

# Guide for Managers and Coaches

## Our philosophy

*Sheffield Steelers JFC is focused on creating a friendly, safe, enjoyable environment in which children of all abilities and backgrounds can develop physically, socially and psychologically, through the game of football.*

## Club contacts

**Cazz Wainwright (Secretary) 07875498031 or [steelersjfc@outlook.com](mailto:steelersjfc@outlook.com)**

**Ed Kirk (Chairperson) 07970017085 [ed\\_h\\_kirk@msn.com](mailto:ed_h_kirk@msn.com)**

**Jenny Carnall (Welfare Officer) 07854722191 [steelersjfcwelfare@outlook.com](mailto:steelersjfcwelfare@outlook.com)**

**Ed Kirk (Welfare Officer) 07970017085 [steelersjfcwelfare@outlook.com](mailto:steelersjfcwelfare@outlook.com)**

**Amy Coleman (Treasurer) [amylouisecoleman@outlook.com](mailto:amylouisecoleman@outlook.com)**

## Qualifications and checks

### **All coaches must have:**

A valid DBS through the club

Completed Safeguarding Children Training

<https://learn.EnglandFootball.com/courses/safeguarding/safeguarding-children-course>

### **One coach per team must have:**

Completed Introduction to First Aid in Football

<https://learn.EnglandFootball.com/courses/medical/introduction-to-first-aid-in-football?q=introduction%20to%20first%20aid>

Completed Introduction to Coaching Football

<https://learn.EnglandFootball.com/courses/football/introduction-to-coaching-football?q=Introduction%20to%20Coaching%20Football>

Receipts can be sent to the club email - [steelersjfc@outlook.com](mailto:steelersjfc@outlook.com) - so you can be reimbursed for any agreed training

## Online tools

Someone from each team will need access to:

Full-time: This is where you can find fixtures as well as **signing in** to enter scores and referee details and the mandatory marks for the pitch, referee, opposition etc.

<https://fulltime.thefa.com/home/index.html>

Sunday teams opposition managers details: **Signing in** is required

<https://sheffieldjunior.league-manager.co.uk/>

Club Portal: This is where you can print off squad sheets as well as registering and registering players **singing in** is required using your FA email and password <https://clubs.thefa.com/>

For help signing in contact Ed: 07970017085

## Conduct

You must use appropriate language when you are with your players and when communicating with parents in person or through messages. You must not smoke or vape when with your players.

## Registering players

### Ethos

Different teams have different systems for recruiting players and adapt them as the children move up through the age groups but they should adhere to the club's ethos.

The process must be transparent:

- Children and parents/guardians should know if there is a space on the team or if they are coming just to train.
- They must understand if they are training to then take a place if they want it, or if they are training for the coaches to decide if they feel they will fit in.
- Children should not be pit against one another in training competing for a spot. The club has a no trials policy.

### Process

When registering a new player, coaches can start the process on "Club Portal", helping parents set up a FAN ID and collecting proof of age and a picture ready for someone on the committee to confirm payment of registration fee and a committee member to submit to the league. Training can be provided on how to use "Club Portal" by an experienced coach.

Before signing parents/guardians will need to be sent a copy of the welcome pack and be asked to fill in a health and wellbeing questionnaire.

## Trainer only

Some teams have children only attending training and not matches, for various reasons. They still must be registered to the club through "Club Portal" as a trainer only so we are insured for them to train. They will need to pay half subs.

## Preparation for the season

You need to show a squad sheet to the opposition at each game. This can be physically printed or shown on a phone. The squad sheet should be downloaded in advance and re-downloaded if any players or coaches change. **Coaches can only be on the coach's side of the pitch if they are on the squad sheet with their photo on it.**

You need to have a first aid kit to take to matches and training. The club will supply this and top up when you need more of anything. It is your responsibility to ask for what you need.

You need training balls (one per player), cones, bibs and 2 match balls. These will be supplied by the club.

Your team will need a kit. This should be funded by a sponsor. You will be given details about how much needs to be raised etc. Experienced coaches can give advice on finding a sponsor

You need to send a message to your parents group about the upcoming season which will include information about expectations for them at matches. This message will be put on the managers group for you to use.

## Training

### Process

Training is usually 1 hour per week.

From September – Easter; training is on Astro-turf, for most teams this is at Newfield but will be organised to fit needs as much as is possible.

From Easter – September subs are not being paid and training is in public spaces. E.g. Graves Park, Gleadless Common, Norfolk Park, Barbers Field. Teams can choose to have breaks in training during this time.

### Ethos

Training should give opportunities for all to develop, and should be enjoyable for the children. Avoid punishments and forfeits especially when based on ability. You should take into account any specific needs of the children you are coaching (referring to the health and wellbeing questionnaires).

There is a lot of expertise within the club so do ask for any tips or guidance or drills.

## FA guidelines

### \*NSPCC RECOMMENDED ADULT TO CHILD RATIOS

- For 0 to 2 years – one adult to every 3 children (1:3)
- For 2 to 3 years – one adult to every 4 children (1:4)
- For 4 to 8 years – one adult to every 6 children (1:6)
- For 9 to 12 years - one adult to every 8 children (1:8)
- For 13 to 18 years – one adult to every 10 children (1:10)

#### Source

<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children#article-top>

This means 2 coaches for training sessions.

## Preparation for Matches

### Home games

You will be given details of referee, pitch and kick off time by Cazz by Tuesday evening at the latest in the week of the fixture (if you have any specific requirements let Cazz know the weekend before the fixture and she will try to accommodate you where she can, but depending on referee availability there is no guarantee when kick off will be within the allowed time frame).

You must send the details with; address, parking details and the colour kit you will be playing in to the opposition and your parents by Tuesday evening at the latest. You will need to tell your parents what time you want them to meet for the game in order to set up and warm up.

You must message the referee with the match details to ensure they have them and so you can contact each other if there are any issues.

Referees need to be paid by the home team. Fees for different age groups will be shared at the start of the season

### Away games

The opposition should inform you by Tuesday evening the details for the game, you must pass these on to your parents (including the time you want them to meet to warm up) by Tuesday evening. If you have not been sent details first message your opposition to chase them if this gets nowhere ask for support from Cazz or Ed.

## Matches

### All games

There should be at least 2 coaches at each game, you can have up to 3 on the coaches side of the pitch, they must all be on the teams squad sheet.

You will need to show the opposition your squad sheet and see their squad sheet ***a match should not go ahead if both squad sheets haven't been seen.***

You will need to give the opposition a list of the players playing in the match along with their shirt numbers, this can be by physical or messaging it to them.

You should see the referee's card and take a photo of it, or record their full name and ID number.

Encourage and instruct your team but avoid shouting at the players constantly and avoid criticising players for mistakes they have made.

All players should play at least half of the game regardless of ability. Unless there is a pre-agreed reason for not doing so, or an injury or conduct issue in the game which means it is not possible.

**You are a role model** talk to everyone with respect, and model to the children how they should treat referees and opposition even when there are disagreements.

If you have concerns about the opposition players or coaches let the referee know, if you still have concerns or you have concerns about the referee these can be reported after the game.

If you are concerned about the safety of your players in a game and talking to the referee has not resolved it and you feel you need to withdraw your team from playing the club will then support you in any follow up.

You can always call Cazz or Ed if you are unsure what to do.

Refer to age group rules for details on match length, powerplays, throw in/kick ins, headers etc.

## **Home games**

Depending on if you are following or being followed by other teams (see referee and pitch allocation message) you may need to set up or put away goals, corner flags and respect barrier.

You must have a respect barrier for parents to stand behind and you must cone out an area for coaches and subs for each team.

An experienced coach can show you the container at Gleadless and the garage at Graves so you can see where everything is kept. It is everyone's responsibility to keep our storage tidy.

## **Postponing/Reversing fixtures**

**If you know in advance** you won't be able to field a team for a game you can rearrange a game to another date with 28 days notice. You will need to apply for this via the Jun League website. If you need help ask Ed. With 7 days notice you can rearrange to another date **if** the opposition agree.

**If you are playing away and their pitch is unplayable** you can offer to reverse the fixture if we have an available playable pitch. The opposition can decline this.

**If you are playing at home and our pitch is unplayable** you must inform the opposition and the ref. The opposition can offer to reverse the fixture, you can choose if you accept.

**If a game is postponed in the week of the game or on the day of the game** you must email your league registrar cc'ing in the opposition with the reason. You then need to agree with the opposition a new date for the fixture and let the registrar know the date within 2 weeks of the postponement.

Registrar emails: U"age group"@junleague.com e.g. U7s is [U7@junleague.com](mailto:U7@junleague.com)

## Parents/Guardians

Keep parents/guardians updated of fixtures and training and if there are any changes. They should let you know in advance if a player is going to be missing from a game or training.

Parents/Guardians should help (preferably take on without your input) setting up and putting away for home games. They could also run raffles/tuck shops to pay for ref fees and treats for the team.

Parents/Guardians shouldn't coach players during games, and should instead just cheer and offer encouragement and praise for effort as well as success.

## End of the season going into a new season

### **Presentation night:**

The club will host end of season presentation nights, you can choose to take part in one of these evenings with other teams in the club or you can organise your own individual presentation evening.

Every player gets a trophy, you can then choose to have special trophies. E.g. players player, supporters player, coaches player etc. The club will pay for 3-4 special trophies but you can decide to give a different amount - possibly with an expense to the team. Some teams decide to give every player an extra smaller trophy or certificate giving an individual reason for each one, the club will fund this. However you decide to organise your teams trophies, keep in mind that we are an inclusive club, try to make sure you are rewarding players for things anyone on the team could potentially achieve (e.g. commitment, hard work, improvement, positivity) rather than things only some players will be able to achieve (e.g. top scorer, best player). Try to make sure that trophies are spread between players, 1 player shouldn't receive multiple special awards for 1 season, and try to avoid the same players getting awarded each year.

### **Player retention:**

Unless there have been issues with; attendance of matches and/or training, behaviour of player and/or parents/guardians, or with subs payments, every player should be given the opportunity to continue on their team.

If you feel like there is a reason beyond those above why a player shouldn't stay on a team you should have an open and honest conversation with the parent/guardian of the player and give them the opportunity to consider what is best for their child.

Players should not lose a place on their team because of their ability.

If you feel a player shouldn't be offered the chance to stay on their team, please discuss it with one of the welfare officers. **It should not be at the end of the season when you first raise a concern that means you think a child should not continue, if you have a concern you should raise it straight away and not just raise it at the point when you would like to release them.**

## Concerns

If you have any concerns about player welfare please let one of the welfare officers know. If you think a player is in immediate risk of harm contact the police immediately.

If you are unsure about what to do in a situation please ask in the management group, there is a lot of experience amongst the coaches, or speak to a member of the committee.

If it is a matter of urgency please call a committee member.