

HYTHE & DIBDEN YOUTH FOOTBALL CLUB



#weallcanplay

TEAM OFFICIALS INFORMATION PACK

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New Forest Care

www.hytheanddibdenyfc.co.uk

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Dear Manager/coach

Welcome to Hythe and Dibden Youth Football Club and thank you for stepping up to manage/coach a team. It is something to be very proud of and hopefully something you will gain great pleasure from for many years. We all fully understand that giving your time and dedication to provide a team for our young people is a big commitment but it will also bring big rewards.

Hythe and Dibden Youth Football Club is not just about progressing as a footballer....it plays a bigger role in building self esteem, promoting self discipline, team work, promoting commitment, providing positive physical activity and also in bringing a community together.

Please do not underestimate what a strong role model you will become to your players and what a big impact you will have by treating them all fairly and with respect, making their sport a fun and safe place but also by providing clear boundaries of what is the correct way to act - both in football and in all aspects of their development.

We are not a results based club. Winning is not the reason we are here. The development of our members is the most important aspect of what we try to achieve and you are now a representative of our fantastic club in all that you do.....We are here to help you in all aspects of this - you will have all sorts of experiences, the majority of them good but inevitably some frustrating and negative responses (often from adults/parents etc). How you handle these tougher elements is vital to providing this good role model we want you to be.

We are wholly dedicated to supporting all the teams managers & coaches in providing you with both administrative and practical support in all you do and wish to achieve and also in supporting the parents and spectators who also are such a major part of what we do and try to achieve in building teams & community.

We have a remarkable committee who work very hard to ensure all aspects of the teams needs are met, from training and match day facilities to welfare and support. We also offer training to our coaches, managers and to players to progress in their roles and to learn new roles in coaching and refereeing etc if they so desire. We also have a remarkable sponsor in New Forest Care who provide both financial and hands on support to all aspects of our club.

Please do not hesitate to ask for any information or help - there is a vast depth of experience in the club with so many managers & coaches who are all willing to share their experience, in training, match days, with problems and with positives.

Hythe & Dibden Youth Football Club

Information about HDYFC

Formed in 1999 Hythe & Dibden Youth Football Club currently runs teams from the under 7 to under 18 age groups and offers training to children from reception year age at our popular soccer school & futsal sessions. We also offer specialist goalkeeper training for all these age groups. In 2014 we were awarded F.A Charter Standard Status, a kitemark which recognises and rewards high quality levels of provision in club and league football. This is awarded to clubs and leagues that are well run, sustainable, and which place child protection, quality coaching and safety paramount.

FA Affiliation Number this changes each season & can be found on the header of the coaches/managers whatsapp group

Committee

Chairman	Wayne Harris
Secretary	John Saunders
Treasurer	Kati Morrish
Club Welfare Officers	Steve Browne Simon Johnson (also c19 officer)
Vice Chairman	Steve Browne
Minutes Secretary	Simon Johnson
Kit Secretaries	Richie Watkins & Luke Pritchard
Web & communications secretary	James Golding

Liaison officers

Are available to managers and all parents/members to answer questions or to raise any issues or problems, whatever they may be....

Paul Adams	padamsbuilders@btinternet.com	07823 333837
Richie Watkins	richardwatkins80@hotmail.com	07876 327394

contacts for all the committee & liaison officers are on the club website

www.hytheanddibdenyfc.co.uk

The Hythe & Dibden Way

A child at Hythe & Dibden YFC can expect to make new friends, have fun and develop as a person and a footballer. Over the last few years we've been able to maximise these vital values by introducing a **soft** tiering structure within age groups. We know children learn and develop at varying speeds and by having a structure in place to be able to suit each child's individual needs we can ensure we are always able to provide the correct environment to continue a child's learning. This will include peer groups they are placed with and leagues in which they play in.

We have a strong emphasis on the Importance of the social needs for each child, after all football needs to fun first and foremost. To help us with this we encourage our age groups to practice together as much as possible, have lots of social time between children without team boundaries. We also encourage age groups to take part in activities outside of football together rather than individual teams. The strong social emphasis plays an important role also should a child need to move team as they will be familiar with all of the coaches and children.

Children need to also be challenged in different ways, for example a strong, quick powerful player may benefit from improved close ball control. We can support the child this way by allowing them to join another team to play some Futsal. By having the structure in place we're able to quickly change the environment and maximise the child's learning opportunities.

Since we've introduced this structure across the football club we've since a fall in drop out rates and more older children continuing to play at u18 and above. We believe this is because every child is given the right support at the right time in the right environment where many other clubs simply focus on the 'advanced players' in order to form an A team. At Hythe & Dibden YFC **every player matters** and their footballing journeys are all as important as each other.

To make this system work it has to be fully supported by our managers & coaches and of course the parents/guardians of the players. Without this support the system will not work. This also means that winning games will always become secondary to player development.

The system is not put in place with a view to those teams playing at a higher level using others to provide a conveyor belt of talent. The perceived strongest player in any team should not automatically be moved up the system and nor should a perceived weaker player be automatically shifted.

Only if their development is being impaired is movement advisable and then only with agreement from both managers involved, parents and player. Social and other welfare factors are equally (if not more) important than footballing ability.

what the club expects from you as a manager/coach...

Read, understand & always abide by the respect code of conduct. You will be asked to sign a document to this effect as part of our charter standard check.

RESPOND TO COMMITTEE COMMUNICATION – a huge amount of work goes into running a club of this size. Please make this is easier by responding promptly to any requests that are made.

Attend mangers meetings. It is important to get news and information and also to feel a part of the club

Help out at events & encourage your parents to help out at club events

Focus on more than the result - particularly younger age groups.

Please complete paperwork/courses etc as requested asap ... the committee work very hard to keep (& improve) our Charter Standard status and delaying these things makes it even harder.

Fulfil your fixtures - the club faces (possibly severe) sanctions from leagues if games are missed. If you have problems communicate with the committee/liaison officer....

Help out with coaching beyond your own team. Summer Soccer School & winter Futsal for reception & year 1 children are the true grass roots of our club and we are always in need of coaches & helpers.

As a Charter Standard Club all our managers will need to be FA CRC checked & hold a minimum level 1 FA coaching certificate. All assistants must have a minimum of a CRC. Emergency aid and Safeguarding Children or level 1 are also desirable. This is organised & paid for by the club.

You will be representing our club at all times so please remember this and be proud of your position.

what you will receive as a manager

A minimum of FA level one coaching certificate that is paid for by the club. Further qualifications will be available in time if you wish to progress to a higher standard. This education is very important to us so you can provide the best coaching possible.

******Please note that if you leave the club within 2 years of having received qualifications we reserve the right to charge you to recuperate the costs.******

A discount on your child/children's membership fees from after your first season as a coach.
This is currently £20 reduction on membership fees for the manager and ONE MAIN ASSISTANT ONLY

A managers pack of branded shirt, shorts, jacket tracksuit bottoms/joggers

.
All footballs, ball carrying bag, water bottles, bibs, first aid kit, pump, cones, flat markers whistle & stopwatch. Organise this through the kit secretaries.

Managers & players kit remains the property of the club & needs to be returned to the club once not in use. Additional extra kit is available for both managers & players (tracksuits, jackets etc). This has to be approved branded HDYFC kit and purchased through our suppliers.

We welcome additional sponsors to supply additional kit and to have their logo/name used. If you have a sponsor and wish to provide additional kit then please contact the treasurer or kit secretaries to arrange.
Home & away/training kits must remain sponsored by New Forest Care only

Assistants & helpers

Any person in a **named as a team manager** must have an FA Level One certificate which will be paid for by the club. Any coach/assistant must be CRC checked, have a valid FA Emergency Aid Certificate and completed an FA Safeguarding Children Course. Assistant managers /coaches will be issued with matching kit at the committee's discretion.

Anyone who helps out with training or match days on a regular basis will also need to have an **FA CRC** check completed (again this is organised & paid for by the club). This includes regular linesman/volunteer referees etc. Ask a CWO to arrange this.

No one, other than FA CRC checked club officials can be on the training or matchday pitch **at any time**. There are NO EXCEPTIONS to this rule. The club has worked, and continues to work very hard towards maintaining and improving our FA Charter Standard status.

ID cards

We have recently introduced id cards for all club managers/coaches/assistants. This is a photo card on a lanyard with your FAN and crc expiry date detailed. Make sure you have this at all times. Some leagues also require you to carry ID so this serves for that as well. To get/renew an id card ask a CWO.

Procedure for new assistants/helpers

If you have a new assistant helper you must firstly get them CRC checked. This will be paid for & carried out by the club. To do this please ask a CWO or Committee member and also fill out a CRC volunteer application form. This will get the ball rolling for a FAN & CRC check. Until this is done and an ID card issued they cannot be involved.

Safeguarding

<u>Club Welfare Officers</u>	Steve Browne	07702 579181	stevebrowne24@gmail.com
	Simon Johnson	07917 474931	mrsimonjohnson999@gmail.com

Please have these contacts in your phone and make sure that your parent groups are also aware of who they are and their contact details. This is something that is checked at FA inspections.

The welfare and well being of all young people is of the utmost importance to us. All must be able to participate in a safe and fun environment and be protected from abuse or harm. This is the responsibility of every adult in the club so every adult is required to endorse and adhere to our clubs Safeguarding Children Policy which is in line with the Hampshire FA & FA Policies.

DO NOT BE AFRAID TO SPEAK ABOUT ANY CONCERNS – anything you want to bring up with a CWO will be handled in the strictest confidence.

Our Anti bullying & Safeguarding policies are available on request & on the club website along with links to Child Protection Online and also the **WHISTLEBLOWING** procedure if you think the club is failing in its responsibilities.

Photography

As stated within the FA best practice guidance 'Celebrating Football Through Photographs and Video', it's not an offence to take appropriate photographs or video in a public place even if asked not to do so and no one has the right to decide who can and cannot take images on public land. Given that now nearly every mobile phone is a full media suite of Camera and Video recorder, often with HD resolution and Sound, it would also be impossible to police or enforce private picture taking at youth football games.

We have to put these issues into perspective as the vast majority of images taken are appropriate and taken in good faith.

If a child is a Ward of Court/in care etc, or could be at risk if identified, then their Parent/carer or legal guardian may choose not to give permission for the child to be photographed or videoed and this must be made known where appropriate to Club Officials and Coaches via the club membership form.

As manager make sure you are aware of any of your players that has not got permission for photographs to be in the public domain and then notify opposition/match officials of the situation in good time prior to the fixture that there is a player who shouldn't be included within official club endorsed photographs or videos going into the public domain. As ever if you have serious concerns about a possible child protection issue relating to the recording of images then you should inform the Police immediately. However, this action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk.

Ratios

For 0 to 2 years – one adult to every 3 children (1:3)

For 2 to 3 years – one adult to every 5 children (1:5)

For 3 to eight years – one adult to every eight children (1:8)

For over -8s – one adult to every 10 children (1:10)

“There should always be more than one adult for any group and at least one should be female. Helpers under 18 years old count as children and not adults in these ratios. If you have a number of teenage helpers, you will need more adults not fewer”.

Source <http://www.scriptureunion.org.uk/Uploads/Documents/Ofsted%20requirements.pdf>

Working alone with children

Whatever the age of the children/young people and type of activity, a minimum of two adults should **always** be present. This ensures at least basic cover in the event of an incident. This includes weekly training sessions, matches and social events. (This can include adult spectators but more than one coach/crc approved helper is strongly recommended).

Overnight stays

Occasionally teams stay away for weekend tournaments etc. If you are planning a trip that involves an overnight stay then please make sure you discuss arrangements for adult/child supervision with the club CWOs. Do not put anyone, child or adult, into a situation that could be considered as less than good practice.

Communication & social media groups

There is a club 'whats app' group for all managers/coaches to use for anything you need to know or to share information etc. Please use this appropriately (keep to club info etc!) and please identify yourself in the settings – your contact won't be in everyone's phone !

The club website carries news of all events & interesting news of what's going on

Your team has its own page that you can use to publish team news/photos etc. This has to be done through the web admin. secretary (James Golding) ... use the e mail info@hytheanddibdenyfc.co.uk
There are plans to develop the website for more resources for managers etc .

Teams can of course set up their own facebook/whatsapp groups etc as they like. Please make sure these groups are monitored, are secure (ie secret groups on facebook) and are used appropriately.
Children under 13 should not be included in the groups and over 13 only with parental consent and no club official should be communicating directly with an under 18 by text or social media group.
Please remember that as a manager you are representing the club at all times.
Keep facebook groups secret/closed.

Never post photos with accompanying text that identifies the child/young person.

Do not post scores & results for non competitive age groups (under 11 down).
Do not publicly criticise individuals, players, parents, officials or organisations....
If you have a genuine grievance take it to the club committee.
Do celebrate what we do in a positive way.

Witnessing & reporting unacceptable behaviour

Particularly at matches it is regrettably likely that you will witness unacceptable behaviour (usually by adults of course). If this is in need of reporting to the relevant league/county FA (or if you are not sure) then speak to a CWO or club secretary.... If bad behaviour is unreported it remains unchecked.

Spot checks by Hants FA & HDYFC

Hampshire FA carry out spot checks at both training sessions and at matches to ensure good practice and Charter Standard procedures are met. We had several in the last year. There will be no warning and you may not know they have been at all until they report to the club so make sure you are up to date – first aid kits, respect barriers & stewards etc. Club officials will also be carrying out visits to training and matches to ensure all players are registered, all coaches are checked and also to answer any questions or help with any problems you may have.

Forms/resources online at www.hytheanddibdenyfc.co.uk

- Accident form
- Training only form
- Volunteers CRC application form
- Membership packs
- HDYFC Safeguarding Policy
- Club/FA antibullying policy
- Info on safety on line for young people
- Various FA Safeguarding Guides

Fees and Entitlement

In order to allow all of the players who are part of Hythe and Dibden to have an equal opportunity to use the clubs fantastic facilities at Applemore School the following payment package has been put in place. Along with the payment plan is a clear entitlement for each club member.

The membership fee is **£75** per season. This is a one off payment that covers the cost of player registration, league membership, pitch fees for the season, provision of equipment, training for coaches, player insurances and contributes towards the outlay of the presentation evening. Kit remains the property of HDYFC & must be returned if you leave/at the end of season. This payment is required before 31 August 2020. Membership fees are non refundable.

The annual cost of training is **£175** (payable in full in advance) or covered by 10 monthly payments of **£17.50**. The first payment due on the 1st September and then the first of each month by standing order please (the last payment being 1st June 2021). July & August training is free of charge. If a player leaves the club having paid training fees in advance the balance of this can be refunded.

Full payment for the year would therefore be £250

*****Failure to pay fees will lead to being unable to train or play for your team.*****

Training fees are due regardless of attendance with exception being long term illness or injury. Please contact the treasurer in this instance.

A home and away/training kit is also provided to members but this remains the property of the club and must be returned if a player leaves or when new kits are provided (usually every two years). New kits will not be issued to existing players without the return of old ones.

Training fees are an integral part of the overall costs to be a member of HDYFC.

Failure to pay fees WILL lead to players being suspended from training and/or playing.

Training fees are due regardless of attendance with exception being long term illness or injury. Please contact the treasurer in this instance

In return for the annual training fee of £175 per year, each player will receive the following training entitlement. **A minimum of a 1hr training slot per week**, with the **option** for coaches to take up an **additional 1hr** (free) weekly slot (subject to coach and pitch availability). The option to train is all year round. Thus giving 12 months training for the cost of 10 months. During the close season or holiday period when no league games are being played, coaches can book friendlies on the pitches on Sundays (subject to availability) at no cost to the home Hythe and Dibden team.

For age groups who play Futsal as part of their league programme, the training fees will cover the hire of a sports hall for 1hr per week for Futsal training for 12 weeks of the year, between December and February. We do not control the opening times of the facility - these are set by Applemore School and it may be that some sessions are unavailable (mainly bank holidays). Teams and age groups are welcome to carry out additional training at alternative venues and times, this will however not be included in the training fees and will need to be funded individually by the teams (through sponsorship or extra parental contributions).

Dealing with non payment

We have made every effort to remove the responsibility of collecting fees from managers but there may be a requirement for managers to follow up actions from the club to recover late/outstanding fees. (The committee and liaison officers will assist in this if required). We ask for training fees to be paid on the 1st of each month in advance. We ask you to encourage parents to set up a standing order because this will ensure no further action is required from you. During the last week of the month, the treasurer will email parents who haven't paid for that month, informing them that it's overdue.

Around the 10th of the following month the treasurer will email all managers an updated copy of the fees document which shows who has outstanding fees (these will be highlighted). This will show who hasn't paid for the current month.

Please speak to those parents to remind them (which will save both you and the treasurer time later on) but what's really important is that you speak to the parents of anyone who hasn't paid for the previous

month as these parents will have received an email from the treasurer during the last week of the previous month but still haven't paid.

When speaking to these parents, please do so directly rather than put a general message on your team whatsapp/facebook group asking anyone who is behind to pay because quite often, these parents don't realise it applies to them. Around 5 days later, the treasurer will message you asking if you have been in touch with the parents who still owe for the previous month because another 5 days later, if still unpaid, they will be receiving a notification of a suspension (giving them 7 days to settle up or their child won't be able to take part in training).

Excluding any player is something that the club hates to do but if this last resort is reached a suspension will be imposed to ensure the fair running for all. This is not a nice stage to get to and it's important they have received a reminder from both the treasurer and the manager. We sometimes find that the treasurer's email goes into their junk folder and it's not until the manager speaks to them that they are aware that they have fallen behind.

Any manager who allows a sanctioned player to participate will themselves face possible sanction.

**** If anyone is struggling with payments for genuine reasons please let the treasurer or committee know. Help is available and will be handled with the utmost discretion. ****

Payment information

Please use the following details for standing orders/bacs transfers or cheques

Account name: Hythe & Dibden Youth FC

Account number: 02216266

Sort code: 30-98-73

Reference: please use the first 3 letters of the team name, followed by the initial of the players child's first name and as much of their surname as space will allow.

eg if your child's name is 'Another Player' and they play for the Hurricanes the reference would be huraplayer

Training

Up to 2hrs per week all year round on the 4G at Applemore School will be made available (please see the fees & entitlements section for more detail on this). In such a large club the ideal time slots are not always available.

Please look after this amazing facility.

Leave it tidy (even if you find it messy),

Return goals to their rightful positions in a wheels up (ie goals on the ground) position
(even if you didn't get them out)

Ensure correct footwear is being worn by all players/managers etc.

Please be punctual with using the facility. The time slot includes the time required to set up & pack away. Do not overrun into the next slot – you would not appreciate it happening to you.

NOBODYother than players & FA CRC checked helpers & club officials should be on the pitch area other DBS/CRC checks from different organisations to the FA cannot be accepted

procedure for new players ...

never let an unsigned child play for your team

As a club we of course wish to sign new players. However, there is a strict process that is enforced by the FA that we as a club & you as a manager must follow. If you are approached about a new player (and this must be done by their parent/guardian) you must find out if they are already signed to another club. If not then they are free to start training with you.

If the player is signed to another club they **must not train or play** until the proper process is carried out by the club secretary. The FA can impose serious sanctions if this process is not adhered to and it also creates bad feeling with other clubs involved. If you are not sure, do not let the player train or play. You must not approach players to sign/train with your team if they are currently playing for another club.

This applies to all age groups in all leagues. There are **NO EXCEPTIONS**.

Failure to follow these rules may lead to FA and/or internal sanctions on you as a manager. (Players are free from these obligations as of 31 May until they sign for a club).

It is also required by the club that **every player, training or playing**, has completed either a club **membership form** or a **training only form** so that we have both their details and their parents/guardians contact details. This applies to players on free introductory sessions.

This ensures they have declared they are not signed to another club and that we are covered for health & safety, safeguarding & insurance purposes. Forms are on the club website.

New players can attend training sessions for up to 4 weeks at no charge then training fees will apply.

Kit is not provided to training only players but is available from kit secretaries at minimal cost. This fee is then refunded if the player signs to a team and pays club membership fees.

Never allow any young person to play in a match without being signed to the club.

goalkeepers

Goalkeeper training has yet to return after covid restrictions but will hopefully start soon

additional costs

If teams face exceptional additional costs in a fixture (such as cup games with ferry crossing/long distance travel) the club may provide a contribution/cover these costs. Each case will be judged individually by the committee.

fines

Some leagues issue fines (for a variety of reasons other than player bookings etc). Fines are the responsibility of the manager/parent/player who incurred the fine.

Failure to pay fines will lead to suspension until they are paid

referee fees

Appointed referees will charge fees on the day. These are not covered by the club and need to be covered on match day by parents etc. Ask a parent to collect fees for you – the referee will come to you for payment.

Events

Every year (usually in May) we hold our **tournament** (for under 7 to under 13s only). It is something we work very hard at and are very proud of. It raises good revenue for the club, is a great social event and (most importantly) provides a weekend of fantastic enjoyable football for around a thousand youngsters. PLEASE help as much as you can with this event & encourage your parents & players to also get involved. In the future we plan additional similar events (using the 4G as well) for all the age groups within the club.

Presentation night is the end to the year & usually follows the tournament. This is also for the u7-u14 age groups as the older teams traditionally arrange their own events. All players receive medals/trophies and there are also four main awards for each team. Four special awards are made in each team - Managers Player, Players Player, Supporters Player & Clubman. It is always a fantastic night & a rare chance for the majority of the club to get together in one venue at one time. (The club supplies all trophies & also a financial contribution to the older teams' events).

AGM is held each year. Information about the finances of the club are available and the committee is elected/re-elected. All members of the club are entitled/invited to attend and will be notified of the date, time & location. If anyone would like to stand as a committee member they must follow the action required laid out in the club constitution. A copy of the club constitution is available to anyone on request. Please ask committee or liaison officers if required.

Soccer School & Futsal

... is aimed at year R & year 1 and provides a way into our club & team structure. Soccer school runs May to September outside (either on the 4G or grass pitch) & Futsal through the winter indoors. These are entirely dependent on coaches who will give some time to ensure our club has a strong future.....please get involved. Discount on fees is offered to a head coach who runs these.

Additional kit and sponsorship

Teams are welcome to provide additional kit for their players (tracksuits/rainjackets etc) and to fund these through sponsorship other than New Forest Care. Sponsorship money must be submitted to the club treasurer and kit must be supplied through the club kit secretaries and be branded and to match existing kits. Sponsors logos etc are perfectly acceptable.

****HOME & AWAY KITS ARE TO BE SPONSORED BY NEW FOREST CARE ONLY****

Set the standards
for a great game.

Use your position to set a
positive example for the people
you're responsible for and lead
a better game for everyone.



Play Your Part (Code of Conduct)

Coaches, Team Managers and Club Officials

Play your part and support The FA's Code of Respect:

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away



RESPECT



When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests

I understand that if I do not follow the Code, I may be:

- Required to meet with the club or league Welfare officer or your CFA Designated Safeguarding Officer (DSO).
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn

We ONLY
do
Positive.