



Blaydon Youth Community Football Club

Coaches Handbook

This handbook is to be read in conjunction with the
club constitution

Blaydon Youth Community Football Club Coaching Philosophy:

At Blaydon Youth Community Football Club, our philosophy is to make the game safe, fair and enjoyable. As a Chartered FA Club, we aim to provide age appropriate coaching (notably: 5-11 yrs, 12-16 yrs, 17+ yrs). At all times our Coaches will seek to improve the player's movement and technical skills and overtime increase the player's decision-making capabilities. Alongside this our Coaches will seek to teach the player life skills (notably; co-operation, teamwork, communications and friendship). Very importantly, our Coaches will teach the player to understand respect. Our Coaches will champion the rights of every player; individual Coaches will listen to all players and treat their comments and suggestions with respect. At all times, Coaches are expected to display high standards of behaviour and appearance and readily promote respect in all their actions. Our Coaches will strive to improve their knowledge and understanding by keeping up-to date with new coaching methods through participating in internal and/or external CPD (continuous professional development) activities.

Coaches Are the Key Leaders in Grassroots & Youth Soccer:

Be Aware, how you develop your team culture, strategy and philosophy towards the game is very important to all who are connected with your team.

As a coach your beliefs, attitudes and ethics will guide and shape the behaviour of the players and spectators of your team, therefore, it is important that you follow the club's philosophy and set the bar at a high level in all aspects of the game, including:

- The Health & Safety of all players, including opposition players
- Respect & Understanding for the Laws of the Game
- Encourage players to take responsibility for their own behaviour and performance
- Do your best to organize practices that are both fun and challenging for all players
- Actively demonstrate fair sportsmanship
- Show unwavering respect for players, officials and opponents

Coaches at Blaydon Youth Community Football Club are expected to adhere to the club's philosophy. In so doing, Coaches are required to display high standards of behaviour and be a role model for players, parents and spectators. Coaches are expected to promote the appropriate Code of Conduct and positive aspects of the sport (e.g. fair play) to players, parents and spectators alike. Never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations.

Very Importantly, Blaydon Youth Community Football Club wants to ensure that games are fair, positive, and an enjoyable experience for all children and adults involved. A soccer game should be friendly and unifying - a spirited social and athletic occasion for players, coaches, referees, and spectators.

We are here to assist and encourage all coaches and ensure that the FA's good practice is a constant at our club. To help this all coaches must attend where they can, the coaches meeting arranged by the committee to help discuss all issues in an open forum to allow access to the combined knowledge of the coaching volunteers of the club. In addition to this a coach's email circular exists, please request from the chairman access to this where all issues can be discussed in an open forum. Please always ensure that the chairman has your current email address at all times to ensure the coaches email circular is up to date and correct.

At Blaydon Youth Community Football Club, We Stress the Following Two Points:

- As a Coach, your example is powerful, for better or worse. If you insist on fair play, if you concentrate on your players' enjoyment of the game and their overall long-term development, and if you support the referee, your players and their parents will notice. However, if you encourage (or allow) your

players to play outside the rules, if you are overly concerned about results, if you criticize the referee harshly, your players and their parents will also notice.

- Referees - especially young and inexperienced ones are like your players and yourself, in that they need time to develop. You can play an important role in helping them to improve by letting them concentrate on the game. You can help by encouraging them, by accepting their inevitable, occasional mistakes and by offering constructive post-game comments. On the other hand, you could discourage and demoralize the referees by criticizing their decisions, by verbally abusing them and inciting - or even accepting your own players' overly aggressive behaviour.

Blaydon Youth Community Football Club Coaches' Code of Conduct:

- I will never yell at, argue with or treat a referee with disrespect
- I will ensure that my players treat referees with respect
- I will ensure that my players parents treat referees with respect
- I will ensure that all of my players and players parents have read and understand the clubs code of ethics
- I will place the emotional and physical well-being of my players ahead of a personal desire to win
- I will never use profanity
- I will treat each player as an individual, remembering the large range of emotional and physical developmental needs of this age group
- I will do my best to provide a safe playing situation for my players and the opposition
- I will do my best to organize practices that are both fun and challenging for all my players
- I will lead by example in demonstrating fair play and sportsmanship to all my players
- I will use age appropriate coaching techniques suitable for each of the skills that I teach
- I will remember that I am a grassroots sports coach, and that the game is for children and not adults

To clarify expectations of a coaches' conduct, we expect all coaches to conform to this code of conduct.

New Players

The FA governs rules with regards to approach and signing players. The following are extracts and guidance to help you know what to do when a new player approaches, or you are discussing signing a new player:

- Never approach a player who is already registered for another club in the same league. This is an illegal approach and the club will be fined if a complaint is raised – it is the same ruling as the premier league as it is in grass roots!
- The first question to all players who approach you should be "Are you registered with another team in our league and do you have permission to talk to us?"
- Contact should be made with the secretary of the club of the player in questions to ask permission to talk to a player, via a seven-day letter of approach, which can be issued by BYCFC secretary to any team.
- No academy players registered/signed on a professional contract can play in grass roots league football.
- Players who are not registered and are coming to training should sign a disclaimer to understand that our insurance does not cover none registered players. If they attend for a period longer than three weeks then half subscriptions should be collected to cover venue and insurance costs, this should be discussed with BYCFC's welfare officer.
- Although not mandatory, the club recommends, a period of six weeks attending training before signing a player, to ensure the player enjoys the team spirit and is committed to registering to play.
- Contact should be made with the league via BYCFC secretary to arrange registration with the appropriate paperwork.

- The differing leagues have differing periods for allowing signing on, generally after March each year no further signings are allowed without dispensation.
- It is mandatory that all players must be fully registered with acceptance from the league and the club prior to playing any competitive games for BYCFC, this ensures the player is appropriately insured and we are compliant with FA and league rules.

Fundraising

All fundraising is a delicate matter. We are asking the community to donate to the club, in order to provide the environment outlined in the four corner FA model. It is also essential to our club and players. We must therefore treat fundraising with respect and delicacy that it deserves.

Fundraising is made using the clubs name and the community, businesses etc donate using our status as the basis of their donation, sometimes this is used for tax purposes, therefore should the funds not reach the club there could be implications for both the club and the donating party.

We therefore require the following to be adhered to ensure complete transparent in all dealings:

- All fundraising events however big or small need permission from the committee (contact details are on the website) to ensure they are appropriate and do not bring the club into disrepute.
- All events which have players involved must have the same safeguarding measures in place as a math, training session or friendly.
- A brief email from the team treasurer should be sent to any member of the committee outlining the details including location, type and timing of the fundraising activity. Permission will then be granted very quickly if deemed appropriate.
- Any expenditure of funds raised must also have permission from the committee, to ensure that funds received in good spirit are not utilised inappropriately.
- Full records of fundraising should be kept and submitted as part of the team treasurers monthly finance report.
- All cash from fundraising should be submitted by the team treasurer monthly along with records, to be banked by the club, each team has an individual fundraising record/account, the value of which is available each month from the club treasurer. Funds can be accessed at any time with request from the team treasurer/coach/manager.

Finally, as a reminder of the constitution rules, fundraising made by a team is raised in the name of the club. Those donating, donate with the club at heart. On a moral basis and in line with FA rules, should the team leave the club, under any circumstances, the funds should remain with the club to ensure that the donating parties intent is maintained.

Friendlies

All friendlies must have certain permissions in place to allow them to take place. This is an FA requirement and ensures safeguarding, respect and insurances are in play during the game. The following are prerequisites to a game:

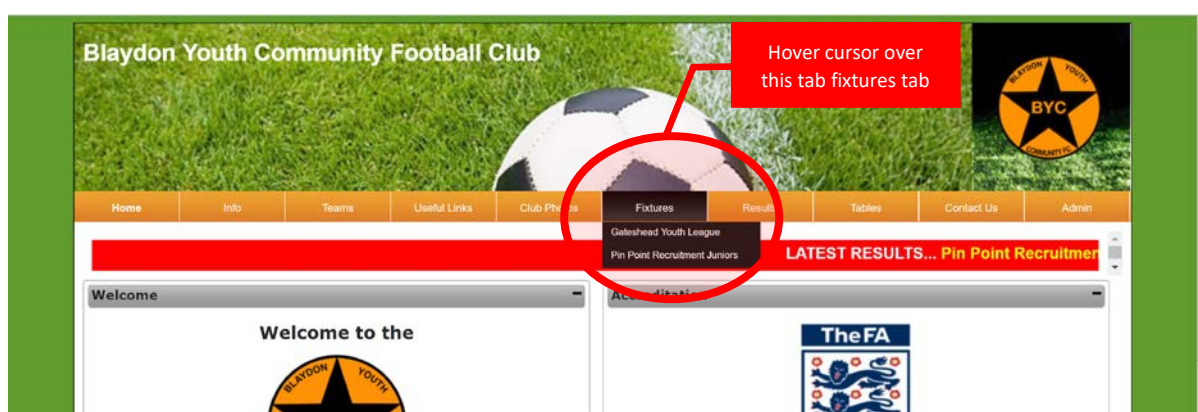
- It is the home team's responsibility to arrange all formal permissions for friendlies.
- Use the club coaches email circular to ensure there is no clash with other games, training and league/cup matches or the venue you have chosen is available.
- A Durham FA affiliated referee must be appointed by the team to oversee the game.
- Permission from the FA must be sought, this can be via an email to john.topping@durhamfa.com copying in the club welfare officer blaydonliddle@aol.com. Outline the teams, the home ground and the name and affiliation number of the referee. Permission will then be granted and confirmed back to the team. If this

is not confirmed via email you do not have permission to play (John is always quick and very good at confirming).

- Fees for referee and venue should be split 50/50 between the two teams
- Given the intensity and frequency of training and matches, along with the agreement we have in place with Gateshead Council a maximum of 2 games in pre-season can be arranged at BYCFC home ground per team, alternatives games should be arranged away, on which there are no restrictions.
- As long as the team commits to the cost of venues (generally split with the opposition), any professional and safe venue can be chosen to arrange a home friendly game.

Match Day

Fixtures for matches are available for the relevant league from the club website <http://www.blaydonyouthcommunityfc.org.uk/fixtures/> where hovering over the fixtures tab will direct you to the relevant fixtures for teams from our club playing in that league, see image below:



League rules clarify the requirements on match day (please ensure you are familiar with these) however there are a few key ingredients which are similar across all leagues:

- Players should be assembled and warmed up at least 15 minutes before kicking off
- Registration cards should be held for all players by the coach and available for inspection
- Substitutes should have bibs on
- A match return by the home team should be made by the team coach/manager to ensure the results are captured by the league, generally this is by midday of the day the game is played.
- Remember you are representing our club, please observe the club's policies and Respect campaign.
- The respect barriers provided by the club should be utilised at all home games always, placed approximately 1.5m from the side line to ensure a safe paying environment.
- A first aid kit and playing balls should be on hand always. These are available from the club welfare officer.

Training

Appropriate training slots will be allocated by the club secretary at a chosen venue through the winter and at the Shibdon Road pitches during the summer. Please ensure:

- All players are registered to play for the team, have signed a disclaimer where they are training only (up to three weeks) or are paying half subscriptions.
- It is essential that all designated officials taking part in training sessions should have up to date:
 - Appropriate CRC
 - FA emergency aid qualification

- Coaches Safeguarding certificate
- Should there be an instance where an official without these qualifications is not available then training and matches must be cancelled. Please refer to the FA safeguarding rules or the club's welfare officer for additional guidance.

Strips

Strips are an important element of the club. They represent our identity and give the players something to relate to and have pride in. It is important to maintain as strongly as possible the clubs brand and image.

This approach has been scientifically proven to add to players confidence and success (see Journal of Sports Science "The colour of a football outfit affects visibility and team success" J Rokkert et al 2015). The approach should not only apply to playing kit but should also extend to training kit to ensure a collective, positive and morale boosting image is promoted within the club during all periods our members participate, both on and off the pitch.

We have worked hard to promote this image and our counterpart clubs are now familiar with and associate our regalia with a well organised and well-disciplined football club.

The agreed regalia is as follows:

Brand: All Mitre

Playing Jersey: Mitre Angular Jersey Tangerine/Black

Shorts: Mitre Prime Short 2, black

Socks: Mitre Mercury Teamwear

Training Top: Mitre Primero T-short, Black/white

Light Jackets: Mitre Primero Woven Track Top, Black/White

Rain Jackets: to be approved by committee

The club has a single source contact for all training and match day strips.

We respectfully ask that all sponsors purchase the kits through the secretary to ensure that consistency is maintained.

Deviation from this can be given on a dispensation basis where we are donated/gifted a pre-bought kit from a nationally recognised campaign/institution.

Summary

If in doubt, ask, the chairman and committee are here to help and the sole goal for us is to promote grass roots football in a positive safe environment.

Full details of the committee and all documents are available on our website at:

<http://www.blaydonyouthcommunityfc.org.uk/>

