

Team Management and Coaching Structure

BCYFC will strive to achieve the following structure with every age group;

Age Group Manager (Must be aged over 18)

Team Coaches and Parent helpers (Must be aged over 18) coaching assistants must be over 16

Age Group Coordinator

Match Delegate

Age Group Manager

The Age Group Manager will oversee the total age group and ensure that all players get the opportunity to move between the teams to best support the player and the team development.

The Age Group Manager will need to see all players at training and at matches as much as possible. The Age Group Manager may also be a Coach of a specific team (but they will need to view all players regularly).

The Age Group Manager will have the final say on players moving between teams.

An Age Group Manager must have the following qualifications

In date FA DBS

An in date Emergency aid football (online course valid for three years)

An in date Safeguarding Children (online course valid for two years)

The Introduction to football qualification – online no expiry.

Team Coaches

Team Coaches will be assigned to a specific team and will coach the team on match days and training sessions. They will be responsible for selection and tactics on match days and ensuring that every player gets pitch time. They are responsible for ensuring that the environment is safe and equipment (including medical kit) is up to date.

A team coach would require the following qualifications as a minimum

In date FA DBS

In date Emergency aid football (online course valid for three years)

In date Safeguarding Children (online course valid for two years)

Parent Helper

A parent helper is someone who occasionally helps or assists the Coach and who is known to the club and confirmed as having an in-date FA accepted DBS

PLEASE NOTE NO ONE IS PERMITTED TO ASSIST IN THE COACHING OR MANAGING OF A TEAM OR GROUP OF PLAYERS AT ANY TIME WHO IS NOT CONFIRMED BY THE CLUB'S CWO AS BEING APPROPRIATELY QUALIFIED TO DO SO

Match Delegate

Each team should have a match delegate responsible for liaising with the referee and the opposition match delegate.

Age Group Coordinator

The Coordinator is responsible for arranging fixtures with opposition and officials / referees and communicating details of matches and club activity (e.g. fundraising) to all parents / players in the age group or team that they are responsible for.

Ideally the Coordinator is not the Manager or Coach. Cougars prefer to see a Coordinator responsible for an entire age group however a Coordinator may be responsible for a team. An age group with multiple teams therefore may have one Coordinator for the entire age group or several with one for each team.

Some Coordinators may require a DBS if they are to have any direct contact with the children.

STAFF QUALIFICATIONS

DBS Check

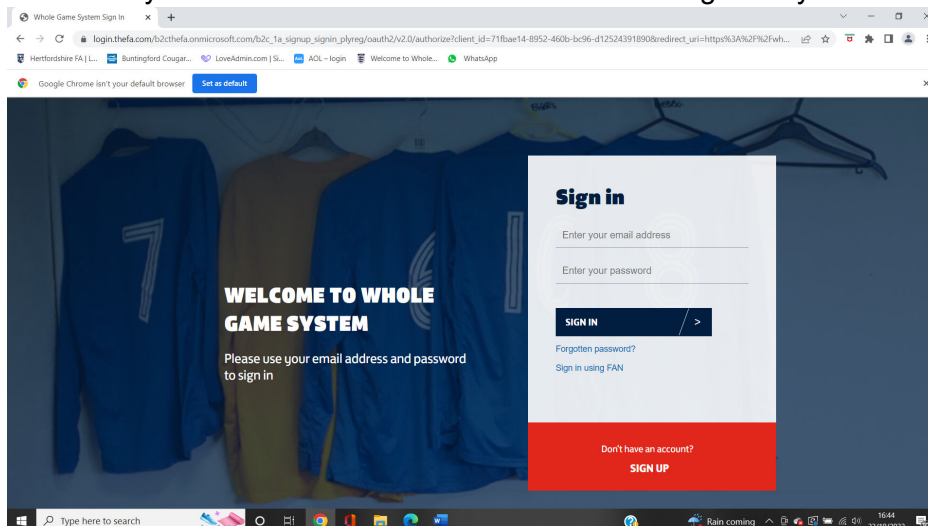
All members (16+) who hold a position where they offer instruction or guidance to a child as a manager or a Coach or an occasional Helper **MUST** hold an in-date FA Accepted DBS.

This is now an FA requirement for all grassroots youth football clubs.

BCYFC fund the cost of the DBS and it is valid for three years after which it must be renewed. The DBS process is an online and it is process that requires ID verification. The BCYFC CWO (Club Welfare Officer) will instruct a staff member how to complete their DBS and the club will offer that staff member a reasonable deadline to complete the online process and conduct the ID verification with the CWO.

EVERY STAFF MEMBER BEING A MANAGER OR COACH OR A HELPER MUST HOLD A VALID IN-DATE FA ACCEPTED DBS. ANY STAFF MEMBER WHO ALLOWS THEIR DBS TO EXPIRE (AFTER 3 YEARS) WILL NO LONGER BE A STAFF MEMBER AND MUST NOT ENGAGE In ANY STAFF ROLE UNTIL THE DBS PROCESS IS COMPLETE AND THE STAFF MEMBER HAS AN FA ACCEPTED DBS. MEMBER TO ENSURE THAT THE PROCESS IS COMPLETE (I.E. THE CLUB DO NOT CHASE AND REQUEST MORE THAN ONCE). A STAFF MEMBER WHO DOES NOT COMPLETE THE DBS PROCESS ON TIME WILL BE ASKED TO STOP ENGAGING WITH BCYFC CHILDREN UNTIL THE DBS IS CONFIRMED BY THE FA AS COMPLETE.

To apply for a DBS the applicant must first have a Football Association number (FAN number) The CWO will be able to tell if you already have a fan number or not, if you don't then you can create one on the Herts FA whole game system shown below.



Once the applicant has their number the CWO can make them a DBS applicant where the applicant will then be able to fill out an online form and submit it.

Upon successful completion of an initial DBS check a Staff Member that wants to become a coach can then proceed to book FA courses using their FAN numbers

[BT Playmaker by England Football](#) course. This is free

This will help you learn the brilliant basics of football and will teach you how to support the delivery of fun, safe and inclusive sessions and games

Introduction to Coaching football

The [Introduction to Coaching Football](#) course is perfect for anyone currently coaching a team or looking to get into coaching. You'll learn how to provide a safe, fun, and enjoyable environment for players of all ages within the grassroots game.

This course is delivered entirely online through a combination of live webinars, e-learning, on-demand resources and community groups where you can chat and share ideas with other coaches who are taking the course.

The course costs £160 and includes ongoing support from England Football for another 11 months after you've finished the qualification which includes live webinars, advice and access to our online community, so you have all the help you need to put what you've learned into practice.

Course structure

1. Weekly Webinars

Hosted by our expert Coach Developers, these weekly discussions will focus on some of the most important things you'll need as a football coach:

- Week One - Falling in Love with the Game (1h)
- Week Two - Learning About Football (1h)
- Week Three - Friendships in Football (1h)

2. E-Learning

The modules below need to be completed to pass the course. They are specifically designed to give you the knowledge you need to pass a quick assessment. A number of these e-learning modules include short recaps to help check your knowledge:

- Course Introduction (10m)
- Introduction to Disability Football (30m)
- Respect (10m)
- Safeguarding Children (2h)
- Introduction to First Aid in Football (2h)
- Assessment (10m)

3. The FA Community

When you enrol, you'll be given exclusive access to our online coaching community, which is a place for you to share tips, discuss ideas and learn from other coaches as you work through the course. We encourage you to stay active on the community and get involved in discussions to get the most out of your experience.

You'll also have access to a number of useful resources, case studies and practice videos to use alongside your weekly webinars, giving you the chance to apply practical skills to real-life coaching.

<https://learn.EnglandFootball.com/courses/football/introduction-to-coaching-football>

Before you enrol on the Introduction to Coaching Football course you must complete the free [BT Playmaker by England Football](#) course.

Please note, this course is delivered by England Football, not by Hertfordshire FA. If you have any questions related to Introduction to Coaching Football, please visit the [Help Centre](#) or email education@thefa.com on the [Herts FA website](#).

Introduction to Emergency first aid

Introduction to First Aid in Football is an online course suitable for anyone looking to develop their knowledge and understanding of medical care for players of all ages.

Medical emergencies in football can strike at any time. From common injuries to life-threatening situations such as sudden cardiac arrest, understanding basic first aid can help save lives. The FA is pleased to offer this football first aid course for you to complete at your own pace.

Throughout this course, you will work through online modules and learn to be able to respond quickly should a medical emergency arise, as well as gaining the confidence to handle situations the right way.

Once you have completed Introduction to First Aid in Football, you will be awarded a certificate that will be valid for three years. You will also be able to return to the course at any time to refresh your knowledge.

Please note that Introduction to First Aid in Football is available as a module within Introduction to Coaching Football. If you have completed Introduction to Coaching Football, you do not need to complete Introduction to First Aid in Football twice.

<https://learn.EnglandFootball.com/courses/medical/introduction-to-first-aid-in-football>

Safeguarding Children

The course is designed to give you an understanding of safeguarding concerns, as well as how to provide a secure environment for young people.

Upon completion of the course, you'll receive a Safeguarding Children qualification and certificate that will appear on your FAN account and will be valid for two years. You can return to the course to refresh your knowledge at any time.

Please note that our Safeguarding Children Course is available as a module within Introduction to Coaching Football. If you have completed Introduction to Coaching Football, you do not need to complete the Safeguarding Children Course course twice.

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

Safeguarding Children Recertification

online Safeguarding Children Recertification is available for free for anyone who has previously completed the Safeguarding Children Course, The FA Safeguarding Children Workshop or online Recertification, and your qualification is due to expire in the next six months, or it has already expired.

The course will take you around one hour to complete and will be valid for two years
You will only be able to take this course if you have a previous Safeguarding Children Workshop or online recertification on your FAN that was completed at least two-and-a-half years ago.

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

BCYFC encourages Coaches to improve and develop. To that aim the club will seek to support its Coaches to further develop and gain more qualifications. Where funds allow and subject to committee approval the club will normally pay 50% to 100% of fees for a Coach to gain further qualifications. BCYFC may ask the Coach to remain coaching at BCYFC for a minimum of one year following the financial support and recoup any support should the Coach leave within 12 months