

New Managers Information

# **Introduction**

This guide is aimed towards new managers who will be taking on a brand-new team starting from U7’s onwards.

Stick to the rule of making it fun development and you wont go far wrong!

# **Player registration**

Player registration can be split into 2 parts, Club Registration and League Registration.

No player can register or play in competitive matches until they reach the age of 6.

Club registration takes place around June/July and league registration around July/August each year, however preparation to register should begin as soon as teams are formed, and a designated manager is assigned.

Club Registration is sorted by club secretaries Paul Tyler (Boys) and Chris Banks (Belles) and is the process of players deciding they will sign for the season. Parents need to provide their child’s details and setup their club registration and direct debit payments. This needs to be done before a player can be registered with the league, as the club need to know that parents are paying for their child's place.

Each year a link will be sent to all managers to register, this must then be sent to parents and completed as soon as possible.

The club secretary will require the following (so get this information from parents sooner, rather than later), on top of what has already been provided in the club registration:

* Copy/Photograph of Birth Certificate for the Player (or Passport in cases where don’t have a birth certificate).
* Confirmation of direct debit setup and confirmation code.
* Head and Shoulder passport sized photograph of each player.

Advice – As soon as you have your 8 players and team sorted, request the above details from your parents so you don’t have to chase them when they are requested (excluding the confirmation code).

# **Coaches registration**

All managers and coaches MUST have a valid DBS certificate. This is an aspect of managing a team that is non-negotiable due to safeguarding legislation. All DBS checks are paid for by the club and can be arranged via Mike Wallace or Joe Duckworth.

In July/August each year, all managers will need to be registered with whichever league their team will be in. This process is separate from the players registration but is also managed by club sec Paul Tyler. In order to complete registration, Paul requires the following details/items:

* Recent Passport photo (physical photo, a digital one cannot be accepted). \* Get a passport sized photo as soon as possible, so its ready to pass to Paul when he requests it.
* Full Name
* Address
* Email Address
* Contact Number
* FAN ID
* DBS STATUS
* Confirmation that mandatory courses have been completed (below)

**Managers:**

* DBS clearance
* Introduction to first aid in football
* Safeguarding Children Course
* Introduction to Football (FA Level 1)

**Assistant Managers / Coaches:**

* DBS Clearance
* Safeguarding Children Course
* EE Playmaker

Following the provision of all the above, the league secretary will issue a manager/coach lanyard. This is a requirement to be shown to the referee and opposition before each match in order to play. League rules state that no game should be played if managers aren’t wearing lanyards. Managers will also be provided with a copy of their team sheets; these should also be shown upon request.

**Manager/Coaches Requirements and Training**

# EE Playmaker

Each manager/coach will have to complete, as a minimum, the EE Playmaker training. This is free and takes approximately 4 hours to complete. It is all online and can be done over multiple days.

https://thebootroom.thefa.com/learning/qualifications/the-fa-playmaker

# First Aid course

This course is approximately 2 hours of online learning for first aid and CPR and can be done in sections. It costs £30 and the club will reimburse for this cost upon completion.

https://thebootroom.thefa.com/learning/qualifications/introduction-to-first-aid-in-football

# Safeguarding

This course is approximately 2 hours of online learning on the importance and expectations for safeguarding children. It can be done in sections. It costs £30 and the club will reimburse for this cost upon completion.

https://thebootroom.thefa.com/learning/qualifications/safeguarding-children-course

## **Training and Venues**

The club has a number of venues it plays matches at

The Glen, Woodchurch Road, Prenton, CH43 0TT – Our main home ground, where all adult and u16+ games will be played.

Solly Rec, Woodchurch Road, Prenton, CH43 0TT (Visitors to this ground will park at The Glen and then walk to the pitch, located behind address 616 Woodchurch Road). – This is the home ground for 9v9 games.

Ridgeway High School – This is where most of our grass games are played, with all pitch sizes and also an indoor sports hall for training.

Woodchurch High School Sport Complex, Carr Bridge Road, CH49 7NG – This is where our morning 11v11, 5v5 and 7v7 games will be played.

Woodchurch Community Hub 3G, Carr Bridge Road, CH49 7NG (situated a little further along Carr Bridge Road) – This is where most of our matches will be played at all pitch sizes. We use this Saturday and Sunday for most of the day.

Both Woodchurch facilities are only used for winter training and matches between the last week of September and last week of March.

Access to these venues will be available once the team has formed, along with the code for the locks and gates.

## **Equipment**

All new teams are entitled to a starter pack of equipment. This pack will be sorted by Joe Duckworth and will contain:

* 8x training balls
* 2x match balls
* Holdall
* First aid kit
* 50 cones
* Ball bag
* 5x bibs
* Ball Pump and adapter

## **Helpful Applications/Websites**

Some teams use apps like Spond or Heja to manage their fixtures and calendar. Both are useful tools, linking in with personal calendars and removing the number of messages being sent in WhatsApp etc. Highly recommended.

For Saturday leagues, the primary location where results will be updated is: <https://fulltime-admin.thefa.com/leagueAdminHome.html>

Sunday league is updated automatically via the game referees.

Team management can be done via the FA Matchday app. You will see your team and players registered in this app.

Also, make sure you also have access to the whole game system site,

(https://wholegame.thefa.com/Individual/Invoice/Summary ), this will be used to manage your players in the future.

## **Leagues**

Each team has a choice of two leagues to join in September. It is each team’s choice of which league (or both) you join and there are advantages and disadvantages to both. You are not tied to a league forever in the years to come and can swap and change each season if need be. I will list the main ones below:

### 1. Eastham District League

* Plays on a Saturday.
* Majority of teams play in this league so there is a larger pool of teams which enabled better tiering of teams. Typically, divisions range from 1 (being high level) to 6/7 (being low level).
* Times of matches are flexible and organised between managers to suit as per home team availability of pitches.
* Home and Away grounds. Glenavon u7’s will play on the 3g at Woodchurch High School or Leisure centre.
* Managers referee their own matches. U12+, club will pay for refs for matches.

### 2. Wallasey District League

* Plays on a Sunday
* All matches are played at the same time each week
* All matches are played at the same location each week, on the 3G pitch at Leasowe

Recreation Centre or Woodchurch Community Hub (ie, no home and away fixtures)

* Referees provided for every match
* Less teams in the league in total so there can be a variation in abilities.
* Much less time sorting arrangements, but less flexibility if issues with parties/events that players will attend etc.

## **Kit and sponsorships**

Each team needs to get at least one sponsor per 2 seasons that they want a new home kit (Kits are expected to last 2 years) (The minimum sponsorship is £250 which will be paid directly into the club bank account (see Glenavon Updates WhatsApp info section).

If teams get more than a single sponsor, each team can choose what they want to do with that sponsorship. E.g., Some teams use this money to buy an away shirt/kit (home kit shorts/socks go well with the away shirts), tracksuits for the kids or to buy specific equipment such as pop up goals etc.

It is the managers responsibility to find out their players shirt sizes and order the kits via the club’s supplier, which is currently Malooka. Mike Wallace (07879648527) is the contact for ordering kits.

Shirt numbers should be between 1 and 20.

Shirt measurements for the kits are below:

A table with numbers and letters

Description automatically generated

## **Fundraising**

The club run a lottery (https://yourlottery.org/glenavon/ ). The proceeds of which go to the club. Most teams also run their own fundraising activities to gain funds for equipment or other fun activities such as birthday presents or team building days.

Advice – Some good ideas recently used for fundraising ideas are:

* Race Night - https://www.better-fundraising-ideas.com/how-to-fundraise-race-night.html
* Raffles – One team recently raffled off a PS5. 100 numbers, £10 each. The PS5 cost £500 so the team made £500.
* Spot the Ball – STB cards can be bought for a few quid from Amazon. Chose your stake and winnings. https://www.amazon.co.uk/Spot-Ball-Cards
* Last Man Standing – Fun game to play through the football season https://www.betpromo.uk/last-man-standing/

It is a good idea to setup a team kitty and a way of managing the incoming and outgoings.

Most teams have their own little ideas on how to get the kids enjoying football however, some ideas used at U7 and below ages are:

Player of the match – buy a cheap trophy and give this out each week, rotating who gets it each week to make it fair and fun.

Captains Armbands – Whilst these will become a mainstay as the players get older, at the younger ages, some teams have given this to the player who was the most vocal, or best team player etc.

Parents at u7 age are, in general, much happier to pay for extra items or outings without having to take from the kitty to pay for it. Don’t abuse this, but certainly take advantage of it now to keep the kitty stocked.

**Photographs**

All managers should obtain parents’ consent to publicly share unredacted photographs of children.

## **Tournaments**

A lot of teams on the wirral will run tournaments each year. Keep an eye out in places like Facebook groups etc. Be sure to check that when entering tournaments, you know if the age groups are for the current year or next years age group.

## **Useful Information**

Clubs Website - http://glenavonjfc.co.uk/

Depending on which league you play in depending whether you are allocated a referee for your game. In some cases you will have to acquire a referee yourselves to ref your games. The club can support you with this and will pay the cost of the referee fees, which can be reimbursed from the treasurer.

The club have several defibrillators within the club. If you are playing at home, it is important that you ensure that one of the defibrillators is available at the ground (If at Solly or The Glen) should an incident occur.

If you are not playing at a neutral venue and are playing a home fixture, it is your responsibility as a coach to liaise with the fixtures secretary regarding your kick off time and location of your match.

Each year, the club will hold a club presentation and a club tournament. Further information will be shared re this in the WhatsApp group.

Glenavon hold regular meetings to update the coaches, assistants, and parents. Please make sure a representative is sent to each of these meetings, and it is also a great opportunity to meet your fellow coaches. All the coaches should be in our Club WhatsApp group. Feel free to ask advice or support from your fellow coaches. There are several other WhatsApp groups you will also be added to for fixtures, events, etc.

If you need any further information, please get in touch with Joe (07841637500).

The below documents outline the clubs’ expectations and codes of conduct. Please review them.

