

Gosport Falcons Football Club



Managers Hand Book

**2011 – 2012
Edition**

Foreword

Welcome to Gosport Falcons Football Club

This Guide lists a number of 'Frequently Asked Questions' for which answers are provided in the following pages. This Guide is intended to act as a reference document to help new Team Managers and Coaches, as well as existing Team managers and Coaches, settle in to their roles at the Club.

If you can think of anything you need to know that isn't covered in this Guide then please let a member of the Committee know so that the Guide can be updated prior to future releases.

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Contents

1. Club Members

- Who are the members of the Club?

2. Help/Advice

- Who can I call upon to help or advise me?
- What training and support is available to me as a new manager/coach?
- What paperwork/handbooks are available to me?
- What is a CRB check and do I need one?

3. Registrations

- How do I register players with the League/Club?
- What are the Annual Subscriptions/Registration Fees?
- Is there a maximum number of players that can be registered?
- Can I register players from other Clubs?
- How do I know which age group players should be in?
- How and when can I transfer players?
- Can I choose a name for my team?

4. Kit and equipment

- Where do I get Kit and Equipment?
- What are the Club colours?

5. Training

- Where do we train?
- Is there anything else I need to know about training sessions?
- What rules apply to using the Astroturf?

6. Fixtures - General

- On what day do the fixtures take place?
- Where will I get my fixtures?
- Where do we play our home matches?
- How is the Team Selected?
- How long is playing time?
- Is there a correct ball size for each age group?
- When does the season start?
- When does the season finish?
- What about School Holidays?

7. Fixtures — Home and Away Games

- Who arranges the Kick Off (KO) Time?
- What do I need to do before a home match?
- What do I need to do before an away match?
- What do I do if our kit clashes with our opponents?
- What do I need to do on the day of the match?
- What do I do after the match?
- What do I do if there is an accident/incident at a game?
- What do I do if I am not happy with something at a match?
- What do I do if my match is postponed due to weather or an unplayable pitch?

8. ID cards

- Why do we have ID Cards for the players?
- Who keeps the ID Cards?

9. Postponements

- Can I postpone a game in advance?

10. Referees

- How do I arrange a referee?
- Who pays for the referee and how much?
- What are referee assessments?

11. Friendly Matches

- What do I need to know about playing friendlies?

12. Tournaments

- Where can I find details of Summer Tournaments?

13. Footwear

- What footwear should my players wear?

14. Cautions/Fines

- What do we get fined for?
- What happens if one of my players gets a yellow card?
- What happens if one of my players gets a red card?
- What happens if one of my players regularly gets yellow / red cards?
- Who pays the fines imposed by the League or FA?

15. Cup Games

- Who plays in the League Cup Matches?

16. General

- What else do I need to do?
- What are the main rules of playing?
- Is there any advice for parents?

17. Complaints

- How do I deal with complaints?

18. Fundraising

- What social / fundraising events does the club organise?
- What happens to any sponsorship money or funding we raise as a team?

19. Club Website

- Is there a Club Website?

Appendix 'A' Code of Conduct for Spectators
Appendix 'B' Official Contact List 2011/2012

1. CLUB MEMBERS

1.1 Who are the members of the Club?

The Managers/Coaches of the Club are the **full** Members and form the Membership of the Club. All players are **Junior** Members of the Club and Parents/Guardians of players are **Associate** Members of the Club.

2. HELP AND ADVICE

2.1 Who can I call upon to help or advise me?

Any of the elected Officers of the Club is a good place to start. Most have been with the Club for a number of years and have a wealth of knowledge and experience between them.

The Club Secretary, Rob Randall, is the direct contact for all FA matters. He is the only member who can contact League officials. He is also a qualified referee.

The Treasurer, Tony Suggitt, is very important as he deals with all the Club finances. He is also the only remaining founder of the Club and is a League Divisional Secretary for the U7 to U10 age groups.

The Child Welfare Officer, Pauline Cook, has been with Club for 16 years. She should be informed of any concerns you may have with any of the players. She is also a qualified referee and sits on the Portsmouth RA (*Referee's Association*).

Other Managers are also available to help. Most have been involved with the Club for many years and have often learnt from their mistakes!

2.2 What training and support is available to me as a new manager/coach?

Usually, a new manager has been involved with football in some form before making this step. He/she may have come as a manager from another club or been a parent at this club. Depending on his/her experience the Club can arrange that they attend a Level 1 Coaching course, which will include Emergency First Aid and Child Protection, as soon as it's practical. These courses are usually over two weekends and/or one or two evenings. Please contact the Secretary or any member of the Committee for further details.

Other managers/members will only be too happy to help guide you through your first season with us.

2.3 What paperwork/handbooks are available to me?

You will receive a League Handbook/Club Directory before the start of a new season which will include the League rules and contact numbers and other relevant information.

You will also receive a copy of the Club's Constitution, Managers Code of Conduct and of course this Handbook. All other available Club forms and documents can be found on the Club's website; www.gosportfalcons.co.uk

League registration forms are issued to the manager prior to the start of each new season. Club registration forms are available from the Secretary, or the Club website, for non-League registered players.

2.4 What is a CRB check and do I need one?

A CRB Check is a verification of the records at the Criminal Records Bureau in relation to child protection issues. The FA and the Government have decided that any person working with children or vulnerable adults, whether voluntary or paid, must be checked as to his/her suitability. It is the FA who carries out this check via the Criminal Record Bureau. The Club

will arrange for you to complete the relevant forms and will pay for the check to be undertaken. You will be required to complete a Club 'Self Declaration Form' whilst this process is being undertaken.

3. REGISTRATIONS

3.1 How do I register players with the League?

The Secretary will issue each manager with League Registration forms which should be given to players/parents for completion. The forms complete with registration fee and 2x identical passport sized photo's, must be returned to the Club's Secretary. Any new player being registered with the Club must also provide a copy of their birth certificate. Players can only be registered with the League up until 31st January.

Players can only participate in League fixtures once they are registered. Manager(s) will be given the players registration ID card which, must be retained by them and not the players. There are very serious penalties for playing any player who is not correctly registered. *(Please note that players are only insured to play if they are correctly registered).*

3.2 What are the Annual Subscriptions/Registration Fees?

At present the Club has not introduced Annual fees. We believe asking parents to find the full amount at the start of a season a little excessive. All players must pay subscriptions whether League or Club registered and these are set at the AGM each year. League registration fee for 2011/12 is £20:00p, match fees are £3:00 and training fees are £2:50. The fee for players who only register with the Club is £10:00.

It is the responsibility of the Team Manager to ensure that all monies due are paid to the Club Treasurer within the times specified in the Club Rules.

3.3 Is there a maximum number of players that can be registered?

Mini Soccer teams can register a maximum of 12 (U7/8) and 14 (U9/10) players with the League. All 11 a-side teams are allowed to register a maximum of 18 players with the League.

3.4 Can I register players from other Clubs?

Players cannot register for two Clubs in the same League. Players can transfer to and from Gosport Falcons up until 31st January each year. Any player transferring from/to a Club must not have any outstanding subscriptions with their current Club and returned any kit. Players cannot transfer until this is completed.

3.5 How do I know which age group players should be in?

Under 6's players are not permitted by FA law to play in any organised matches against any other Club. There are very serious penalties for breaking this FA Law. Only players from Under 7's upwards may play in League matches or any organised friendly match against any other Club. They must have had their 6th birthday, but under the age of 7, by midnight on 31st August in the playing season.

Under 8s to U16s must be under the respective age of the team as at midnight on 31st August in the playing season (e.g. age 9 for U10s, age 12 for U13 etc). Essentially the age group that a player joins is determined by his/her date of birth. Under 12's teams, and upwards, must consist of all boy or all girls players and they may only play against same sex teams.

3.6 How and when can I transfer players?

If a player wishes to join your team you need to ask them if they are signed to any other football club in the League. If they are signed elsewhere then they cannot take part in any

training sessions or matches with Gosport Falcons until they have formally transferred by way of a League transfer.

If a player is signed to another Club and wishes to transfer to us then please inform the Club's Secretary. You must obtain a League Transfer Form from your opposition Manager and inform them of the approach by the player. Once the transfer form is received this must be signed by the player, the players parents, their old Club Secretary and our Club Secretary. This is then sent off to the League with the players old ID card and relevant transfer fee. The player must provide new photos for their new league ID card. Only when the transfer process is complete may the player train and play for their new Club.

If you have a player who wishes to transfer from our Club to another Club please contact the Club's Secretary immediately. We then await the approach from the players new Club. The players ID card must be returned to the Club's Secretary immediately with confirmation that all kit has been returned. The Club's Secretary will check with the Treasurer to make sure that all fees have been paid. **DO NOT hand over the players ID card to the player or their parents.** Any player leaving whilst owing kit or fees to the Club will be blocked from registering with any other football club — this is in accordance with League rules to protect Club assets.

Age groups with more than one team may transfer players from squad to squad — but only if necessary. Each transfer carries a charge payable to the League. Each 'internal' transfer must be done by way of a League Transfer form and players must stay in their original squad until the transfer process is complete and they hold a new ID card. The League transfer window opens in mid October and closes on 31st January. The League Committee decides at their monthly meetings if a transfer may be sanctioned or not.

3.7 Can I choose a name for my team?

You can of course call your team any name, which will be recognised by the Club. However, the League does not recognise team names and only refer to teams as A, B or C etc.

4. KIT & EQUIPMENT

4.1 Where do I get Kit and Equipment?

Ideally you should seek sponsorship for your team kit from local businesses. Guidance, advice and support can be provided by the Club Secretary. If in the event of external sponsorship not being available, the Club will provide a basic kit of shirt, shorts and socks. Any playing clothing provided by the Club will not necessarily be new or unworn. Kit should only be worn at matches and not at training sessions.

All regular equipment, i.e. training/match balls, bibs, training poles, goals/nets, etc will be provided by the Club. Please contact the Club's Kit & Equipment Secretary for all matters regarding kit. You will also receive, or permitted to purchase, a first aid kit, which you should make sure is kept fully stocked and available at all matches and training sessions.

4.2 What are the Club colours?

The Club strip consists of a purple jersey with black or white infill, black shorts and purple socks. The jersey's shall be numbered and usually have the Club's crest on it. If a kit is provided by a sponsor, the sponsor's name is permitted to be on the jersey but **must** be sanctioned by the County FA before worn. Advice regarding the purchase of kit can be obtained from the Club's Kit & Equipment Secretary. You should keep a record of each player's shirt number.

5. TRAINING

5.1 Where do we train?

During winter months (*October – mid-March*), training can be either indoors or outdoors. This is usually dependant on the availability of venues, manager's choice and time of day. Sessions will be either on grass, Astroturf or indoor Sports Halls. Training arrangements are co-ordinated through a Committee Member (*contact Secretary*). Managers must not enter in to booking venues themselves. Sessions usually last for one-hour.

During the summer (*April onwards*), all training is outdoors at our 'Home' ground, Monckton. Managers are allocated a day and time as space is limited. Teams are requested to keep to their allocated training time and not to make alternative arrangements without the knowledge and agreement of the Club.

5.2 Is there anything else I need to know about training sessions?

All players are required to wear shin pads to all training sessions/matches and should wear appropriate footwear at all times. When training outdoors, players should dress according to the weather conditions i.e. shorts and t-shirt or tracksuit and sweatshirt – it is advisable to bring a shower proof coat.

Players should bring along a non-fizzy drink to all training sessions in a plastic bottle. Team Managers should keep a register of players' attendance. Any player who doesn't attend for 3 training sessions or more without informing their Team Manager must be contacted to determine the reason for non-attendance (*training fees are to be paid regardless of attendance unless the manager has been notified*).

6. FIXTURES — GENERAL

6.1 On what day do the fixtures take place?

All Mini Soccer (U7s-U10s) and 11-a-side matches with the Portsmouth Youth Football League, PYFL, are played on Sunday mornings and afternoons. All other 11-a-side matches with the Mid-Solent Youth Football League, MSYFL, are played on Saturday mornings. No mixing Saturday/Sunday.

6.2 Where will I get my fixtures?

All League fixtures are given to the Club Secretary who issues each manager with a copy. Fixtures can also be viewed on the League website www.pyfl.co.uk and www.msyfl.co.uk but these are liable to change without notice.

6.3 Where do we play our home matches?

All our Mini Soccer Teams and the vast majority of our 11 a-side teams are based at our 'Home' ground, Monckton. We have three mini-soccer pitches and two eleven-a-side. Monckton is leased to us but is owned by the MOD. All users (Club Members and Visitors) must adhere to the rules stipulated by the owner of the facilities and the Club. Failure to do so will result in the offending Member or Visitor being requested to leave the facilities immediately and banned indefinitely. The rules are;

- No smoking whilst in the confines of the ground
- No dogs allowed with-in the confines of the ground
- Tidy up after your match and dispose of any litter
- Correctly store and lock equipment away if it is no longer required after your game
- Lock everything up if you are the last team to leave Monckton
- Make sure that your opposition have been made aware of the above

Please 'meet and greet' your opposition when they arrive so that they know which pitch they will be playing on. Each Team Manager will be provided with keys that will allow access to the site, the Storage room for Mini-Goals, nets and corner flags and to toilet facilities.

6.4 How is the Team Selected?

Team selection and team tactics are the sole responsibility of the Team Manager and Coaches. It is a general rule that players who haven't attended a training session (*without informing their Team Manager of a valid reason why*) will start as a substitute or not play at all.

6.5 How long is playing time?

For Mini-Soccer and 11-a-side – The duration of play is;

- Under 7s & 8s – 2 x 20 minutes each way (6x players)
- Under 9s & 10s – 2 x 25* minutes each way (7x players)
(*2 x 20 minutes from the start of 2011/2012 season)
- Under 11s & 12s – 2 x 30 minutes each way
- Under 13s & 14s – 2 x 35 minutes each way
- Under 15s & 16s – 2 x 40 minutes each way

The minimum time for any game will not be less than 20 minutes each half for players in the U14s age group and below and 25 minutes each half for all other age groups.

6.6 Is there a correct ball size for each age group?

For Mini-Soccer and 11-a-side – The size of football is;

- Under 7s & 8s – size 3 football
- Under 9s & 10s – size 4 football
- Under 11s & 12s – size 4 football
- Under 13s & 14s – size 4 football
- Under 15s & 16s – size 5 football

6.7 When does the season start?

Usually around the time the schools re-open i.e. approx. 6th September

6.8 When does the season finish?

All matches must be played by the third week in May

6.9 What about School Holidays?

The fixtures cease around a week or so before Christmas and re-commence around the time school re-starts in January. Fixtures will continue throughout the school half terms.

7. FIXTURES – HOME AND AWAY GAMES

7.1 Who arranges the Kick Off (KO) Time?

The Secretary of the Home team arranges the KO time. This must be between 10.00am and 2.30pm. Managers will be informed by the Club's Secretary.

7.2 What do I need to do before a home match?

You must get confirmation from the Secretary which pitch you have been allocated to play on and whether a referee has been appointed to your game. It's the 'Home' team's responsibility to provide a referee if one hasn't been appointed.

7.3 What do I need to do before an away match?

Please ensure that you have clear directions to the away ground and that you give these directions to the players/parents, together with the meeting and Kick Off time. You need to ensure that all your players have access to transport to get them to/from the game and arrange if not.

7.4 What do I do if our kit clashes with our opponents?

When playing at home, it is your opposition's responsibility to either change shirts, or wear bibs. Of course, at away games the responsibility is yours.

7.5 What do I need to do on the day of the match?

For home games you should;

- Ensure that the playing area is clear of any foreign objects that may cause injury to players.
- Ensure that any equipment being used is safe and appropriate for the activity.
- Ensure that the pitch is set up correctly with a designated area for spectators, a minimum of one metre from the touchline and running the whole length of the pitch. Spectators should not stand behind the goals at any time during a game.
- Encourage parents to be responsible in helping to put up and take down the goals/nets. This way you can spend more time with the players getting them ready for the game.
- Ensure that players arrive in plenty of time to warm up and enable the game to Kick Off at the designated time. There could be other games to be played after your match – which could also be delayed if you arrive late.
- Please 'meet and greet' your opposition when they arrive so that they know which pitch that they will be playing on.

At all matches managers should;

- Be in possession of contact details/mobile phone numbers for all their player's parents/guardians in case of emergency. Managers must also have a copy of all their player's Medical Consent and Medical History Forms.
- Be in possession of a First Aid Kit.
- Have the team ID cards available for inspection by the opposing team manager. If you do not produce the cards, your opponents will report you to the League and the Club will be fined.
- Ensure that players have the appropriate kit (*correct footwear and shin-pads, which are mandatory*).

For away games you should;

- Ensure that all players arrive in plenty of time to warm up and enable the game to Kick Off at the designated time. There could be other games to be played after your match.
- Introduce yourself to the opposition manager so that they know you have arrived. Confirm with them the pitch you will be playing on.
- Always make sure you have the team ID cards at EVERY game for inspection by the opposing team manager. If you do not produce the cards, your opponents will report you to the League and the Club will be fined. Likewise, if the opposing team has no ID cards or cannot produce them, you should notify the Referee as your independent witness and you must report the matter to the Club's Secretary on the same day.
However, the match must still be played.
- Have the opportunity to check each ID card of the opposing team and tick off players on their team/match sheet. If you have any queries or concerns – this is the time to raise

them. **Once you have signed the team/match sheet you cannot complain afterwards.**

- If you have any concerns or complaints, raise these as appropriate with the opposition and/or the referee before leaving the pitch. You should then contact the Club's Secretary for advice.

7.6 What do I do after the match?

- You need to confirm the score with the referee and opposition manager.
- Complete the Match Result sheet and ensure it is correctly filled-in and signed by you. *(The Club will be fined for incorrectly filled-in Result Sheets - see Appendix 'B')*. The U7 & U8 age groups submit Result Sheets but the U7s do not need to fill in a score.
- As the 'Home' team you have to pay the referee's fee and any expenses claimed. These are set at the beginning of the season and can be found in your League Handbook.
- You must also score the referee out of 100. Please read the League Handbook in relation to scoring referees. Marking of the match referee of 50 marks or below must be followed within 24 hours by a written explanation of why the mark is so low. This written explanation must be forwarded to the Club's Secretary who in turn will forward it onto the League.
- For 'Home' games, where appropriate, please return all goals, nets, flags, stakes and ropes to designated storage facility.
- For 'Home' games, collect up and dispose of any litter from the pitch and surrounding area and in the changing room(s). Remember, you are responsible for the 'Away' team also.

7.7 What do I do if there is an accident/incident at a game?

- Stay calm, observe the situation and act swiftly.
- Listen to what the injured person is saying.
- Assess whether there is danger of further injuries.
- Alert the 'first aider', who should take appropriate action for minor injuries.
- In the event of an injury appearing to require specialist treatment, call the emergency services.
- Deal with the rest of the group – ensure that they are adequately supervised.
- Do not move somebody who may have major injuries. Wait for the emergency services.
- Contact the injured person's parent/Guardian and notify the Club's Secretary.
- Complete an accident/incident report form and hand it to the Club's Secretary within 48 hours *(these forms can be downloaded from the Club's website)*.

7.8 What do I do if I am not happy with something at a match?

If appropriate try to resolve the issue on the day. Make sure you tell the referee – he is an independent witness to any incidents. Afterwards speak to the Club's Secretary for further advice. You may be asked to submit a report which will then be sent to the League or FA.

7.9 What do I do if my match is postponed due to weather or an unplayable pitch?

Occasionally, matches are postponed due to pitch water-logging. If your pitch hasn't been called off then the pitch is subject to a 'Referee's Inspection' and the Referee will make the decision as to whether the pitch is playable or not.

The Club's Secretary will inform your opposition, and the League, that the game has been postponed.

If your match is postponed due to weather conditions or an unplayable pitch it will be re-scheduled by the League. Do not make your own arrangements to play the match at a future date unless the League has given permission. If you do, the League may not recognise the game as a 'Fixture' and you will be asked to replay the game.

8. ID CARDS

8.1 Why do we have ID Cards for the players?

Players ID cards are proof that they are registered with the League and are therefore covered under League insurance.

8.2 Who keeps the ID Cards?

ID Cards must be kept by the Team Manager and must be available to the opposition Manager at every single match. No Exceptions!!! Failure to produce ID cards carries an automatic fine.

ID cards must not be given to the players or their parents under any circumstances. If a player wishes to leave our Club or transfer to another Club then follow the procedure in 3.6.

9. POSTPONEMENTS

9.1 Can I postpone a game in advance?

Matches may be postponed if pitches are called off due to water-logging or ice/snow/hail that makes the conditions dangerous to play in. Pitches may also be subject to a 'Referee's Inspection' and the referee will make the decision as to whether the pitch is playable or not. Games can also be postponed on Easter weekend and Remembrance Sunday.

Matches that are postponed due to weather conditions are usually re-scheduled by the League. Do not make your own arrangements to play the match at a future date as the League may not recognise the game as a fixture and you will be asked to replay the game.

Postponements will not be permitted due to players going on holiday with parents, sickness, scout trips, etc.

If you are unable to raise the minimum number of players required to play a game for any other reason, you must notify the Club's Secretary as soon as possible who will then notify the League. The Club will be fined for this and the points will be awarded to your opposition.

NB: The minimum number of players required for a team is **four** for Mini Soccer and **seven** for 11- a-side games.

10. REFEREES

10.1 How do I arrange a referee?

The 'Referee's Appointment Secretary' will, in most cases, arrange for a referee to officiate your game. (Please not, *this does not apply to Mini-Soccer games*).

However, not all matches will have a referee allocated as there is a shortage of referees. If you don't have an appointed referee the Club's Secretary will try to arrange one. If that fails then a Team Manager, coach or a suitable parent should officiate. It is usually expected that the 'Home' team will referee in these circumstances.

10.2 Who pays for the referee and how much?

It's the responsibility of the 'Home' team to pay the referee's fee and expenses. For small-sided games the fee is £12 and for 11 a-side games the fee is £22. You should keep a record of payments made.

10.3 What is referee assessment/markings?

You must award the referee a mark out of 100 for every game – home and away – and input this information onto the Match Result card. If you award a referee a score less than 50 you must substantiate this with a full report giving valid reasons to the Club's Secretary within 48 hours who will forward it to the League. (*A guide to referee marking can be found on the Club's website*).

Team Managers, Coaches, parents and players are not allowed to question a refereeing decision. It is acceptable after the match for a Team Manager to ask a referee politely why they gave a particular decision – but this must be done courteously and respectfully. The referee may decline to give you an answer and you must respect this.

Shouting abuse at referees is not tolerated and carries severe penalties. Please remember that there are a lot of junior referees and shouting abuse at young referees is considered child abuse. Please show restraint and remember that referees cannot see the whole pitch at any one time and that they are in charge of the match.

You may not enter the field of play unless directed to do so by the referee. If the referee reports the bad behaviour of you, a parent or a player then the Club will get fined.

11. FRIENDLY MATCHES

11.1 What do I need to know about playing Friendlies?

Any Team wishing to participate in any friendly matches must notify the Club's Secretary before the match takes place for insurance purposes. If the Club is not aware of a match, then the players will not be insured.

During the season on a 'free week' you must also get permission from the League to play a friendly game. The League will not grant permission for any team to play against another team in the same division in a friendly match unless both home and away fixtures on the fixture list have been played.

Under no circumstances should you play a friendly match against a non-affiliated team.

12. TOURNAMENTS

12.1 Where can I find details of Summer Tournaments?

All details of summer tournaments can be found on the Club's website or from the Club's Secretary.

The fees for tournaments must be paid for by the player's parents/guardians. All Teams wishing to participate in tournaments must notify the Secretary of which tournaments they intend to enter.

13. FOOTWEAR

13.1 What footwear should my players wear?

The Club recommends that players wear traditional studded football boots for grass training and matches, when the ground is heavy underfoot. Players should wear trainers to all grass football sessions and matches and should only change into football boots once on the

grass as walking in football boots on hard surfaces i.e. car parks, may cause the studs to become sharp and therefore dangerous. It is every player's responsibility to check their boots prior to a match to ensure that the football boots are safe and that studs have not become sharp.

Team Managers and Coaches must periodically check players' boots to ensure that they are safe. Players who are wearing boots where the studs have become sharp will not be permitted to take part in the training session or match.

For training, when the ground is hard, the Club recommends that sturdy trainers are worn on grass surfaces as wearing studded boots may jar the players feet causing injury and studded boots cannot grip the hard ground which can lead to players slipping and resulting in twisting injuries.

14. CAUTIONS AND FINES

14.1 What do we get fined for?

First and foremost, the Club receives fines for the issue of red and yellow cards.

There are further fines incurred from the League for such things as:

- Playing an illegal player
- Failure to fulfil fixture
- Failure to produce ID Cards at a game
- Late Match result card
- Incomplete Match result card
- Failure to notify of postponement
- Failure to inform Fixture Secretary of result on day of game
- Bringing the game into disrepute

These and others fines can be found in the League Handbook.

14.2 What happens if one of my players gets a yellow card?

If this happens, the referee must report the incident to the FA. The Club will receive a fine for this. You must inform immediately, and outline the circumstances, the Club Secretary.

14.3 What happens if one of my players gets a red card?

If this happens, the referee must report the incident to the FA. The Club will receive a fine for this. You must inform immediately, and outline the circumstances, the Club Secretary.

If you disagree with the decision made or you are aware of mitigating circumstances which made the player act out of character, you must provide any witness statements and supporting evidence to the Club's Secretary within 5 days of the match.

14.4 What happens if one of my players regularly gets yellow / red cards?

Any player who gets three cautions from a match official within one season for misbehaviour or dissent shall be brought before the Disciplinary Committee to explain their conduct. Players must be accompanied by his/her parent(s) and Manager/Coach.

14.5 Who pays the fines imposed by the League or FA?

Notification of fines from the League/FA is sent to the Club's Secretary. The Club's policy regarding player's and team administration fines is;

- Player's fines are paid for by the Club from the general subscriptions fund. If a player persistently receives fines then the Disciplinary Committee will consider what course of action to take.
- Team administration fines are paid for by the Club from the general subscriptions fund. If a team persistently receives fines then the Disciplinary Committee will consider what course of action to take.

15. CUP GAMES

15.1 Who plays in the League Cup Matches?

Only U9-U16 players qualify to play in competitive competition. U7 and U8 players may **not** take part in any Cup matches.

16. GENERAL

16.1 What else do I need to do?

Provide at least one hour's training each week. Between mid-October and mid-March this could be indoors or outdoors and the venues used are paid for by the Club.

From mid-March until mid-October teams will move back to Monckton using the grass area for training. Teams are requested to stick to their allocated training day and time and not to make alternative arrangements without first getting agreement from the Committee.

Matches are primarily Sundays for Mini Soccer and U11's and Saturdays for all other 11 a-side teams. Kick Off times should be between 10.00am and 2.30pm and the decision for time of Kick Off is made by the home club. Towards the end of the season, depending on the number of postponed games, you may be expected to play mid-week games.

It is your responsibility to ensure that all registration forms and fees are paid within the specified period. The Club's Secretary can provide assistance if necessary.

In addition, at least one manager per team is expected to attend a monthly Manager's Meeting. This is usually held on the first Wednesday in the month at Monckton, Fort Road, Gosport.

And finally, all managers are expected to attend the Club AGM in May

16.2 What are the main rules of Playing?

All players must wear Football boots and shin pads when playing matches.

In cold/wet weather conditions parents should ensure children are wearing suitable clothing.

Players wishing to play for a team in their age group must train on a regular basis. No player should be considered for team selection, regardless of their ability, unless they train regularly.

Players should arrive at training and matches at agreed times, and should inform their manager/coach in advance if they are going to be late or absent.

16.3 Is there any advice for parents?

Yes, whilst at matches all parents are representing the Club so need to behave accordingly and abide by the Codes of Conduct (*see Appendix 'A'*). *You may want to pass this on to parents.*

You need to be aware that all spectators are the responsibility of the Team Manager and Coaches. Any parents behaving inappropriately at matches should be asked to leave the venue. This matter should then be reported to the Club's Secretary. Spectators should not 'Coach' the players from the touchlines. Please make sure your parents are aware of this!

All spectators must remain behind the ropes/barriers or designated area along the touchline during matches.

Only **one** Team Manager and **one** Coach are allowed to stand in front of the ropes/barriers along the touchline. Team Managers and Coaches must not encroach on the pitch during a game.

There are heavy fines for anyone encroaching on the pitch. It is intimidating to players and may cause a player injury if an adult is standing on the pitch whilst a game is in play.

All substitute players must stand behind the ropes/barriers ideally wearing a bib.

No spectators are allowed behind the goal line or behind the goals.

No one is allowed onto the field of play unless directed to do so by the Referee, i.e. in the event of injury to a player.

17. COMPLAINTS

17.1 How do I deal with complaints?

In the first instance you should try and resolve the issue yourself — if need be then seek advice from a member of the Committee (preferably the Chairman or Secretary) or if this doesn't work, you should refer the complainant to a member of the Committee who will try to mediate as appropriate.

18. FUNDRAISING/ SPONSORSHIP

18.1 What social / fundraising events does the club organise?

It is everyone's responsibility to be involved in any fund raising initiative organised by the Club. Events will be announced as and when they are arranged.

18.2 What happens to any sponsorship money or funding we raise as a team?

Any team acquiring sponsorship or additional funds through individual team fundraising shall keep any such funding to dispose of as seen fit by the individual team concerned.

Teams are to pay funds into the Club Account and amounts will be kept until the Team wishes to utilise the funds. This will be monitored by the Club's Treasurer.

Please let the Committee know in advance if you intend arranging any fund raising event.

19. WEBSITE

19.1 Is there a Club Website?

Yes, the Official Club website is www.gosportfalcons.co.uk

The overall management of the Club's website is the responsibility of the Club's Website Manager. Nevertheless, Team Managers are encouraged to provide the website with as much detail of their players, fixtures, league tables, match results/reports etc.

No such material should identify or make reference to any child or Club Member so as to be seen to belittle or embarrass that person.

Remember, permission must be given by a player's parent/guardian before the publication on the website of a photograph or image of any child. A Form is available on the Club website for this purpose.

SUMMARY

Finally, thank you for giving up your valuable time to join Gosport Falcons Football Club and the Committee wish you a warm welcome to the Club.

This guide is comprehensive and hopefully will cover most aspects of things you may need to know as a Team Manager or Coach. Please remember that if you are in doubt — help is only a phone call or an email away!

APPENDIX 'A'

Code of Conduct for Spectators:

It is extremely important to Gosport Falcons Football Club that we provide a safe and enjoyable environment for the children to play football within. As spectators, you have a key responsibility towards achieving this.

In order to ensure this, to maintain the high reputation that Gosport Falcons Football Club enjoys and in the interests of Fair Play to all, spectators are expected to abide by the following Code of Conduct.

- To encourage and applaud both teams and all the players.
- To appreciate the importance of striving to win, not just the winning. Praise effort and performance above winning itself.
- To respect all of the referee's and his assistant's decisions and not to question them.
- Not to swear or use inappropriate language
- Not to engage in any discussions with officials or supporters of opposing teams which may be detrimental to the reputation of the Club. Football is a passionate game. We know that difficult situations can arise. For the good of the game and the Clubs reputation, walk away and do not get involved.
- Allow our managers and coaching staff to provide tactics and coaching during games so that clear and consistent communications can be provided.
- Do not coach yourself. This will avoid conflicting information being given to the children.
- Avoid criticising any player for making a mistake, mistakes are part of learning.
- View from designated spectator areas only.

Not following these codes, any/all of the following actions may be taken by the Club, League, County FA or The FA. You may be;

- Issued with a verbal warning from a Club or League official
- Required to meet with the Club, League or County Welfare Officer
- Required to meet with the Club Committee
- Obligated to leave the match venue
- Requested by the Club not to attend future games
- Required to leave the Club along with any dependants

In addition to any action being taken against an individual, The FA / County FA could impose a fine and/or suspension on the Club.

APPENDIX 'B'

Officials Contact List 2011/2012

Age group	Name	Home	Mobile	Email address
	(m) Andy Wilkins	(023) 92 588369		andrew.wilkins57@ntlworld.com
Under 8s-9s	(a) Chris Wheatley	(01329) 230616		
	(a) Kevin Wheatley	(023) 92 588321		mr_wheats@hotmail.co.uk
(U8s only)	(p) Sandra Armstrong	07745176035		
	(m) Andy Long	(01329) 505273	07540114644	splitrblong@msn.com
Under 10s	(a) Steve Shaw	(023) 92 521597	07717377246	steveshaw55@hotmail.com
	(p) Steve Whyte	(01329) 661746	07785310920	
	(m) Dan Godden		07515035790	
U11s Black	(a) Sharon O'Brien		07899680108	sob772@ntlworld.com
	(p) Jo McBride	(023) 92367791	07905161744	jomacb@msn.com
	(m) Keir Donaldson	(01489) 881001	07990740466	keir.donaldson@ntlworld.com
U11s Purple	(a) Ted Wyatt	(023) 92 358526		Eefwyatt@aol.com
	(p) Jean Hey	(023) 92 510399	07814534081	
	(m) Gary Dawson	(023) 92 645476		GaryADAWSON2@aol.com
U12s	(a) Mark Brindley	(023) 92 793917		
	(p) Rachel O'Brien			
	(m) Charlie Goulding	((023) 92 582570	07828788264	clairegouldingpink@yahoo.co.uk
U13s Black	(a) Paul Huckins	(023) 92 504314	07930947210	phuckins@sky.com
	(p) Claire Goulding	(023) 92 582570	07988752559	clairegouldingpink@yahoo.co.uk
	(m) Garry Flatman	(023) 92 346144	07818505900	garryflatman@virginmedia.com
U13s Purple	(a) Tony King	-	07739722130	Blitz-king@hotmail.co.uk
	(p) Annette Wilkins	(023) 92 588369	07854167509	andrew.wilkins57@ntlworld.com

	(m) Andy Russell	(01329) 283387	07974818233	a_russell6@sky.com
U14s	(a) Steve Hook	(023) 92 528954		
	(p) Anne Russell	(01329) 283387		a_russell6@sky.com
	(m) Andy Stone	(01329) 510973		
U15s	(a) Ant Binning	(023) 92 527051		antsb@hotmail.co.uk
	(p) Rachel Stone	(01329) 510973	07780196909	Rachelw319w@aol.com
	(m) Bev Lee	(023) 92 582086	07521643965	beverley.anne.lee@btinternet.com
U16's	(a) Sam Hall	(023) 92 582086	07919368492	ss.hall1@ntlworld.com
	(p)			
Chairman	Kelvin Hardy	(023) 92 793917	07794625927	
Treasurer	Tony Suggitt	(023) 92 355948	07961687873	tonysuggitt@goolemail.com
Secretary	Dave Lee	(023) 92 582086	07540814669	tanzyliverpool@yahoo.co.uk
Development	Rob Randall	(023) 92 345024	07786231627	robert.randall63@ntlworld.com
Website	Dave Cook	(023 92 783664	07776465507	daco30ba@ntlworld.com
4 to 6 Club	Glen Hardy			
Additional Members Contact				

(m) Manager/Coach (a) Assistant Manager/Coach (p) Parent Rep