The Codes of Conduct can be found at www.lawfordfc.co.uk/safeguarding

STAYING INFORMED

Manager Meetings

Manager meetings are held 4 times each year on the first Monday in September, November & February and the second Monday in May. All managers and coaches should attend these meetings, which provide the opportunity to meet with other managers & coaches and to hear updates directly from the Club's Trustees & Officers.

Club Communication

If you have a question or concern, please contact the relevant Club Officer. Asking the right person will help ensure your question or concern is considered in a timely manner. If it is not clear from the Handbook who the right person is, please seek guidance from another manager or any Club Officer.

Please ensure that you have been added to the WhatsApp group for Managers & Coaches, which is often used for communication from Club Officers and between teams. Emails are also used by Club Officers to communicate with managers.

On occasion we may ask managers to cascade the information to parents and carers, however we do also provide email club updates directly to parents and carers.

Website & Social Media

Our website (www.lawfordfc.co.uk) provides information about the Club, Teams & Football Fun, Safeguarding, Policies & Documents, Contact and Location details as well as information about our Sponsors. It hosts the online player registration form and contact forms for enquires about joining the Club and Football Fun as well as general enquires, together with a dedicated page for managers & coaches.

The Club Facebook account is managed by Media Officer, Elaine Miles (eli1904@btopenworld.com). Positive posts and images to include on our page are always welcome. You will have been notified if a parent or carer has within withheld permission to use images of their child as part of the player registration process.

Club volunteers should not participate in any discussion on matters related to the Club on social media sites. Please refer any questions, concerns or enquiries to the Media Officer or Club Chair.

PLAYER REGISTRATION & CLUB PORTAL

Player Recruitment

In line with its charitable objectives, the Club seeks to inspire and develop young people of all ages to enjoy and play football to the best of their abilities, making participation available to as many as possible within the local community.

There are many ways to recruit new players including –

- Word of mouth amongst parents & carers
- Social media, specifically the Club’s Facebook page – please contact Elaine Miles, Media Officer (eli1904@btopenworld.com)
- Colchester and District Youth Football League website – please do not contact the League directly but via the Secretary (secretarylawfordfc1935@gmail.com)
- Links into local schools
- Local events such as the Tendring Show
- Online enquiries from parents & carers (enquiries are forwarded to the appropriate manager).

As teams move through the age groups more players are needed. Not only does this reflect transitions in the playing format (e.g. from 5x5 to 7x7) but also the more physical nature of the game and other demands on player’s time as they mature. Managers facing challenges with player retention and recruitment are strongly advised to request support from the Secretary and the Development Officers.

We recommend inviting any interested players to join you for 2-3 training sessions so they can get to know you, and you can get to know them, before making a commitment to join the team.

Our Saturday mornings Fun Football sessions (www.lawfordfc.co.uk/fun-football) are open to boys and girls from Reception to Year 3. The sessions are orientated to having fun, making new friends and playing lots of football. Our coaches are welcoming, fun and supportive to every child, working on basic techniques and skills without the pressure of club football and league matches. Fun Football also serves as a feeder into our youngest teams for those children that would to play competitively.

Team & Player Registration

The key dates for the registration process are–

No later than 1 June	Managers are required to confirm to the Secretary that their team intends to register for the forthcoming season. No teams are permitted to register after this date.
By the end of the first week of June	Managers are required to email the Secretary a list of the players they intend to register for the forthcoming season.
League AGM held no later than 30 June	Withdrawal of a team after the League AGM will result in a fine for the Club.
Late June	The Club will inform managers when the process for parents and carers to register players for the forthcoming season is open.
Mid-August	Player registration deadline for the new season. Failure to have the sufficient players to form a team registered by this date will result in fines being imposed on the Club by the League.
End February	For teams playing in competitive leagues, no new players can be registered after the last day of February. Please note that the Secretary requires registration requests at least one week ahead of this deadline.

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

It is the Secretary's responsibility to ensure all players are registered on Club Portal. Unregistered players are prohibited from participating in any fixture other than friendlies. Any enquires managers have about player registrations should be referred to the Secretary (secretarylawfordfc1935@gmail.com) and NOT to the League.

To register a player, parents or carers should -

- Complete & submit the online LFC Registration Form that can be found at www.lawfordfc.co.uk/youth-junior-registration
- Provide the team manager with -
 - a head and shoulders passport style player photograph on a clear light background (no glasses, no football shirts, no headwear).
 - **for players not previously registered with the league** a copy of either the player's birth certificate or passport (a scanned image is fine).
- Pay the membership fee or request a direct debit arrangement to be set up by the Club.

Players are not eligible to participate in club activities (including matches and training) until membership fees are paid or an arrangement to pay membership fees has been agreed and put in place by the start of the season.

Player Transfers

To transfer a player from another club please contact the Secretary with details of the player's current club. The Secretary will then start the 7 Day Approach process. Parents & carers should complete the player registration process set out above.

Training Only Players

When a squad is full or new joiner does not want to participate in matches, managers have the discretion to permit players to join on a training only basis. Such players must be registered in the normal manner (otherwise players will not be covered by the Club insurance). The fee for training only is half of the full membership fee.

Club Portal

[Club Portal](#) is The FA's online platform for grassroots football clubs to manage player registrations, club details, teams, and other administrative tasks.

To access Club Portal, you will need to register on the home page using your FAN number. Your Team should be linked to your FAN.

A Team ID sheet (sometimes referred to as a Squad List) can be downloaded from Club Portal as follows:

1. Login to clubs.thefa.com
2. Click the "All Players" tab
3. Click "export" then "squad list" (or "More" tab if this doesn't show)
4. Select the team you wish to produce the squad list for, then click "Download squad list"

5. A message will be displayed informing you that the download is being prepared and you will receive an email when completed.
6. You will receive an email when the download is ready, and it will appear in the My Downloads section under My Club > Documentation > My Downloads
7. Click on the Download Icon in the Actions column
8. The Squad List will now appear in the My Downloads folder on your system.

Further guidance can be found at grassrootstechnology.thefa.com/download-a-squad-list

If you face difficulty logging on to Club Portal or other technical issues, please contact The FA Technology Support team - grassrootstechnology.thefa.com/support

Membership Fees

As a charity we aim to make participation in football available to as many as possible within our community by keeping our membership fees low. Our fees are amongst the lowest in the local area. Membership fees cover just under half of our football-related expenditure. More information about how membership fees are used can be found at www.lawfordfc.co.uk/fees

No one other than the Club Chair or the Club Treasurer is permitted to agree a reduced membership fee or a refund of membership fees.

If parents or carers face difficulties paying membership fees they should speak, in confidence, with either the team manager or a Club Officer, who should refer the matter to the Club Treasurer.

When membership fees are unpaid, in the first instance, the Club Treasurer will contact the parent or carer. Managers, however, should support any dialogue with parents or carers on these matters, if requested. When the non-payment of membership fees persists, the Trustees have the discretion to suspend membership.

At the Trustees' discretion the manager of each team benefit from a concession to waive membership fees for one child. This concession ONLY applies to the manager. To take advantage of the concession please select the 'None of the above' payment option on the registration form. Some managers choose to share the benefit with a coach – in these circumstances please add a note in the 'Any further information' section of the registration form.

TEAM COMMUNICATION

Keeping parents and carers informed in a timely manner is an important part 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. Many teams use free team management apps like Spond to check and manage player availability for sessions and games (existing managers can help new managers get started on these apps). 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.

FIXTURE ARRANGEMENTS

Fixtures Secretary

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).

Fixtures Sheets and FA Full Time

At the start of, and periodically throughout, 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 Easter Sunday.

All the scheduled fixtures are, on a weekly basis, put on to FA Full Time, this is the master source of all fixtures and is what we must work from. FA Full Time will often differ from the fixture sheets, in all cases FA Full Time is what we must work from.

Arrangements for Home Fixtures

Fixtures are added to FA Full Time by 23:59 on the Wednesday 10/11 days prior to the Sunday fixture. The club Fixtures Secretary will collect all the fixtures (mixed and girls teams) and allocate appropriate kick off times and parking arrangements

If managers have any special requests for specific kick offs, then these MUST be informed to the Fixture Secretary in advance of 23:59 on the Wednesday 10/11 days prior to the Sunday fixture. Whilst the Fixtures Secretary will do his/her best to accommodate, there can be no guarantee that special requests are actioned.

Between 7-10 days before a home fixture, the Fixtures Secretary will contact you with the KO time and parking arrangements. The Fixtures Secretary will confirm the KO time to the League and home managers by Sunday 18:00, one week ahead of the fixture. Only under exceptional circumstances can fixtures be changed once they are confirmed with the league. 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 Secretary or Fixtures Secretary. Do not contact anyone else including the League, referee, or opposition team.

Where possible, we try not to have more than 3 concurrent fixtures and will try to utilise the 10:00, 12:00 and 14:00 time slots. Parking is split between Lawford School and School Lane, generally parking for the middle fixtures will be at Lawford School whilst the parking for the early and late fixtures will be at School Lane.

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) and parking arrangements. This is normally done by text (SMS, WhatsApp or whatever is most appropriate) 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, including parking arrangements.

The location details for parking are: -

Location	what3words	Postcode
School Lane	codes.prettiest.craftsmen	CO11 2HZ
Lawford School	enrolling.mailbox.jobs	CO11 2FR

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.

Referees

U7s - U10s: 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.

U11s - 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. Other managers will be able to help with details for local referees.

The home club is responsible for the referee fee unless indicated by the League (for instance, for finals or for Essex County Cup games). The Club prefers to pay referees by bank transfer. You will need to ask the referee for bank details and e-mail these to the Club Treasurer (njanderson@gmail.com) ahead of the fixture.

The Club does not fund referees for friendlies.

MATCHES

Before Kick-off

If your team is the first to use the allocated pitch on match day, you are responsible for putting out the goals, corner flags and the respect boundary line – parents & carers should be asked to assist. Padlocks & chains should be secured to the back of goalposts when in use. A manager, coach or trusted parent should also inspect the pitch for and remove hazards (including debris, litter and dog mess).

Managers, coaches & substitutes should be located on one side of the pitch and spectators on the other (behind the respect line). The home team is responsible for providing match balls.

Managers are required to exchange Player IDs with the opposition manager before kick-off to verify that all players are registered to play for their team

- Teams must exchange their Photo Squad List (either via the Matchday app or a printed copy from Club Portal) with the opposition manager at least 15 minutes before kick-off.
- Either team can request an "identity parade" to confirm the identity of players against the Photo Squad List.
- If a player does not appear on the squad list/team sheet, they cannot participate. Some leagues strictly enforce "no card/no photo = no game".
- It is the team manager's responsibility to check the validity of the opposition's players before the game.

In practice, this exchange is done with various degrees of formality ranging from just asking the other team if they have a sheet (and not looking at it) to a full register with players identifying themselves. The critical thing is that you can do whatever is required by the opposition manager/coach, any match official or league representative.

You are required to have a print out of your current Team ID sheet available to hand at all matches (this can be kept with your First Aid kit). If this is not available on request (by a League Officer) the Club will be fined. Further information about downloading your team sheet from Club Portal can be found above (see **PLAYER REGISTRATION & CLUB PORTAL**).

Prior to the match the teams and Officers should shake hands.

After the Match

After the match the teams and Officers should shake hands.

If your team is the last to use the allocated pitch on match day, you are responsible for putting away the goals, corner flags and the respect boundary line - parents & carers should be asked to assist. Please ensure that the goals have been secured. If the locks for goals are missing or you notice any equipment is damaged, you must report this on the Managers/Coaches Whatsapp group asap. Please do not assume someone else will check this.

Reporting Results

League Competitions: Both the home and away team should use Full-Time to notify match results to the relevant League age group Fixture Secretary by the time stipulated by that Fixture Secretary.

- After each match, log in to the FA Full-Time system using your credentials.
- Locate your team's fixture for the day and select the option to enter the result.
- Confirm the actual kick off time.
- Age groups U12 and upwards will also have to add player information.
- Input the final score, ensuring accuracy before submission.
- You may be required to enter referee marks (a mark below 60 requires an explanation) and sportsmanship ratings.

Further guidance on how to report results can be found at

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001158765-completing-match-returns-on-full-time-match-stats-results-sheets->

(Please note these instructions are for web - the process is similar but looks slightly different on phones).

This process must be completed as soon as possible after the match. It is a good idea to do it before leaving the venue after the match, so it is not forgotten.

The Full-Time system changes as the technology develops and looks different depending on the device you use. Changes to the system and tips for getting it right are shared at Manager meetings. Always feel free to ask other managers for assistance rather than incorrectly guess resulting in a fine.

While results for U7s - U11s are collected by the League, clubs must not publish these results anywhere (websites, social media, local newspapers). It is permitted to celebrate effort and participation (e.g., "Great performance from the team!"), without mentioning scores or match outcomes.

Essex County Cup

Essex FA organises County Cup competitions for U12s - U18s. The Secretary will contact managers to ask whether their team wish to participate in the competition using the Managers/Coaches Whatsapp group.

Further information including a briefing note for the current season competition can be found at www.essexfa.com/cups-and-competitions/documents-and-rules. If your team has chosen to play in the County Cup, it is essential that you familiarise yourself with the specific arrangements for the competition.

Arrangements for County Cup fixtures differ from those organised by the Leagues. Differences include –

- Match sheets
- Reporting results
- Referee fees

Match sheets: Managers are required to complete specific match sheets for the competition. These can be obtained from the Secretary or downloaded from The Essex County Cup (including editable pdf versions). The County Cup briefing note also includes information on completing match sheets.

Reporting results: Please see the County Cup briefing note for guidance on reporting results. **In addition, both the home and away teams are required the League Fixtures Secretary** for their age group of the result, clearly stating that this is an Essex County Cup fixture.

Referees Fee: For County Cup games this is shared equally between the home and away teams although the home is responsible for making the payment to the referee. As home team it is advisable (but not essential) that the away's share is obtained before kick-off.

Obtaining home kick off time and notifying away manager is done in the same way as for league matches.

Closed Season

The whole of the month of June is closed season, and no football activity (including competitive games, friendlies and training) is permitted at School Lane. Games hosted by other clubs are only permitted part of a FA approved tournament such as an affiliated 5-a-side competition.

Pre-season friendlies are permitted during July and August. Managers should arrange a balance of home and away fixtures to ensure that our pitches are not overused. Pitches for friendlies are booked using the shlott app – please ask another manager or Dan Sage (tex-14@hotmail.co.uk) for further information. 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 Administrators

If you are fortunate to have a parent or carer as team 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 administrator listed as the point of contact in the League Handbook.

FIXTURE POSTPONEMENTS

Minimum Player Numbers

The minimum number of players that constitute a team 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 is abandoned.

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: Colchester & District Youth League

After the decision has been made to postpone the fixture, the following procedure is applicable to the Colchester & District Youth League Only and if we are responsible for the postponement of a scheduled game (HOME or AWAY). This is to ensure the Club's adherence to Rule 20E (ii).

Lawford FC team manager, without delay, HOME or AWAY

1. Notify opposition representative.
2. Notify own team parents.
3. Notify Age group fixture secretary via email (e.g. under7s@colchesteranddistrictyouthleague.com). Do not use text messaging. Make sure the reason for postponement is clear e.g. "Frozen Pitch" not simply "Weather".
4. You **DO NOT** have to enter anything into Full-Time. The age group fixture secretary, once notified, will deal with the Full-Time administration.
5. Notify Lawford FC Secretary

If in any doubt with the above, please call your designated Fixtures Secretary for clarification.

For HOME games, if a Referee/Match Officer(s) have been appointed

1. WHERE APPLICABLE - Notify appointed match Officer(s). If Match Officer(s) are already at the ground when decision is made, then we will be liable to pay 50% of Match Officer(s) fees.
2. WHERE APPLICABLE – Notify Competition Referees Appointments Secretary (referees@colchesteranddistrictyouthleague.com & refscoordinator@colchesteranddistrictyouthleague.com)

Rule 20E (ii): Any Club unable to fulfil a fixture or where a competition match has been postponed for any reason must, without delay, give notice to the Fixtures Secretary, the Competition Referees Appointments Secretary, the secretary of the opposing Club and the match Officers. Notification of postponed fixture, including the reason for postponement, is to be given through all practical means of communication i.e. phone, email, voicemail etc. Failure to comply with the rule will result in a fine in accordance with the Fines Tariff.

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 Secretary or Fixtures Secretary if you wish to seek an advanced postponement. Circumstances for advanced postponements are normally a school trip or something similar. Requests for advanced postponements are not permitted because key players are injured/not available.

MATCH KIT

TAG Sportswear is the sole supplier of match kit for the Club. Match kit must be ordered from TAG and all purchases of kit (including sponsored kit) must go through the Club Kit Co-ordinator.

The Club expects a new match kit to last for at least 2 years (though obviously as players grow additional kit may be required sooner). When a team has a new kit, its prior kit should be returned to the Club.

Match kit remains the property of the Club. Any player leaving the Club must return his or her kit.

Ordering Match Kit

Orders for new kit should be placed using the TAG order form. The current version of the form can be found on the FOR MANAGERS page of the website (www.lawfordfc.co.uk/for-managers) or from Deborah McSweeney, the Club Kit Co-ordinator (mcswndebor@aol.com). Kit pricing includes sponsors logo, shirt numbers and club badge on shirts & shorts. Sample of shirts & shorts are available in every size for players to try on.

Kit Specification

- Kit must not be personalised with player initials and shorts must not be numbered.
- Shirts must be numbered on the back.
- Long-sleeved shirts are recommended for youth & junior teams, especially younger age groups. Always order a long-sleeved shirt and padded shorts for the goalkeeper.
- It is advisable to order at least a couple of spare shirts in case of damage, new players joining etc.

Artwork (sponsor logo) should be attached to the email with the kit order form – see TAG order form for further details. If the sponsor prefers to be invoiced for kit directly, please include their details in the email with the kit ordering form.

Once complete please email the order form to Deborah McSweeney (mcswndebor@aol.com) and cc. the Club Treasurer (njfanderson@gmail.com). Please note that once an order has been approved and placed with TAG it cannot be changed. TAG lead times vary over the year from 4 to 8 weeks.

Kit Sponsorship

You should always seek sponsorship for match kit – a [promotional one pager](#) with indicative costings can be shared with potential sponsors. Some sponsors offer to make a partial donation towards the cost of a new

kit. Managers should check with the Kit Co-ordinator or the Club Treasurer before accepting sponsorship on this basis.

Sponsorship can be paid to the Club or directly to TAG directly. In both cases an invoice can be provided on request. We never order sponsored kit until the funds have been received.

When a team is unable to secure a sponsor for match kit, the Club may be able to recycle a kit previously used by another team or provide funding.

The Club does not fund the purchase of ancillary items such as rain jackets, training kits and hoodies. Any sponsorship must first be used to fund match kit ahead of funding ancillary items.

Please email the Club Treasurer (njfananderson@gmail.com) the sponsor's logo for inclusion on Club website.

FA Restrictions on Sponsorship

Sponsors related to products, services or other activities that are deemed 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.

If you are in any doubt whether a sponsor is permitted, please check with either the Kit Co-ordinator or the Club Treasurer before accepting the sponsorship.

EQUIPMENT & FACILITIES

Team Equipment

Each team will be supplied with –

- Two match balls
- Training balls
- Ball bag
- Bibs
- Small cones
- Linesman's flags, as required
- First aid kit
- First aid bag

Requests for additional items of equipment should be referred to the Club Treasurer. The Club will not reimburse the cost of any purchased equipment unless previously agreed with the Club Treasurer.

Shared Equipment

At School Lane shared equipment is stored in the container or behind the Clubhouse. All managers and coaches are responsible for ensuring that equipment is stored in an appropriate manner and that storage areas are kept tidy.

Goalposts

Safety is always of paramount importance including the safe use of goalposts –

1. Goalposts of any size (including those which are portable) must always be anchored securely to the ground or have a weighted back bar.
2. Both socketed and portable goalposts must be assembled and secured as per the manufacturer's instructions.
3. Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts.

Further information about the safe use of goalposts can be found at

www.thefa.com/get-involved/goalpost-safety

Goalposts are amongst the most expensive items of equipment at the Club. Please ensure that these are treated with respect, moved in an appropriate manner and secured at the end of use. Padlocks & chains should be secured to the back of goalposts when in use.

Keys

Keys for the car park gate, the container, the gate behind the Clubhouse and the goals can be obtained from Dave Atton (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. After the match please also ensure the changing rooms for both the home and away team are left clean and tidy.

Training Arrangements

It is usual for teams to train at least once a week throughout the season. The allocation of training slots at School Lane is co-ordinated by Dan Sage (tex-14@hotmail.co.uk).

During the winter months the training area at School Lane is heavily used and it is common for the area to be waterlogged and unusable. Teams have the option of training away from School Lane on an artificial pitch or indoors if required. All winter training bookings will be co-ordinated by the Club Treasurer. Any unauthorised bookings will not be reimbursed by the Club.

The winter training allowance is for a maximum of number weeks per team. Any sessions in excess of the allowance must be self-funded by individual teams. Managers will receive an online survey from the Club Treasurer to ascertain each team's winter training preferences for the following season.

There remains a shortage of winter training facilities in the local area. Sometimes teams will share a booking with other teams in the same age group or share a slot with another team on a "timeshare" basis. The Club also seeks to balance the use of third-party facilities with the appropriate use of the flood lit area at School Lane.

CONTINUING DEVELOPMENT

The Club requires managers, coaches and occasional helpers over the age of 16 to complete the online **FA Safeguarding Children Course**.

At every match and every training session the FA requires, as a minimum for each team, to have a manager or coach present that has completed the on-line **FA Introduction to First Aid in Football Course** and the online **FA Introduction to Coaching Football Course**. All managers & coaches are strongly encouraged to complete both courses.

To book any of the courses go to learn.EnglandFootball.com/courses. The costs of these courses will be covered by the club. Normally you book and pay yourself and then the club will reimburse you.

If managers or coaches are interested in furthering their coaching experience, then it is recommended that coaches also attend the UEFA C Licence course. At the discretion of the Trustees, the Club will reimburse one-third of the cost on completion of the course and one-third at the start of each of the two subsequent seasons provided the manager or coach commits to remain with the Club for the entire season.

UEFA B, UEFA A and 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, it will be at their own expense.

CLUB EVENTS

Awards Day for Youth & Junior teams is held in May. This is a day for players, managers, coaches, family and friends to celebrate achievements of the season in a relaxed and informal manner. Weather permitting, the day includes a BBQ and activities for younger players.

A trophy is presented to every player together with additional trophies for the Player's Player, Parents & Carer's Player, Manager's Player and the Most Improved Player in each team. Managers will be asked to provide a list of eligible players, and the players awarded the additional trophies a few weeks before the event. Managers may request further trophies at their own cost (provided the Club receives payment in advance of ordering).

Club Tournaments are held in July including teams from other clubs, by invitation. Over the years the Club has developed a fantastic reputation for its tournaments, which are regarded as friendly and well organised. This success relies on the endeavour of many Club volunteers, including managers & coaches, both in the advance and on the day.

Annual General Meeting: Held in October or November, the AGM is an opportunity to review the Club's achievements over the prior year and, importantly, to help shape its future. All Club members including managers, coaches, other volunteers, senior players and parents & carers (as representatives of youth & junior players) are welcome and encouraged to attend.

GOVERNANCE

The Trustees are responsible for the general control and management of the Club and have ultimate responsibility for directing the affairs of the Club, and ensuring that it is solvent, well-run, and delivers the charitable outcomes for the benefit of the public for which it has been set up. The Trustees meet on the second Thursday each month. Many of the Club's Trustees are also Club Officers and Managers. The Chair of the Trustees is also the Club Chair. The names of the current trustees can be found at www.lawfordfc.co.uk/contact. If you are interested in becoming a Trustee, please contact the Club Chair.

The Constitution is the governing document of the Club. Members of the Club (which includes volunteers) must adhere to and abide by all the Club's Rules, Policies and Procedures. Copies of the Constitution, Club's Rules, Policies and Procedures can be found at www.lawfordfc.co.uk/documents.

The Club is affiliated to The Essex County Football Association Ltd. The rules of the Football Association will apply whilst the Club is affiliated to that organisation either directly or through membership of any league.