



SOUTHWATER ROYALS FOOTBALL CLUB

Managers Guide

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So, you've got the job. You're the gaffer.
Whether you're a budding Mourinho or a reluctant volunteer you've got the responsibility of managing the team. We have travelled the same path and know that it can be daunting to begin with so we have put together this short guide to help you in your first weeks and months.
We are one big family and if you need any help just ask.

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Introduction

Welcome to [Southwater Royals F.C.](#) and a big thank you for volunteering to lead and manage the team. This handbook is intended to be a guide to help you, the team manager, to go about your role in a way that maximises the enjoyment and development of players and coaches involved in the team.

The guide is based on FA advice and regulations. Whilst it is intended to help you understand the ethos of the club and what you are required to do by the FA, it will not cover every situation you come across and, in these cases, you should seek advice from fellow managers or the club Senior Management Committee.

The handbook looks at the roles you may be involved with during your time as a manager and coach and gives advice on FA and league rules.

Southwater Royals Football Club: "Our Mission"

Southwater Royals Football Club wishes to promote the positive sides of sport to as many children in the area as possible. Teamwork, exercise, sportsmanship and having fun are some of our primary goals and as such Southwater Royals FC is an inclusive club, wishing to offer these benefits to children of all abilities.

Although the aim of any sporting fixture is to win with children playing in Grassroots, Development Football, we believe in an ethos of inclusion for all players and that all players in Mini-Soccer age groups should be given the same opportunities to train, play and develop their abilities in a safe, un-intimidating environment.

It is our role as managers and coaches to ensure that everyone, children and adults, has an enjoyable time.

#PlayYourPart #LetThemPlay



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The Committee

Southwater Royals Football Club is run by committee, at any time there will always be a minimum of a Chairman, Secretary, Treasurer and Welfare Officer on the committee. Committee members are voted in annually at our Annual General Meeting and any club members are welcome to step forward for the roles. We recognise that we have a wealth of experience and skills among the management team and also wider into the club so we are always willing to look at involving others in the committee so at times there may be other positions within the committee filled.

Above all the committee is here ensure smooth running of the club, they work closely together to support you and the club members whilst also looking at the strategic planning for the club to continue to succeed and grow.

Committee members can be reached by email at the following addresses:

Chairman chairman@southwaterroyals.uk

Secretary secretary@southwaterroyals.uk

Treasurer treasurer@southwaterroyals.uk

Welfare Officer cwo@southwaterroyals.uk

However, we do request that members are only contacted directly for critically urgent queries. Normal queries, suggestions and requests should be directed to committee@southwaterroyals.uk which will be monitored jointly and be used to help build agendas for committee meetings.



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Safeguarding

The safety, welfare and safeguarding of all youth players are the most important aspect within youth football and the role of the manager and coach is to ensure that all youth players have the safest and best possible environment to enjoy their football. The Southwater Royals FC Child Welfare officer (CWO) works closely with the league and Sussex FA safeguarding teams, to oversee that the club is following FA procedures and investigate any safeguarding concerns.

All personnel involved in youth football are required to carry out disclosure barring service (DBS) checks and attend FA safeguarding courses. Additionally, the club must meet the following requirements as part of the FA Accreditation.

All club officials including managers, coaches, team secretaries and regular parent helpers are required to hold a valid DBS and FA Safeguarding certificate.

Every team training session and match played must have at least two DBS checked managers and coaches who both hold valid FA safeguarding certificates. Additionally, at least one manager/coach must hold an FA introduction to football coaching certificate and a valid FA first aid qualification. Each team manager should ensure they have the necessary number of coaches available to run each session. The FA arrange regular spot checks, and any non-conformance may lead to suspension of the team and affect the club's FA chartered accreditation.

Managers, parents and coaches are NOT to "play football" with the children during training due to risk of injury. The FA strongly advises against adults playing within youth football settings (those who are under 18). The disproportionate skill level and physical size presents a potential injury to the child/young person involved and is not covered by the club insurance policies. An injury to a player may lead to legal action.

Smoking - Southwater Royals actively promote a "smokefree sidelines" approach, asking that all members of our coaching team and representatives of our club refrain from smoking on the sidelines or in view of / within a reasonable distance from all players. This includes use of e-cigarettes and vape kits.

Parent helpers without a safeguarding or DBS certificate must always be supervised by a member of the club who has a DBS and safeguarding certificate and must not be left alone with children or young adults (U18).

If you have any concerns about child welfare, please contact the club's [Child Welfare Officer](#).



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Training Sessions

What do you need to have in place before your first session

There are certain things that you will need to have in place before you can take your first training session and matches. It's important that you have these in place to protect yourself, the club and the participants.

- Your FA Playmaker or introduction to coaching in football coaching qualification
- Your FA Safeguarding certificate
- An FA DBS check
- The FA 1st Aid Qualification. The FA do not accept any other form of 1st Aid Qualification.
- A complete first aid kit, that will only contain the recommended FA equipment (**ONLY** order via the club). Note that no player shall return to the field (training and matches) if injured and requiring medical attention including the use of ice packs
- Balls, cones, bibs and any other equipment that you require for your session
- Registration forms for players that include all relevant medical information and a passport photo for everyone attending. Note that all players need to be registered with leagues before the season start to play league matches

Good Practice

- Plan your training sessions as much as possible, it will help them be successful and make them more enjoyable for you and the kids
- Don't talk too much, keep the kids busy and active
- Be positive, if a child is not doing things correctly try to be as positive as possible when helping them



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FA Football England Accreditation

Southwater Royals FC has worked hard to achieve the FA accreditation and to maintain this status, we need to ensure the following:

- Managers and coaches have current and up to date qualifications:

ALL Managers must have FA coaching qualifications, DBS checked, FA 1st Aid qualified and safeguarding certified.

ALL coaching staff must achieve as a minimum a completed DBS check and safeguarding certified

- Managers, coaches, players and parents follow the [FA RESPECT Code of Conduct](#). Below is an extract taken directly from the FA Code of Conduct.

On and off the field, you need to:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, you need to:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what you expect of players and what they can expect from me
- Ensure all parents/carers of all players under 18 understand these expectations
- Never engage in or tolerate any form of bullying



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- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities organised are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.



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Team Structures

Playing Squad

So now it's time to think about your new team! Having a squad that is too big or too small can cause you difficulties and whilst building your new team it's important to remember that Southwater Royals FC is an all-inclusive football club.

As the manager of one of our Mini Soccer Teams (U7 - U11) remember that if you have too many players, you may be unable to effectively manage playing times. In the U8 through to U11 age groups, the FA Guidelines state that all players registered to your team on WGS must receive equal playing time in league games, regardless of ability.

From the U12 age group (Youth Teams) upwards, when competitive football and league records are introduced, player trials/assessments may be held as part of your team and player development. This will assist in the future building of your squad offering a more flexible approach to player management.

A good number of players to start with is 14 – 16 per team but may vary due to different team requirements.

At every stage, communication with your parents and players is key, helping to identify a child's needs, understanding abilities that vary greatly among young players and discuss options that will best support the future development of the child. Child welfare and safeguarding must always be at the forefront of any decisions taken. You should always work to promote a positive and constructive approach to player management and development.

Management

It is not possible to do everything on your own, **you will need some help**. Try to get parents to help with the coaching or other activities. They will require a DBS check as a minimum.

It is also good practice to get a **Team Rep** as an additional point of contact for the team. The role of this person is to assist the coaching team with off the field duties and to be a point of contact for the parents. Your team representative would ideally be another child's parent.

As previously mentioned, you also have the CWO (Child Welfare Officer) as a point of contact should you need any additional help with safeguarding or have concerns with child welfare.



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Player Registrations

As the manager you must make sure that all players are registered on the FA WGS system. They are then permitted to attend training, participate in league games (and potential tournaments/competitions).

All players **MUST** be registered to play in the correct age group (Boys, Girls and Mixed Teams) based on the current FA guidelines. Each team is responsible for their own player registrations. The process for each new season will begin in July and please contact the Senior Management Committee or other managers if you have any questions. **NOTE** that each team will have two free players registrations (e.g. manager and coach do not pay the registration fee). If you have a larger coaching team the manager will decide how to distribute between the team.

Note that each league has an agreed maximum number of players that can be registered to play, and you must not sign more than that number for your team.

If you wish to sign a new player during the season, you should contact the [club secretary](#) who will advise you on what steps to take.

No players under 6 are per permitted to play in a match of any kind but are permitted to attend our Under 6's Development Coaching sessions.

Wildcats Centre - Age U5 through to U11 inclusive as per the FA Wildcats Centre guidelines.



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Booking Club Facilities

The club's [venues coordinator](#) will book all training facilities and pitches at Christs Hospital, QE2, Millais, Horsham FC and any other facilities. Leagues are advised each season with details about your allocated home ground. You will be advised where your training sessions will be held, on what day and at what times. You will be allocated a winter and summer training location.

If two teams share a pitch preference and priority to the booking is given as below:

- League and cup games take priority over friendly games. Cup games take priority over league games
- The managers shall agree kick off times if they are both playing at home on the same day
- Older age group teams shall have priority over kick off times unless agreed between the managers

Managers are responsible for notifying kick off times for home matches with opposition teams. Please ensure kick off times meet league requirements.

For matches at The Ghyll it is expected that teams playing their games on the pitches will help with pitch maintenance including lining. The senior team manager will decide whether the pitch is playable on the 11 v 11 pitch. Team managers using the 7 v 7 pitch will check pitch conditions. Pitch inspections shall take place 1 day before matches.

Pitch inspections will be carried out by ground staff at Christ's Hospital, Millais and other pitches on the Friday before weekends. The club will be notified, and managers made aware on decisions made. If pitches are deemed playable by ground staff, managers are still expected to carry out pitch inspections following any adverse weather. For any matches cancelled due to unplayable pitches, the managers shall notify the club, opposition managers and league, and agree any possible reversal of fixtures, as per league requirements.



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Playing Kit Sponsorship

Please find details in the club website about the [sponsorship packages](#).

The managers are responsible to ensure sufficient sponsorship funding to purchase a new kit. The club will purchase a new sponsored kit on behalf of the team.

Playing kit can be changed after two seasons of wear, unless agreed otherwise by the Senior Management Committee.

General Advice

Parents

It is important to remember that your team members are the most important thing in their parent's lives. There can be challenges both on and off the pitch, however the most common reason for any such challenges is lack of communication. The parents will be an asset to the team, so it's vitally important that you keep a good level of communication going between you and them.

- Make sure that you are approachable, both in person and other forms of communications.
- Ensure that you have a team representative that your parents can approach if you are not available. In the unlikely case that you find yourself in a difficult situation or receive complaints, you should not feel you have to deal with it alone, contact a member of the management committee as they are there to help you in such situations.
- Always try to see other people's points of view if they have concerns. Ultimately you may not agree with them, but you need to be open to constructive criticism or suggestions.

Following these guidelines and keeping open channels of communication, will help keep misunderstandings to a minimum and give you the opportunity to deal with any potential problems early before they escalate.

Children with Special needs

You may have a child or children who has some special needs wanting to join your team. As a club we are inclusive and if there is space, they must be offered a place. It's essential that you are fully aware of any conditions that may affect your session so that you and the children in question get the most out of any sessions.

It is the responsibility of the parents or guardians of the children to give you all the required



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information relating to their child's special needs but do make sure you ask them specifically for this information at the earliest possibility. If the child requires 1 to 1 supervision, then the parent must be available to join in the session to assist you with this. if you need help contact the club's [Child Welfare Officer](#).

Booking friendlies

League and cup games take priority over friendlies. Please organise friendlies by contacting the [venues coordinator](#) to book pitches.

Tournaments

As soon as Christmas has passed you will be inundated with invitations to tournaments. These can be great fun. Our advice is to make a list of your invites and sit down with your coaching team and discuss which ones you would like to enter. Don't leave it too long though as the best ones tend to get booked up early. Although it may be tempting to put your strongest team in to try and win it, you must ensure that everyone is given the same opportunities.

What happens if a player is scouted?

If a player in your team is scouted it's important to understand the process as parents will be coming to you with questions. If the player has been scouted by a professional club, they will be in contact with yourself or the management committee and they will be able to provide you with all the information you need. Be wary of players being offered places in paid academies and the like, as this is not the same as being scouted by a professional club.

The normal procedure is that the player will be offered a trial for a set amount of time and during this time they will not be able to play for you.



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Club Colours and Kit

It is important that all our teams have a consistent kit colour and branding so that the Royals teams all have the same identity.

Colours and styles are as follows –

Light Blue - home shirt

Yellow - away shirt

Navy blue - Shorts

Navy blue - Socks

The club has preferred kit suppliers and will purchase kits on the team's behalf once there is sufficient sponsorship funding. Please contact the Senior Management Committee for further information, and any deviation from club colours shall be discussed and agreed with the Senior Management Committee. Alternative purchasing of a new kit shall also be agreed with the Senior Management Committee.

Club Community

Aside from football, Southwater Royals FC also has a strong sense of community. Social gatherings are a great way for the teams and parents to get to know each other and to realise they are part of a club that is far bigger than their individual team.

These gatherings can also be a great source of fundraising for the club, and we would ask that you encourage the parents and players to attend our social and fundraising events.

Presentation Day

Presentation Day is our largest social event, and it occurs in the early summer at the end of the football season. We hold inter-club tournaments, mixing similar aged teams into smaller teams for the competition and we also put a lot of effort into fund raising on the day. Volunteers are needed from each team to make the day a success and to celebrate the players' efforts throughout the year.

There are presentations for all age groups (older teams are encouraged to hold their presentations individually due to space limitations and safety concerns at The Ghyll) and you, as the team manager, will be asked to say a few words to the team and parents as well as make these presentations.

Other fundraising, Club 97 and club shop

Please encourage parents to help with other organising fundraising events, as this generates much needed additional income for the club. Please also encourage parents to join the club's monthly [Club 97 prize draw](#).



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The club has an [online club shop](#) and you should ask parents to purchase club branded off field items from the club shop, as the club receives a contribution from any sales.

The club will provide qualified and registered managers and coaches with a club branded polo top (maximum 3 tops per team). These can be replaced after three seasons of wear if in poor condition.

Volunteers

It takes a lot of time and effort to run a successful grassroots football club. You have already taken a big step in offering your time and expertise by becoming a team manager. If you could please remain on the lookout for any parents who would be willing to offer any assistance it would be gratefully appreciated.

Useful references and external links

Southwater Royals FC Website <https://www.southwaterroyals.uk>

Senior Management Committee <https://www.southwaterroyals.uk/clubofficers>

The FA Respect Website <http://www.thefa.com/get-involved/respect>

Horsham & District Youth Football League Website <http://www.hdyfl.net/>

Sussex County Women & Girls Football League <http://scwgfl.com/>

South Surrey Youth Football League <https://www.ssyfl.org/>

