

**Great Horwood FC**  
**Team Managers Handbook**  
**2009-2010 Season**  
Version 0.2

# Great Horwood Football Club Team Managers Handbook 2009/10

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# Great Horwood Football Club Team Managers Handbook 2009/10

## 1 Introduction

### 1.1 Overview

This Team Managers Handbook provides information for Managers responsible for Teams at Great Horwood Football Club. It aims to help both new and established Managers in the successful running of a Team

The handbook is structured as follows:

- Section 1     **Introduction** - this section
- Section 2     Senior Team Management Activities – helpful information on how to perform the regular Team Management activities
- Section 3     Junior Team Management Activities – helpful information on how to perform the regular Team Management activities
- Section 4     Club Contact Details – provides the latest contact details of club officers, coaches and Team managers
- Section 5     Roles & Responsibilities – describes the roles of volunteers within the Youth Section at Great Horwood Football Club.

### 1.2 Club Aim and Objectives

The aims and objectives of the Club are provided in the Club Constitution and Rules.

### 1.3 References

- [1]     Great Horwood Football Club Constitution and Rules
- [2]     Great Horwood Football Club Income and Expenditure Budget Plan

## **2 Team Management**

### **2.1 Membership Procedure**

#### **2.1.1 Club Membership Process**

The Team Manager is responsible for ensuring that all Team players are registered members, prior to a fixture being played. This is an important process that must be performed, for the purpose of insurance cover. It is Club policy that all players are paid up club members by the end of September.

The process for Senior membership is as follows:

1. The club secretary provides Senior Team Managers with pre-printed membership forms for all players.
2. Registration forms are handed to players by the Team Manager.
3. Completed forms are handed back to the Team manager, with payment (preferably by cheque made payable to "Great Horwood FC")
4. Team Manager checks completed forms for significant exclusions/notes.
5. Team Manager takes appropriate number of copies (recommended one per coach/assistant coach)
6. Team Manager passes original forms and cheques to the Club Secretary.
7. The Secretary passes payments to the Club Treasurer.
8. The Secretary records the details of all senior members and produces contact details to be returned to each senior Team Manager.

The process for Junior membership is as follows:

1. The Junior Secretary provides Team Managers with pre-printed membership forms for all players.
2. Youth Registration forms are handed to parents by the Team Manager. If a new player, the Club Welcome letter is also handed out.
3. Parents complete forms, handing these back to the Youth Team manager, with payment (preferably by cheque made payable to "Great Horwood FC")
4. Team Manager checks completed forms for significant exclusions/notes (e.g. medical, data protection etc).
5. Team Manager passes original forms and cheques to the Junior Secretary. It is suggested that forms are returned to the Junior Secretary when all the team members have been completed, rather than individually.
6. The Junior Secretary summarises payments by Team, and passes this record together with the cheque payments to the Club Treasurer.

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7. The Junior Secretary inputs the details into the Junior membership database and produces summaries per Team to be returned to each Team Manager.
8. The Junior Secretary provides an updated list of junior members registered to play for Great Horwood FC to the club secretary.

## **2.1.2 League Registrations**

League registration is required for all players competing in competitive matches.

Senior players are required to complete the North Bucks League registration form.

Junior players are required to complete a parent agreement form either the MKDJ7 league or the Milton Keynes and Border Counties League. In addition a photo and proof of age will be required when registering with the league.

Junior Membership numbers must be supplied by the team manager to Junior Secretary. The Junior Team Manager retains the membership cards and registration sheet, and ensures that they are available for inspection at fixtures/tournamants that require registration evidence.

## **2.1.3 Codes of Conduct**

The Club has agreed codes of conduct for:

- Players
- Coaches
- Parents/Spectators

Copies of the Codes of Conduct are available. Team Managers should monitor the adherence to these codes and remind players, coaches and parents through the season if required.

## **2.2 Junior Players Playing up Procedure**

Great Horwood Football Club's policy on the allocation of players to age group is aligned with that of the Football Association guidelines. This means, for example, that a junior player aged eight on 1 September could play for the U9's or U10's, and a Junior who is thirteen on the same date could play for the U14's or U15's. Playing up is only permitted within these limits stated within league rules for the MKDJ7 or Milton Keynes and Border Counties. The exception to this rule is that players must be 10 to play 11-a-side football.

## **2.3 Record Keeping**

The Team Manager is responsible for collecting and maintaining records as follows:

- Player details
- Medical Details
- Attendance/Playing details

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- Match Results, including scorers

## **2.3.1 Player details – name, address, email, Tel nos.**

Player details are collected on the player membership form.

It is recommended that this information is collated and maintained by the Team Manager during a season, and any changes to the details provided to the Junior Secretary.

At any Training or Fixture, the Team Manager should ensure that the details are at hand, and secure.

## **2.3.2 Medical details**

A completed Membership Form shows any medical issues associated with a player. It is important that these details are at hand during a Training session or Fixture. Team Managers should make sure that a Coach is aware of any medical condition that might effect a players ability to play safely.

The Junior Membership Form is also evidence of parental medical consent, and should be to hand in case of medical emergencies. A copy of the Junior Players Membership Form should be taken to hospital with the player should such an emergency arise.

## **2.3.3 Attendance/Playing records**

The Team Manager should keep records of attendance for both Training and Fixtures.

Keeping match records will also enable easier match reporting for the local newspapers and club web site.

If you would like to see an example of records maintained, please contact the Junior Secretary.

## **2.3.4 Match Results**

The Team Manager is responsible for recording match results, and for the match reporting, see section 2.7 below.

## **2.4 Communications**

### **2.4.1 Overview**

Communication with Senior Players and Junior Players/Parents is vital to player retention. Previous experience shows that if players feel they are kept up to date with events, they are more likely to stay with the club.

Team Managers are advised to maintain regular contact with players/parents, and there are a number of options available. Talk to the players and parents and agree on the most appropriate method for your Team. The preferred option should be for everyone to have regular access to email or the internet.

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### 2.4.2 Regular Communications

Some suggested options:

- A regular weekly email sent on a Thursday or Friday each week during the season will remind players what is expected of them. Remember to include location, start time and any travel arrangements with the reminder.
- SMS messages for those players with mobiles could be a good communication channel
- Newsletters can be a useful method of telling players and parents general information about the Team or informing them of upcoming events. Examples are available on the website.

### 2.4.3 Web site Team Page

Each Team has a page on the web site, and the content of that page can be updated with specific Team information.

The Team Manager should provide the article text to the Web Master (for 2008-09 season: email: [webeditor@greathorwoodfc.co.uk](mailto:webeditor@greathorwoodfc.co.uk))

Web site material is subject to strict size and format constraints – due to the Content Management package used to maintain the site. These requirements are detailed in section 2.7 below.

### 2.4.4 Emergency or short notice Contact

Make sure you have telephone details for players, should you need to contact the Team in an emergency. For example, the fixture or training might be cancelled or other arrangements changed.

Agree with the Team Coach or Parent helpers on the process for informing players in an emergency or if the pitches are unplayable – and spread the load!

## 2.5 Fixtures

The Senior fixtures are available on the club website at:-

<http://www.greathorwoodfc.co.uk/>

and the North Bucks League website at :- <http://www.nbdfl.co.uk/>

The junior fixtures are available on the club website and the relevant league websites:-

MKDJ7 league:- <http://www.mkdj7.org.uk/>

Milton Keynes and Border Counties league :- <http://www.mk-youth-football-league.org.uk/>

Team Managers must ensure they read the relevant areas of the above websites to keep up to date with any fixture changes.

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Mid-week training for Juniors takes place at Castle Fields. The club web site will show the expected dates. Should the training session be cancelled or moved, please ensure that players are aware. If it is not possible to contact all players, the Team Manager or Coach should arrive at the location to ensure that children are not dropped by parents and left alone at the club.

## **2.6 Training**

Senior training will be advertised on the website.

Junior Training for will take place as agreed by the Junior manager.

### **2.6.1 Changing Rooms/Referees**

Senior Teams will use the changing rooms before and after matches. A rota is required for players to clear up both home and away changing rooms after the game. This includes sweeping and mopping the floor. The kitchen area must be clear and the wood safeguard replaced in the main front window.

Junior Teams get the use of club changing rooms before and after matches. The pavilion at Castlefields has sufficient space for only one fixture at a time unless the changing rooms are not used by one team.

The Senior Groundsman will check the fixture requirements a week ahead and ensure the senior pitch is prepared. The Junior Groundsman will work closely with the Junior Managers but it is the responsibility of Team Managers/Coaches to prepare their own pitches.

Referees for Senior games are appointed by the North Bucks League or alternatively will be arranged on an informal basis.

Referees for Junior fixtures are appointed by the relevant league or the Team Manager will arrange an informal referee. The Junior Team Manager should not referee the game as their main responsibility will be the team as a whole.

A Season Planner and weekly plan will be sent via e-mail to ensure fixtures do not clash with other club teams.

### **2.6.2 Junior Teams Travel Arrangements**

Junior Team Managers should ensure that all players and parents are fully aware about the travel arrangements for an away fixture. The Team might decide to meet at the Great Horwood Green prior to travel and travel in convoy. Alternatively, parents might wish to make their own way to the fixture.

Team Managers should ensure that parents/players have an emergency contact number for the Team Manager in order to notify of any late arrangements.

Team Managers are not responsible for the transportation of players. If a junior member has a lift from another parent, it is the responsibility of the parents, not the manager or the club.

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For information:- As from 18 September 2006 all drivers transporting children will be responsible for ensuring that they have appropriate child restraints in place. For details of the exact requirements please visit: [www.childcarseats.org.uk/law/fromseptember06.htm](http://www.childcarseats.org.uk/law/fromseptember06.htm).

## **2.6.3 Juniors Photograph permissions**

Parents/supporters attending matches often wish to capture the moment using video or still photography. All players of Great Horwood Football Club who have completed a membership form have provided permission for Great Horwood Football Club officials to take photographs for the purpose of publicity or coaching. This includes publishing on the Team Page web page and match reports.

Other clubs have not provided permission for taking photographs so it is important for Team Managers or other volunteers to check for authority with the opposition Manager prior to taking any pictures.

## **2.6.4 Match refreshments**

When the Junior Teams are playing at home, the Team Manager should organise a rota of helpers to serve teas and coffees at half time. The team responsible for teas and coffees will be shown on the season planner. The sale of refreshments including cakes going towards social events for the team concerned. The Junior Team Manager must check if a senior fixture is to be played later in the day and ensure the urn is filled and warmed through.

## **2.6.5 Emergency Procedure**

If any emergency should occur at either training or match, contact appropriate emergency services and if juniors are involved contact the parents.

## **2.6.6 Match Incident Reporting**

Any match incident that requires Club reporting should be reported to the club secretary.

## **2.6.7 Injury Reporting**

The Club requires a Team Manager to report any injury when a club player, referee, coach, or spectator has been involved in a football related accident resulting in an injury which has resulted in time off work/school, and/or medical treatment. The report must be submitted to the club secretary.

## **2.6.8 Discipline and Complaints Process**

Please see separate Disciplinary and Complaints procedures document.

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## 2.7 Match Reporting

### 2.7.1 Match Score Reporting

All fixture results aim to be posted to the club web site by the end of the day.

Team Managers should email the web master:- [webeditor@greathorwoodfc.co.uk](mailto:webeditor@greathorwoodfc.co.uk)

And e-mail the Press Officer:- [pressofficer@greathorwoodfc.co.uk](mailto:pressofficer@greathorwoodfc.co.uk)

with Team Name, Won/Lost and the score ASAP after the game.

If results haven't been received when that update is done then the match will be shown as "?-?". If results are not provided at that time, there is no guarantee when the website will be updated again.

In addition, any competition rules reporting should be adhered to. Eg. North Bucks, MKDJ7, Border Counties.

### 2.7.2 Match Reports for Website

The club is proud of the match reports that are provided, and reports must be provided for all games, **WIN or LOSE**. The report should be balanced, not biased, and should not directly refer to any incident that might be taken further by either Great Horwood Football Club or the opposition.

Match reports should be submitted by email to the Web Editor:-

[webeditor@greathorwoodfc.co.uk](mailto:webeditor@greathorwoodfc.co.uk)

Full match reports can be submitted to the Web Editor anytime, however website publication won't take place Mon-Fri during the working day. Reports sent mid or late evening are not likely to appear for 24 hours.

### 2.7.3 Report Formats

Match report formats aim to be consistent across the Club. The Content Management tool for the web site has limited text formatting capability; for this reason the following items should be borne in mind.

The preferred option choice is email. Second is Word. Rich text formatting (bullet points, underlines, bold, italics etc) can't be guaranteed to be carried over.

Results should always be in the format:

Home Team <score> Away Team <score>

Scorers :- xxxxxx

Competition i.e. North Bucks Intermediate Division ( Date)

Match Report

Team: xxxx list of players xxxx

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If there has been disciplinary, injuries or referee problems then any mention has to be discreet. Spelling should be checked before reports are submitted!

### **2.7.4 Photographs**

Photographs can add to the value of the Team Page and Match report. In general, for match reports the image should show a Horwood player, preferably with a front-on or side-on shot.

Maximum image dimensions are 400 x 300 pixels (landscape) or 300 x 400 (portrait).  
Maximum file size 50Kb.

Files should be sent in the following format:

Team\_season\_opposition\_number.jpg (e.g. U10\_0607\_MK\_3.jpg).

If Team managers/coaches don't have the software to do the reductions then they can still send the photos to the Web Master, but there is no guaranteed publication.

The number of photos that can be shown with a report is directly related to their size and the length of the text. One 75 word para with a handful of 400x300 pictures doesn't work! The maximum number of images for a single match report is 4 – so choose carefully.

The email that is sent by the Team Manager must clearly state that permission was received from the opposition for pictures showing their players to appear on our website, as shown in section 2.6.3.

### **2.7.5 Match Reports for Local Newspapers**

The Buckingham Advertiser is available in the local area. We have a good relationship with the Sports Editor and our reports are often prominent in the Sports section.

Team Managers should aim to send a short piece to the press officer by the 5pm on a Sunday following a fixture. Email: [pressofficer@greathorwoodfc.co.uk](mailto:pressofficer@greathorwoodfc.co.uk)

The report should be concise and probably a shortened version of the web site version. There is more chance of publication if the report is short paragraph with the opposition, location, score, and Horwood scorers. Any special player mention can also be made.

Articles submitted by the deadline will be published in the Thursday issue of the newspaper.

## **2.8 Sponsorship/Income**

The Club cannot exist on membership subscriptions alone. The upkeep of the facility including pavilion, pitches etc. all cost money. In addition, the Club funds coaches training courses, and basic kit including Team playing shirts.

The Club Income and Expenditure Policy detail the process for dealing with sponsorship. Team Managers should be actively seeking sponsorship opportunities wherever possible and keep the Chairman aware of progress.

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Each Youth Section Team has a target of £350 sponsorship to cover the general operating costs of that Team.

## **2.9 Club Merchandise**

The Club Merchandise is listed on the web site at:

<http://www.greathorwoodfc.co.uk/merchandise.htm>

For items that a Team can expect to require in large number, it is suggested that the Team Manager collect the orders from parents, and then contact Merchandise co-ordinator with the consolidated order.

## **2.10 Kit and Equipment**

### **2.10.1 Club provided kit**

It is the responsibility of the Club to ensure that each playing section, Team or team has the essential kit & equipment necessary to train and play, regardless of whether sponsorship or other funding has been secured. The kit & equipment that the Club is responsible for providing is considered to be:

- Playing shirts, shorts, socks
- Basic First Aid kit
- Drinking bottles & carrier
- Cones
- Balls and Bibs

Senior team kits are handed out at the start of a fixture and collected at the end for washing. Junior team kits are handed out at the start of the season and collected at the end of season.

Other items of club equipment are available for shared use from the equipment container.

### **2.10.2 End of season audit**

At the end of each season, The Team Manager should complete a kit and equipment audit and report any losses to the Club secretary or Junior Membership secretary.

## **2.11 Team Tours**

### **2.11.1 Permission to tour**

Teams that wish to go on tour need to plan early. Formal Club Exec permission is required prior to placing bookings for tours. A proposal to the Club Exec should include a list of the organising working party, with key roles identified and named.

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## ***2.12 End of Season Activities***

### **2.12.1 End of Season Presentations**

The club hold annual presentations where the Managers are expected to give a short speech on the season and distribute awards to players. The senior teams speech is given by the team captains.

Further details will be published on the website.

### **2.12.2 End of season Junior Tournaments**

Junior Tournaments held at the end of season are an additional cost not covered by the annual subscription. If any junior Team manager wishes to enter a tournament they must ensure all monies are repaid to the club within one month of the tournament taking place.

### **3 Contact Details**

Club contact details are available on the website.

- ◆ **Thames Valley Police:** 999 (emergency) / 0845 8 505 505 (non-emergency)
- ◆ **Fire Brigade (Bletchley):** 01908 372586
- ◆ **MK Council Children's Services:** 01908 691691
- ◆ **Emergency Social Work Team:** 01908 265545

## **4 Roles & Responsibilities**

### **4.1 Code of Conduct for all Club officials and Volunteers**

The essence of good ethical conduct and practice is summarised below.

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of the sport (e.g. fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by the national governing body and the club
- Hold the appropriate, valid qualifications and insurance cover
- Never exert undue influence over performers to obtain personal benefit or reward
- Never condone rule violations, rough play or the use of prohibitive substances

### **4.2 Team Coach**

#### **4.2.1 Key Responsibilities For Role**

- To take full responsibility for the Team's coaching sessions.
- To prepare all coaching sessions in advance.
- To work with and include assistant Team coaches in the preparation and running of each session.
- To work with the Team administrator/manager.
- To attend relevant courses i.e. FA Level 1 coaching, First Aid etc.
- To liaise with the club Secretary with regard to the scheduling of matches. For home games, to ensure that a pitch is prepared, and that arrangements are made for a suitably qualified referee.

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## 4.2.2 Qualifications & Requirements

*Note: Great Horwood Football Club will organise appropriate courses and other forms of training where required.*

<ul style="list-style-type: none"> <li>▪ Minimum valid FA Level I Coaching Award appropriate for age group</li> </ul>	<p><b>Mandatory to maintain FA Chartered Status</b></p>
<ul style="list-style-type: none"> <li>▪ Valid Referee Course Attendance Certificate</li> </ul>	<p>- Preferred</p>
<ul style="list-style-type: none"> <li>▪ Minimum Active Sports approved First Aid Course Attendance Certificate</li> </ul>	<p>- Mandatory</p>
<ul style="list-style-type: none"> <li>▪ Valid Child Protection Course Attendance Certificate</li> </ul>	<p>- Mandatory for Juniors (part of Level 1 course)</p>
<ul style="list-style-type: none"> <li>▪ Clear CRB Check</li> </ul>	<p>- Mandatory for Juniors</p>
<ul style="list-style-type: none"> <li>▪ Internet Email Access (Home and/or Work)</li> </ul>	<p>- Highly Desirable</p>

## 4.3 Team Manager

### 4.3.1 Key Responsibilities For Role

To work with the coaches, covering the administration aspects of the Team's operation. In particular, to ensure that:

- New players are given the "Welcome" information pack (letter, club leaflet and membership form)
- Each Team player's club membership and registration formalities are completed in line with the Membership Procedures
- Team coaches are provided with the medical and emergency contact information for each Team member
- The attendance register for each coaching session/match is maintained
- Incident/accident forms are completed and for Juniors are passed to the Club welfare Officer for forwarding to the Club Secretary
- Match Day teas and coffees are organised in the pavilion.
- Players/parents are kept up to date with Team news, programme changes etc (communication methods may vary, but the production of regular newsletters, website updates, and club message board notices as well as individual phone calls are recommended)
- Match reports are prepared and submitted for publication in local newspapers and the Club Website
- Regular checks are made on the Team's kit and equipment (including an end of season audit).
- Orders for new equipment are passed to the Chairman
- The Chairman is made aware of potential/secured new sponsors, and that these receive the appropriate recognition as stated in the club Sponsorship Policy

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- The Club Welfare Officer is made aware when new volunteers look likely to become involved on a regular basis with the Team. The Club welfare Officer will ensure that the CRB checks are completed. If the new volunteer is to be involved in coaching then the Junior Secretary is also to be informed so that the appropriate training can be organised
- The Team manager will attend Club Committee meetings.

### 4.3.2 Qualifications & Requirements

- |  |                         |
|--|-------------------------|
| ▪ Minimum Active Sports approved First Aid Course Attendance Certificate | - Mandatory             |
| ▪ Valid Child Protection Course Attendance Certificate                   | - Mandatory for Juniors |
| ▪ Clear CRB Check  | - Mandatory for Juniors |
| ▪ Internet Email Access (Home and/or Work)                               | - Highly Desirable      |

*Note: Great Horwood Football Club will organise appropriate courses and other forms of training where required.*