



ST FRANCIS FOOTBALL CLUB

MANAGERS HANDBOOK

COMMUNITY FOOTBALL SINCE 1994



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A very warm welcome to St Francis FC, and thank you for volunteering to coach one of our teams.

St Francis FC has been providing football development for children from 5 to 18+ years old in the Chandlers Ford and Eastleigh area for many years and is very proud of our community links. As of 2020, we're also incredibly proud to have grown to encompass a mens team for the 1st time.

The club was established in 1994 and originally trained on St Francis School playing field. It now has almost 350 children training regularly with many of them playing in the local football leagues (Eastleigh & District Mini Soccer League, the Southampton and District Tyro Football League, the City of Southampton Youth Football League and the Hampshire Girls Youth Football League).

In 2002, the club received the FA Charter Standard Development Club Award. This award recognises amateur football clubs which are run along formal lines and which meet the standards set out by the Football Association. This charter provides a framework for best practice for managing amateur and community football clubs. These standards include child protection, code of conduct, financial management and developing skills, among others. In 2022, the club achieved England Accreditation which replaces Charter Standard but continues the focus on best practice for community clubs.

St Francis Football Club was the first club in Hampshire (including adult clubs) to receive and continues to hold the Development status charter award. This is a major achievement given that the parent managers are all volunteers and manage the club in their own time.

Our club is entirely run by volunteers, and I know first hand how rewarding and challenging it can be.

We've put this handbook together as a reference for you and I strongly encourage you to take the time to read it all as it contains important information about the club and your roles & responsibilities.

Thank you again for volunteering and I wish you every success on your footballing journey.

A MESSAGE FROM THE CHAIRMAN



Paul Davis - St Francis FC Chairman



2. AN INTRODUCTION TO THE ROLE



An Introduction To The Role

We know there's a lot of questions you have as a manager and so we've created this handbook to try and help guide you. Please don't hesitate to contact anyone at the club for information if anything is unclear or you have further questions.

We hope this handbook is useful to you, but if you read nothing else... please read this section and familiarise yourself with the club Ethos document.

Our club prizes player development, through participation, over winning. We would rather lose a game but have ensured every player has had an opportunity to play, than win a game at the cost of not giving players the opportunity to play.

Simply – if a player doesn't play, how can we help them develop?

Our club also prides itself on Respect. Respect for the players, the coaches, the parents, the officials. We ask all managers, coaches, parents and players to familiarise themselves with the FA Respect programme and adopt its approach at all times.

OUR DO'S AND DON'TS

DO

- Do give every player at least 50% match time if they're selected to be part of your match-day squad (this is also a rule in many leagues).
- Do give every player in your squad the opportunity to play in at least 50% of matches over the course of a season (subject to their availability)
- Do adapt your training sessions to accommodate the different skill levels within your team
- Do follow the FA Respect programme at all times and ensure parents and players do too.
- Do ensure all those who are pitch side have the mandatory education and checks in place (See Section 10)
- Do ensure your training sessions and matches allow players to have fun and enjoy being part of the team.
- Do read all communications from the club – we rarely send information that isn't important – and attend managers & coaches meetings
- Do familiarise yourselves with player registration and notice of approach requirements

DON'T

- Don't putting winning above player development
- Don't engage in disrespectful behaviour; ignore provocations from opposition managers and supporters and if appropriate (and a last resort), abandon the game
- Don't argue with the officials – they are right. Always.
- Remember that many Referees are learning the game and many are teenagers – arguing or shouting at a referee means you're potentially shouting at a child.
- Don't allow any adult to be pitch side without having the mandatory checks in place (see section 10).





3. CLUB STRUCTURE & GOVERNANCE



Club Structure & Governance

St Francis FC provides girls and boys football for children from reception ages (Year R & Year 1) with our Minnows squads, through to U18's. Most recently the club formed a Men's team which means our club can provide a pathway in football from infants through to adults.

St Francis FC is run as not-for-profit, with any funds passed back into the teams in the form of equipment, kits or training for managers & coaches. The club is run entirely by volunteers.

ENGLAND ACCREDITATION

Formally known as the FA Charter Standard, the club is England Accredited. This is the FA's accreditation scheme open to all grassroots clubs and leagues. It aims to raise standards in the grassroots game through supporting the development of clubs and leagues. The clubs and leagues who achieve The FA Charter Standard demonstrate that they offer well-run and sustainable football. They are proud to prioritise qualified coaching and safeguarding, as well as the values of The FA's Respect programme as part of their game. To achieve this, the club must demonstrate a compliance with a number of criteria – from ensuring managers and coaches are suitably trained to a minimum standard, through to ensuring all safeguarding is in place. As a result, there are some prerequisites for our managers and coaches (detailed throughout this handbook).

GOVERNANCE

The club is governed by a Committee that meets monthly. The Chairman, Secretary, Treasurer and Child Welfare Officer are available to all managers, parents and players to raise any concerns, issues or questions. You can find names and contact details for all Committee Members on the St Francis FC website.

Within the committee are several footballing roles:

- Mini Soccer Section Secretary (Covering Minnows to U10s)
- Junior Section Secretary (Covering U11 to U18s)
- Girls Secretary (covering all girls teams)
- Men's Section Secretary

These roles are specifically designed to support managers in their coaching and development of teams.

More details about the Committee and the roles are included in Section 11.

The club AGM is held at the end of the playing season (circa July) and is open to all club members (Managers, Coaches, Parents, Players). Please see Section 12 for a full calendar of events.



MANAGERS & COACHES MEETINGS

On a quarterly basis, the Committee meeting is used as an All Managers & Coaches meeting. We encourage you to attend these as it's a great opportunity to meet with other managers and coaches and to hear updates direct from the committee. Where possible, these sessions are also used as Coach Development sessions with a practical element; offering a chance to see and take part in training sessions that you can adopt for your teams and your own development.

The club also endeavour to hold a start-of-season meeting where we can update on any rule changes and support you in getting ready for the start of the new season.

COMMUNICATIONS

The committee provides periodic updates to all managers & coaches via a WhatsApp group and an email distribution list. If you are not sure whether you have been added to these, please contact the Communications Secretary who will be able to check and add you as needed. We ask that all Managers and Coaches are added to ensure that any updates are shared with all club officials.

On occasion we may ask Managers & Coaches to cascade the information to parents and players, however we do also provide email club updates directly to parents too.

LEAGUES

With the exception of the Minnows age group, all teams are entered into an age-appropriate league.

- U7-10 are entered into the Eastleigh District Mini Soccer League (EDMSL)
- U11-U15 are entered into the Southampton & District Tyro League (Tyro)
- U9-U16 Girls are entered into the Hampshire Girls Youth Football League (HGYFL)
- U16-U18 are entered into City of Southampton Youth League
- Men's 1st Team are subject to promotion and demotion but play in Hampshire affiliated leagues

U7 to U12 age groups are 'non-competitive' which means scores and league tables are not published. The focus is on developing the players, not winning the games.

The League Administrators will determine the division/level your team plays in and for the younger age-groups, they will move teams to ensure matches are competitive (there's no point winning 20-0 each week - it doesn't help any players develop!)

CUP COMPETITIONS

Most leagues offer a "League Cup" event (usually a knockout format). Each team is registered to take part at the start of each season, though we do offer the option to 'opt out' if you don't want your team to take part. Additionally there are Hampshire FA cup competitions which we will also register your teams to compete in.





4. BUILDING YOUR TEAM



Building your Team

The club will help attract players to your team and support you in finding additional coaches. Your section secretary may already have names of players on a waiting list, or names of volunteers who would be willing to help.

COACHES

Parents usually make the best coaches / assistant coaches – although many are nervous about getting involved, they are usually present at the majority of training and matches and so it's not a big leap to move from being an observer, to helping on the pitch.

Of importance: anybody supporting the team (whether training or matches) **must** be FA DBS checked before going on to the pitch. The club covers the costs of the process, but it can take up to 6 weeks for it to complete. **You must not allow anyone who is not FA DBS checked to be on the pitch or working with the players.** NB. A DBS from another organisation is not deemed acceptable – it must be an FA approved DBS. Please contact the Club Welfare Officer to arrange for a DBS check.

All Managers & Coaches are asked to complete some mandatory training. In part these are league requirements, but others are related to our FA Charter Standard/England Accreditation. Please see section 10 for all details.

RECRUITING PLAYERS

We want to provide football for as many children as possible and as such, we mix abilities in each team and do not set a maximum number of players who can train with your squad (though please note there are limits on the number of players who can play in your matches (see Squad Sizes on next page) and you must ensure you have the right adult-to-child ratio). Providing football for all is a subject that our club is passionate about, and so please see our Ethos document for more about this.

The club would prefer to prioritise children from the Valley Park and Chandlers Ford area where possible. The club can produce posters/flyers for you to circulate on social media and we have links into local schools where these can be shared too.

Additionally, each league has WhatsApp groups for each age-group. Requests are often posted here too; both for those looking for players, and those who have been approached by parents looking for a club.

Running trials/try-out sessions is always a possibility too, but please note that we do not support these with the purpose of identifying players of a particular standard or ability.

We recommend inviting any interested players to join you for 2-3 training sessions so they can get to know you, and you can get to know them, before making a commitment to join the team. We don't charge for these introductory sessions, but once a player has decided to join, please ask them to sign up on the St Francis Website (see sections 8 and 9) – this not only ensure fees can be collected, but it triggers the process for registering the player with the club in the FA systems too.

Once a player has registered on the St Francis Website, please contact the Membership Secretary who will register the player to the club on the FA systems (please see sections 8 and 9)



SQUAD SIZES

Each age group has different restrictions on the number of players you can register:

- U7/U8 = 5v5 = maximum registered squad size = 10 (12 for HGYFL teams)
- U9/U10 = 7v7 = maximum registered squad size = 14 (16 for HGYFL teams)
- U11/U12 = 9v9 = maximum registered squad size = 16 (18 for HGYFL teams)
- U13 Upwards = 11v11 = maximum registered squad size = 18 (22 for HGYFL teams)

Note – you can have more players in your squad if they are 'training only' and do not play matches. These players will have a reduced annual fee but usually don't receive a match kit.

NOTICES OF APPROACH

Once a player has been registered to a club, they cannot play (whether training, matches, friendlies) with another team, without the approval of the team that they are registered with; it's classed as "player poaching" and can attract league and FA charges. Before a player registered to another team can take part in any of your sessions, a "Notice of Approach" needs to be issued. The club secretary processes this. It's a simple process; the team manager lets the club secretary know the name of the child and the name of the team that they're currently playing for, the secretary issues the "Notice of Approach", the other club have 7 days to acknowledge/dispute, but once done, the player can then join your sessions.

Note – even if a parent has approached you and they tell you they've spoken to their current manager about it... a Notice of Approach must be given. The club's reputation is very much built on trust and respect and we do not want charges for poaching players.

SPONSORSHIP

The club relies on sponsorship at a team level. Sponsorship funds are primarily used to fund player kits, with any surplus being used by the team to provide coaches with kit too. The club Commercial Secretary can help find a sponsor for your team, but we also ask Managers and Coaches to explore their network of friends, colleagues and businesses to find a team sponsor.

The club tries to buy kit that will last for at least 2 years (though obviously as players grow, we may need to buy additional kit sooner). We ask Sponsors to donate the funds to the club, and the club then uses the money to buy the kit. The reason for this is that the kit then belongs to the club, rather than the sponsor and means that we're able to reuse/repurpose the kits for younger age groups.

For younger age groups, we would ideally look for between £300-£500 sponsorship which would comfortably provide a home kit for all players and perhaps extends to rain jackets too. For older age-groups, a figure of around £500-£700 would provide suitable kit for the teams (not only are the clothes larger and therefore more expensive, but squad sizes are larger too).

Sponsors can expect that their logo will feature on the front of the team shirts and back of rain jackets. Sponsors will also have their logo and link to their website added to the club website and club social media pages. Please contact the Commercial Secretary or Club Chairman if the sponsor would like to know more about the club or would like to know more about how sponsorship is spent.

KIT

If the team has a Sponsor, the club Kit Manager will help you to place orders for the kit and ensure the sponsor logos are applied. You'll be asked to help obtain the artwork from the Sponsor.

If the team does not have a Sponsor, the club Kit Manager will look at options to provide a kit, which may include using a re-provisioned from previous year groups (though will always be in good condition). Where this isn't possible, we'll ask you to work with the club Commercial Secretary to find funds.

The club provides a club branded t-shirt and tracksuit jacket for the Manager and Coaches. If a Sponsor has provided additional funds, these can be put towards additional Manager/Coach equipment.

If funds allow, the club will look to provide an extra club-branded clothing item to each Manager and Coach on an annual basis (for example rain jacket or tracksuit trousers) – these are discretionary and only provided if the club has sufficient funds.

It can take 6-8 weeks for a full kit to be made available (depending on time of year and availability)... so please get your orders in early!

EQUIPMENT

The club will provide all teams with a base set of football equipment. Additional equipment can be requested via the club website, but the club has an expectation on the life of equipment, so please do not ask for a whole set of equipment every year. Please contact the Kit Manager to receive your equipment

- Training Balls -1 year
- Match Balls -1 year
- Stirrup Pump -3 years
- Bibs -1 year (please hand back for recycling)
- Bib bag -2 years
- Capts Armband -2 years
- Officials Flags -2 years
- Kit Bag -2 years
- Ball Bag -2 years
- Whistle -2 years
- Goalie Gloves -2 years (max price £45)
- 1st Aid Bag -2 years
- 1st Aid Refill -1 year
- Cones Small -2 years (Large Cones are Available)
- Flat Markers -2 years (Small Flats are Available)



COMMUNICATING

We recommend setting up a team WhatsApp group with all parents included. You'll be able to find telephone numbers and email addresses from the St Francis website (see section 8). **Important reminder - You must never have a group or 1-1 chat with any child players; parents must always be included.**

The WhatsApp groups offer a quick and easy way to share any updates with parents and players and also to let them know details for a match or training session.

The club will periodically send emails to all club members who are registered on the St Francis website (see Section 9). We use a web-based service to send these messages and on occasion, we've found some email services mark the messages as Spam. We ask that all managers let their parental group know that a message has been sent, and if needed, forward the message to their group.



5. TRAINING AND DEVELOPMENT



Training & Development

There's no one right way to develop your team. However, the club recommends the FA 4-corner model (Social, Technical, Psychological, Physical) as it serves as a great framework to structure your training sessions. Please refer to the club Ethos document for more details of this, and also the FA website for an overview.

Your training sessions should be age-appropriate, and wherever possible, involve the use of a football. In the older age-groups, you may wish to consider fitness elements to your training sessions, but for younger players, we'd suggest focusing on the FA football FUNdamentals (Google "the FA FUNdamentals")

SOME HANDY TIPS:

- Involve a ball wherever possible (aim for 70% ball rolling time)
- Keep the sessions fun
- Use activities that are easy to understand (especially for younger age groups). If it takes more than 2 minutes to explain – it's too complex.
- Pick a primary theme for a training session e.g Passing, creating space, or dribbling etc. Don't try and train multiple themes in the same session.
- Don't be afraid to reuse your training sessions; changing the focus/theme if you need to. Activities that are familiar to players means less time explaining, more time playing.
- Think of ways to progress an activity; if it's too easy, have a way to make it more difficult (make area bigger, use weaker foot, add extra cones, add more players etc). For more skilled players, can you make it harder to help challenge them? For less skilled players, how can you simplify it? If it's too hard, they won't have fun.
- Share your session plans with your coaches so that they can help support the players during the session and help you to set up the pitch for the activities.

TRAINING PITCHES

The club Pitch Coordinator will work with you to find a suitable time and venue for your training needs. Although we are fortunate to have a number of good facilities in the area, there are not enough to fulfil every clubs need and as such, you may not be able to have your preferred time or venue.

The club has 2 main training days; Tuesdays evenings and Saturday mornings. In order to accommodate all teams, some other venues are used for midweek sessions. Please discuss with the Pitch Coordinator who will do all they can to help.

PLANNING YOUR PLAYER TRAINING SESSIONS

The FA website is a great source for managers and coaches. There are courses for coach development, but also a significant number of training session ideas and session plans that can be used. Visit <https://thebootroom.thefa.com> as a starting point.

Here are some other ideas for sourcing training sessions:

- The FA website
- YouTube
- Instagram
- Google
- Other coaches
- Committee Section Secretary



MANAGER AND COACHES DEVELOPMENT

We ask that all Managers (and at least 1 other team coach) undertake the FA Introduction to Football course (previously known as FA Level 1). The course provides guidance for planning your training sessions and developing players.

The FA Bootroom (<https://thebootroom.thefa.com>) is a great source for coach development. Many courses are online and free of charge. Where a cost is involved, the club will usually reimburse any manager or coach. Please speak with the Club Secretary to confirm reimbursement before signing up for a fee-paying course.

Please refer to Section 10 for mandatory training that managers and coaches are asked to undertake. Any courses that the club asks you to undertake will be reimbursed by the club.

“As a parent myself, I want to see children of all abilities playing the game and learning. They should be able to try skills and have fun without any pressure.”

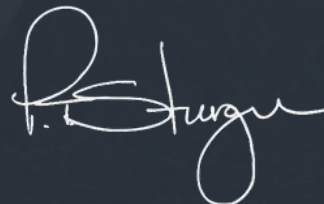
Gareth Southgate



“We all want children to enjoy playing and fall in love with football from an early age. Mini-Soccer and Futsal are both designed to allow children to do just that. They both have a key role to play in the development of young players in the Foundation Phase. We want to create an environment that is exciting, memorable and one that keeps children coming back.

We ask all coaches to see them as children first, rather than kids who might be good at football. These games have to have laws of course, but the overriding message for us all is to make it fun and enjoyable.”

Peter Sturgess
FA National Lead Coach
& FIFA Futsal Instructor





6. MATCH DAY



Match Day

LEAGUE FIXTURES

During the season, your league will arrange fixtures for your team. These are published on The FA system known as "Full Time". You can also see details on The FA mobile app called "Matchday". You're also welcome to arrange Friendly games throughout both the season and outside of the season; though please note that if you arrange Friendly game in season, you will need your leagues approval before playing.

Please make sure you know who your League Coordinators are – they are incredibly helpful and not only arrange your fixtures, but can help in the event that a fixture needs to be rearranged.

REARRANGING FIXTURES

The leagues only have limited acceptable reasons for games not to go ahead, and if a game is to be rearranged, there is a minimum notice period. League charges can be made if you cannot fulfil the game without notice. Every opportunity should be given for a match to proceed and leagues have rules governing minimum player numbers. If you can field the following number of players, your game should proceed:

Format	Minimum Number of Players
5v5	4 players
7v7	5 players
9v9	6 players
11v11	7 players

FRIENDLIES AND TOURNAMENTS

You are welcome to arrange Friendly matches with any other team before, during and after the season. You're also welcome to enter any Tournaments (these usually take place towards the end of the season). Friendlies and Tournaments are 'self-funded' (i.e. the club will not pay for pitch hire or referee costs). For Friendly games, we would encourage you to consider splitting the cost with the opposition, and then divide the remaining cost between the parents for those children who are available to play. Similarly for Tournaments, ask the parents of the children taking part to pay a portion of the entry fee. In doing this, costs can be kept lower and you can ensure you are not left out-of-pocket.

Of importance, **League games must take priority over Friendly or Tournaments** otherwise charges will be issued by the Leagues for unfulfilled fixtures (see above). If you are arranging a friendly fixture during the season, please ensure your League Secretary has been made aware so that they can 'sanction' the fixture.

Note - we ask that you ensure that anyone taking part in a friendly or tournament is registered on the St Francis website for insurance purposes.

TEAM SELECTION

As Manager, it is your role to select the match day playing squad. Make sure the team know the selection in plenty of time ahead of the game. The FA Matchday App offers a feature to select and notify selected team members, but it doesn't notify those who haven't been selected and so you may wish to consider sending an email or WhatsApp message to your whole squad with those who have been selected. Give all players the same opportunity, regardless of ability and avoid selecting stronger players more often in order to win a game. All players need game-time to help them improve.

Note - it is at your discretion to not select players who regularly miss, or do not fully engage in training sessions. If you choose not to select a player for these reasons, please notify your club Section Secretary before speaking to the player and parents to explain why, and look for ways to encourage player engagement. Of importance, this should not be used as a reason to not select "weaker" players - **lack of ability, is not the same as lack of application.**

PLAYER ROTATION & EQUAL PLAYING TIME

It can be helpful to ask parents to share any holiday or dates where players may be unavailable; this will allow you to make decisions about who to select and when. Producing a team playing rota can also be useful to ensure you're giving everyone an equal opportunity to play.

Every player that you select in your match day squad must have at least 50% playing time on match day. This is an EDMSL League rule, but we ask all age groups to apply this rule regardless of age, league or competition. Some players will inevitably have more playing time each match than others, but where possible, we ask you rotate this and give every player the game-time they need to help them develop. As a club, we also ask that every player is given the opportunity to play in at least 50% of matches. This should mean that over the course of the season, every player has played for at least 50% of available match time.

Important note – the 50% guidance is subject to player availability. If a player is unavailable for a number of weeks, then you do not need (though it can be helpful if possible) to try and recover their lost time by playing them more than others. Additionally, should a player become injured or is struggling during a match, you can of course make the decision to not play them for the 50%. Substituting a player for performance reasons should be a last resort though.

If you don't give a player the minimum 50% time, make sure you speak to the player and parents afterwards to explain why, and ensure that they are given longer periods on the pitch in subsequent matches.

MATCHDAY SQUAD & SUBSTITUTIONS

The number of players to take to a match is your decision. However, larger matchday squads make it harder to ensure players have their 50% game time. As such, you may wish to consider the following guidance:

- For 5v5 games, 8 players is considered optimal
- For 7v7 games, 10 players is considered optimal
- For 9v9 games, 14 players is considered optimal
- For 11v11 games, 16 players is considered optimal

For EDMSL games (U7-U10), rolling substitutions can be made.

For U11 games upwards, and all HGYFL games, a maximum of 5 substitutes can be named, however players leaving the field can subsequently be reintroduced as a substitute later in the game.



SQUAD LIST

You should bring an up-to-date copy of your FA Squad List to each match as it shows all registered & eligible players. Any manager or referee can request to view your squad list and failure to produce it can result in a charge. The squad list can be generated from the FA Club portal (please see section 8 for details).

REFEREES AND MATCH OFFICIALS

At all age groups, the home team is responsible for providing a referee and lines-people (if required). In all leagues, there is a referee coordinator who will assign officials to matches. There is a significant shortage of qualified officials however, and so it is likely that during the year, you will need to provide officials for the match.

Parents and coaches can be used as officials, but the Team Manager cannot be used. Parents volunteering to act as an official do not need to have been DBS checked and do not need to hold a formal officiating qualification. Anyone officiating a match (whether qualified or otherwise) has the same powers to apply the laws of the game (which includes issuing warnings and cards).

It is helpful to identify a few willing volunteers that you can call upon as needed.

REFEREE FEES

With the exception of EDMSL games, any assigned referee must be paid by the home team. The fees should be paid by the Manager and reclaimed via the St Francis FC Expenses form.

Parent & volunteer referees are not to be paid. Note, fees do not need to be paid to any EDMSL assigned referee.

PITCH BOOKINGS

The home team is responsible for providing the match pitch. Please contact the club Pitch Coordinator who will work with you to assign a pitch to you for each game. Note, for EDMSL age groups, pitches are arranged by EDMSL.

RECORDING RESULTS

Although the younger age groups do not publish scores or league positions, all age-groups must provide a 'match report' to the league. The report can be submitted via the Full Time system, or more recently via the FA Matchday App. (See section 8 below)

The report is not time-consuming - it consists of the match score, respect marks, pitch marks and referee marks.

The report is mandatory for both home and away teams to submit.





7. MANAGING THE MATCH



Managing the Match

As well as managing the team on the day, match days will usually involve you some pitch set up - whether putting out Respect Barriers for parents to stand behind, or setting up a coned area for your 'dug out'. Your role as manager extends to ensuring the players are warmed up and ready to play. You might also want to talk to your team about the roles and positions you'd like the players to play in and, of course, you'll need to consider substitutions throughout the game.

MATCH DAY - SUPPORTING YOUR PLAYERS

Every coach at every level can play a huge part in creating the match day environment that everyone can enjoy, not only the players, but the match officials and those watching too.

A good coach can be a positive role model that youngsters will remember for the rest of their lives.

There are lots of different ways you can create that positive environment. Here are just a few:

- All players getting at least half the available game time is a great way to create good team spirit. You could plan your substitutions before the game.
- The score line is only one way to measure development. You could set team and individual player targets.
- Some coaches think they are not involved unless they continually offer instruction. But instead of doing a running commentary throughout the game, let the players make decisions, allow them to make mistakes and learn from them.
- Advanced technical coaching terms can confuse young players. Try to use appropriate language.
- Instead of getting anxious and uptight on match day, try and relax and enjoy it. Remember don't shout at match officials, children could copy your behaviour.
- Reward effort rather than just ability.
- No one enjoys it when a game ends with an angry postmortem. You could ask the players for their view of the match.
- Or you could save your feedback until training night. Always try and be constructive whatever the result.

These players are starting on their football journey, remember how much you enjoy the game and pass it on to them!



ENGAGING WITH PARENTS

Parental support for your team is critical and communicating frequently with them is always helpful.

Invite your parents to hear your team talk before the game and involve them in any post-match discussion you might have with the players. Help parents understand what it is that you're looking for, what the aims of a game are, and they can help reinforce your messages to players.

It's natural for parents to want to push and encourage their children. Some may even have aspirations of their player being the next Ronaldo or Messi. But it's important to understand why young players play the game and so we encourage you to share the following with parents and remind them of this throughout each season.

The FA asked young players up and down the country why they play the game.

Here are the top six reasons:

- *Trying my hardest is more important than winning.*
- *I love playing football because it's fun*
- *It helps keep me fit and healthy.*
- *I like meeting new friends through football. It's a really good game and I love it.*
- *I like playing with my friends.*

Please notice that "winning the game" is not one of the top reasons that they play.



MATCH DAY TIPS FOR PARENTS

- Do offer praise, encouragement and applause – for both sides.
- Do stand in the designated area for spectators.
- Praise for effort and attitude not just talent.
- Focus on the process not the result.
- Focus on your child's enjoyment.
- Don't issue instructions from the touchline.
- Don't follow your son/daughter up and down the touchline.
- Avoid pressuring your child about winning or losing.

IT'S NOT ALL ABOUT GOALS

While professional footballers who score goals usually grab the headlines, it's important for players to know that football is a team game. Some positions will rarely have the opportunity to score, but every player has an equally important role to play, no matter what position they play in.

We've created a flyer "It's not all about goals" to help players understand that everyone contributes to the team. Please download it from our website.



8. THE FA AND ST FRANCIS SYSTEMS



The FA & St Francis FC Systems

There are a number of systems that you'll have some interaction with. This section attempts to describe them, how to access them and why they're useful.

THE ST FRANCIS FC WEBSITE

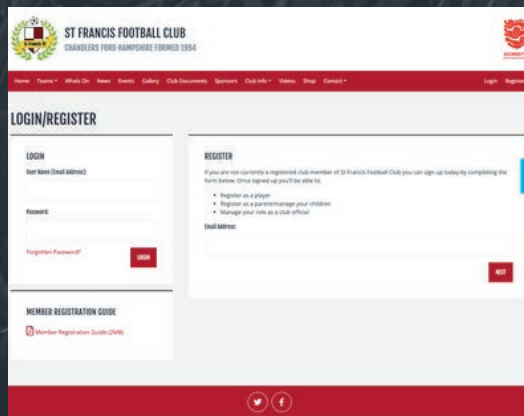
Our club website provides player registration and fee payment tools as well as information about the club.

As manager, you will have access to view your team and make updates to your team page. We encourage you to review and update your team page during the year.

The Player Registration process is coordinated through this website and so please also see section 9 below for details about Player Registrations.

The website also provides access to important club documentation, expense forms, club shop (for kit orders) and links to order equipment.

<https://www.stfrancisfc.org.uk>



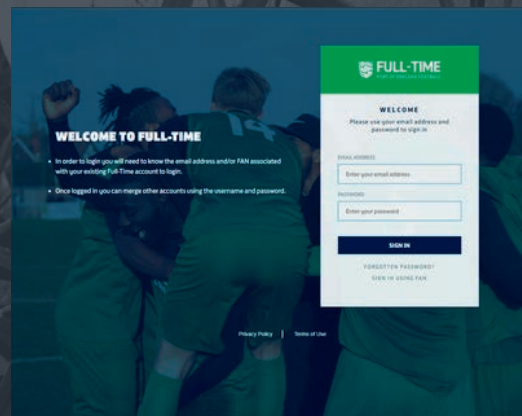
FULL TIME

The FA's Full Time system allows leagues to run fixtures and teams to enter results, it also allows managers of teams to enter player statistics. The system is linked to the FA's Whole Game Players and Club Registration System and links across seamlessly with the FA Match Day App.

To get access into Full-Time you MUST be designated as a Manager OR Team Secretary for your Team on Whole Game. This must be done by the Club or Membership Secretary and once completed will sync with Full-Time Automatically.

You need to ensure that your email address and mobile phone number is included in your record on Whole Game. You can do this by logging onto Whole Game yourself using your FA Number (FAN) and Password.

<https://fulltime.thefa.com>



WHOLE GAME SYSTEM

Whole Game System (WGS) is the system used by the FA to manage data for leagues, clubs and players, referees and other roles in football.

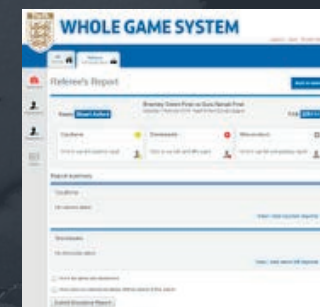
To get access into Whole Game you must be designated with a role for your Team on Whole Game. This must be done by the Club Secretary and once completed will allow you access. You should ensure that if the club has done this for you, that the email address and the FA Number (FAN) are the same as the ones you are trying to log in with!

You need to ensure that your email address and Mobile Phone Number is included in your record on Whole Game. You can do this by logging onto Whole Game yourself using your FA Number (FAN) and Password.

If you have NEVER logged in to Whole Game before you can enter your FAN and then select Reset/Retrieve Password to get into the account.

The Whole Game system is where you can complete and track your DBS application.

<https://wholegame.thefa.com>



THE FA CLUBS PORTAL

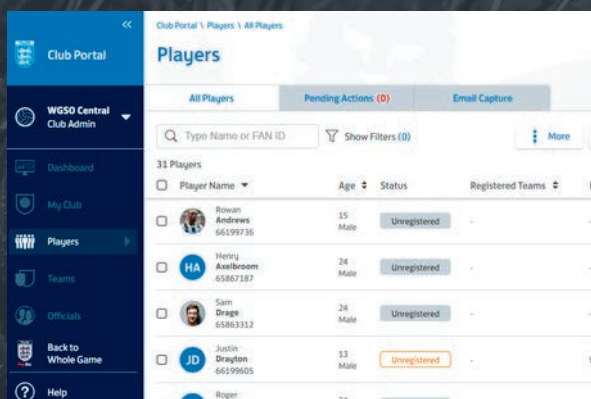
The Clubs Portal is a new addition to the FA suite of tools.

The portal gives managers access to see their registered team and download Squad Lists.

The Squad list should be kept up to date and a copy taken to each Match as it shows all eligible players.

Any manager or referee can request to view your squad list.

<https://clubs.thefa.com>



THE FA MATCHDAY APP

The FA's official Matchday app has been developed specifically to automate everything around your football life – whether you're a player, club secretary, manager or coach.

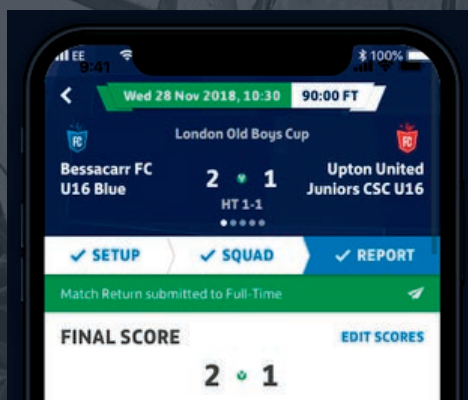
Who's in the team? Who are the opponents? Where's the game? When's kick-off? Is anyone currently suspended? With Matchday, all the answers are instantly available at your fingertips.

All managers can use this app (providing they are named on WGS) and leagues will be encouraging managers to use this for submitting results and retrieving squad lists for the season.

It's far easier to do this pitch side than having to log in to full-time or WGS.

Parents can also use this app to view fixtures, team selection and indicate player availability.

The Club Secretary or Membership Secretary must link the parent to the player for the parents to have access.



WHATSAPP GROUPS

St Francis has an all Managers and Coaches WhatsApp group that you should be added to.

You should also look to be added to your league WhatsApp group.

Your committee Section Secretary can help introduce you to the league coordinator who can arrange





9. PLAYER REGISTRATION PROCESS



The Player Registration Process

The player registration process is a multistep process, and while much of the process requires little involvement from Managers & Coaches, it is important for you to understand the steps involved. Once every step is completed, the player can join your match day squads.

2. FOLLOWING REGISTRATION, PLAYERS MOVE INTO AN 'APPROVAL' STAGE WHERE THE CLUB MEMBERSHIP SECRETARY WILL REVIEW THEIR DETAILS AND ASSIGN THE PLAYER TO YOUR TEAM.

MANAGERS MAY BE ASKED TO FOLLOW UP FOR MISSING INFORMATION

4. AT THIS POINT, PARENTS WILL BE ASKED TO PAY CLUB FEES VIA THE ST FRANCIS WEBSITE.

THERE ARE SEPARATE GUIDES ON REGISTERING AND MAKING PAYMENTS AVAILABLE ON THE ST FRANCIS FC WEBSITE.

1. REGISTER ON ST FRANCIS WEBSITE

1. EACH PARENT SHOULD REGISTER THEMSELVES AND THEN THEIR CHILDREN ON THE SITE.

EACH PLAYER NEEDS A PASSPORT STYLE PHOTOGRAPH AND DATE OF BIRTH PROOF (SUCH AS A PICTURE OF PASSPORT OR BIRTH CERTIFICATE).

2. ST FRANCIS FC REVIEW & APPROVE

3. FA REGISTRATION

3. THE CLUB MEMBERSHIP SECRETARY WILL NOW REGISTER THE PLAYER ON THE FA WHOLE GAME SYSTEM. THIS ALLOWS THE PLAYER TO BE REGISTERED TO YOUR TEAM. THE PROCESS WILL ALSO LINK THE PARENT TO THE PLAYER WHICH MEANS THE PARENT CAN MAKE USE OF THE MATCHDAY APP.

4. PAY CLUBS FEES

5. LEAGUE REVIEW & APPROVAL

5. THE LEAGUE MUST APPROVE ALL REGISTRATIONS. THEY WILL CHECK THE PLAYER ISN'T REGISTERED TO MULTIPLE TEAMS AND THAT THEY ARE REGISTERING FOR THE RIGHT AGE GROUP.

ONCE APPROVED, THE PLAYER IS THEN FULLY REGISTERED TO YOUR TEAM AND CAN PLAY IN MATCHES



IMPORTANT REGISTRATION NOTES

- We cannot register a player to the FA systems without a head and shoulders (passport style) photograph.
- We cannot register a player without seeing (via uploading to the St Francis website) proof of a players Date of Birth. This can be a picture of a passport or birth certificate.
- For players re-registering for the next season, the St Francis website system will prompt parents to update their contact details, ask for a new head and shoulders photograph and to re-upload of Date of Birth proof. For some age groups, the new photograph will also be uploaded to the FA systems as this is league requirements.
- The FA has stipulated that any player who is 16 or above, is registered with their own email address. Where players are under 18 years old, Managers will be asked by the club Membership Secretary to obtain email addresses for these players. Note - 18 years + are considered adults and they can register on the St Francis FC website themselves. Under 18's will still be linked to a parent account.



10. DBS & MANDATORY TRAINING



DBS Process & Mandatory Training

DBS

Every volunteer needs to undertake an FA approved DBS check. DBS checks from other organisations are not valid.

The club Child Welfare Officer will process the DBS application. This involves meeting with you to see some identification documents (passport, proof of address) and subsequently you'll be asked to log on to the Whole Game System to complete some information.

The DBS process is external to the club, league and FA and so the time it takes to approve can be lengthy and we have no path to expedite the process. Please allow at least 6 weeks for the process to complete.

Until the DBS is complete, no Manager or Coach (or volunteer) is to be involved in training or on the pitch at a match.

Once the process is complete, the Membership Secretary will add the volunteer to your team on the Wholegame System. You can regenerate your Squad list at that time.

TRAINING

In addition to a DBS, we ask all Managers and Coaches to undertake courses. Some of these are league requirements, others are for Charter Standard Accreditation. Many are online courses and free of charge, but where a cost is involved, the club will reimburse you for these.

Note, as of 22/23 season at least 1x FA Level 1 or 1x Introduction to Coaching Football qualified manager or coach MUST be present at matches and training.

Course	Needed by	Type	Time	Notes
DBS / CRC Check	All volunteers	Offline	4-6 weeks	Contact club CWO to process applications. Renewal every 3 years.
Safeguarding Children	All Managers & Coaches	Online	2 hours	Sign up at FA Boot Room . Claim back costs from SFFC . Renewal every 2 years
Playmaker	Assistant Coaches / Helpers	Online	4-6 hours	Sign up at the FA Boot Room .
Introduction to Coaching Football	All Managers, recommended for all Coaches too	Online + Webinars	4 weeks **	Sign up at the FA Boot Room . Claim back the cost from SFFC .
Introduction to First Aid in Football	Recommended all Coaches (if not doing ITCF)	Online + Webinar	2 hours	Sign up at FA Boot Room . Claim back costs from SFFC . Renewal every 3 years

** The "Introduction to Coaching Football" course replaced the FA Level 1 course in 2021. It is an online course with 3 webinars over a 4 week period. To complete the course, you will also undertake Safeguarding Children and Introduction to First Aid in Football courses too.





11. CLUB COMMITTEE



Club Committee Roles

The club is governed by a Committee that meets monthly. You can find names and contact details for all Committee Members on the St Francis FC website, however the roles within the committee are detailed here. The committee are always looking for additional members and so if you'd like to get involved, please email the clubs secretary.

ELECTED OFFICIALS

- **Chairperson** - The role of a chairperson is to oversee the running of the club and ensure that it is run efficiently and managed appropriately. They lead the club meetings and provide leadership in all areas
- **Secretary** - The Secretary is one of the most prominent roles in the club. They are the main point of contact for team managers, clubs and leagues. The Secretary looks after the administrative duties for the club or league.
- **Treasurer** - The treasurer's role is to ensure that the club stays financially sustainable, paying all expenses, collecting any monies owed and keeping a record of the accounts. The treasurer also assists in obtaining additional funds, such as grants or sponsorship.
- **Welfare Officer** - The club welfare officer (CWO) ensures that the club operates a safe, child friendly environment and promotes good practice in line with the relevant Child Protection Policy. They will process DBS applications and will ensure all managers and coaches have the necessary safeguarding qualifications.

FOOTBALLING ROLES

- **Mini Soccer Section Secretary** (Covering Minnows to U10s)
- **Junior Section Secretary** (Covering U11 to U18s)
- **Girls Secretary** (covering all girls teams)
- **Men's Section Secretary**
- **Coach Mentor**

These roles are specifically designed to support managers in their coaching and development of teams. These roles also help identify new managers and players in order to form new teams. They should be first point of contact for any manager or coach who needs support with their team.

ADMINISTRATIVE ROLES

- **Membership Secretary** - This role ensures all players, managers & coaches are registered correctly on the club and FA systems. The role will support in the collection of membership fees. Managers should work closely with the Membership Secretary to ensure their squad (including coaches) are correctly registered and notify them of any new players.
- **Communications Secretary** - The role is to provide managers, coaches and parents with updates about club activities. The role extends to keeping club documentation up to date and creating adverts for teams seeking players.
- **Pitch Coordinator** - The Pitch coordinator is responsible for all pitch bookings for both matches and training. They work closely with managers to understand their team requirements and have close relationships with the various venues that the club uses.
- **Commercial Secretary** - This position aims to help identify sources of funding for the club. This can include sponsors for teams, the club and club events (such as the club tournament).
- **Events Coordinator / Social Secretary** - responsible for organising club events to bring all club members together, this can involve tournaments, gala evenings, end-of-season award ceremonies and football tours.



12. CLUB CALENDAR



Club Calendar

Although dates each year change slightly, there is a degree of predictability to each season. The following shares some key dates and events throughout the season, together with details about how Team Managers and Coaches are asked to support them

MATCH CALENDAR - SEPTEMBER-MAY

The footballing season usually starts with matches from the first or second weekend of September. The season usually extends through to the end of May, however there is a gap in scheduled matches around Christmas and Easter. Unlike the Premier League, there is no Boxing Day game to plan for!

Each League and division will have a different number of matches throughout the season. For some, league matches have been known to finish as early as February. In these instances, we would encourage you to arrange Friendly games to give more match time. Additionally, for those teams (usually older age groups) who are at the mercy of the weather or pitch conditions, there may be weeks where matches are postponed. This will extend your season slightly as games will be rearranged.

All fixtures will be available to you on the Full Time system (<https://fulltime.thefa.com>).

TRAINING CALENDAR - AUGUST-JUNE

The club offers pre-season training for all teams that will start in mid-August. This is entirely optional, but places can be booked via the Pitch Coordinator.

Formal club training usually starts in the first full week of September, however the Pitch Coordinator will confirm the exact dates with you.

We schedule training breaks to coincide with school holiday periods, and so there is usually:

- 1x week break in October
- 2x weeks break at Christmas
- 1x week break in February
- 1x week break at Easter.

The Pitch Coordinator will confirm these dates with you at the start of the season. The club supports arranging friendly fixtures during this time, but you prefer to use this time to have a rest.

All training pitch bookings will be shared before the season starts and are always available on the St Francis FC website (<https://www.stfrancisfc.org.uk>)



CLUB EVENTS

The Club has 2 main fundraising events each season. The first is a Gala Dinner which is usually held in late October or early November. The second is the Club Tournament which is held at the end of the playing season (late May/early June). The tournament is free to enter for all St Francis teams and we ask all teams to register at least 1 team. We also ask all teams to provide 2-3 volunteers to support the event and all Managers to help at the event outside of match time.

The Club also holds an Annual End of Season awards event where each team are invited to present trophies to their players, as well as awarding Players' Player of the Year and Managers Player of the Year award. The awards take place at the end of each season (usually mid-late June). This event formally brings the season to a close.

CLUB MEETINGS

The club holds an AGM in early July each year which reviews the most recently completed season. The AGM is open to all club members to attend, and we ask all Managers to join us.

The club also holds a Managers & Coaches Start of Season meeting in September. As well as being an opportunity to start the season in a positive and social environment, this meeting also shares updates on Safeguarding and new rules & regulations. We therefore ask all Managers & Coaches to attend this meeting.

Additionally, the club holds a quarterly Managers & Coaches meeting. The meeting is an opportunity to share updates from leagues with each team and we also try to include a CDP element where Managers & Coaches can pick up ideas for training sessions. We ask each team to ensure at least one representative is in attendance, though we would prefer all to attend if they possibly can.



St Francis FC Annual Calendar

JULY

AGM	Early July	Open to all club members, Managers asked to attend (or a member of Coaching team)
Player Registrations	July	Managers to confirm team and coaching assistant. Arrange for player photographers and work with Membership Secretary to register with FA.

AUGUST

Pre-season Training Starts	Mid August to September	Please work with the Pitch Coordinator to book pitch space.
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SEPTEMBER

Start of Season Meeting	Early September	All Managers & Coaches to attend
In Season Training Starts	First week of September	There are breaks in training at the end of each school term. Speak with Pitch Coordinator
League and Cup Matches Start	First week of September	Age group dependent; some may start cup games before league games.
Club Fees Due	By end of September	Managers to ensure all parents have arranged payment of club fees

OCTOBER - NOVEMBER

In Season Training - Half Term	October Half Term	Usually a 1 week break from training.
Gala Dinner	October / November	Fundraising Event. All Managers asked to help promote the event to parents.

DECEMBER

In Season Training End of Term	Christmas School Holidays	Usually a 2-3 week break from training.
League and Cup Matches Break	Christmas School Holidays	Usually a 2-3 week break from matches.

FEBRUARY

In Season Training - Half Term	February Half Term	Usually a 1 week break from training.
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MARCH - APRIL

In Season Training End of Term	Easter School Holidays	Usually a 1-2 week break from training.
League and Cup Matches Break	Easter School Holidays	Usually a 1 week break from matches.

MAY

League and Cup Matches End	End of May	Some age groups will finish formal matches before May. Please arrange friendlies for additional match time
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JUNE

St Francis Tournament	End May / Early June	All St Francis teams to enter at least 1 team. All teams to provide 2-3 volunteers to help at the event.
St Francis Training Ends	End of June	Formal end to the training season

QUARTERLY

Managers & Coaches Meetings	Quarterly	All Managers & Coaches to attend (at minimum one representative per team)
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