

## GUIDE FOR MANAGERS

**This guide has been put together to help new Managers and Coaches with 'Best Practice' in mind.**

### **The Club**

Buntingford Cougars have been established since 1971. The club and its members have worked very hard to achieve FA Charter Standard status and to reinforce the clubs standing in the community. The club has been very lucky to have local people who give up their time, not only to coach and organise youth Football but to build relationships with the local schools and the Council. These achievements and the volunteers who give so much are important to the largest association in the town.

One benefit of working to the Charter standard is that the club is structured to give the very best experience to all involved. Equal opportunities are given to players of all abilities while making them as safe as possible. When individuals volunteer to help children they must, at all times, ensure that they themselves are not compromised, the clubs best practice guidelines aim to ensure the safety of both children and adults.

### **Training**

Managers and Coaches taking charge of training sessions should hold the FA level 1 coaching qualification. As well as coaching, the course covers a section on first aid and Child Protection. There is a requirement that at least one trainer in each age group should complete the course within the first year. The club will help by making the arrangements and paying the course fees. Further Coaching qualifications are available as Coaches develop. First Aid and Child Protection elements are renewed every three years.

### **Development**

When new Managers and Coaches join the club there will be a Committee member available to guide and integrate them and give advice where necessary. New Coaches are encouraged to join existing squads in training or at matches; this can be arranged at a convenient time and can be an ongoing involvement which can be mutually beneficial to all squads. The club also has a Youth Development officer who can help with all aspects of training.

### **The Committee**

All managers are automatically part of the Committee and are required to attend monthly evening meetings where football related matters are discussed. Coaches and parents of players are encouraged to become committee members and attend meetings. If the squad manager cannot be there another coach or another representative should attend as their representative. There is a management

Committee meeting before the managers attend, Managers are welcome to attend this meeting.

### **Pitch side Medical Care**

The standard level of emergency first aid is taught as part of the Level One Coaching badge, undertaken by all Cougars coaches. This should be refreshed every three years, if Coaches give a copy of their certificates to the club secretary then the club will notify the individual and arrange a refresher course at a time and place to suit, if this is possible.

Medical equipment and a medical bag will be issued to each age group and should be available whenever training or on match day whether the matches are home or away. Equipment supplied should, wherever possible be kept in the packaging supplied until use and the Coaches responsible should ensure that any items with a "use by" date are replaced. The club will issue replacements for any used or out of date items issued.

There are always questions arising from different individuals about the level of First aid equipment available. We have included the following guidelines from the FA website, February 2008; any coaches should bring any concerns or experiences to the club committee.

Whatever the type of medical bag carried, it is incumbent on the 'first-aider' to be clinically competent in the use of its contents; the contents will to a large degree reflect the level of medical skill of its 'owner'. **Clearly, the 'first-aider' should not carry any items of medical equipment or supplies that he/she is untrained to use or dispense.**

Due to the inherent dangers of blood-borne diseases it is now incumbent on any 'first-aider' to protect him/herself from any blood with which he/she may come in contact. Several pairs of disposable nitrile (non-allergenic) gloves are a 'must carry' item for any responsible 'first aider'. One may also wish to consider protective eyewear to avoid personal infection from blood splatter. 'Sterile' gauze dressings should be carried if you are to successfully arrest superficial bleeding; adhesive plasters are a necessary adjunct for the minor cuts and abrasions.

Below is the recommended first aid equipment for Pitch side use, Taken from the FA website, February 2008. Replacements are available through the clubs kit buyer.

### **Contents of a 'Routine' Medical Bag**

- Crepe Bandages
- Elastic Adhesive Bandage (Eab) (Various Sizes)
- Elastic / Self-Adhesive / Tearable Bandages (Various Sizes)
- Zinc Oxide Tape (Inelastic) (Various Sizes)
- Disposable Nitrile Gloves
- Gauze Swabs
- Plasters (Non-Allergenic / Waterproof)
- Sterile Non-Adherent Wound Dressings (Various Sizes)
- Triangular Bandages

- Eye Pads
- Spray Bottle (For Iced Water)
- Scissors (Safety Type)
- In addition Cougars will supply instant ice packs.

### **Managing your squad**

Cougars adopt a philosophy of "Sport for all". All players play football, no matter what level of ability. Children develop at different rates and if they are given a chance to play their strengths will come out and teams will be formed. If the players and Coaches enjoy training and matches, life will be very much easier and squads will grow in numbers. It is in the interest of all squad managers to increase their size of squad for future years. Squads can run several mini soccer teams, when it's time to move in to 11 a side football squads can enter 2 teams in to the league. This sounds like hard work but can be very rewarding.

The club will help to arrange a suitable venue in the town for training, when possible on a grass area, in winter months the Norfolk Road all weather sports area is used and a rota is organised to accommodate all squads on the floodlit area.

The most successful squads are built on good relationships with parents of players. A Register of attendance should be filled in at all sessions, parents can be volunteered to keep the Register and help to communicate match times etc. When players are young parents should be encouraged to stay during sessions. If they need to go they should let you know, particularly as you will be required to make sure they are collected at the end of training.

Matches are organised from under 7, match times should be arranged as early as possible in the week. A booklet containing all league squad managers contact details will be given to managers. Friendly matches can be arranged between managers of similar age groups in the league.

When matches begin the home team will be required to referee the match. A Coach or parent can be ideal. Do try to rotate these to keep everybody happy. When you get to 11 a side a volunteer will be required to run the line at matches. The club will try to provide a referee if available.

New players are registered and an annual subscription fee is paid to cover the clubs costs. After an initial trial period, usually 2 to 3 weekly training sessions, during which the manager, parents and the player decide if they would like to continue, the forms are completed and the subscription fee is collected and passed on to the clubs registration secretary. The forms include a code of conduct which needs to be signed, details of medical conditions and the family doctor. Two passport sized photos are required, one of which is transferred to a membership card. This subscription is renewed yearly.

### **Equipment**

**Footballs:** As a general rule Cougars would like each player to have access to a ball in training. The club will supply training balls in size 3 for squads up to U7, size 4 up

to U14 and size 5 above. Each team will be supplied two match balls that should be kept for fixtures. In addition, squads will receive a pump and bags to carry footballs.

**Training and Match day kit:** The club will supply cones for marking out playing areas and tall, collapsible cones, bibs, a whistle and a large holdall. Registers are supplied and should be used to record attendance at all training sessions. When squads get to 11 a side, linesman flags are available as well as goals, nets and corner flags.

**Equipment** is generally ordered in the closed season, an audit is carried out yearly and if possible any surplus equipment is redistributed within the club, for example smaller footballs or kits are passed down when being replaced. All new equipment should be purchased by the committee member responsible so that costs can be monitored and budgets adhered to whenever possible. There is potential for orders to be scaled down if funds are not available.

**Kit:** Buntingford Cougars teams wear squad colours agreed and laid down in the clubs rules. Shirts are royal blue and white, vertical stripes, shorts and socks in royal blue. This conformity ensures that football kits can be passed on to other squads.

Whenever possible, sponsorship from local companies should be sought to cover the cost of new kits. Squad managers have been very successful in securing sponsors, often from parents or relatives of players. Sponsors logos can be printed on shirts in addition to the clubs logo. If there are no sponsors available the club will supply kits either from surplus kit, if it is in serviceable condition or new kit if funds are available.

We hope you find this guide useful and informative. The Committee is constantly looking to improve. Input from all Managers and Coaches is very valuable to this process so please do not keep your thoughts to yourself, good or bad.

From day one, this is your club. All involved are volunteers, the more people who can give a positive input to the club on or off the pitch, the better club we can build.

Enjoy yourselves and your players will perform to the best of their abilities.

**Buntingford Cougars Youth Football Club Committee.**