

# Herne Bay Youth Football Club

*Affiliated to the K.C.F.A*



## Manager's Guidance Season 2008/ 2009

## **Manager's Guidance**

### **GENERAL**

#### **Club Website**

Herne Bay Youth Football Club has a Website, and contains contact details, fixtures, results, reports, links to maps, pictures and latest news. It can be viewed at <http://www.hernebayyouth.co.uk>. Any contributions to the website should be sent to [info@hernebayyouth.co.uk](mailto:info@hernebayyouth.co.uk)

#### **Club Message Board**

There is also a Message Board where information is posted as a method of spreading news <http://hbyfc.proboards40.com/index.cgi>. It helps if managers / coaches check here once or twice a week and say if they've read the message.

### **MATCHDAY / TRAINING**

#### **Artificial Pitch**

Players are not allowed to arrive more than 15 minutes before their scheduled start time, and should then wait in the tennis court area. No balls should be played with whilst waiting, although other warm-ups are allowed.

#### **Match Reports**

- Are to be emailed to the Club Press officer by 13:00 on Monday following the fixture to be sent into the papers. Please keep reports to the press to 50 words, club website reports can be longer.

#### **Postponed/Cancelled Matches or Training**

- If the High School is closed the Secretary will be informed and then the Mini-Soccer Secretary and Fixture Secretary are notified. A message will also be put on the Club Message Board as soon as possible.
- Please remember to let your Referee know.
- If the match is postponed, please let the Mini Soccer Secretary or Fixture Secretary know, so that the League can be notified.

#### **Referees**

- Referees for home matches are organised by Referee Co-ordinator, and you should be notified on Thursday before the game whether you have been allocated a referee or not. If you have a regular referee also please let Referee Co-ordinator know so he can keep track of things.
- EKYL Appointed Referees are notified to the Fixture Secretary and details will be passed on.

#### **Results Sheets**

- East Kent Youth League match results sheets must be taken to the Mini Soccer Secretary or Fixture Secretary no later than 5.00pm on Sunday.

#### **Training times & places**

- Please notify changes of regular training venues to the Club Secretary, in case of need to contact.

## FINANCE

### Collecting/Paying in Training and Match money

There are different training subs dependent upon the League that is played in:-

- East Kent Youth League Mini Soccer & 11 A-side £12 per month
- Kent Youth League £15 per month.

It is the elected manager's responsibility to organise the collection of these fees and hand them in to the Club Treasurer at the monthly meetings. Any questions regarding Club Finance should be directed to the Club Treasurer.

## DISCIPLINE

### Club Welfare Officer (CWO)

The CWO will promote best practice throughout the club and play a key role in dealing with poor practice concerns in line with the club's own Disciplinary Policy. Matters of a more worrying nature will be referred to the Kent FA Child Protection Officer. Confidentiality regarding concerns should be maintained on a strictly 'need to know' basis.

### Fines for Bookings / Sending Offs / Misconduct

- Booking fines will be notified to the relevant manager as soon as they arrive. It is then the responsibility of the manager to reclaim this money from parents of the players concerned and pay in to the Club Treasurer.
- Sending Off and misconduct fines need signatures of those involved, so paperwork will be sent to Managers to arrange payment and signatures. Payments should be made payable to KCFA and the paperwork should then be returned to the Secretary.
- Any appeals against the charges must be written up and submitted back to the Secretary for consideration before the deadline.

### Smoking

- All of the Schools we use are non-smoking areas for everybody.
- Managers are not allowed to smoke in front of children during training or matches.

## WELFARE

### Recruiting Volunteers

- Anybody interested in joining the Club as a volunteer, must first of all complete a volunteer application form that is available from the Club Secretary or Welfare Officer.
- References must also be given in accordance with FA Guidelines.
- The Club Welfare Officer will then follow CRB procedures, **before** the volunteer is allowed to help.
- Opportunity will be given to meet with Club Committee members to run through what is required.

## ADMINISTRATION

### Contact Details

- The Club Website has an up to date list of Contact details for Committee members, Officials and Team Managers. If in doubt please contact the Club Secretary or Club Welfare Officer.

### Documents

All managers/coaches will be made aware or provided with a copy of the following Club Documents:-

- Code of Conduct (*must be signed for*)
- Club Rules & Constitution
- Accident Reporting Form
- Anti-Discrimination & Equal Opportunities Policy
- Disciplinary Procedure
- Child Protection Policy
- Safeguarding Children & Young People in Football ([www.theFa.com/goal](http://www.theFa.com/goal))
- *All available on the Club Website or ask for copy if no internet access*

### Equipment

- Any requirements for equipment or kit must first be discussed with the Club Secretary to be ordered centrally. Expenditure over £50 must be agreed by the Committee.
- Any training clothing must also be ordered via the Secretary so that Club colours and identity can be maintained.

### Monthly Meetings

- The Manager or a representative of each team is required to attend each Monthly Meeting, which are wherever possible, on the 2<sup>nd</sup> Monday of each Month.

### Player Registrations

- All players must complete a Club Registration Form and the team manager must hand this in to the Club Secretary with the appropriate Registration Fee. It will then be handed back to the Manager once player is registered.
- All players must complete a Medical Declaration form, which is to be held by the managers at all times.
- A player will not be allowed to register for a League, without having filled in a Club Registration form, a Medical Declaration form and paid the Registration Fee.

SIGNED CHAIRPERSON: \_\_\_\_\_ DATED : \_\_\_\_\_

SIGNED SECRETARY: \_\_\_\_\_ DATED : \_\_\_\_\_