

# **Brentwood Athletic Football Club (BAFC).**

## **A guide for Managers and prospective volunteers**

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This guide should be read in conjunction with the BAFC Constitution which outlines the club's objectives and policy on anti discrimination, equal opportunities and general membership.

### **1 Prospective Volunteers**

U6's are coached collectively but maybe formed into smaller unit's dependant on the number of managers/volunteers available. From U7 onwards teams are formed (see below) from the available pool of registered children. Each team requires a manager (and ideally an assistant manager) to manage the team. Teams at mini-soccer are normally around 9-11 children whilst those at 11-a-side are normally around 14-16 children. Managers are not paid in any way – and receive no financial support from the club (see Training Course exception below). Managers give up their own time – without a manager a team can not play football or train.

The manager will be responsible for the following:

- 1) Co-ordination of training
- 2) Co-ordination of league fixtures with the parents / players
- 3) Selection on a weekly basis of the team – managing the team during league and cup fixtures (see below)
- 4) De-selection of players from the team (see below)
- 5) Recruitment of new players (see below)
- 6) Managing other aspects of a football team i.e. ensuring a referee is available for each game, kit distribution and player registration etc.

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### **2 Criminal Records Bureau**

The BAFC has affiliated to the FA charter which requires member clubs to ensure that all volunteer helpers (managers / assistant managers) who are in regular contact with children, should undertake the necessary CRB checks (criminal records bureau). Each BAFC manager / assistant manager will be required to complete this documentation. Basically, no CRB verification no coaching the children.

### **3 Coaching**

To ensure that the children are coached to the appropriate standard, all managers from each team will be required to attend an appropriate FA coaching course. On agreeing to run the coaching session prospective managers will be given 12 months grace to attend the 1<sup>st</sup>4sport level 1 Certificate in Coaching Football. The attending manager will pay 50% of the cost of the course – currently this is £42.50. This sum may subsequently be reimbursed by the club.

### **4 Healths and Safety**

Each manager / assistant manager will undertake basic first aid training as part of their 1<sup>st</sup>4sport level 1 Certificate in Coaching Football. Any associated fees e.g. Child Protection certification is expected to be met by the manager involved. A basic first aid kit will be supplied to each team and a course may be run by the club dependant on the numbers requiring such course.

### **5 Training & games**

Children are expected to attend training at the appropriate time and location. For mini-soccer training normally takes place on Saturday with games on a Sunday whilst at older age groups coaching is mid week (Wednesday to Friday) at Brentwood School Astroturf. Where players are being stood down/rotated for a weekend match they would still be expected to train.

### **6 Kit**

Each player will receive an appropriate kit of top, shorts and socks. Parents may purchase a BAFC jacket. The BAFC policy is for a red or black jacket (size samples are available to try from the club secretary). These may be purchased from Tilley Sports (Stuart 01992 623714) at a cost of approximately £17.50 per child or £20 per adult. This includes the child's initials and Brentwood Athletic on the reverse.

### **7 Registrations**

Each manager is responsible for correctly registering their team players for both the appropriate league and also for BAFC. Prior to the league 'cut off' date managers should ensure that they receive

1. copy of birth certificate (where required)
2. Passport photos
3. Completed registration document(s)
4. Appropriate fees

If parents have not paid by 30<sup>th</sup> September then the child should not be selected to play in any league or cup matches.

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### **8 Funds**

The manager may ask parents to contribute towards costs not covered by BAFC i.e. oranges at half time, referees fees etc.

### **9 Fines**

Managers are responsible for settling any fines their team incurs during the season. An initial fine for U8 mini-soccer managers may be waived at the discretion of the management committee. Managers are thereby urged to familiarise themselves with the league rules as a lot of fines are avoidable.

### **10 Initial formations of teams at U8 level**

At the end of the U7 period the overall year manager will identify appropriate volunteers who will be willing to manage a team. Teams are then normally formed on the basis of ability, but at the discretion of the managers another selection method may be used. In some cases if the teams formed do not have managers then they will be unable to play in league fixtures in the forthcoming year. Managers must decide the best way to inform parents into which team their boy/girl has been placed.

### **11 End of Season**

After the end of each season the team is technically 'wound up'. Each player may be registered again for the coming year (at the manager's discretion) or may change teams if all parties involved feels that this is appropriate. In addition a manager may decide to step down from managing the team providing another parent with the opportunity to manage. Managers should give as much notice as possible to the club where they intend to stop managing a team.

### **12 De-selection from team**

Each manager is responsible for how the team evolves from one season to the next. If the manager considers that a squad of 10 players is sufficient for the forthcoming season – and the squad is currently 11 – the manager may decide to 'let a players go'. A manager may also decide to not register a player into the next year because a player may not meet the appropriate level of skill for that particular team. The selection of the squad is at the discretion of the manager.

### **13 Recruitment into the team**

The manager may decide to recruit new players into the team to improve the overall quality of the squad. This may take place during the season or at the start/end of the season. Any advertising must not discriminate or be in breach of the club policy.

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### **14 Playing Time**

Registration within a team does not automatically qualify a player to play an equal amount of games or minutes on the pitch as other players. This is at the discretion of the team manager. The team manager determines who will play, how often they play, what position they play in or if they are substituted or not. The amount of time each player plays may depend on a number of factors and the ethos of the team. Some teams may operate on a core of the best players – with the remainder of the squad ‘fitting in’ around them. Other teams may operate a system where each player receives an equal amount of playing time regardless of ability. The method of how much playing time each player receives is entirely at the discretion of the manager. Managers should clarify this with the parents at the start of the season to ensure that each party knows where they stand and to avoid disappointment.

### **15 U11 Onwards 11-a-side**

It is the club policy from this age group that this age group has an “A” team which should comprise the best squad of players. This is normally a difficult time as invariably the age group will be reducing the number of teams. Parents should be made aware of this at the commencement of the U10 season as the club does not guarantee any child a place in the following season. Due to pitch resources the club policy is that from U11 upwards there will be no more than 4 teams in any age group at any time. For the 07/08 season the club policy is not to play 9-a-side football.

### **16 Tournaments**

It is club policy that the manager gives advance notification to the club secretary of details of any tournament/competition in which they intend to enter their team. The club reserves the right to veto any entry which they deem not suitable.

### **17 Publicising Success**

Managers are free to send weekly reports to the local paper regarding their results. In addition at the end of each season any league or cup success should be notified to the club publicity officer.

### **18 General**

As positions in the club can change during the year (e.g. training co-ordinator, publicity officer etc) please e-mail the club secretary at [bafc\\_secretary@btinternet.com](mailto:bafc_secretary@btinternet.com) or call 01277 226025 for the latest contact details.