



EPHING YOUTH FOOTBALL CLUB

A Guide for EYFC Managers



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“The primary purpose of Epping Youth Football Club is to give an opportunity for children to play football for fun”

The Role of the Manager/Coach

The manager and or coach is primary role is to provide a fun, positive environment for children to play football, develop their skills, play alongside their friends and fall in love with the game.

The FA’s Youth development review documents outline the correct approach to youth football and are available from the club or download section of the Essex FA website

Manager/Coach Training and Requirements

All new coaches are required to acquire an FA Level 1 coaching qualification. Courses are run regularly at various venues to suit and the club can help identify a course and will pay the costs. The course is a basic intro into structuring a training session and includes modules on safeguarding children and first aid, both of which are required skills that are valid for three years before a refresher course is required.

The club is presently applying to become an FA Chartered Standard Club - one of the basic requirements is that the club has one or more person attached to each team at Level 1 or above.

All Managers and Coaches are CRB checked. This is organised by the clubs Child Welfare Officer (CWO) further details of the CWO role and responsibilities can be found in the clubs adopted Safeguarding Children Policy document

The Club

The club is a non-profit making organisation controlled by an elected committee to organise the facilities, league entry, registration of players and managers and set the policy for the teams etc. Its principle officers are its Chairman, Secretary, Treasurer and Child Welfare Officer. Further to this, the club is inclusive and looks for as many managers, coaches and parents to help where they can. The club generally has a monthly meeting for managers and coaches to discuss matters arising and allow managers to meet and share experiences and issues.

The club holds an agm to elect the committee and is bound by its own constitution.

The club holds an annual presentation night where the achievements of all the players are recognised and celebrated.



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Facilities

The clubs mini soccer and academy teams currently train on the Astro turf facilities at Upper Clapton Rugby Club on a Saturday morning for one hour. (Note U8 teams in the Chelmsford Leagues have matches on a Saturday and so have been training during the week)

The clubs 9 v 9 teams train together at UCRC for a two hour session in the week

The club currently hires pitches at Stonards Hill Epping (2 x mini soccer and 2 x 11 a side) and Memorial Ground, North Weald (2 x 9 v 9 pitch) for our matches. Both venues have a lock able storage area which includes nets, corner flags and respect barriers.

The goal posts at both sites are padlocked near to the pitches and managers are supplied keys Please keep the store room tidy and return all kit ready to re use.

If teams train or play matches outside these arrangements, you are obliged to keep the club informed as the actions of one team can adversely affect all the other teams within the club.

Finance

The club charges and annual fee which covers:-

- County FA affiliation fees
- League registration fees
- Pitch Hire including goal nets, corner flags, respect barriers and goal posts
- Training pitch hire*
- Medical Kits
- Kit (issued every TWO years)
- Presentation evening trophies and medals and costs
- Miscellaneous including gifts, stamps, ink, paper etc

Fees are levied annually, for season 15/16, these were set at £190 for a registered player and £90 for a player affiliated for training only*.

Additionally, teams have individually charged subs to cover equipment, referee fees (if hired - see match day) and treats or additional kit etc. for the players as the manager and parents see fit.

NOTE - all managers are required to submit a basic account at the end of the season showing monies taken in subs and expenditure.

While the club allows teams the right to run their own affairs, we do insist on transparency so if charged, teams can demonstrate that all dealings are correct and above board.

* U14 to U18 teams playing 11v11 pay a reduced fee of £100 for season 2014/15 but fund their own training pitch arrangements out of their subs

Academy

Epping Youth academy is designed not only to find new players but parents to become new coaches. The club will look to group players into teams on ability as it is important as players develop to play alongside team mates of equal ability.

Players at these age groups are not registered to a team, instead, to a club, as such, players can be moved between teams and the club would encourage coaches in these formative years to put out teams to reflect the progress and effort of the individual players.

Decisions to move players from team to team will be made as a consensus decision in the best interest of the children involved



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Matches at u7/8/9/10/11 are uncompetitive - results are not published however the league monitors results and rearranges leagues to reflect performances.

The club and league will be working to place teams in a competitive division where the team plays challenging competitive football

Teams

All teams are run by a named manager and a coach. It is important that any training or match is attended or run by at least two adults, if either the manager or coach is absent, it is important that a suitable parent is appointed to help or the session should not go ahead.

Each team is responsible to advise the club of any parent or other who is actively involved in the running and or training of the team to allow the club to meet child welfare and CRB obligations

Teams players/parents have to complete a player registration form and submit with fees prior to a deadline (generally early July). The form includes information on players existing medical conditions and emergency contact details.

Players/parents are asked to sign this form as an agreement to the clubs constitution and codes of conduct. Further, once available, league forms have to be completed for a team to be entered into a league (at present, the Chelmsford League). These forms are submitted by the club to the league and a portion is returned laminated to the manager as a registration card - see Match Day.

Having established and registered a squad of players into a team, managers are not permitted to poach or tap up players from other EY teams or from other clubs. In addition, the club expects its managers and coaches to encourage and support their entire squad of players in equal measure to play as a team to the best of their abilities in the right manner regardless of the result.

Furthermore, each team's players are to be given first priority for places in that team in subsequent seasons, managers not wishing to re-sign a player must make an application for approval by the club.

Team make-up

The club recommends the following

7 players are to be registered for a mini soccer (5 v 5) team at u7

10 players are to be registered for a mini soccer (7 v 7) team at u8/9/10

12 players are to be registered for a mini soccer (9 v 9) team at u11/12/13*

15 players are to be registered for full (11 v 11) team at u13 and above

*u13 can register into either a 9 v 9 or move up to 11 v 11

With certain restrictions, boys can play up by one year but in no circumstance are players to play down in age groups.

Players do not join a team to stand on the side-lines nor do weak players progress without match time. The club expect all managers to give equal match time to all players as stipulated by the FA. The club does understand that coaches should have the flexibility to put out a balanced and competitive team (giving weaker players more match time against weaker opponents etc.) and players who do not come to training or are disruptive at training cannot then expect to start on match day.

However, the club would look for all managers to emphasise and encourage an inclusive team approach and not marginalise weaker but enthusiastic players.



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Generally, boys, when asked why they play, will say to play football with my friends, rarely do they state to win however many managers, coaches and parents only play to win - at any cost. Epping expects its managers and coaches to keep sight of this.

It is advised that a manager sets out his policy for the team (no training, no match etc.) and his expectation of the parents (no coaching from the touchline etc.) and writes or talks to his parents at the start of the season. This way, when you are approached by a parent asking why his child is not on the pitch etc., you can point out that you are simply following the policy that they have signed up too.

Managing parents is possibly the hardest part of the job but it is you not them giving up your time and energy, if they do not like it, there is always another team!

Training Sessions

It is the managers/coaches job to run their training sessions.

Further to the basic level 1, there are many online coaching tips, drills and coaching manuals that will give your ideas to fill training sessions with drills and mini games.

Training takes place alongside other teams so there is plenty of support and co-operation between teams.

One of the best sources for drills is watching other managers - you may have a son/daughter who attends a coaching school run by professional coaches who will prove an invaluable source of both drills and coaching methods in addition to working alongside other managers and coaches within the club. The club is hoping to bring in outside coaches to run sessions with the boys and help develop both their technical and tactical skills but more importantly, develop the parents into managers and coaches. At u7/8, boys should play no more than 40mins a day, u9/10 60mins and u11/12 100 mins. The club would expect each team to play no more than one match per week, friendlies can be arranged where no league match has been arranged.

Match Day

The league publishes fixtures online, it is the manager's responsibility to check the fixtures and if at home, liaise with other EY managers to share pitches and arrange KO's to avoid clashes.

Having agreed a KO time, the manager should contact the opposition manager (full contact details are published in a handbook supplied by the league to all managers) by the Tuesday prior to the match to advise on location and timings.

Referees are very rarely appointed by the league, especially at younger age groups. It is the manager's job to arrange a referee for home matches. Through word of mouth, there are referees available and fees are payable by the team.

At younger ages, referee duties are often taken on by other managers or parents at no cost.

At 9 v 9 age groups, offside rules come into play and a linesman is recruited from each teams parents.

When you arrive at the ground, your first duty is to check the pitch for foreign objects and clear from the pitch. On match day, generally managers/parents co-operate to put up/take down posts, nets, flags and respect barriers. Generally get the pitch ready half an hour before the match allowing you enough time to meet and greet the opposition manager/team, warm up and brief your team on formation and tactics you would like them to employ.

Check your own team have no jewellery, are not chewing gum or eating sweets and have proper footwear and shin pads.

Registration cards are handed out to your team for inspection by the opposition while you inspect theirs prior to the start of the game.



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Match Day Tips

Purchase and keep your own set of sturdy net pegs - they are always missing from the kit bags!
Get parents involved in putting up and taking down nets, collecting subs etc. to avoid finding yourself doing all the work long after everyone else has left!

Post-Match

It is the mangers job to submit a result sheet via email to the league by the Tuesday following the match. The blank forms can be downloaded from the league website, generally it is a good idea to save a copy with all your registered players listed and simply edit a copy each week with updated scores/opponents/date etc.

This is gradually being actioned online, the league employs an FA website that is fully capable of providing a portal for managers to enter results and mangers and parents to view results, check dates and venues and get contact details however... The league management have a somewhat luddite approach to technology and this is taking some time to be fully employed!