



**[Note: draft v2]**

## **MANAGERS' AND COACHES' HANDBOOK 2017/18**

### Introduction

This is the first time CJB has produced a managers and coaches handbook. The principles behind the handbook are:

- i) to give new managers and coaches some help to get to grips with their responsibilities;
- ii) to set out some rules and ways of behaving that govern what we do so we can meet our legal, financial and ethical responsibilities, and so that we continue to meet the requirements of the FA Charter Standard;
- iii) to make sure resources are used wisely and fairly so all can benefit equally and so we can provide members with good value; and
- iv) to make sure that we protect what makes us a successful club, so we can deliver what we promise to players and sponsors and continue to improve.

That is not to say that the idea is that every manager and every coach will act in the same way in every respect, but it does mean that every manager and every coach will be guided by the same principles.

### **PHILOSOPHY, LEGAL REQUIREMENTS AND RESPECT**

#### Philosophy

The CJB Playing and Coaching philosophy is

“We aim to be more sporting than our opponents, to try to win by being more creative than our opponents, and to try to score more goals than our opponents; but we don't aim to do the third unless we are already doing the first two”.

Everyone in the Club should aim to deliver that and our opponents should come to recognised that this is what we aim to do.

The full Club philosophy document can be found at [cjbfc.co.uk](http://cjbfc.co.uk). It includes advice on how to deal with matches where one side is dominating the game.

### Legal requirements

It is a legal requirement that anyone working with youngsters below 18 years of age must have a valid enhanced Criminal Records Check (CRC – it used to be called CRB check and is more properly known as a DBS check). This includes all volunteers in contact with young people other than their own children even if they are not managers or coaches. In football, CRCs are administered by the FA. The FA requires CRCs to be renewed every three years. CRCs issued for other purposes, such as teaching, are not valid for football. Every team, whether training or playing matches, must be in the charge of a coach or other volunteer with a valid FA CRC.

Anyone in CJB who needs a CRC should contact the club's Welfare Officer.

### FA and Club requirements

The FA and the Club requires each team to have at least one fully qualified coach (which means a level 1 football coaching qualification or higher, plus valid first aid, and safeguarding children certificates and a valid CRC). The Club recommends each team has two such qualified people.

### FA Respect

It is essential that managers and coaches understand the set of FA Respect codes, work within the Code for Coaches and Team Managers themselves, and encourage others to follow the appropriate codes. It is good practice to have a meeting with the players and parents (separately or together) each season to go through the codes and make sure they are understood. The Respect Codes can be found in the CJB Members Handbook and at [www.thefa.com/my-football/football-volunteers/helpforparents/respect/codes%20of%20conduct](http://www.thefa.com/my-football/football-volunteers/helpforparents/respect/codes%20of%20conduct).

Managers and coaches should make sure all those involved in their teams including, so as far as practical, spectators, know, who the Club's Welfare Officer is and how to contact help if a question of child welfare arises.

Poor behaviour by players, officials or spectators can be reported to the FA by anyone. All cases, from serious offences involving violence, the threat of violence, inappropriate language, or endangering or potentially endangering children etc. to technical ones such as entering the playing area without the permission of the referee, can lead to fines of £50 or £100 and bans from football for a short period or even for life. Many cases involve disputing a referee's decision and escalate from there. There are no grounds for disputing a referee's decision during or after a match and anyone doing so runs the risk of a fine and/or a ban.

There are processes for complaining about a referee (or anyone else) and if you wish to do that you should first of all speak to the Club Secretary.

Any questions about Respect should be address to the Club Welfare Officer.

## **PLAYERS**

### Recruiting players

We do not select players solely on ability, skills or potential. So far as it is practical we provide football and futsal opportunities for anyone who wants it. Where an existing team is short of players it makes sense to try to recruit players who will fit well with the team, perhaps by selecting on abilities that match those of existing players or fill gaps in the team line up. Otherwise, so long as we have coaches to look after them, we aim to recruit anyone who wants to play.

From September to May advertising for players is permitted only for the purposes of recruiting players not already registered to a club (known as "unattached") or to start an u7s team in the following season. This is an FA rule.

We ask all players at CJB to make CJB their first club. There is no objection to them joining and playing for another Club as well as CJB as long as they can train and play for their CJB team. Similarly, if a player from another club approaches us there is no objection to taking them on so long as they can meet their CJB responsibilities.

### Releasing players

In youth football there is quite a lot of movement of players between clubs in the summer. If a player wants to leave CJB then they are free to do so and we should aim to make the departure as amicable as possible.

At CJB we try to keep our existing players if they want to stay. It is very rare for us to ask a player to leave: possible exceptions include if a player is persistently

disruptive in training or matches and hasn't improved their behaviour after warnings over at least a three month period; or if there has been a failure to pay subscriptions.

Players leaving CJB should be asked to return their kit and any other property belonging to CJB.

### Scouting players; approaching players; "tapping up"

There are some general rules about this. Let's start with the professional game.

Players might be scouted by **professional clubs**. If a scout is interested in recruiting a player they should approach the CJB team manager, and show them their scout's ID Card. Scouts are not permitted to speak to a player or their parents until they have informed CJB in writing of their interest (see 7 day rule below).

However, sometimes the professional club intends to offer training rather than recruitment and in those circumstances, after a brief discussion about the scout's intentions, the CJB manager should, if requested, introduce the scout to the player's parents or guardians.

From age u9s upwards professional clubs can invite a player to sign for them (eg join their Academy) or to train and play with them but not sign (eg join a development squad). If they sign a contract they are not permitted to train or play football with any grassroots club. If they train and play but do not sign a contract, then they can continue to play for CJB. Players younger than u9s cannot join a professional club's academy; but professional clubs can make them an offer whilst still an u8.

In the **grassroots game** the same rules apply but they are less vigorously enforced unless a complaint is made. In general, it is not permitted to recruit a player from 1 September 1 to May 31 if they are already a member of a club, if that means they cannot play for that club. For example, if you play in the Rowsley League, then approaching a player in another Rowsley League club is likely to be regarded as illegal. The point about this is that once the season has started no team should be under threat of having their players approached by another club; the danger being that the team might lose players and be unable to fulfil its fixtures and to fold.

On the other hand, all leagues permit in-season transfers. The key here is to make your first contact the manager of the team concerned. If the player wants to move then it is likely an amicable move can be agreed.

From 1 June to 30 August it is expected that many youngsters will move teams. Trials and advertising for players are permitted. But the same ethos applies; you

should not approach a player who has signed for another team in the same league, and the only way to avoid that is to make initial contact via the team manager. Whilst an approach may not be against the rules it can cause alarm and ill-feeling.

In general, making initial contact via a player's exiting team manager is usually fine; approaching a player or their parents first may lead to complaints.

At any time in the year, if a player or their parent approaches you, directly or by email or social media, and you are interested in following up the approach it is good practice to report this to the player's existing manager. If you play in a different league on a different day the report is merely a courtesy; if you play in the same league, or on the same day, it might be the preliminary to a formal transfer.

"Tapping up", or speaking to a player or their parents with a view to enticing them to leave their team and join yours, is illegal. You can't stop youngsters talking to each other about their rival teams but if adults do it then that might be breaking the rules of the FA.

### 7 day rule

If a club wishes to invite a player already registered with another club to sign for them, the Secretary of the importing club must write to the Secretary of the player's existing Club to inform them of the intent to approach the player. Once the letter has been received, seven whole days must pass before any approach is made. This rule was designed to regulate professional clubs but it applies to grassroots clubs as well. If both teams agree to waive the rule then that should be fine.

However, the FA Rules on this are clear and should be strictly observed unless both clubs agree otherwise. If a professional club does not act properly then they should be reported to the FA by the CJB Secretary.

### Player eligibility

The FA sets out their rules each year in Standard Code of Rule – Youth (SCOR(Y)) on which all Leagues must base their rules. SCOR(Y) includes rules on player eligibility.

The basics are:

- i) no player can play in a competition until they are 6 years old;
  - ii) age groups are based on the players' age as at midnight on 31 August;
- and

- iii) no player can play in more than a fixed number of minutes of competition football each day (eg 40 minutes for u7s and u8s).

In order to play in a league players must be registered to an FA affiliated club (such as CJB) and registered with an FA affiliated league. A player can play for more than one club so long as they are registered with each club and so long as they play for each club in a different competition (eg they could play for CJB on Saturdays in the Rowsley League and for another club on Sundays in the Sheffield League).

Leagues usually permit transfers of player registrations from one club to another during the season, but there are transfer deadlines (often the last Sunday in February).

Player registrations are for one season only (the FA season runs from 1 July to 30 June) so players moving clubs in the summer do not have to be "transferred" if they register for a new club.

Players are expected to play in their own age groups, but are usually also permitted to play in the age group a year older (eg an u9 can play in an u9 or an u10 competition). This is allowed so that players in villages and from other small catchment areas can play even if there aren't enough players in a single age group to form a team.

Futsal leagues are usually organised not by single years of age (eg. u7 and u8) but by pairs of years (eg. u7/8 and u9/10). This means players regularly play against others a year older or a year younger.

## **HOW CJB IS RUN**

### The CJB Management Committee

The Management Committee meets about six times a year on Monday evenings. Each sub-committee should be represented at each meeting. Decisions made by the Management Committee are binding on everyone in the Club. Minutes are usually distributed a week or so after each meeting and sent to managers and coaches by email.

### Sub-Committees

There are sub-committees for finance, mini-soccer, development phase soccer, kit, sponsorship, events and publicity. Each manager and coach is encouraged to sit on

the relevant soccer sub-committee and on any other in which they have an interest or expertise. The sub-committees meet shortly before the Management Committee.

## Finances

Every player must register with the club and pay a registration fee (£50 for season 2017/18) and subscriptions set out by the Committee. Until they have registered they are not covered by the Club's insurance and cannot play for or train with the Club. A player who is only training with the Club and not playing matches must still register, and pay a reduced registration fee (currently £20). Registrations are dealt with by the age group Registrars (Dan Stothard for up to and including u10s, Anth Payne for u11s and older age groups) and subscriptions are handed centrally by the Club Treasurer, but team managers are responsible for following up any issues (such as missing documents or unpaid subs).

Players trialling with CJB need not pay anything but their parents must be made aware that they are not covered by the Club's insurance until they register.

Players may register as "training only" by filling in a registration form and paying a fee (currently £20). That provides them with insurance cover. If they play in matches they must pay the balance of the full registration fee (£30) and a match fee equivalent, pro rata, to a full subscription.

All monies raised in the name of CJB, either centrally or by individual teams, must be passed to the Club Treasurer and banked in the Club's bank account. All registration fees, subscriptions and sponsorship money will be accounted for in the Club's accounts and spent as decided by the Committee. Any money raised separately by individual teams (eg. in a team fund raising effort) will be kept in the Club account but earmarked for use by the team concerned (eg. for a social event, extra kit, or summer tournaments).

Managers should claim back from the Club any expenditure they make that has been approved, for example, match and referees fees.

The Club will pay for one tournament entry for each team each summer (up to £30 per team). Any other tournament fees will have to be paid for by the team concerned.

Club, teams' and players' league affiliation and match fees for one league each season will be met from Club funds; unless otherwise agreed beforehand, this will be the winter league played usually from September to March or April. Other league fees, eg summer leagues, will have to be paid for by the team concerned (eg by fund raising, sponsorship or an additional team subscription). Club and team

registration fees for the Chesterfield Futsal League are paid for centrally; player and match fees are paid for by the team concerned.

Managers are responsible for attracting kit sponsorship for their teams, although the Club will help with this process. The minimum requirement is for sponsored playing kit to last two years but most teams also find sponsorship for winter jackets. The Club sets the amount required for kit sponsorship for different sized squads. If there is no sponsorship for wet and/or cold weather jackets then the parents should be alerted to the need to provide their own. It is not acceptable to have youngsters wet and/or cold at matches or training.

### Kit and equipment

The club has a single playing kit for all teams and a single change shirt (an exception is made for kits provided directly by sponsors, eg. McDonald's, where it is enough to match the Club kit as closely as possible; and for futsal where managers have a free hand in choosing kit. All other exceptions need to be approved by the Management Committee). All playing kit must bear the Club logo. Playing kit is expected to last two seasons.

The club will provide all necessary equipment (eg balls, cones, bibs, etc), and first aid kits.

All kit and equipment will be purchased centrally by the club thus ensuring high quality throughout the Club and good value for money.

Playing kit and all equipment bought by the Club remains the property of the Club and any players or coaches leaving the Club should return their kit (unless it is already two years old and it is planned to replace the kit, and the playing season has concluded) and equipment.

### Venues for home matches and training

It is important to keep costs down to a reasonable level whilst ensuring good quality facilities. As much training as possible in summer months (April to September) should take place at Holmebrook Valley Park, which is free. In winter months (October to March) training will be at a variety of venues. It is often possible in the younger age groups to share facilities (eg three u7/8 teams can be easily accommodated on one third of an artificial grass pitch (AGP)). Some winter training facilities are arranged and booked by the Club but managers are allowed to seek their own, which will normally be approved if they are high quality and good value

for money. All bookings must be made in the name of the Club. The Management Committee will approve training venues.

Venues for home matches for u7 to u10s, and all futsal matches, will be determined by the League concerned. Other teams will play their home matches at Springwell Community College.

The Club will pay pitch and referee fees for home matches, and all matches at mini-soccer venues. The usual arrangement is for managers to pay any fees not invoiced formally (such as referees fees and all mini-soccer match fees) and claim the cost back from the Club.

Any departure from these arrangements needs to be approved by the Management Committee.

#### Social media, other communications, and photography

The Club, and the FA, is keen to see football and futsal promoted through the appropriate use of social media and photography, both still and video. There are strict rules governing the use of social media. There must be no publication of the scores or results of matches played by teams up to and including u11s (with the exception of some cup competitions), no criticism of players, clubs or match officials in any circumstances, and the issue of child welfare should be paramount. For example, it might be seen as inappropriate for an adult to exchange messages of any sort with someone below the age of 18 other than their own child. This applies not just to social media but to all forms of communication, but it is the context of social media that we see most complaints.

All posts on social media that purport to come from, or represent the views of, the Club itself must be approved by an officer of the Club or other person sanctioned to act in that regard. Posts coming from CJB teams must meet the rules set out here.

Photography in public places is not restricted, but it makes sense before photographing youth football to seek the agreement of both teams and the match referee before starting. Managers are responsible for being aware of anything in their own team that would make photography undesirable (eg. a child whose identity needs to be protected). However, they cannot prevent photography in a public place and should be prepared to withdraw a player if necessary.

## **LEAGUE AND CUP MATCHES**

## **1. ROWSLEY LEAGUE MINI-SOCCER**

The Rowsley League runs u7 to u10 competitions on Saturday mornings at four venues in Chesterfield (Eastwood Park, Holmebrook Valley Park, and Stand Road Park) and Matlock (Cavendish Fields). Fixtures are issued on Sundays (usually by email) and managers have until Tuesday to request any changes. They are then re-issued in their final form on Wednesday or Thursday, again by email. Any team might play at any venue so managers must check all fixture lists thoroughly.

You can request a closed date (ie no game) in advance. The League will try to accommodate requests for early or late kick-off times but they can't guarantee that.

You will not get a game every week. There are more teams than can be easily accommodated, but you won't miss many weekends.

The first teams on any pitch puts up one goal each and the last teams take them down.

The match fee includes the referee's fee and must be paid on the day in cash, either to the centre co-ordinator or to the referee.

In bad weather matches are cancelled either on Thursday (when the ground staff inspect) or later, usually by email and on Twitter. If they are cancelled on match day it'll be done by phone. It is up to each manager to ensure all players are informed as quickly as possible of fixtures, and cancellation or other changes to fixtures.

Games cancelled through bad weather are not rescheduled as it is not necessary to play other teams a fixed number of times. Fixtures will be generated up to the last day of the season (usually the first or second weekend in May).

Leagues at u11 and below are non-competitive and match results may not be published. It is not permitted to publish or discuss scores or results on social media or anywhere else, nor is it permitted explicitly, or implicitly, to criticise players, teams, clubs, referees or the League.

The league aims to arrange fixtures so that in the second half of the season teams are playing others of similar abilities.

The referees award sportsmanship marks to each team based on the behaviour of players, officials and spectators. A single argumentative parent can reduce the team's score dramatically. The most sporting teams in each age group win a trophy at the end of the year.

There are two cup competitions. All teams play in the primary cup; first round losers then get to play in the secondary cup.

Over the last few years teams have usually had a season of 20-22 games; more than that is a bonus.

## **2. ROWLEY LEAGUE U11S AND UP**

## **3. CHAD MANSFIELD LEAGUE**

## **4. SHEFFIELD LEAGUE**

The Sheffield League is the biggest youth league in the country. It's top divisions have some strong teams and all the divisions provide close competition. When you first enter the Sheffield League it's sensible to play some friendlies against existing SL teams to gauge which division you should start in. The League will take such results as evidence of your standard.

Almost all the matches are played on Sundays.

Matches – preparation – referees - Full-time etc etc

## **5. CHESTERFIELD FUTSAL LEAGUE**

The CFL plays matches on Fridays, 1715 to 1915, from September to May. Age groups are paired, so an u11 team, for example, plays in an u11/12 division. The League allows teams to join and leave whenever they like so the notion of a fixed season with a fixed number of games doesn't apply, but there are formal cup competitions.

Fixtures are issued each week by email on Sunday or Monday and appear on the FA Full-time website. If you can't play in any week you should tell the League in advance. If you drop out of a fixture that has been announced the League will try to find a replacement team but you might be charged the match fee if they can't find one.

Match fees are paid on cash on the night and include both court and referee fees.

Depending on the number of teams entered, most teams can expect to play about twice a month.

## **OTHER BITS AND PIECES**

### Parents meetings

The Club recommends that managers and coaches arrange at least one meeting per team with parents each year, to cover FA Respect, training arrangements, team selection and substitution principles (ie. every player has equal playing time), communications (eg. what happens if a match is called off on the morning of the game?) and other areas of parental involvement (eg putting up and taking down goals, running the line, arranging the team's Christmas party, etc).

### Events

The Club will organise end-of-season Presentation Nights at the Proact Stadium in May for all players and their families. Tickets for this will be on sale in the spring. Other events, such as Christmas Parties, may be arranged by individual teams or groups of teams, at their own expense.

### Coach education

The Club will pay in full for level 1 courses, for CRCs, and for renewal of first aid and safeguarding children courses. The Club will pay half of the cost of level 2 courses. Derbyshire Sport offer coaching bursaries for those and higher qualifications.

We strongly recommend all coaches join the FA Licensed Coaches Club (which is free), and encourage all coaches to consider other FA courses (eg futsal, refereeing, goalkeeping, disability coaching, psychology, advanced first aid, etc.).

### Complaints

If you or anyone else wants to make a complaint about any aspect of CJB, or to suggest improvements, please invite them to write to, or email, the Secretary. If it is a matter of child welfare then the complaint should go straight to the Club Welfare Officer or to the Welfare Officer at Derbyshire County FA.

### Contact details

All contact details can be found at [www.cjbfc.co.uk](http://www.cjbfc.co.uk) . If in doubt ring the Club on 07961 280694.

