



**Camberley Town Youth  
Football Club**

**Managers handbook**



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### Introduction

This handbook is meant as a guide to new and existing managers. It will not be a complete reference and if in any doubt, the manager should clarify any issue with any of the Chairman, Vice Chairman, Secretary or Treasurer ***in advance*** wherever possible.

The club is run on a voluntary basis and that should be remembered at all times. Managers will encounter situations, in matches, with parents, etc. This manual is designed to give managers some help in dealing with situations, and more importantly in avoiding them. However, a manager should remember there are many people in the club with experience and most situations will have occurred in the past so please share a problem.

The manual is designed to give managers information on the facilities and running of the club, their responsibilities and a history of the club.

### ***Overview of the club***

The Club was originally formed as Crawley Raiders Football Club in 1973 providing youth football to local children in and around Camberley. The Club was formed by Mr Pat Drew. The club quickly gained success and a reputation for playing good football, skill development and for having a well run club.

In 1993, the concept of Mini Soccer was introduced, which the club readily embraced to introduce younger children to football, playing smaller sided football on smaller pitches. This enabled the Club to introduce a nursery section that has seen its numbers grow significantly. In addition, training was introduced for managers to ensure that they were taught how to teach the basics correctly. The Club still believes this is fundamental to running youth football and therefore it is a requirement of all managers to pass the minimum Football Association coaching badge before we put them in charge of a team.

The Club changed its name in 1993 to Camberley Town Youth Football Club after affiliating with Camberley Town F.C. This affiliation benefits both clubs, providing youth players with a progression into senior football and giving all youth club members free admission into Camberley Town matches. The Senior Club also provide regular coaching sessions for both the players and the youth managers. The Club has seen a significant increase in the quality and standard of football achieved since this was initiated and a number of former youth club players are now playing regularly for the senior side and for other senior clubs throughout Surrey.



Although affiliated to the Senior Club, Camberley Town Youth Football Club is an independent entity, with entirely separate funds, constitution and management.

The Club runs one of the largest and most respected small sided tournaments in the area. This is primarily a fund raising event but also publicises the club attracting teams from as far away as Bournemouth.

The Club also has links to a similar youth club in Holland, Velden F.C. and we have an exchange visit every year for the Under 14/15 allowing all of our youth players the opportunity to visit and play abroad. This has been running for since 1979. Additionally, over the last four years, we have had younger age groups visit Denmark to participate in a large scale, week long training camp and tournament. This is totally funded by the members through additional contributions.

### Club contacts

It is important that the Club maintains an up to date list of all managers with full contact details. It is your responsibility to notify the Secretary of any changes including changes to mobile numbers and email addresses.

A current list of contacts is periodically sent round by email and is available on the website.

In addition, each team must complete and maintain a register of all of it's players. This list must be complete and with the treasurer by no later than the 30th September each year. A copy of the registration spreadsheet is on the website.

### Membership

Membership of Camberley Town Youth F.C. is available to both boys and girls from the age of 6 through to 18. We currently have approximately 400 members split into the following age groups:

#### Mini soccer

- Under 7
- Under 8
- Under 9
- Under 10
- Under 11
- Girls Under
- Girls Under 10 – Under 13



### Full sided soccer

- Girls U14 and U16
- Under 11
- Under 12
- Under 13
- Under 14
- Under 15
- Under 16
- Under 17
- Under 18 – both weekend and midweek sides

The Club runs a nursery on a pay and play basis and therefore these are not members of the Club. The nursery is open every Saturday morning to encourage children who wish to come along and see if football is for them.

The club is open to all interested players of varying abilities. From Under 7 (school year 2) to Under 11 (school year 6), the teams play in organised mini soccer football leagues, principally in the North East Hants League, East Berks League and the Surrey County Girls League. The midweek Under 18 team complete in the Allied Counties Midweek Floodlit League.

## Managers Responsibilities

The following gives a bullet point summary of a manager's responsibilities. Each responsibility is explained in more detail in the remaining sections:

- Coaching
- Subscription collection and registration
- Astro turf fees
- Pitch and referee requirements
- Child Protection
- Child safety
- Attend the monthly managers meeting
- Maintain adequate and presentable kit
- Maintain a record of all kit allocations
- Ensure that your teams' website is maintained
- Complete match cards and report results



### **Fixtures**

The Club has an appointed Fixture Secretary who is responsible for all pitch bookings. Your responsibility as a manager is to notify the Fixtures Secretary of any pitch requirements by the previous Sunday evening. You should also inform him/her of any late cancellations or time changes. If a change of kick-off is required, you must agree it with the Registration Secretary before agreeing with the opposition.

For small sided football on a Saturday at Watchetts, the pitch is booked between September and the end of March from 9am to Noon by default. However, you must be aware of other managers using the pitches and agree with them timings to ensure that the pitch is not over-booked.

It is the manager's responsibility to provide a referee for all home games. Some league appointments will be provided to you and it is your responsibility to contact the referee by Monday evening for the following weekend.

You must also contact the opposition by Monday evening confirming the game.

Directions to our home pitches can be found on the website.

### **Child Protection**

The Club has a Child Protection Officer. A copy of the Child Protection Statement and a sample form are shown in the Appendices.

All managers need to be CRB checked (Criminal Records Bureau) and if this has not yet been done, please contact Allan Kennedy urgently for an application form.



### **Subscription and Fees**

#### ***Annual subscription***

Subscriptions have to be in before the player is registered and starts playing. This is easy to administer in the Leagues as we have agreed not to sign registration cards unless a cheque is included.

In other leagues, we rely on the honesty and promptness of the manager

The subscription fee covers the cost of signing on, all basic kit, pitch hire, referees, etc. It also includes 2 training sessions a year from the senior Club. It does not allow for any additional training or non standard equipment which must be funded by the team. The subscription fee is reviewed annually and proposed to the AGM.

It does not include any Astroturf fees which must be collected separately by the manager. These payments are due to the Treasurer on the following dates:

- 30<sup>th</sup> November
- 31<sup>st</sup> January

Any non payment by the due date may result in the Club subsidy being withdrawn.

A concession can be granted by the Committee if the manager feels that a child could not afford to pay. In addition, a payment plan can be agreed on an individual basis with the Treasurer. Both of these should only be used where appropriate.

There is no fixed format for refunds. Each case should be referred to the Committee.

#### ***Astroturf***

Training slots are provided at Kings International. If you wish to alter or change your slot, you should consult with Joanna Belsey & Andrew Passfield. However, slots and flexibility are limited.

Covering the cost of your slot is the managers responsibility. Fees are due in two instalments. Pre Christmas term is due by 31<sup>st</sup> Oct and the post Christmas term is due by 31<sup>st</sup> January. Alternatively, the full payment can be made in October.

### **Facilities**

Small sided football on Saturdays is played at Watchetts School



Volunteers built our own clubhouse in the early 1980's at Watchetts Junior School in Camberley. Please try to tidy up after your game. Ensure you have a key to lock up the clubhouse and the toilets if you are last to play. Please also be aware that as a manager it is your job to ensure no dogs or smoking on the premises.

Our full sided teams use a number of pitches in and around Camberley, hired from Surrey Heath Borough Council. The mini soccer teams again hire appropriate pitches and use those provided by some of the leagues. The midweek Under 18 team use the pitch and floodlights at Krooner Park, home of Camberley Town F.C. This is provided by the Senior Club free of charge through the affiliation.

### Local 7 a side pitches

- London Road (by the Arena)
- Chobham Road

### Local 9 a side pitches

- Chobham Road
- London Road
- Frimley Lodge Park

### 11-a-side pitches

- Heatherside
- London Road
- Frimley Lodge
- Frimley Green
- Watchetts School
- Old Dean

## Coaching

Managers are required to obtain the Level 1 Certificate on coaching football and the Club will pay for this. Child protection forms part of this and must be updated every three years.

Player coach ratios are important. We would recommend 1 coach per 10 players for small sided football and one coach per team at older age groups.

## Kit and equipment

It is the manager's responsibility to ensure that he/she has adequate kit for all players. The Club has a designated kit manager who should be contacted for



additional kit. No kit should be purchased except through the kit manager unless directed to do so.

Each manager is responsible for the location and distribution of their kit. The Club's policy is to re-use kit wherever possible.

Playing kit should not be worn for training; it must be used solely for matches.

The club has a policy of ensuring that a manager has a training ball for each player. In addition, a manager will be provided with two match balls that must be kept solely for matches.

The Club has a policy of subsidising additional kit purchases of rain jackets.

### **Expenses**

The Club's expenses form can be found on the website. This should be completed and submitted to the Treasurer at the end of every month. This money will then be reimbursed as a cheque or directly to a bank account within ten days.

Where appropriate, a receipt must accompany the expense.

### **Club website – [www.ctyfc.co.uk](http://www.ctyfc.co.uk)**

The club website is a key method of communicating around the club. Many managers use the website for communicating with the players.

It is important that all teams find someone to update the website with the team's results as a minimum. This way we can start to build an electronic history of the club.

### **Club constitution**

This can be found on the website

### **Club events**

#### ***Annual General Meeting & Presentation evening***

The presentation evening is the opportunity to get all of the players together and awards are handed out. The Under 12 age group that year are responsible for organising the event.

The format of the evening is as follows:



Under 7s to Under 10's  
Under 11's to Under 14s  
Annual General Meeting

Under 15's to Under 18's

Each team has three awards:

- Managers Player
- Players Player
- Most Improved Player

In addition, there are a number of Club awards that each manager may nominate a player for. These are decided by an impartial committee.

### ***Annual small sided tournament***

This tournament is the single largest fundraiser for the club with revenues in excess of £10,000 and a profit often in excess of £5,000. This tournament relies on the help and support of the managers and other helpers.

The tournament is run over the third weekend of June at Watchetts Junior School and 1 further day for girls and U6s. Each team must take responsibility for at least one task each year, BBQ, Pitch repairs, etc.

### ***Dutch Exchange trip***

There has been an exchange trip with IVO from Velden since 1979. Velden is a small town near Venlo close to the German border. The trip is hosted by each club in alternating years. It is fixed for the Under 14's and Under 15's therefore each team gets to host and visit.

The basis of the trip is that players and parents travelling are put up by host families, therefore, when it is your turn to host, you will be expected to organise enough families to host all of the people on the trip.

The Dutch come to us at Easter and we visit them in the May Half Term.



## **1. Appendices**



### 14.3 Child Protection Statement

#### **CHILD PROTECTION – CODE OF PRACTICE**

##### **DO:**

- **Treat all young people with the respect they deserve**
- Seek parents and child's consent if help is needed with using the toilet or dressing
- Make sure any suspicions or allegations are recorded and reported to the Child Protection Officer. Do not get personally involved – leave it to the professionals
- Minimise the prospect of injury by checking all equipment and playing surfaces

##### **DO NOT:**

- Employ excessive or inappropriate training methods
- Subject young people to constant criticism, bullying or unrealistic pressure
- Engage in rough physical games or horseplay
- Touch a young person in an intrusive or sexual manner
- Make sexually suggestive comments, even in jest
- Do things of a personal nature that young people can do for themselves, such as going to the toilet or changing clothes

##### **TRY TO AVOID:**

- Spending too much time alone with an individual young person
- Giving lifts home in your car without parental agreement
- Taking a young person to your home



If some of these situations are unavoidable, try to get parental permission first. If that is not possible make certain you let the parents know what has happened as soon as you can.

### 14.4 Spectators Code of Conduct

#### CODE OF CONDUCT FOR SPECTATORS

or

#### HOW TO BE A GOOD AND INFORMED SPECTATOR

1. **SET A GOOD EXAMPLE TO YOUNG PLAYERS:**  
Your conduct and attitude can be copied by them.
2. **RECOGNISE GOOD SPORTING BEHAVIOUR:**  
Show that you appreciate sportsmanship on the field.
3. **APPRECIATE GOOD FOOTBALL:**  
Show that you do appreciate good footballing skills by whichever team.
4. **ALWAYS CONSIDER OTHERS:**  
Even if excited by the game yourself, remember and consider other spectators - young and old.
5. **LEARN THE LAWS of ASSOCIATION FOOTBALL:**  
You will appreciate how difficult interpretation can be.
6. **NEVER USE FOUL OR ABUSIVE LANGUAGE:**  
Do not shout abuse at match officials - qualified or club - who have a difficult job to do.
7. **NEVER TAKE THE LAW INTO YOUR OWN HANDS:**  
Let your club or team representative deal with any problems which may arise.
8. **NEVER BE DRAWN INTO DISPUTES:**  
Don't become involved in an argument or dispute with other spectators, players or officials.
9. **REMEMBER "WALLS HAVE EARS":**  
Remarks you may make (even in the dressing room) could be detrimental to club or league.
10. **YOUTH FOOTBALL IS A GAME OF ENJOYMENT FOR THE BOYS:**  
Support your son and his team in a manner which will maintain the high



reputation that the NEHYL has acquired for sporting behaviour.

### ***Players point of view***

Please Coach

- Don't tell me off when I get things wrong.
- I love playing football - so give me a chance to play and enjoy it.
- Let me make mistakes without being made to feel stupid.
- Don't expect me to get it right first time - but praise me for trying.
- Don't slap me down when I ask a question - your answer may help me learn.
- Don't expect me to be able to produce what we practice in a match straight away - I may not be ready.
- Try other ways of teaching me if I seem to be struggling - I can learn if you find the right way.
- Look at me when I talk to you - it lets me know you are really listening.
- Remember: I am a child not a small adult - sometimes I don't understand what you are saying.

Referees

**SPECTATORS PLEASE CONSIDER THE REFEREE!**

Think of it this way. If each player from each team brings 1 parent/supporter and if each supporter voices an 'opinion' about just two decisions during the course of the game this amounts to 56 occasions when the referee is being subject to pressure and criticism (i.e. 14 players x 2 teams x 2 opinions). Almost one for every minute of the game.

Referees do not get up each Sunday morning and look forward to how many mistakes they might make during the forthcoming game. They think about helping 22 children enjoy a game of football. Referees give up their time to undertake training so they can help local football. Mistakes happen, it's how we deal with them that makes a difference, Negative comments affect the referee, the players and the entire game. The players are more likely to accept a decision going against them if their supporters do.



## Camberley Town Youth F.C. - Managers Handbook

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If all supporters gave lots of encouragement and if all supporters never criticised a decision..... What kind of experience would that be for the players to take away.

We all know that when we are learning or practising a sport the best way to improve is to focus on and encourage good things; 'being positive'. Emphasising weaknesses and mistakes makes us feel bad, dents confidence and makes things worse. How do you think the referee feels when he gets constantly reminded each time he makes a mistake or a decision that is not universally agreed? Imagine a coach load of people jeering at you every time you make a mistake during your driving test – how many people would be able to pass the test? Professional referees learn to live with criticism; they operate in a totally different environment. Our local referees should not be expected to put up with any more than you or I would, particularly Dads who have VOLUNTEERED to help out in the absence of allocated referees.