

Chadderton FC Juniors



Managers/Coaches Welcome and Handbook

The committee, parents and players of Chadderton FC Juniors would like to welcome and thank you for volunteering to coach young players within our club. The club plays an important part in our community and your time and effort is appreciated by everyone involved. This handbook has been compiled to help you in your role and we hope you find coaching children a rewarding experience.

1) Meetings

Committee, Managers and Coaches meetings are held on the first Monday of each month.

A meeting schedule will be published on the Club Website, Managers Facebook page and Coaches WhatsApp group at the start of the year. Please see section 11 of this document, "Website and Social Media" for details of these apps.

All meetings are held at the Chadderton FC clubhouse (The Falcon Fire Stadium, Andrew St, Chadderton) unless prior notice is given.

2) Committee

The committee members have a 3 year period of office, starting and ending at an AGM.

A committee member may perform more than one role should a vacancy not be filled.

The current roles are as follows:-

Chairperson
Secretary
Treasurer
Child Welfare Officer(s)
Club Development Officer
Media Officer
Social Secretary
Kit and Equipment Officer

Committee responsibilities are referenced throughout this handbook and individual contact details can be found on the Website.

3) **Club Documents**

Club documents are referenced throughout this handbook. All these, including policies, application & order forms etc., can be found on the Website

4) **Personal Development**

At the very least coaches should take the **FREE FA “Playmaker course”** which is the pre-requisite to the “Intro to Football” course.

Coaches are encouraged to obtain an FA “Introduction to Football” coaching qualification as this helps the club retain its “Charter Standard Community Club” status and is a good basis for developing your training sessions. This is the old “Level 1” equivalent and is now completely web based, to be taken in your own time at your pace.

A Safeguarding course is now MANDATORY and is now web based, taken in your own time and renewed every 3 years. The initial course is chargeable, recertification is free of charge.

Coaches are asked to undertake First Aid training. First Aid is also a web based course, taken in your own time and renewed every 3 years. It is not yet mandatory, but in a similar vein to Safeguarding, it will come. But is it sensible to undertake as part of your responsibilities as a coach and is also a good life skill.

There are many other relevant free of charge courses from the FA online such as concussion guidelines. Feel free to take a look at the FA Learning website. Link :- [Courses | England Football Learning](#)

Course Links below :- (Prices as at July 2023)

Playmaker (FREE) - [EE Playmaker | England Football Learning](#)

Intro (£100) - [Introduction to Coaching Football | England Football Learning](#)

Safeguarding (£30) - [Safeguarding Children Course | England Football Learning](#)

Safeguarding recertification (FREE) - [Safeguarding Children Recertification | England Football Learning](#)

First Aid (£30) - [Introduction to First Aid in Football | England Football Learning](#)

Concussion Guidelines (FREE) - [Concussion Guidelines | England Football Learning](#)

Fees will be refunded by the club on production of a receipt to the treasurer.

On application to the committee, the club will also support Coaches who wish to progress and obtain an FA Level 2 qualification, now renamed “UEFA C”. However, this course costs £500, so an extra level of commitment would be required above the running of a single team.

5) **Safeguarding and Child Welfare**

The Child Welfare Officer is the first point of contact should there be any query regarding Safeguarding and related queries about child welfare.

As we are involved in coaching children under the age of 18, all Coaches are expected to undertake a DBS (Disclosure and Barring Service) check before being allowed to coach minors. The process will initially involve registering with the FA, receiving a FAN number and forwarding this along with ID (including DoB) etc. to our club Secretary who can explain the steps involved.

As mentioned in section 4 “Personal Development”, **it is mandatory for all Coaches to have up to date FA Safeguarding certification.**

Players from the soccer school are NOT allowed to sign on for any team or play in league matches until they have reached the age of 6. It should be made clear to parents that, if it is agreed, a player can play a “year up” and play when they have reached that age, but no kit will be issued beforehand.

Players are allowed to play a “year up” in all age groups, but are **not** allowed to play in a younger age group than the one appropriate for their year.

Parents are responsible for their children during all training sessions and competitive games. If a parent leaves a session, it should only be with your agreement and you should be given their emergency contact details. Under no circumstances, should you undertake a training session without any other adult in attendance, be it parent/guardians of other players or another manager. The same applies for match days, players should not be offered lifts unless another adult travels with you.

The point of contact for all junior players is the parent/guardian. Please do not add players under the age of 18 to social media groups such as Whatsapp etc.

Information collected about children is classed as sensitive information under GDPR. Any information obtained via club forms will be held by the club for the period of membership and only shared with the necessary organisations we affiliate to, e.g. the FA and local leagues. For management purposes, it is permissible to keep contact details of parents/guardians, but this must be deleted from all personal devices, notes and software applications if a player leaves the club.

6) **Players monthly Subs and Sign on Fees**

Every player must complete a membership application – “Sign on Form”.

Every league registered player is required to pay a sign on fee, but there is a reduction for siblings and the Under 7 age group in their first year within the club. The current fee is printed on the respective forms.

To aid administration and ensure players are registered, it is requested that the sign on fee is collected in cash by the respective manager along with the form itself. Sign on forms and fee must be given to the Treasurer or Secretary at a Managers meeting prior to the start of the season.

However, with the agreement of the treasurer, managers of teams in leagues that pay referees direct, on the day of the match, the cash sign on fees may be retained to pay them over the season. This must be accounted for and reported back to the treasurer. If any surplus at the end of the season, this must be repaid. If a top up is required, then please apply to the treasurer.

New players will also need to send a digital photograph AND proof of age, such as a photo of a passport or birth certificate, to the Secretary or club Player registration officer..

The monthly subs are payable for 9 months from September through to May inclusive. The amount will be confirmed at the AGM for the following season. Subject to subs being up to date, the last (May) monthly subs payment will be “ring fenced” for each individual team to purchase additional kit and equipment etc. over and above what has been paid for by sponsors (See section 7, “Kit and Equipment”).

Parents should be asked to setup a monthly bank transfer for the subs. Bank details are available from the Treasurer.

Managers are also asked to submit a “Monthly Subs Sheet” at each Managers meeting. This should list all the squad, highlighting any new players, or those who have left. This will enable the treasurer to keep track of expected payments and report back on any payment issues for you to chase up with the respective parent. It can also be used to record any cash received, such as sign on fees, or expenses incurred - such as referee fees.

Coaches that have children playing in teams are entitled to 50% off the monthly subs if they satisfy the following criteria:-

- **A DBS check has been completed**
- **The mandatory Safeguarding and First Aid courses have been completed and are NOT expired.**
- **Achieved an FA “Intro to Football” coaching qualification**

It is recognised that there are limits on squad sizes and it may not be possible to take on more players if you are “full”. If new players come along, it is possible to sign them on so they can train with you if they are interested in this arrangement. **They must complete a sign on form** so they are covered by insurance and we have both parent/guardian contact details and medical information required, **but no sign on fee or subs will be due until they are registered with a league.**

This is particularly useful if you are moving up from e.g. 5 to 7 a side, 7 to 9 a side etc. the following season. But parents/guardians who agree to this must understand that their child is not allowed to take part in league matches, only train with the squad, as they will not be registered to a league.

Alternatively, should there be a large influx of players at that age group, it may be possible to create a new team should numbers allow. If this is the case, please inform the Club Development Officer so we can see if a parent is prepared to take on a coaching role.

Please remember that each player has to be registered online with the FA Whole Game System (WGS) and then linked to a league. This is a time consuming task for our Secretary before the season starts. The earlier that signing on forms are returned the better, to avoid the need to enter several hundred a few days before the season commences. The WGS website will be busy and slow at that time due to the thousands of registrations taking place around the country in various clubs and leagues. Leaving it late may mean players cannot be registered in time and are prevented from playing.

If you are registered as a manager for your team, you can log into the WGS via your email or FAN number and password. This will allow you to see your squad members and **print off a “team sheet” with player and manager photographs**, which is a requirement of most leagues before each game. Please contact the Secretary if you do not have access.

7) Kit and Equipment

Basic equipment such as Balls, cones, bibs etc. will be provided to each team from club funds. **An Equipment order form should be completed** for each team and sent to the Kit and Equipment Officer in good time for the start of the season, so orders can be placed in bulk and discounts obtained.

Age groups U7 to U10 will use size 3 footballs, Age group U11 to U14 will use size 4 footballs and age groups U15 and above use size 5.

Managers are asked to return any footballs of the smaller size that are in good condition when they move up to the next level. These will be redistributed to younger teams.

Teams are encouraged to obtain their own sponsors for kit. Dependant on sponsor generosity, teams have also purchased shower jackets and tracksuit tops etc. Sponsors generally come from player contacts, be it parents/guardians or friends/family of parents/guardians, with businesses. However, community minded local businesses have also sponsored in the past and the Media Officer can use Social Media to advertise for sponsors. You may of course arrange your own team fundraising.

The club has a standard identity throughout the senior and junior sections for both home and away kit. There are also standard designs for training wear and rain jackets. **All kit must be ordered via the Kit and Equipment Officer.**

Remember as it is bespoke kit with artwork based on the sponsors logo, so there is a lead time of approx. 6 weeks for kit to be delivered **from order being placed**. Please allow 8 weeks for the process from start (logo obtained and sizes confirmed) to finish (delivery).

The kit and equipment remain the property of the club and this should be emphasised to the parents/guardians of the players when distributed. **They will be asked to return it should the player leave the club or a new kit is purchased.** Sponsorship is not easy to obtain and the club will try to re-distribute old kit for teams who are struggling, until they are able to obtain a new sponsor themselves.

For sponsorship purposes, prices at July 2023 are approx. £30 for a full kit per player, approx. £20 for a tracksuit top and approx. £25 for a standard shower jacket. (Child sizes are VAT exempt, but VAT is applicable for adult sizes). **However, a quote will be obtained for the sponsors agreement before an order is placed.**

The sponsorship money should be paid to the Treasurer before the order is placed and the club will settle the invoice with the supplier. However, should a sponsor require a VAT invoice, arrangements can be made for the supplier to invoice the sponsor directly. Please speak to the Kit and Equipment Officer for information.

The use of names on the back of shirts is discouraged. There is an additional cost involved in printing on kit, but the main reason for not encouraging this practice is safeguarding. Whilst not banned, FA guidance is that parents should be reminded of the risks involved in having names on childrens clothing and written authorisation should be obtained. Although risk is minimal in a well run club or team, a stranger could strike up a conversation and develop a rapport with a child if they can see their name on a shirt.

8) Training venues

The cost of training venues is paid direct to the respective venue out of club funds and teams are allocated a slot accordingly.

During the season, outdoor Astroturf facilities, under floodlight, are preferred and we attempt to book full pitches where the area can be shared by multiple club teams at the same time. However, should this be problematic, consideration will be given to smaller venues. Please speak to our Treasurer regarding cost before booking.

During the summer break, teams can continue training on local park pitches, taking advantage of the light nights.

9) Leagues and Tournaments

The majority of teams play in the East Manchester Junior League which is either Saturday or Sunday mornings depending on age group. However, we also have teams playing in other leagues such as Bury and Heywood along with the Girls teams in the North Manchester Girls League on Saturday mornings.

League fees are paid direct to the respective Leagues by the Treasurer. As the younger age groups are “Centre based”, e.g. Curzon Ashton, Wright Robinson, FC United, Heywood Sports Village etc. this will include all costs. Older age groups playing at a “Home” venue such as Crossley Playing Fields or Clayton Fields are responsible for referee fees, hence the retention of Sign on Fees mentioned in Section 6 “Players Monthly Subs and Sign on”.

The East Manchester Junior League also run a summer league. If a team wishes to enter a summer league, the club will pay the fees up front. But, as we do not collect subs over the summer months (June, July and August), the team is responsible for recouping the costs from those playing and repaying the Treasurer when collected.

During the season or summer break, the club will cover the entry cost of ONE tournament per team provided a receipt is obtained from the organisers. Any travel costs or subsequent tournament entries are the responsibility of the team.

The majority of leagues will use the “Fulltime” system for league administration and fixtures, tables etc. League tables are not published for U11 and under, but U12 and above are classed as competitive and tables **will** be published for reference purposes.

In addition, the age group U12 and over are required to update Fulltime with match statistics, including score, referee marks, players involved etc. after every game. You will be given a password by the league to log on and update prior to the season if you are required to do this.

10) Social

The two main social events of the year are the Club Presentations and the Fun Day.

The Presentations generally take place at the club house on Andrew St, Chadderton once end of season trophies have been purchased. Please see a committee member about the contact details to book the venue. Teams are encouraged to share the evening to fill the room and make it viable for the club to employ bar staff, cleaners etc. to cover. The room can take approx. 80 to 90 people.

Every player receives a trophy and if teams have won leagues or cups during the season, it is a chance to celebrate their success.

The Fun Day takes place at the Club on a Bank Holiday weekend in May after the season finishes. This helps to raise the profile of the club in the community.

Entrance is free of charge, but games and activities are provided along with stalls and refreshment facilities. Coaches are asked to help out with the organisation and activities taking place.

Mascots. Junior teams can also arrange to be mascots for the senior team at home games in the North West Counties League. This is actively encouraged by the seniors who enjoy having the kids involved. For information please contact a committee member.

Ideas to improve upon the social aspect of the club are always welcome and volunteers to assist the Social Secretary in arranging such events would be greatly appreciated.

11) Website and Social Media

Junior Section

The junior section website is www.chaddertonfcjuniors.co.uk and is currently under re-development. Any documents mentioned in this handbook can be obtained by speaking to a committee member.

Managers or Coaches are encouraged to provide regular match reports and each team has their own page, including team photos, manager contact details, league links and team sponsors.

Match reports for the local press should be sent to the Media Officer.

The junior section managers page on Facebook is :-

www.facebook.com/groups/chaddyfcmanagers/

Many of the documents held on the website will also be posted here for ease of access. However, although Managers and Coaches telephone numbers and email are posted on the website under squad details for enquiry purposes, internal documents (such as the Managers addresses and this Handbook) will only be posted in the Facebook group as it is a private members group for Managers and Coaches only.

Please click on the link provided above to register.

We also use Whatsapp to aid quick communication between Managers and Coaches

- 1) [Chaddy Jnrs Coaches Group](#) - for general support, information and advice between Coaches
- 2) [Chaddy Committee Queries](#) - for committee questions

The junior section Twitter account is [@Chaddyfcjnrs](#) for up to date news and announcements.

The junior section public Facebook page is :- www.facebook.com/Chaddyfcjnrs/

Senior Section

The first team play in the North West Counties League and the reserves & EDS in the Manchester League, usually on alternate Saturdays at the Falcon Fire Stadium.

The aim is to provide a seamless route for the Junior section players into semi-professional football should they have the talent and ability to do so.

The senior section Twitter account is [@ChaddertonFC](#)

The senior section website is
<https://www.pitchero.com/clubs/chaddertonfootballclub>