

## Managers Guidelines

The objective of this document is to provide all Managers, either new or existing, a standard set of guidelines for Westwood Wanderers Youth Football Club referred to within this document as the Club. It provides any rules, regulations, standards and requirements that will apply from the Club, FA Charter Standards and League perspectives. We all need to review and follow these guidelines to maintain the Clubs FA Charter status.

### Contents

Managers Guidelines.....	1
Club History.....	2
Committee, Constitution, Rules and Regulations .....	2
Insurance and Club Affiliation.....	2
Registration .....	3
Kit and Sponsorship.....	3
General: .....	4
Club Development Programme.....	6
Club Contributions .....	6
Useful Contacts and Details .....	6
FAQ.....	6
<i>Who pays for the Managers required qualifications?.....</i>	<i>7</i>
<i>What about other helpers, coaching assistants, what's needed from them?.....</i>	<i>7</i>
<i>What is the best method of bringing in new players? .....</i>	<i>7</i>
<i>Training and first aid equipment, what's needed and do the club provide this? .....</i>	<i>7</i>
<i>What league can I enter, any league rules that I should be aware of? .....</i>	<i>7</i>
<i>What do I need at training and during a game e.g. players details?.....</i>	<i>7</i>
<i>What good practices / advice can you provide for a new Manager? .....</i>	<i>7</i>

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## Information:

The Westwood Club's web site will be the central point for all managers. This will provide the latest information about the Club, all teams and profiles. There is a documentation library available where all forms, policies and procedures can be reviewed and downloaded. The majority of the information provided within this guide will have subsequent information available on this web site that should be referred to in the first instance. If any information that would benefit all managers is not available then inform the Club Secretary

For new managers at first there is a lot to take on board, new player's names, registration details, where to acquire equipment and some other very important items to ensure your managing days will be both enjoyable and meet the standards. This guide will assist you through starting up a new team and always remember that help from the Committee and fellow Managers is always available.

This document is a "living document" and as such will be updated periodically and as such should be reviewed when new updates are made.

## Club History:

Westwood Wanderers Youth FC was formed in 1972 making it one of the oldest established clubs in the Reading area. The teams play in the Reading & West league, Berkshire Youth Development, North East Hants, East Berks, Oxford Mail, Oxford Invitation, Thames valley women's league, Berkshire County girls league and the Peter Houseman leagues. In April 2004 the Club was awarded the recognition of Charter Standard Development Club by the FA and highly commended by the FA for its Charter application and Club principles and ethics.

## Committee, Constitution, Rules and Regulations:

The [constitution](#) describes the general organisation of the Club, its committee, rules and regulations and overall how the club is managed. All managers should review this document together with any future amendments published.

## Insurance and Club Affiliation:

The Club has a Sports Liability Insurance policy renewable each year. A copy of the policy will be available on the website to each Manager prior to the start of each season together with the Club's affiliation number.

**NOTE:** All players **MUST** complete the Club player's online [registration form](#) each season. It is the managers responsibility to check their players are registered.

Ensure you have and keep updated all the relevant contact and medical details for each player. This can be obtained via the Gotfootball database.

## Policies and Procedures:

All managers should review and complete all the required policies and procedures annually where applicable.

- Constitution
- Club Development Programme
- Insurance
- Child protection policy
- Code of conduct policy
- Anti-Discrimination and Equal Opportunities policy
- Incident / Accident form and procedures
- Risk Assessment / Goal Post Safety

## Registration:

**Club registration:** All players are required to complete the Club's registration form. Any player not registered through the Club will not be allowed to register directly with a league.

- Players details
- Contact numbers
- Medical conditions and Doctors details
- Code of conducts for players and parents / guardians
- Agreement / disagreement on photographs. The Manager **MUST** be aware of each player's decision on this
- Cost of registration

**League registration:** League registration details. Westwood Wanderers will enter your team into your preferred league. Each league usually require a club representative (manager) to attend occasional league meetings. This is usually decided between the managers themselves. No team can play unless the Clubs registration is completed in the first instance followed by the league registration in which the team will be playing in for each season.

**Note:** Any player not registered with the Club is not insured.

**Note:** Completed registration form is also required for any player who is classified as training only, otherwise they are not insured.

## Kit and Sponsorship:

The kit can only be ordered through the club Treasurer. Regarding sponsorship; this is encouraged to help fund new kit and tracksuits etc. Again this is the team managers responsibility to try to find a sponsor. Sponsorship is a massive financial help to the club and provide advertisement for the Company(s) involved. Check with the Club Treasurer for further details regarding contributions coverage.

## Fees:

The fees contribute towards all training facilities including winter training, kit and equipment, coaching courses, pitch hire and ref fees . The Club hold bi-monthly managers meetings where all match day monies collected are passed onto the Treasurer with their accompanying completed sub sheet per team. Any additional funds collected will be indicated on the Profit / Loss sheet per team. Contact the [Treasurer](#) regarding forms and any associated costs.

## General:

- **Managers: -**
  - Must ensure all required forms and valid qualifications meet the minimum Club and League requirements to manage a team: -
    - Any manager or coach not renewing their DBS status, First Aid, Child Protection modules that are renewing every 3 years or do NOT undertake the minimum coaching FA Level 1 certification maybe asked to step down and therefore potentially lead to closure of the team. Reminders of renewals will be managed through the Club
    - DBS (Criminal Records Bureau) security check - Contact Club [Welfare Officer](#)
    - At least 1 manager and coach per team to have acquired minimum Level 1 FA Coaching certification. This will include First Aid\* and Child Protection Modules\*

\*The certification is valid for 3 years, prior to expiration the Club will advise and provide required forms and course to renew these certificates.



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**Note:** Any courses or certification renewals will require the Club's authorisation by the Club Chairman prior to any bookings made. Sometimes group bookings are preferred and hosted at the Club and these will require organising for the relevant managers and assistants.

- Assistant managers must also have the acquired minimum Level 1 FA Coaching certification. This will include First Aid\* and Child Protection Modules\*
- Must attend or present a team representative at the bi-monthly Westwood Club meetings
- To submit per team their subs contributions and accompanying completed sub sheet at the bi-monthly managers Westwood Club meetings
- Must attend relevant League meetings, this is not the role of the Committee. Failure to attend maybe liable for a fine or refused league entry. Ensure you check the Leagues web site for information regarding their meetings at regular intervals
- Assistance required for Clubs annual tournament, refer to the Clubs Web Site for more information. It is however expected to assist with this event and encourage all assistants, parent helpers and parents or guardians to ensure the day is successful for all
- Managers MUST ensure any players leaving the Club return their kit. The Club can approach the various leagues asking for players not to be registered, if the kit or fines are outstanding
- **Fines: -**
  - The Committee has the right to suspend any player for a period of time for non payment of fines or persistent offending
  - All players incurring any fines are to reimburse the Club within 30 days of notice or be suspended until paid in full
  - All spectators, parents, supporters etc incurring any fines to reimburse the Club within 30 days of notice or will be asked not to attend any further games to which they are associated
  - Any players, parents, supporters etc continuing to be reported to the Club will be asked to leave immediately. If in the case of parents, supporters etc the associated player/s may also be asked to leave the Club
  - Any League fines notified to the Club are to be reimbursed by the manager concerned and not deducted from the monthly Profit / Loss sub team sheet
- **Communication: -**
  - The majority of communication through the Club will be through Email. All managers, coaches and parent helpers listed with the Club should provide their email address and check this at regular intervals for any Club updates
- **Training:**
  - Training venue, dates and times are the Managers decision ensuring they are appropriate for the age groups(s). You may want to discuss the options with the parents / guardians to ensure all players can frequently attend the training date and time set

- Winter training should first be discussed through the [Club Treasurer](#) who will book all winter training can provide relevant contacts.
- Winter training will be booked early so please respond to the Treasurer early when asked for your preferred slot to avoid disappointment. It is recommended to enquire with the [Club Treasurer](#) on availability at your chosen venue depending upon squad size as indicated above
- **First Aid Kits:**
  - New managers should request a first aid kit through the [Club Treasurer](#)
  - Existing managers should ensure their first aid kits items are valid and complete.

**Social Media;** With the ever increasing use of social media, we would ask each manager to be aware of the threat of Cyber Bullying that can go on between players. If a manager has any concerns please report to the Club Welfare Officer who will advise.

Man Management of Westwood players is an integral part of the player development. You are their Role models and therefore please be aware of anything that is said, or posted by yourself on Social Media.

### **Club Contributions:**

The Club will provide the following contributions to each team on successful completion throughout the subsequent years to each of the milestones below. These however will be approved by the Clubs [Chairman](#) prior to any expenditure made: -

- U13's and above to be provided with £1500 to go on tour.
- U18's leavers fund will be allocated £1000 however depending upon certain criteria and approval from Clubs [Chairman](#).
  - All kit MUST be returned
  - All training equipment provided through the Club to be returned
  - All fines to be paid

### **FAQ:**

This section provides answers to the majority of questions that have been raised through the Club and should provide assistance to both new and established managers. If there are any further questions that are not answered here or on the [Club web site](#), then these should be emailed to the [Club Secretary](#).

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### ***Who pays for the Managers required qualifications?***

This is managed through the Club and the Committee must approve any expenditure prior to any courses being booked.

### ***What about other helpers, coaching assistants, what's needed from them?***

As they will be actively involved with the players they will require a DBS CRB check and the forms are available via the Club [Welfare officer](#). Assistant Managers will require the minimum FA qualifications of FA Level 1 coaching, First Aid and Child Protection this is a Club and FA Charter requirement. All courses will be reclaimed through the Club.

### ***What is the best method of bringing in new players?***

There are numerous ways of bringing in new players into a squad and depends upon the age category.

- Advertise on the Club's web site
- For the younger groups age 5 to 11 (Reception group to year 6) use the local schools and provide a newsletter (flyer) approach to all age groups that you will be managing
- Advertise via the clubs social media

### ***Training and first aid equipment, what's needed and do the club provide this?***

The Club will provide all the required training and first aid facilities that are required e.g. cones, poles, nets, appropriate size footballs etc... Contact the treasurer for all equipment orders.

### ***What league can I enter, any league rules that I should be aware of?***

In the first instance notify the club secretary that your team will be entering a league as there are specific registration times per league and associated costs that the Club will pay. Each league will have its own policies, rules, registration process that should be viewed on their own web sites.

### ***What do I need at training and during a game e.g. players details?***

Each manager should ensure they have the following: -

- First aid kit, checked that all the equipment is current and that any used items are replaced through the Club
- Players contact details, including medical conditions
- Player ID cards, where applicable
- All other training equipment necessary for training or league game e.g. balls, cones, bibs, goals etc...

### ***What good practices / advice can you provide for a new Manager?***

Below are some points; however ultimately enjoy it, it's really is great fun and very rewarding: -

- Ensure all players are registered both with the Club and appropriate league
- Ensure all your certifications are valid. The Club will keep a record and provide adequate reminders for renewal to ensure this meets with the FA Charter standard
- Keep a copy of player's records in the first aid equipment. Note a secondary copy is also advisable

- Review and update players contact, medical conditions throughout season. A good time is after Christmas as maybe changed mobile numbers. Note: Any changes should also be notified to the Club [Registration Secretary](#)
- At the start of each season complete all required forms, refer to [Club web site](#) documents library or registration section within this document.
- Keep all players and especially parents / guardians notified by on training times, location especially any differences regarding winter training. Particularly useful for the younger groups, you may need to remind them about shin guards, drinks etc...
- Parent helper roles are very important and add value to the team. They can assist in many ways for example: -
  - Additional first aider
  - Becomes a direct focal point and can keep in regular contact with the parents / guardians whilst the manager is training or actively involved during league games
  - Collecting sub fees both at training and during a league game
  - Completing Clubs sub spreadsheet
  - Organising events for the team
- Ensure all subs sheets are completed according to Treasurers instructions and are passed onto the Club during the bi-monthly managers meetings
- Order equipment direct through the Club unless otherwise informed

