



Southwell City Juniors Managers Booklet

Issue 1



2017/18

CLUB ETHOS

- To provide football to children of all ages and abilities, in a safe and friendly environment.
- To deliver age-appropriate coaching to support long-term player development.
- To encourage all players to try their best and make the most of their abilities.
- To offer a challenging but supportive environment where children can learn from their mistakes without undue pressure and anxiety.
- To promote good behaviour and respect for others.

COACHING ETHOS

We look to develop the player according to the FA's four-corner approach, the four areas for development being Technical, Physical, Social & Psychological.

This approach will improve the technical ability of the player, the athletic capabilities and movement skills of the player and also enhance their decision-making. It will also improve their confidence and communication as well teaching them important life skills and how to be part of a team.

Our aim is to produce individuals who display the following values:

- Will always try their best
- Has an appetite for listening and learning
- Respects coaches decisions
- Never gives in
- Will not disrupt others with poor behaviour
- Always on time
- Smart appearance (e.g. clean boots & kit)
- Regularly attends coaching sessions and matches

COACHES & MANAGERS

FA Respect

The Club has embraced the FA Respect campaign, and as such all managers and coaches, and all players, parents and spectators, must understand and abide by the FA Respect guidelines. The FA Respect Codes of Conduct must be adhered to at all times.

FA Respect is a national campaign to ensure that the behaviour of managers, players, parents and spectators meets the standard expected in an environment such as a junior football club. Grassroots football is also where young referees, some as young as 14, start their refereeing. During matches, coaches, parents and spectators are encouraged to show positive support to players but must refrain from any negative comments towards players or the referees. Leagues and the FA take any breaches of this very seriously because young referees are subject to Child Welfare protection. So consequences can be serious for the individuals and/or the Club.

Player And Parents Charter

All players and parents must adhere to the guidelines set out in the Player and Parent Charters. All players and parents should be given this information when joining the club.

Manager's only need to issue the charters to those players that are new to the club and never had them issued before. All players and parents/carers however should sign the membership form to agree to abide by them each year.

All managers should take the players and parents through the charters and behaviour expected at the start of each season so they understand the expectations.

Copies of both documents can be found on the club website.

Requirements and Expectations

All our coaches will be encouraged to attend courses provided by our local FA throughout their coaching career to consistently improve their knowledge of football and to ensure they are well equipped to offer the best experience possible to each individual.

The coaches will allow players to enjoy the game in a welcoming environment but challenge them by asking questions and setting them appropriate challenges as well as listening to them and giving advice.

Coaches will promote fair play, always operate in line with the FA's Respect Code of Conduct and always adhere to the Laws of the Game.

Coaches will develop a match day environment in which the only communication from the touchlines during play will be words of encouragement and praise. Players will be allowed to play, make their own decisions and express themselves in all areas of the pitch without fear.

Players will all be given fair playing time and be allowed to experience many different positions; a "win at all costs" attitude will not be tolerated by the club.

DBS Checks

All Managers, Coaches and Club Officials having involvement with youngsters in the Club, and any other persons that the Executive Committee may designate from time to time, **MUST HAVE** a Disclosure and Barring Service (DBS) check.

Managers of teams are responsible for ensuring that any other persons helping with teams are also checked for DBS (if they have unsupervised contact with the children) They must also complete an adult membership form. The club's Child Welfare Office (Richard Miller) can arrange all DBS checks.

Qualifications

All Managers/Coaches must hold at least a valid FA Level 1 coaching badge, a First Aid Certificate and a Child Protection Certificate. If not, SCFC will pay/arrange for them to take the courses.

The Manager/Coach is responsible for keeping their certificates in date and for their renewal when due; the Club will be entitled to be reimbursed by the Manager/Coach if they leave the club within 12 months of taking a course.

Team Representative

Each team is strongly recommended to have a Team Secretary/Parent Representative to assist the Manager on administrative matters for the Team.

Meetings

Managers' meetings are bi-monthly and are held on the 2nd Thursday of the month at the Clubhouse. The Club Secretary advises the dates of meetings as well as producing Minutes.

Managers or Assistant should attend all Management meetings. If the Manager or Assistant cannot attend a meeting the Club Secretary must be informed. Other Club Members are welcome to attend meetings

Registration Fees

All players need to register as members of the club before the beginning of the season and pay the registration fee. This should ideally be done prior to September 1st each season.

Registration fee is currently £25. Cheques should be made payable to 'Southwell City FC'.

A copy of the membership form should be returned to the Club

Secretary so the player can be added to the membership register. You should keep a copy for your information but make sure you adhere to data protection requirements

The Manager has discretion to deal with hardship cases in consultation with the Treasurer who is available to assist with any problems or advice; strict confidentiality is applied and individual cases are not discussed at any meetings.

Match and training subs are paid to the club on a Monthly Standing Order into a club bank account. For this season (2017/18) the monthly subs have been set at £15 per month, payable over 12 months or as a lump sum of £180 per year.

Kit and Equipment

The Club has an official Kit Supplier, SPORTSTAR, and all orders must be approved by Vicki Hayward, the Club's Treasurer.

All teams will receive playing kits and these remain the property of the Club. Other clothing, training equipment, footballs, etc should be ordered via the club treasurer.

Club Colours

The official Club colours are:

Home kit: Black/White striped shirts, Black shorts, Black/White socks.

It is the intention that all teams will eventually be wearing the same kit colours/design.

Pitch Booking

A pitch must be booked for every home fixture. This is done using the club's pitch booking website, <http://southwellcity.com/>.

All new managers are able to create a new login account for themselves via the path below.

Step 1 = Create account :: <http://www.southwellcity.com> >> Login >> Don't have an account

Step 2 = Login :: <http://www.southwellcity.com> >> Login

Step 3 = Add Team :: <http://www.southwellcity.com> >> Add a team

Step 4 = Add Fixtures :: <http://www.southwellcity.com> >> Add a fixture

Any questions re the above, please contact Mitchel Annable via email (mitchel@net-venture.co.uk).

The pitch booking website does not prevent games overlapping.

Sometimes demand for pitches will outstretch supply and managers will need to compromise on kick-off times. For example, if two managers want to use a pitch at 10.30 for a mini soccer game, it might require one game to kick off at 10.00 am, with the second game starting at 11.00 am.

It is important that managers communicate with each other and arrange kick off times on a fair basis wherever we have a clash.

Please ensure that the FA website is showing your correct kick-off times as this will be used by opposing teams as well as the league to allocate referees.

JUNIOR FOOTBALL PROCEDURES

U7 to U9's play 5 v 5 (max. squad permitted is 10)

U10 to U12's play 7 v 7 (max. squad permitted is 14)

U12's upward play 11 v 11

1. A match ball should be handed to the Referee before the start of the game. The ball must be of the correct size, clean and inflated to the correct pressure.
2. Home and Away Managers must both post the result of the game

- on the FA Full Time website by 7pm on the Monday after a fixture.
3. Referee and sportsmanship marks must also be completed on the result pages.
 4. The home team is responsible for paying the referee. Check your league website for the correct rate for match officials. This fee can be reclaimed afterwards by sending an email to the club treasurer.
 5. Fixtures are listed on the 'Full Time' website.
 6. Each monday, the Home team should confirm the fixture with the opposition including kit colours to avoid any clash. This can be done by email or text. The reverse applies for Away fixtures.
 7. By Thursday 9pm the League should have appointed a Referee (you have the responsibility as the Home team to keep checking the fixture on the 'Full Time' for confirmation of the official); once appointed, you must confirm the fixture with the Referee by text or email advising name of opponents/kick-off time/ground venue/ team colours.
 8. The Home team must pay the referee fee before the game. For Cup games the fee is shared; fee is variable dependent on the age group level and is normally shown on the League website.
 9. Player Registration Cards must be shown to the opposition before the game. You may also need to fill in a team sheet and hand this to the opposition. Failure to carry out either procedure could result in a fine by the League
 10. You must have a fully equipped First Aid Kit available at **EVERY** match
 11. GOALS and FLAGS - Goals for Junior Soccer matches at Church Street are kept in the toilet block. The Mini Soccer goals, must be returned to the toilet block after the last game and should be packed securely in their bags for the next team to use.
 12. The pitch booking website will show you which pitch you will be playing on and the time for the kick off. If you cancel a game it is important that you then cancel the booking on the pitch booking website.
 13. It is important to keep to the pitch and kick off times as they are worked out to cater for all the teams due to play that day
 14. When more than one game is booked on a pitch, the team with

the first kick off is responsible for putting the goals up. The team playing last on the pitch is responsible for taking goals down and storing the goals away.

15. Each team will receive a text after the game has started requesting the match result be texted after the game; this action must be done by 5pm on the Sunday to avoid a fine.
16. By the following Thursday all Managers should ensure all the match information (result/marks/players/goal scorers) is completed on the 'Full Time' website.

Club Appearances

All Managers must keep a record sheet showing all players who attend matches so that said record can be supplied, if requested, to the Club Secretary at the end of the season; failure to do so could jeopardise a player from an 'appearances award'; "Appearance" means:

- Player Appearances in 5, 7, 9 and 11 a-side organised Games representing the Club.
- Games mean; Pre- season Friendlies, League Matches and Cup Matches.
- Appearances in Tournaments to count as one appearance.
- If a player leaves the Club and then re-joins at a later date, his previous appearances to count

Trophies

The club presents 3 trophies to your team at the end of each season.

- Players' Player Of The Year
- Manager's Player Of The Year
- Most Improved Player

Appearance awards are handed out every season at the club's presentation day. These are allocated to players in multiples of 50 appearances (i.e. 50 games for Southwell, 100 games for Southwell etc)

Southwell City Presentation Day

The club presentation day normally takes place on a Saturday at the beginning of June each year.

Tournaments

Each season we host the *Southwell Sixes Festival Of Football*. This six-a-side tournament is a two day event with boys teams playing on the Saturday and girls teams playing on the Sunday. City also hosts a Girls Schools tournament each season.

Discipline

Managers must make sure that all players in their squads fully understand that they are subject to the Rules, Regulations and Punishments of the Football Association and the League. If Notts FA suspends a player the suspension applies to ALL football matches including school ones and if a player plays in a game when suspended the club or school can be dealt with by the Football Association and the Player suspended 'Sine Die' (to a date some time in the future).

Discipline Procedures

Where a member of the Club (Manager, Player or Parent/Guardian) is reported by a Match Official to the Nottinghamshire FA the following procedure will apply,

- The Manager of the team involved will inform the Club Secretary what has happened so that they are aware correspondence will be coming from the Nottinghamshire FA.
- The Club Secretary will deal all correspondence and communications regarding discipline matters. Under no circumstances will a member of the Club contact the Football Association, the League or Match Official concerning a matter subject of a complaint.
- On receipt of the paperwork the Club Secretary will ensure that it is completed and submitted in accordance with the laid down procedure. Any paperwork given out by the Club Secretary for

- completion must be returned to them as soon as possible.
- Each member of the Club shall be personally liable for any fines levied against them as a result of disciplinary action by Nottinghamshire FA, The League or any other body where members are bound by their rules.
 - The member who incurred the fine will refund the money paid by the Club to the Club Treasurer within 14 days of the penalty being paid.
 - If the money is not re-paid to the Club Treasurer by the end of 14 days the member will be suspended from the club until the money is repaid to the Club.
 - No player will be cleared for transfer to another club unless all outstanding fines incurred by him or his parent(s)/ guardian have been repaid to the Club Treasurer.
 - Member means Player, Parent/Guardian, and Officers of the Club, Manager and Coach/Trainers.

Club Executive Committee 2017/18

Chair: Paul Merryweather

paul.merryweather1@btinternet.com

Vice Chair: John Cunningham

johnc@craftsway.co.uk

Secretary: Geoff Ritson

geoff.ritson@nottinghamcity.gov.uk

Treasurer: Vicki Hayward

vicki@urbanplanters.co.uk

Child Welfare Officer: Richard Miller

richard@blueskycare.org

Other Contacts

Official Kit Supplier: Sportstar

Address: The Minster Chambers, Church St, Southwell NG25 0HD

Phone: 01636 918242

Junior Managers & Coaches 2017/18

Boys Teams	Age	Team Name	Phone
Stuart Burbidge	U18	U18's	07957 789916
Mark Tomlinson	U16	Lions	07725 940818
Mitchel Annable	U16	Sharks	0751 555 2500
Stuart Burbidge	U15	Sabres	07957 789916
Richard Miller	U14	Cobras	0754 542 5147
John Cunningham	U13	Romans	07785 370247
Mark Timms	U13	Spires	07972 352 504
Paul Sharp	U12	White	07969 202747
Thomas Shevlin	U12	Cougars	
Mark Gardner	U11	Saracens	07990 550105
Mark Gardner	U11	Sunday	07990 550105
Emma Lancaster	U11	Dynamos	07828 688982
Paul Muckle	U10	Panthers	07902 313213
Andy Hird	U10	Pumas	07933 644527
Martin Russell (Jude Jarvis)	U10	Tigers	07885 770773
Alastair Baird	U09	Scorpions	07769 252002
Indi Chuhan	U09	Warriors	07837 920977
Mitchel Annable	U08	Vipers	0751 555 2500
Mitchel Annable	U08	Stingrays	0751 555 2500
Mark Nangle	U07	Minecrafters	07557 098405
James Webster	U07	Crocodiles	07817 296005
Girls Teams	Age	Team Name	Phone
Andy Mollett (Gillian Bruce)	U18	Girls	07713 122300
Vicki Hayward	U16	Girls	07990 613077
Ted Miller	U15	Strikers	07854 624544
Dan Cousins	U13	Girls	07905 709528
Chris Barnes	U11	Girls	07870 928233
Ken Brown	U09	Girls	07715 423263
Note: Admin contacts in brackets			