

Wanborough Junior Football Club

Advice for new Coaches



We hope you find this document useful, please remember that all the coaches are here to help you so please don't hesitate to get in touch with us.

- Please make the effort to read the club documentation. The first document to read is the **Club Development Plan**; this states what our club is all about. We provide football for children of all abilities; this is a different approach from the majority of clubs Wanborough play against.
- Spending a few minutes with the parents after one of your games discussing how you are going to run the team, explaining about the parent's charter, answering any questions about the Club is time well spent. We would recommend you do this a couple of times each season. Think through how you update the parents, we would recommend a **monthly update** with the fixtures, kick off times, and directions for away games. Get the parents involved, ask for volunteers.
- You need a volunteer to be the **Team Secretary**; the Club Secretary has a template to help clarify roles.
- Please read the **Club Communication Policy** for best practise on our experience to date.
- Feedback from the parents is they like the idea that some coaches have introduced of **planning squads in advance**, this allows the parents to see what weekends they have free.
- We strongly recommend you attend **the FA level 1 coaching course** as early as possible. All Coaches are required by the club to commit to attending this course.
- As part of the level 1 you will attend the Child Protection course. **It is vital you understand the Child Protection Policy**. Please discuss with the Clubs Child Protection lead before you start dealing with the children.
- **The FA web site** provides all the forms (match report, postponement form, mini soccer rules etc); other clubs contact details, results and league tables. The league will also allocate dates for postponed fixtures on the site. **Never rely on the kick off times on this Web site**. They are a best guess at the start of the season, they regularly change. It is up to the home club to ensure the league fixtures secretary is informed of any changes. This is one of the reasons why you need to confirm details with the other team 5 days before each game (if you are the home team). Our suggestion is don't wait for the other coach to contact you, better to give them a call if you are home or away.

<http://full-time.thefa.com/gen/Index.do>

- It is a requirement of the league that when playing at home you **call the league with the result within 2 hours from the end of the game**. For both home and away games you need to send in the **match report form**. You can do this by e mail, it only takes a few minutes to complete. The Club Secretary will provide you with the contact details.
- Get your parents on **direct debits**, this saves a lot of problems in the long term. Unless there are special circumstances all parents are expected to pay via direct debit.
- Never arrange home match times without agreeing with the other coaches as this can lead to confusion (two different age groups playing at the same time).
- The **school pitch** can get dangerous after a heavy frost so please always check the pitch after a frost. If the School pitch isn't playable it is worth checking the Rec as sometimes this is still ok.
- The Club Secretary will let you know the arrangements for the keys for the locks on the goals for games at the school.
- Before the start of the season the Club Secretary will give you the **league signing on forms**. For new players to the club you will need to send in a copy of the birth certificate to the league with the signing on form.
- New players to the club also need to sign a **disclaimer form and acknowledgement that the various items of kit each child** is given are the property of the Club.
- The Club Secretary will take you through the library of forms and templates which have been designed to help you.

Best of luck, it probably doesn't seem like it but all of this is straightforward, don't hesitate to get in touch with any of the other coaches or the Club Secretary to discuss any of the above points.