



Beaconsfield Holtspur FC
Manager's Handbook

September 2014

Beaconsfield Holtspur FC: Manager's Handbook

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This Manager's handbook has been created as a reference tool to help Beaconsfield Holtspur Managers manage their age-group's football team. It describes key requirements and best practices learnt by previous managers that can be passed on to new managers. There are 6 main sections listed below.

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Section 2: Manager's Overview

1. Club ethos

- The ethos of the club is to provide football activities for young people (between 6 and 16) in the Beaconsfield and Holtspur area, so that the players have fun and enjoy the game.
- The club is an 'inclusive' club, and supports all of its members' (players) participation and involvement in the Club's football activities. (Also see the club's policy on 'Player selection' in 'Club Items').
- The club is a Family-based club, with family values and Codes-of-Conduct.
- The club fully supports the FA's RESPECT campaign.

2. Managers / Coaches

a. Role & Responsibilities

The Role of the Manager/Coach is to provide a safe environment for young people to learn, practise and improve their skills and to enjoy playing football. Therefore, the Manager/Coach needs to know how to run training sessions, to manage a team, and to comply with the Club and League guidelines and rules.

b. Code of Conduct

The Code of Conduct of each Manager / Coach is as follows:

- Respect the rights, dignity and worth of each and every person - with equal treatment within the context of the game of football.
- Placement of the well-being and safety of each player above all other considerations
- The development of appropriate working relationships with each player, based on mutual trust and respect
- Encouragement and guidance of players to accept responsibility for their own behaviour
- Not to use, or tolerate, inappropriate language
- Ensure the activities are appropriate for the age, maturity, experience and ability of the players

3. Players' Code of Conduct

Players are the most important people in Football. Playing football for the team (and Club) to win is a fundamental part of the game. But not winning at any cost - Fair Play and respect for all others is crucial.

The Code of Conduct expected from each Player is as follows:

- Be punctual to training, matches and tournaments
- Listen to the manager and coach without causing disruption to the rest of the group
- Perform to the best of your ability
- Make an effort to develop your own skills, tactics and to keep fit
- Demonstrate Fair Play and act within the Laws of the Game
- Treat your team mates and opponents with due respect at all times, avoiding rough and violent play
- Accept the decision of the Match Official without protest
- Avoid words or actions that may mislead a Match Official
- Accept success and failure, victory and defeat, equally well
- Do not use bad language

4. Parents / Spectators

a. Role & Responsibilities

Parents and spectators have a great influence on children's enjoyment and success in football. It's worth remembering that young people play football primarily to have fun! Therefore the Role of the Parent / Spectator is to provide positive encouragement and support for all players.

b. Code of Conduct

The Code of Conduct expected from each Parent / Spectator is as follows:

- Respect the rights, dignity and worth of each and every person - with equal treatment.
- Respect the Coach's or Referee's decisions
- Refrain from shouting, screaming and the use of bad language
- Avoid coaching your child during the game (as this conflicts with the Coach/Manager)
- Give attention to each of the players involved in the game, not just the most talented
- Give encouragement to everyone who participates in football - applaud the opposition as well.

Section 3: Manager (& Coaches) Role

1. Player Recruitment

The age-group manager is responsible for recruiting sufficient players to run a squad for training and playing in matches.

The most effective and successful recruitment method is when existing players encourage their school friends to join the club. The team is most resilient to end-of-season changes when it has players from more than one school.

The Manager can also 'advertise' for new players by:

- Placing a 'request for new players' notice on the League web-site (see the Club secretary)
- Place an advert on the school classroom notice-boards (Speak to the school's teacher for permission)

A Manager cannot 'poach' players from another club. (This is strictly against League rules, and can result in a team, or entire club, being banned from the League). A player from another club must be the one to initiate the request to join Beaconsfield Holtspur FC. (NB. Any player transferring between clubs mid-season in the Wycombe & South Bucks League [usually U13 upwards] must sign a league transfer form – see the Club secretary).

A 'sufficient' squad size for an 11-a-side team is typically between 14 and 18 players. (Fewer than 14 will result in insufficient players available for matches. Greater than 18 will result in squad 'rotation' for team selection, which proves difficult for the Manager, players and parents).

NB. Training sessions can be run with more than 18 players, provided the additional players are happy not to play in the team for league matches. (The club fully supports these players to be selected for summer tournaments after the league season finishes, to provide them with some match enjoyment).

2. Player Forms & Fees

The Manager is responsible for issuing the relevant forms (Parent Contact & Consent, Annual (subs) fees, Code of Conducts, Club Contact) to the players at the start of each season, and is responsible for collecting the annual fees and the parent contact and consent form.

The Contact and Consent form is to be held by the Manager and provides key address, telephone and medical information required in case of any injury or illness to the player.

The fees are to be passed to the Club Treasurer by September 30th of the respective season. Any player joining for the first time can train with the club for two weeks before paying annual fees. (This is to ensure they are happy to join Beaconsfield Holtspur FC). Any player joining after mid-season (i.e. after Christmas) will pay 50% of the fees.

The club provides the facility for fees to be paid by cheque or by direct transfer into the club bank account. Details can be found on the Subs Form. The club also provides PDF and Word formats of the Subs form and the Parental Consent Form. These can therefore be completed without the need to print them off and can be submitted by email.

In special circumstances, the manager may waive the annual fees if it is deemed the parent cannot afford the annual fees (e.g. a single parent). The club supports the view that children should not be deprived from playing football due to lack of funds. (NB. This discussion with a parent can be awkward and delicate – please talk to the Club Treasurer before offering this).

3. Recommended Communication with Players & Parents

Team (Group) Communications:

Typically a Manager will make any team announcements at the end of each training session.

It is advised that the Manager also establishes a regular written communication system with the parents and players, normally via e-mail, to provide detailed information on training or matches (e.g. Player selection, location details, kick-off times, etc.). It also facilitates the communication any changes to details (e.g. postponements due to bad weather).

The manager can also use the Notice-Board facility on the Club's website to post notices to players and parents. (See Website details under 'Club Items')

Player (Individual) Communications:

It is strongly recommended that the Manager talks directly to the player alone (first) and then separately to the parent, on any delicate or sensitive issue concerning the player. (This may concern a player's poor attitude, or disappointment at not being selected for a match). Taking time to talk directly with the player and their parent can significantly help reduce the instance of unhappy players or disgruntled parents, which will save time in the long term.

4. Parking Requirements

The Car parking at Wilton Park is a major challenge. Therefore it is the responsibility of the Manager and Coach to inform all parents of the parking requirements of using Wilton Park. The updated parking regulations can be found on the club website in the Documents section in the document "Directions to Wilton Park".

Wilton Park is the property of Inland Homes and their security team have the power to remove any vehicle illegally parked, or to stop Beaconsfield Holtspur FC using the facilities.

Parking at the other sites used by Beaconsfield Holtspur FC (Wooburn Green Lane, Beaconsfield Sycob, Holtspur school, Beaconsfield school) also need to be managed, and parents need to respect the local residents.

5. Equipment - Items, Usage, Sponsorships

The Club (via the Purchasing Manager) provides Managers and Coaches with equipment to conduct training and for matches. The equipment provided is as follows:

For Training:

- Footballs (sufficient for 1 ball per player)
NB. Size 3 for age 7 and under, size 4 for age 8-14, size 5 for age 15+
- Bibs
- Poles
- Cones

For matches:

- Player's kit (Shirt, shorts, socks, in club colours)
- Match balls (At least two are required per match)
- Corner flags and linesman flags (for 11-a-side matches)

For both training and matches:

- Kitbag
- First aid kit

It is the Manager's responsibility to take care of this equipment, and to ensure it is kept fit for purpose. All kit remains the property of the Club, and player's kit can be passed down the teams as the player outgrow it. The manager is expected to maintain an inventory of all equipment provided to the Manager.

If the Manager wishes to purchase further items (e.g. weatherproof jackets), then the club asks that a sponsor be found to fund such items. (Typically sponsors contribute £500 or more, and the club will contribute to have the club's logo and the sponsor's name imprinted on the items).

6. Coaching - Training, CRB clearance, Qualifications, First Aid

Training:

The Manager is responsible for managing the team's training & coaching sessions. Normally a training session last for 90 minutes on Saturday morning. The session should follow FA Coaching guidelines – namely:

- Registration and confirm all players are fit to play
- A warm-up session (stretches, etc., to reduce risk of injury)
- A coaching session, aimed at improving skills and techniques
- A small-sided game (to practice the new skills, and to enjoy)
- A warm-down and review session

At the end of the session, the players should be discharged to their parents.

In order for the players to improve, the coaching sessions should be based on recognised FA coaching techniques. (See coaching qualifications).

Beaconsfield Holtspur FC conducts training on Saturday mornings at three locations - Wilton Park, Beaconsfield Sycob and Wooburn Green Lane. The club's allocates two slots at each site; 09.00-10:30 and 11:00-12:30.

CRB Clearance:

In order to coach (or routinely help) at training, all Managers and Coaches must be checked and cleared by the CRB (Criminal Records Bureau). This is to ensure the safety and well-being of the players. The CRB check needs to be repeated every three years.

To obtain the necessary forms, contact the Club Welfare Officer. (The Club pays for all clearances).

Coaching Qualifications:

The Club pays for Coaches to be trained to at least FA Level 1 coaching standard. (This is a 4 day course, normally over two weekends, and provides instruction on how to run football training sessions for young players. As part of the Standard Charter Status, each age group **must** have at least one coach trained to Level 1).

To obtain details of Level 1 courses, contact the Club Secretary.

First Aid qualification:

In order to qualify for a FA Level 1 coaching certificate, you must also have attended a First Aid course. (This is a 3 hour course on basic First Aid). The First Aid certificate needs to be renewed every three years. (At each league match, there must be one team official to have a valid First Aid certificate).

To obtain details of First Aid courses, contact the Club Secretary.

7. Matches

The Manager is responsible for the team's League & Cup matches. Holtspur FC teams play in two leagues. The leagues arrange League and Cup fixtures.

U7-U10	S.Bucks Mini Soccer Conference: 5/7-a-side teams
U11-U12	S.Bucks Mini Soccer Conference: 9-a-side teams
U13-16:	Wycombe & S.Bucks League: 11-a-side teams
U17-U18:	S.Bucks Youth League: 11-a-side teams

The S.Bucks Mini Soccer Conference requires 2 equal-strength teams to play two matches against another club with two teams. Matches are played on Sunday, typically in the morning. The league normally schedules at least two games per month. (For further details, see "5/6/7-a-Side Teams" document)

The Wycombe & S.Bucks League operates normal team matches, typically 3-4 games per month, played on Sunday mornings. (For further details, see "11-a-Side Teams" document).

Beaconsfield Holtspur FC's home pitches for Sunday matches are:

Beaconsfield Sycob: 5/6/7-a-side matches
Wilton Park: 9-a-side and 11-a-side matches
Beaconsfield school: 11-a-side matches
Wooburn Green lane: 9-a-side and 11-a-side matches

8. Summer Tournaments

The Club encourages Managers to enter teams into summer tournaments. The tournaments are normally 6-a-side (for all age groups), and a series of matches leading to a 'final'. Tournaments typically run all morning or all afternoon, and offer the chance for 'squad' members to play in matches, or for players to experiment and play 'out-of-position'. The Club will normally provide funding for each age-group's team to enter 4 tournaments. Most tournaments are listed on the S.Bucks Mini Soccer conference web-site.

9. Manager / Coaches' meetings

The Club organises 3 Managers' meetings per year. The meetings are typically in:

- September
Purpose: To confirm arrangements for the start of the season
- February
Purpose: Update on season, appointment of officers, plan for tournaments and BBQ
- May
Purpose: To close the season, plan for next season (teams to enter into Leagues) and finalise plans for the Club's Summer Awards presentation BBQ.

The meetings provide Managers with the opportunity to share specific issues, and to provide other team Managers insights or support.

Section 4: Managing U7 to U10 Teams

1. Training

At this age, training must be FUN. Most players just want to kick a ball about, so structuring the session so they touch the ball as many times as possible is important for them.

The typical training session format would be as follows:

- Registration and confirm all players are fit to play (i.e. they are wearing shin pads, no glasses or jewellery, no injuries, etc.)
- A warm-up session (Practice simple ball control in a defined area, plus simple stretches – all designed to reduce risk of injury). Make some of them 'games'.
- A coaching session. Practice one skill each week – young players won't concentrate on anything more, so keep it simple. 'Games' that practice a certain skill are especially effective.
- A small-sided match, normally with 5 or 6-a-side teams, although can be 7. If there are more players, try to run two matches so players touch the ball more. This is the most enjoyable part for the players, so allow at least 15-20 minutes for this. Occasionally stop the game to reinforce the new skills learnt that week.
- A warm-down session. (e.g. Gentle jog at the end of the match, to reduce risk of muscle tightness)
- A review of the day. Ask what was learnt, get feedback, provide encouragement, and positively reinforce good behaviour or skills shown. Consider awarding a player-of-the-day trophy each week. (NB. Make sure that **every** player wins it at least once!).

2. Coaching

For 6 year olds, coaching should primarily be based around lots of touches of the ball, practicing ball control and the basic rules of the game. This includes dribbling, stopping, turning, passing and controlling the ball. Be respectful to the fact that different players progress at different rates, in stature and strength as well as skill.

As the players progress (in both age and experience), other skills should be introduced such as heading, shooting and accuracy. Key elements of the game should also be taught (e.g. goal kicks, corners, and throws-ins).

The key thing is to keep coaching sessions fun and enjoyable. Mostly the players just want to play football, not to learn new skills; therefore any coaching must be fun to do.

Team structure

At the early ages, players normally will not have settled on a set position. Therefore you should encourage players to play in 2 or 3 different positions throughout the season. This provides each player with good experience, and also rotates players through different roles. (Typically, young players want to play striker and score all the goals, so this gives everyone a fair chance).

The formations for 7-a-side teams are typically:

- Goalie-2 defenders-2 midfielders-1 striker (2-3-1)
- If you have strong midfield players, you may consider playing '2-2-2'
- Alternatively, if you are playing weaker opposition, you could play '1-3-2'

Motivating young players

Players respond best by receiving positive encouragement from the coach and Manager. Therefore try to focus on rewarding the good things rather than criticising the bad things.

3. League matches

S.Bucks Mini Soccer Conference

The S.Bucks Mini Soccer Conference requires 2 equal-strength teams to play two matches against another club with two teams. Matches are played Sunday mornings, with typically two or more games per month. Teams are organised into mini leagues, based on the club's location. Therefore our teams will tend to play other clubs near to Beaconsfield.

Matches

Home matches are played at Beaconsfield Sycob. The (Home) Manager is responsible for contacting the opposition, arranging the kick-off time, and providing the opposition with the location details of the home pitches. Normally teams arrive at the ground at least 30 minutes before kick-off.

The Home team is normally responsible for arranging for the referees. (It is easiest if one of the parents can do this, although clearly they will need to know the rules. It can also be agreed that the away team provides one referee).

At the end of the two games, the home team has to phone in the result to the league, and to do other Paperwork (e.g. Provide Fair play scores, etc.). Details of this is available on the SBMSC web-site.

It is the responsibility of the Home manager to make the decision of whether to cancel a match due to bad conditions. The most common reason for cancelling a game would be if the pitch conditions are deemed dangerous to the player's welfare (e.g. frozen pitch due to frost, etc.) or is unplayable (e.g. Snow, standing water, etc.). Particularly, the goal area must be safe for keepers to dive and land. (The intent is to avoid any serious leg or head injuries).

Beaconsfield Sycob pitches

The Manager is responsible for communicating all Home match dates to the Home pitch coordinator. The Home pitch coordinator will arrange kick off times for all Home teams (as several age-groups may be playing at home on the same day).

The Beaconsfield Sycob pitches are the property of Beaconsfield Sycob. The Club rents the pitches from the school, and therefore have to fulfil our obligations of keeping it tidy, in good order and secure after playing any matches.

The procedure for using the school area is:

- The first team to play at home to open the car park gates if necessary (at least 30 minutes before the start of the match)
- To ensure the pitch is safe to play. (Soft enough to take a stud, clear any debris, etc.)
- For the last team to check and clear all areas of litter (e.g. coffee cups) or of any left items, and to sweep the playground to remove any mud.
- The last team to close and lock the gates if the car park is not in use by Sycob.

4. Summer tournaments

At the end of the League season, each team may enter into summer tournaments. The tournaments are normally 6-a-side, with a series of matches leading to a 'final'. Tournaments typically run all morning or all afternoon over a weekend. This offers the chance for 'squad' members (i.e. those who do not normally play in the League team) to play in matches, and also offers the chance for players to experiment and play 'out-of-position'.

Most tournaments are listed on the S.Bucks Mini Soccer conference web-site. The Club provides funding for one age-group's team to enter up to 4 tournaments. Each Manager should enter their team for a tournament, and claim the cost from the Club Treasurer. (Please talk to the Club secretary or treasurer to clarify any issues before entering)

5. League Details

For further league details, visit the league's web-site at:

<http://www.bucksfootball.co.uk/>

Section 5: Managing U11 to U16 Teams

1. Coaching

For 11 year olds and above, coaching will primarily be based around skills improvement, position and game strategy and individual techniques. Usually the child enjoys their football, and comes to learn, play, and socialise with their friends.

Therefore coaching sessions need to be participative and enjoyable.

There are several books and manuals to help coaches continue to make the sessions fun, enjoyable and improve their skills.

2. League matches

Wycombe & S.Bucks League

U13s (and sometimes U12s) will move to the Wycombe and S.Bucks League, which runs a complex and full league system. League and Cup matches are typically played on Sunday morning (although can be played on Sunday afternoons, or other days if numerous postponed matches results in a fixture congestion at the end of the season).

The league rules are detailed, and strictly applied by the league. Any breach of any rule normally results in the Club receiving a fine (which can either be a £6 or £10 fine per breach). Consequently, to avoid severe finings, new Club U12/U13 Managers must attend the new managers meeting at the start of the season, to understand the rules and requirements of managing a team in this league. (Most issues result in incorrect match day cards being completed, but incorrect player registration, failing to notify match scores and not conforming to match-day procedure also results in fines).

Each Manager is issued with a manager's handbook which details all requirements. (This is now found on the League's web-site, using the Manager's log-in. Contact the Club's secretary for any information).

It is the responsibility of the home team to arrange for a referee. An external ref is used from U13 upwards (and where possible from U11), and is more crucial when the team plays in a higher Division (due to the increased competitiveness of the games). The home team is also responsible for paying the ref. (Rates in 2014/15 are £25 per ref for U12-U13 games, £30 for U14 and above). The Manager can claim the Referee fees back from the club using the Cash Expense Claim Form which is available on the Documents section of the club website.

For Cup games, the home side arranges for the ref, and the match fee is split between the teams.

If a match needs to be cancelled due to bad weather or the pitch is unplayable, the procedure on the league's website should be followed. Home matches are usually played at Wilton Park, Wooburn Green Lane or Beaconsfield School.

Wilton Park pitches

Home pitch scheduling is done by the club, in order to be fair to all teams for early or late kick-offs. It is the responsibility of the Manager to inform the opposition of Wilton Park's parking regulations, and help to implement it on the day.

Wooburn Green Lane pitches

Home pitch scheduling is done by the club, in order to be fair to all teams for early or late kick-offs. It is the responsibility of the Manager to inform the opposition of Wooburn Green Lane parking regulations, and help to implement it on the day.

Beaconsfield School pitches

Home pitch scheduling is done by the club, in order to be fair to all teams for early or late kick-offs. It is the responsibility of the Manager to obtain the key to the school to open the gates, and to ensure they are correctly locked if they are the last team playing.

Cup Matches

The League runs two Cup competition per age group, (although only the lower league teams enter both Cups, as this gives lower teams an opportunity to win at least one competition) Berks and Bucks FA also run a County Cup, and normally only a higher Division team will enter this, as the standard is high. The team may also be required to travel as far as Milton Keynes or Newbury.

3. Summer tournaments

At the end of the League season, each team may enter into summer tournaments. The tournaments are normally 6-a-side (as the younger age-groups) and normally allows the manager to play 'squad members' (i.e. those who do not regularly play in the 11-a-side team) in these competitions.

4. League details

For further league details, visit the league's web-site at:

<http://www.football-results.org/index.htm>

Section 6: Club Items

1. Club Charter Standard Requirements

Beaconsfield Holtspur FC is a FA Charter Standard Club. In order to achieve Charter Standard status, the Club has met the following criteria of having:

- A written constitution
- FA CRB checked volunteers
- At least one age-group manager to have minimum of FA Level 1 Coaching Course
- Commitment to attend in-service training
- Acceptance and promotion of Codes of Conduct
- Commitment to provide Mini-Soccer opportunities for Under 10s
- Commitment to promote schools liaison and equal opportunities for all

The purpose of Charter Standard is to communicate and share best practices, to improve football standards amongst young players and to be part of a national system.

The role of the Manager is to participate and adhere to the requirements of the Club's Charter Standard status.

2. Club Policies

a. Player Selection

The Club has a Player Selection Policy. Its purpose is to ensure all players are treated fairly and with respect, whilst at the same time encouraging players to improve their footballing skills and capabilities when league matches become more competitive.

The Club's Selection policy can be found on the Club's web-site at:

<http://www.clubwebsite.co.uk/beaconsfieldholtspurfc/Documents>

b. Cancellation of training or matches

The team's manager has the responsibility of cancelling training due to bad weather or other unforeseen circumstances. Normally, training cancellation of training only occurs due an unplayable pitch (e.g. Snow, or a severe frost resulting in a frozen pitch - a typical test is if the ground will not 'accept' a stud from a boot). The cancellation of training is to protect the welfare and wellbeing of the players.

The procedure for cancellation is normally an email to all parents at least 1 hour before the start of training. Alternatively (or in addition) a notice can be posted to the Team's Notice Board on the Club's website, or Managers can create a cascading phone message system (where each player has the responsibility of calling a two fellow players).

With regard to League matches:

For 5/6/7-a-side matches, the Home manager has the responsibility of cancelling the match. The home manager should advise the away manager as early as possible of a cancellation (normally due to an unplayable pitch). Out of courtesy, they should advise the manager at least the night before of a 'potential' cancellation if the decision is to be made on the morning. If possible, it is best to decide before the away team has 'left'.

For 9/11-a-side matches, it is the responsibility of the referee, in consultation with either the Home team manager or both Home and away Team managers, to agree to cancel the game due to the pitch being unplayable. The Home manager should inspect the pitch with the referee at least one hour before the game.

c. Player Subscriptions

All players are to pay annual subscriptions. The subscription rates are reviewed annually, and subscriptions are reduced for the 2nd (or more) players from one family. The subscription is used to cover the costs of Equipment, the hiring of pitches, entering of Tournaments, the payment of referees (for 11-a-side matches) and other club running costs.

The details of the subscription amounts and the associated forms, can be found on the Club's website at:

<http://www.clubwebsite.co.uk/beaconsfieldholtspurfc/Documents>

BeaconsfieldHoltspur FC is a family-based, community club serving the Beaconsfield and surrounding area. The club's policy is that all young players should be given the opportunity to play football, no matter their background. Therefore, if a parent is unable to pay the annual subscriptions, then the Club will waive the annual fees. (If any manager feels this approach is warranted, please talk with the Club's Treasurer for advice on how best to handle the discussion).

d. Use of Equipment & Pitches

All equipment purchased by the Club remains the property of the Club. It is the manager's responsibility to ensure the Club's property is looked after and kept in a reasonable condition. Managers are expected to ensure all equipment is taken away and safely stored after each training session or match. Managers are especially asked to look after footballs (especially at matches or tournaments), as they are the easiest item that tends to 'disappear' (typically kicked to the edge of the field and not retrieved).

At the end of each season, Teams will be requested by the Purchasing Officer to 'hand down' any player's kit that has become 'too small', so that it can be used for a younger age-group. Consequently each age-group's manager may receive kit from an older age-group for use in the following season.

BeaconsfieldHoltspur FC rents the pitches from third parties/local authorities and is obliged to respect the use of the pitches. Therefore care needs to be taken not to damage the facilities, to ensure all leave is removed and the property is left in a suitable condition.

e. Complaints

Complaint by a Child/Child's parent

The Child or Child's parent should raise their complaint with the Team Manager, or alternatively with the Club's Child Welfare Officer, for resolution. All complaints are to be treated seriously and with due respect.

If the complaint is not satisfactorily resolved, it should be escalated to the Club's Secretary and Chairman.

Complaint by a Manager

If a Manager wishes to lodge a complaint, either within the club, or with another club, they should first raise the complaint with the Club's secretary.

Complaint by another Club

Any complaint from another club should be directed to the Club Secretary.

3. Club Structure

a. Officers, Committee

The Officers of the Club are Chairman, Deputy Chairman, Secretary, Treasurer, Purchasing and Child Welfare. Additional Officer positions may be added as deemed appropriate.

The Club's Committee will consist of the Club's Officers, plus at least one representative from each age-group (normally the age-group's Manager).

The Club's committee will meet no less than 3 times a year, to ensure the smooth running of the Club, to reach decisions on specific issues related to the running of the club, and to agree any changes to Club policy. An agenda is issued by the Club Secretary before each meeting, and the minutes of the meetings are issued afterwards.

b. Club Constitution

The Club's Constitution can be found on the Club's web-site at:

<http://www.clubwebsite.co.uk/beaconsfieldholtspurfc/Documents>

4. Club Website

The club maintains a website where all the key information related to the club is displayed.

<http://www.clubwebsite.co.uk/beaconsfieldholtspurfc/Home>

a. Key links

The Club's website is a key communication tool between the club and the players, their parents and other interested parties. It contains details of the Club and its teams. It is split into the following sections:

- Home page
- About Us
 - Committee Members
 - Documents
 - History
 - How to Find Us
- News
 - Latest News
 - Notice Board
- The Teams
 - There is a section for each team for each age-group
- The Match
 - Here the Manager can provide results, player stats, match reports, league updates, or links to external web-sites providing key data (e.g. League position)
- Gallery
 - Photo or Video Gallery [Note: Managers need to take care in only uploading appropriate footballing photos and videos, and not to attach names to individuals to ensure identities are protected].
- Cash-back (Details of offers)
- Sponsors (Details of Sponsors)
- More
 - Useful links (to associated web-sites)

- Coaching (Helpful hints on coaching ideas)
- Lost Property
- Contact: Where people can make contact with the Club.

Managers are encouraged to use the web-site as a useful resource and to keep their team's information current and up-to-date.

b. Website Instructions

The website has a public section which can be accessed by anyone. This is primarily aimed at parents, players and anyone else associated with the club.

The club also has secure section for each age group which can be accessed by the Manager of each age group. Please request the website administrator for your username and password as soon as you take on the Manager responsibility

The club website has the following features which the managers are encouraged to use.

- 1) The profiles of the full squad of players can be entered and maintained on the website including their address and contact information.
- 2) All the Fixtures for the season can be scheduled on the website so that all parents and players can see the schedule of matches well in advance.
- 3) Squad for each match can be selected and displayed on the website. The players and or their parents can be notified of the match details by email (free) or SMS (6pence/SMS). The venue details for away matches and directions can also be made available on the website for each fixture.
- 4) Results of matches and squad statistics including details of appearances, goals, assists, cards and so on can be maintained on the website
- 5) League table for the Division in which the specific age group is playing can also be displayed on the website.
- 6) All relevant club documents are available on the website and can be downloaded by parents, players and Managers/Coaches. These include league Registration Forms, Subs forms, parental Consent forms, Managers handbook, Expense claim forms and Directions to various training and match venues.
- 7) The website has a section on Child Welfare where some of the policies related to Child Welfare are available. This section also has a link to the Child Welfare section on the FA website.
- 8) Each age group has its own home page and managers can add photos, new items, videos and anything else which is of relevance to the age group and this can be viewed by everyone.