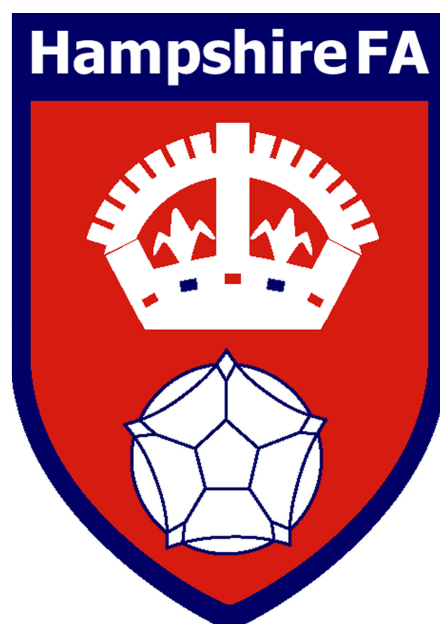


GUIDANCE FOR TEAM MANAGERS & COACHES

SEASON 2009/2010



Club Secretary
Linda Hind
46 Paignton Avenue
Copnor
Portsmouth
PO3 6LL

Hampshire Affiliation Number is GYP 00492

SECRETARY	CHAIRMAN & CHILD WELFARE OFFICER	TREASURER	MINI SOCCER COACH	DEVELOPMENT OFFICER
02392 672277	02392 641591	02392 376993	02392 781190	02392 639127

INTRODUCTION

Fleur De Lys F C was founded in 1967 by John Nevatte. He had enough boys in 2 Portsmouth Cub Packs, 19th Portsmouth at St Mary's & 62nd Portsmouth at Cosham. These cubs wanted to play football in the Cub league, application was made and the Cubs were entered into the Leigh Park League in error, the rest they say is history.

After their first season they had enough boys for 2 teams and one of these teams reached the Portsmouth Cup Final, which took place at Pitt Street, Portsmouth. 1972 saw the Under 12 Team win the League & the Portsmouth Cup as well as being 6-a-side winners.

Fleur De Lys celebrated its 40th year in 2007 at the Portsmouth Guildhall where John presented all the players with trophies at that time we had 15 teams and 175 players.

In 2001 The FA launched the FA Charter Standard to recognise and reward clubs that reached certain standards in administration, coaching and management set by The FA. There are number of benefits that clubs can expect after gaining the award through a free accreditation process. These are broken down into internal and external, and are outlined in brief below:

Internal

- Creating sustainable club structure that supports and rewards volunteers.
- Providing a safe and effective environment for players and volunteers to develop their skills and continue their involvement in football.
- Use of The FA Charter Standard logo to promote your club plus other promotional material.
- Placed on a mailing list to receive The FA Charter Standard electronic newsletter.

External

- Free equipment on gaining or renewing your accreditation
- Access to discounted Umbro kit and equipment
- Free England U/21, Youth and Women's tickets
- Access to FA Charter Standard in-service programmes organised by the County FA's
- Opportunities for your coaches to receive local in-service training
- Opportunity to enter The FA's Charter Standard Awards, which is an annual competition.
- Demonstrating to the community that you have achieved The FA's accreditation standard.

Fleur De Lys achieved the FA Charter Standard in March 2003 and the FA Community Standard in May 2005, the first club in the City of Portsmouth to do so. These standards are renewal every 3 years and as such were renewed in November 2008.

In the 2008-09 Season we had 9 Mini soccer teams, 9 11 a side teams & 2 girls teams playing competitive football with a total of 250 players.

STRUCTURE OF THE GAME

Introduction

A good working knowledge of the structure of the game is important and avoids misunderstanding concerning the roles of the various organisations. The game of Association Football in England is organised, controlled and governed by The Football Association whose offices are situated at Soho Square, London W1D 4FA.

It is played under the laws of Association Football, which are controlled by FIFA and the international Football Association Board. The rules and regulations of the Football Association detail the manner in which football is controlled and administered throughout the country. The object of the rules and regulation is to enable the game to be governed throughout the country in a uniform manner.

Hampshire County Football Association

The organisation and control of the game played in Portsmouth and the surrounding areas are managed by Hants FA members of the council are able to help any league, club or individual with any problem that may arise.

Leagues (Portsmouth Youth Sunday & Mid Solent Youth Saturday) and Clubs

Once a club is accepted into membership of a County Association, it is required to abide by the Rules of The Football Association, league or competition and may be fined and/or otherwise disciplined if it breaches these rules. Each Team is responsible for its fines. It is important to appreciate that in most cases, league & club officials are honorary officers.

Affiliation

Fleurs are affiliated to our respective County Football Association (Hampshire FA). Affiliation numbers are generated annually and shown on the front of your League Handbook. It is through affiliation that the family of football is brought together and correct standards and discipline are maintained.

Affiliation acts as a quality assurance and as a safety net to help protect players, clubs, officials and administrators throughout the game.

The major benefits from affiliation to Hampshire FA include:

- Being part of the structure of the National Game from grass roots upwards
- Eligibility to participate in County F.A. competitions
- Discipline and Fair Play
- Opportunities to apply for grant aid and funding from The Football Association
- Access to information and advice from:
 - Hampshire FA personnel
 - F.A. Regional Football Development Manager
 - F.A. Regional Facility Manager
- Opportunities to acquire suitable public liability and personal injury insurance cover for your club, team and players.
- Access to F.A and County F.A. publications and resources
- Opportunities to participate in F.A. football development schemes
- The opportunity to make your club's views known on the future development of the game to both its County football Association and The F.A.

Codes of conduct

It is important to remember that football is supposed to be fun as well as a competitive sport. Players, officials, parents and spectators must abide by the Code of Conduct for Football, copies of specific codes of conduct are available from the Fleurs website. The Code of Conduct for Parents/Spectators has this season been incorporated into the Membership Registration Form & Parental Consent for Football Activities to enable us to capture as many signatures as possible in one place.

Constitution – Appointment of the Club Officials

Clubs must appoint a Chairperson, Treasurer and Secretary to enable the club to function effectively within the F.A. Rules and Regulations.

It is also mandatory to produce a list of costs to run our team throughout the season, which will help us create a budget of income and expenditure for the season.

These must be submitted to the Hampshire FA by the 1st August every season.

Players – Registration, Eligibility, Discipline, Child protection and Coaching

It is important that clubs and their team managers/coaches are fully conversant with the rules of each competition that they enter. **Each team is responsible for its fines.**

All discipline at grass roots is administrated by the Hampshire FA and the secretary of the club is responsible for ensuring that all players are eligible to play. For youth teams, it is important to observe The F.A. Child Protection Policy, Practices and Procedures. We have a Child Welfare Officer, who has attended the F.A. Child Protection and Good Practice course.

Insurance – Public Liability, Personal Injury and Other policies

As part of our Affiliation with Hampshire FA it is mandatory for our Club to have public liability insurance. A brief summary of what the public liability covers:

- *Club social and fundraising events up to 1,500 attendees (1) but excluding hazardous events such as firework displays, driving events, bouncy castles, sailing, anything at height (e.g. bungee jumping).*
(1)Cover can be extended to include football tournaments and selected other events that exceed 1,500 attendees. Please contact Linaker (Western) Ltd for details.
- *Property Owner's Liability, including cover for spectator stands, temporary or permanent (excludes operators of licensed premises.)*
- *Liability for loss of or damage to premises hired, leased or rented to you for the purpose of your business*
- *Member to member liability for any member of an insured club whilst engaged in club activities but excluding any active participation in the sport. This cover applies in the event of one individual member of the club making a claim against the club or another member.*
- *Referees/match officials whilst refereeing County affiliated competitions, including any stand-in referees. (Covers all levels of football in Wales and below Step 2 in England)*
- *Volunteers of the insured club/league whilst acting on behalf of the club/league.*
- *Products Liability – club memorabilia, programmes, food and drink sold or supplied.*
- *Special Third Party Property Damage Extension for windows/windscreens. Excess is reduced to just £25 with a £2000 limit per policy period.*
- *First Aid. Administering of First Aid is included for club members other than when such persons are indemnified under a Medical Malpractice or other insurance.*

Fleurs also provides each team with the opportunity to have the Group Personal Accident Insurance which is designed to provide compensation for our players & officials following injury whilst playing, training & travelling to and from organised club activities, this cover includes:

- *Lump sum payments for Accidental Death or Permanent Disablement*
- *Weekly payments for injuries leading to time off work*
- *Student Benefits*
- *Extra travel expenses*
- *Fracture benefit*
- *Rehabilitation & Retraining expenses*
- *Hospitalisation benefit*
- *Emergency dental (Pain relief) expenses*
- *Legal Advice Helpline*

Fixtures – Leagues and Cup Competitions

Fixtures are administered by the appropriate League/Competition, which advises clubs of matches. If it is a home match, the club secretary must arrange hire of a pitch; notify own team, opponents and officials of kick-off time and location of venue. For away games, inform your own team of venue, kick-off time. All County Football Associations run cup competitions, which give an opportunity for teams to play against clubs from different leagues or divisions. Remember competitions often use different rules so check with your League/Competition Handbook for details.

Kit and Equipment

Each team is currently responsible for supplying playing strip, training kit, first aid kit, balls and equipment for training. Our Kit and equipment suppliers are currently Kits 2000 in Fratton Road, Portsmouth.

Please also note that teams must not wear dark coloured kits as per FA Rules & Regulations.

Results/Public Relations/Press

Ensure you comply with competition regulations by passing on the results of your matches. This helps with administration, and also allows results to appear in the local media.

Pitches

Application is made to the relevant Local Authority, Parish Council or Private Ground Authority to hire a ground for matches one month in advance, if you have a preferred ground please advise the Club Secretary at the beginning of each season.

Finance, Fund Raising and Bank Accounts

As a club, it is important to raise funds throughout the season to cover the essential expenditure such as affiliation fees, league membership fees, pitch hire charges (which often must be paid well in advance) and kit.

Club Officers

Club officials are appointed at our AGM, to run the Club, a Chairperson, Secretary and Treasurer & Child Welfare Officer need to be in place. Remember that family members of players may well be interested in the posts.

Which League to Apply to for Membership

Application for membership to a league or other competition must be made by end of April each season. We can apply for inclusion in many leagues in our area, please see Hampshire FA website for more details of these leagues.

CLUB ADMINISTRATION – MAKING THINGS GO RIGHT

Club Officials

The business and affairs of Fleurs are generally managed and conducted the committee consisting of the officers, the managers of the various teams and a number of ordinary members (usually parents).

Normally the officers of the club are a Chairperson, Vice-Chairperson, Honorary Secretary, and/or Honorary Treasurer. In addition to these positions, a club may also have additional officers (e.g. a Fixtures Secretary, Assistant Secretary, Press Officer, and Social Organiser). Officers are usually elected at the annual general meeting and hold office until the next AGM. Ordinary committee members are also usually elected at the AGM.

Committee meetings are generally held on a monthly basis to deal with club business. The committee is responsible for the control of the club and the pursuance of its objectives as stated within the rules of the club. Club officers are also responsible for the day-to-day operation of the club within their specific areas of responsibility. All officers & Team Managers are required to make a report at each committee meeting and in turn take the Minutes. In this way the committee can keep proper control of the club's activities.

One person may hold no more than two of these functions at any time as teamwork in the organisation of our club is as essential as teamwork on the field of play. As our teams progress up the leagues, a greater number of duties/responsibilities may have to be undertaken by the club and additional officers may be required (e.g. someone to produce a match day programme or a specialist Fixtures Secretary).

Football Workforce

To help get more people involved in our club, The Football Association has set up the Football Workforce. This important new programme from The Football Association recognises the value of volunteers to the development of football at every level of the game.

The Football Workforce is a programme that aims to:

- Build a skilled, well supported volunteer
- Workforce, who enjoy undertaking clearly
- defined roles and responsibilities and whose
- work is recognised and valued throughout the
- organisation and beyond.

For a free copy of the Football Workforce information pack and folder please write to:

Football Workforce, The Football Association,

25 Soho Square, London W1D 4FA or call the Football Workforce

Hotline on 020-7745-4777.

Chairperson

Although generally speaking, the Chairperson does not have specific duties, he or she will oversee the work carried out by the other officers and preside over committee meetings.

Secretary - General

The position of Secretary is, without doubt, the most important in the club. The Secretary is the official contact between the club and any competition/County Football Association and therefore The Football Association. The County Football Association will correspond with the Secretary rather than other club officials. The Secretary duties will also include

- **Affiliation.** Each established club is required to renew its affiliation to Hampshire FA each year by 1st June.
- **League Membership.** In most cases established clubs will be sent membership renewal forms by league or other competition in which it competes, these are required by 30th April.
- **Correspondence.** All correspondence must be dealt with without delay. This is most important for any disciplinary matters.
- **Players' register.** An up-to-date record of the names, addresses and dates of birth of all past and current club players and officials must be maintained. Registration forms must be obtained, correctly completed and forwarded to the appropriate competition officer, within the prescribed time, as set out in the competition rules.
- **Transfers.** Teams wishing to sign a player registered with a club playing in the same league must refer to the rules of transfer as determined by the league.
- **Notification.** Notify all leagues and competitions in which your club competes of any change of any officers.

In respect of match duties the **Match Secretary** must ensure that:

- **Date, venue, colours and timings.** Opponents and match officials are notified of the exact location, time of kick-off and colours (shirts, shorts and socks). Maximum notice should be given (competition rules give details of minimum notice required). If there is a clash of colours, arrange for the away team to change (N.B. some competitions may require home team to change colours). Make certain that the goalkeepers' jerseys are a different colour from those to be used by both teams. Some competitions permit notification to be made by telephone. Others require notification in writing. Telephone contact has its advantages as a rapport can be established with other clubs, but can lead to confusion and/or disputes at a later date. It is better to confirm any telephone arrangements in writing immediately whenever possible.

- **Knock-out competitions.** If involved in a knock-out competition, check the rules relating to qualification of players, number of substitutes allowed and method of obtaining a result if the match is drawn (i.e. extra time, replay or kicks from the penalty mark).
- **Travelling time.** When travelling to away matches, sufficient time must be allowed to arrive without causing a late kick-off.
- **Match balls.** Match balls which meet the requirements of Law 2 of the Laws of Association Football have to be provided. The competition rules may state how many match balls need to be provided, but at least two should be available.
- **Match Officials.** Confirm appointment of Referee. If a Referee has not been appointed, arrange for a club member (preferably a qualified Referee) to be available to take charge.
- Submit team sheet/registration forms to match officials and opposition when required by rules of competition.
- Ensure that the Referee is paid promptly after the match according to competition rules.
- If possible appoint competent Club Assistant Referees. Some competitions permit substitutes to act as Club Assistant Referees. But it is neither advisable nor desirable.
- **Results.** The Match Secretary will forward match results to the applicable League Divisional Secretaries in line with league & club rules.
- If the club competes in more than one league/competition, make sure that a match card is completed and submitted to the competition within two/three days after the match. Insert the details required and ensure the Referee is marked correctly on his/her performance.
- **Disciplinary procedures.** Responding to disciplinary matters issued by the County Association is strictly the responsibility of the club. It shall be the duty of the club Secretary and the player or official involved, within 14 days of the date stated on the notification, to ensure that the Association Secretary receives such information as may be demanded. Failure to do so may lead to further action being taken against the club and/or the player or official. Club secretaries are advised to refer to the full disciplinary procedures in their County F.A. Handbook.

Treasurer

The Club Treasurer has a key role to manage and administer finances for the club. The additional issues that require the Treasurer's attention are as follows:

- The income and expenditure record and balance sheet must be presented to the club's annual general meeting and considered there by the members.
- A cash book and all vouchers must be retained by the club for at least two seasons preceding the current season to be available for production to the Hampshire FA whenever required. The Inland Revenue or other bodies may require more.
- A financial statement must be prepared which must be verified each year by an appropriately qualified person. A copy of any financial statement must be forwarded the Hampshire FA on or before 1st August in every season.
- When a new club official with the authority to sign cheques is appointed, the bank must be notified without delay and a new bank mandate must be completed.

- It is very important to check the dates by which all County Football Association, league or other competition fees are due, as fines may be imposed for late payment.
- All clubs should operate a separate bank or building society account for the transaction of club business.
- Details of any F.A. grants and loans and other funding opportunities available from The Football Association or other sources.

Club Welfare Officer

Child protection is high on The FA's agenda. Therefore the FA has made it mandatory for every Club whether it's a Premiership Academy or a Sunday morning park side to have a Club Welfare Officer in place.

To have a Club Welfare Officer in place means we are doing things the right way, doing things properly. It's about allowing children to enjoy the game without abuse of any kind. That means bullying, physical, emotional or sexual abuse and neglect.

For 2009/2010 season it is mandatory for Clubs to have a Club Welfare Officer in place before participating in the league.

Team Managers

As Team Manager you are responsible for running your team within the Clubs Rules, Constitution, Policies & Codes of Conduct. All of which can be found on our website, we recommend that all these are downloaded together with the membership registration & Parental consent & Declaration of consent to use photographs forms, these forms must be completed on an annual basis. The Equality Monitoring form is also on the website, this form is completed on a voluntary basis. As a Club the Registration & Match fee's payable to us are agreed at the Club's AGM. This allows you the freedom to set your own training & match fees & to manage your team's finances as you see fit.

As Team Managers the Committee expect you to

- Attend mandatory annual league meetings.
- Attend monthly meetings and to take the minutes on a rota basis.
- Promote the Club, its Committees, website & AGM to parents and supporters.
- Keep accurate team accounts. Pay subs to Treasurer on time and on a monthly basis.
- Complete Match Result cards correctly and submit to Divisional Secretary on time and within timescales. Some Divisional Secretaries will now accept an electronic version, please advise prior to the start of the season if you will be using this method, all Result cards be sent to Divisional Secretaries on the day of the match to avoid late card fines. (More information on Match result cards under Essential Rules).
- Advise Club Secretary, Linda Hind, of results with goal scorers by 6pm by telephone, text or email on day of the match. Details can then be sent to Divisional Secretaries & media for publication.
- Ensure that you always have your player registration cards with you. And that you show these to the opposition prior to the start of the match. The fine for this offence has been increased to £20.00 this season and teams and Clubs will be punished.

- Ensure that you always have your membership registration & parental consent forms that also show any medical conditions for your players in case of any problems arising during training/matches/events.
- Ensure all players, team officials, coaches, parents & spectators know and understand the Codes of Conduct and implications if they are not followed.
- Understand the Respect campaign
 1. All pitches must/should have designated areas for Spectators. (This means your parents and substitutes). Team officials & subs on one side and all parents (home & away) on the opposite side of the pitch.
 2. If pitches do not have these areas marked, then it is your responsibility to make the necessary arrangements, using the FA Respect barriers or tape and cones or pins.
 3. No encroachment onto the pitch – You need to be invited by the Referee!
 4. Captain's will be the point of contact for the Referee during the match.
 5. Help your captain to understand their responsibilities on and off the pitch
- Encourage your players to be competitive but fair, yellow and red cards are not clever.
- Encourage our supporters to be verbal on our Committees and not on the sidelines.
- Keep a record of your players appearances
- Attend and support any Club function, Sponsored run, Presentation, 6 a side tournament
- Use the Club website www.fleurdelys.co.uk and forward Chris Petty your team information and any match reports.

Essential League Rules

All Team Managers will be issued annually with an Official League Handbook and Club Directory, this contains all the League Rules for Mini Soccer and 11 a side football, which we must abide by. **Read it**, if you are unsure of any rules, please ask the Club Secretary or a Committee Member.

- Season starts on 13th September 2009 and finishes on 31st May 2010
- During the season should your team wish to enter tournaments or take part in a football tour, permission needs to be obtained from the League, Hampshire FA & The FA (dependant on location of tournament or tour) via the Club Secretary.
- Every player & parent/guardian must have completed & signed a league registration form. All registration forms must be with the League by midnight on 26th August to be eligible for the first match of the season. Be aware that registration forms received between 1st August & 25th August will incur a further cost of £2.00 per form. For Players signing on during the playing season the league registration form needs to be with the Registration Secretary by midnight Thursday prior to the Sunday match.
- Every player & parent/guardian must have completed & signed a Club Membership registration & parental consent form, which includes the Code of Conduct for Parents/Spectators which must be kept by a Team Official & be available at all Club events.

Match Result Sheets must be completed correctly for all Matches, Home & Away & sent to the Divisional Secretary. The Match Result Sheet must include:

- Details of the Match, Age, Division, Venue, Date, Kick Off Time and Final Score.
- The players correct registration number, their forename and surname in block letters, so the Divisional Secretary can read them.
- For Match result Sheets that are posted please draw a line through any blank boxes.
- Your Divisional Secretary usually remains with you from Under 11 to U16 assuming they are re-elected.
- Example of a completed Match result card is on the next page

The referee must be given a mark out of 100. No referee should be given less than 50 marks. If you consider the referee is due a mark of 50 or less then the Club Secretary **must** receive written reasons as to why with the result details.

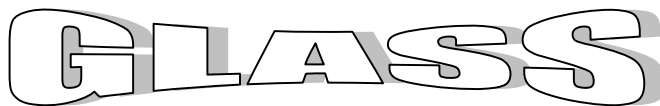
Referee Marks are given for:

- **91-100** Extremely accurate & controlled the game, adding value.
- **81-90** Very accurate & controlled the game.
- **71-80** Was accurate, positive contribution to the game
- **61-70** Reasonably accurate.
- **51-60** Had shortcomings in level of accuracy.
- **50 & Below** Significant shortcomings in level of accuracy

More detailed guidance can be found in the League Handbook

- You **must get** the referees name and number and enter it on the result sheet if the referee is not a registered referee then enter N/A in this box
- Enter assistant referees name or enter N/A if match is Mini Soccer
- Finally you must enter the Team Managers name and post or email it to your Divisional Secretary on the **DAY OF YOUR FIXTURE. YOU ARE FINED FOR LATE RECEIPT OF THE RESULT CARD.**
- **IF YOU CANNOT COMPLETE A BOX FOR ANY REASON, PLEASE MARK NOT KNOWN, THIS WILL SHOW THAT YOU HAVE TRIED TO COMPLETE THE SHEET WITH ALL DETAILS IF THIS IS DONE FINES FOR INCORRECT OR INCOMPLETE SHEETS SHOULD BE KEPT TO A MINIMUM.**

The only exception to the above is for Under 7 & Under 8 result cards please do not enter the final score or the goal scorers this has now been outlawed by the FA and will be enforced. However you will need to advise the Club Secretary of the score and goal scorers.



PORTSMOUTH YOUTH FOOTBALL LEAGUE

Fixture V
 Age Group Date Venue
 Div. Time

Home	Away
6	5

 Team

	Registration Number	Players Name	Goals Scored
1	00001	Colin Webb	
2	00002	Andy Hind	
3	00003	Reuben Hanson	
4	00004	George Dench	
5	00005	Sam Metcalfe	1
6	00006	Sam Light	
7	00007	Dan MulHolland	
8	00008	Matt Russell	
9	00009	Matt Sankey	
10	00010	Chris Underwood	
11	00011	Jack Davies	3
12	00012	Bradley Moore	
13	00013	Harvey Salway-Haines	
14	00014	Tom Allman	1
15	00015	Luke Peters	1
16	-----	-----	-----

Referee Mark

85
/100

This is not mandatory and will not result in a fine if missing.

Referee Name Referee Number
 Assistant Referee Name Managers Name
 Managers Reg No.

Result Card

Club Subscriptions/Fees

Mini Soccer Registration/Signing On Fees are:	£	10.00 per player
Mini Soccer Match Fees are:	£	10.00 per Match
11 A Side Registration/Signing On Fees are:	£	20.00 per player
11 A Side Match Fees are:	£	20.00 per match

Mini Soccer

- U7 & U8 play **6 a side non-competitive matches, once a fortnight**. 2 x 20 minutes each way with a size 3 football and any number of substitutions (rolling subs). Teams can register a maximum of 12 players.
- U9 & U10 play **7 a side matches**, 2 x 25 minutes each way with a size 4 football and any number of substitutions (rolling subs). Teams can register a maximum of 14 players

Youth football – 11 aside

- U11 & U12 2 x 30 minutes each way with a size 4 football
- U13 & U14 2 x 35 minutes each way with a size 4 football
- U15 & U16 2 x 40 minutes each way with a size 5 football
- You can name 5 substitute players and use them as rolling subs.
- Youth football teams can register a maximum of 18 players.
- Players from the age of **9** can play up **one** age band. (*Eg A player having qualified by age for the U12 whose birthday falls in mid season cannot play in a game at U14 level after his/her birthday, the player can only play at U13 level throughout the season and then only if the player meets all other rules*).
- Should you wish to make a complaint about Match Officials, Teams, Players or Supporters these **MUST** be made via the Club Secretary.
- All contact **MUST** be made via the Club Secretaries, the **only** exception is when arranging friendlies yourself when you will need to arrange the pitch and contact the opposing Team Manager.
- You are not allowed to call matches off this can only be done by the Club Secretary or the appointed Referee. The Club Secretary will check fitness of pitches & notify Team Managers if games are cancelled. **(Please be aware this cannot be done until 9:30 on the day of the match)**. Every effort is made by the Committee to advise earlier if at all possible. The Club Secretary will also arrange for an appointed Referees for Home games – I am making no promises on this one, 11 a side matches take priority.
- The Team Manager or a suitable parent (CRB checked & with knowledge of the Laws of the game) may need to referee Mini Soccer matches.

