

Redruth United Youth FC

MANAGERS HANDBOOK

2022/2023



www.redruthunitedfc.co.uk

Clijah Croft, Redruth, Cornwall, TR15 2NQ

Comprehensive Managers Guide

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1. Who to Contact

<i>Club Chairman</i> - Contact for kit and equipment and cancelling training	
Andy Bishop	info@redruthunitedfc.co.uk
<i>Club Secretary</i> - All registration, club administration and sponsorship.	
Sam Bishop	secretary@redruthunitedfc.co.uk
<i>Club Treasurer</i> - Financial matters and reimbursements	
Ben Widdershoven	bwidders@aol.com
<i>Club Welfare Officer</i> - All welfare and safeguarding matters	
Becci Thomas-Uden	redruthunitedfcwelfare@gmail.com
<i>Volunteer and fundraising</i>	

2. Important Action / Information

All managers MUST read the League Rule Book prior to the start of the season. This is downloadable at [2020 - 2021 - league rules \(kernowleague.com\)](http://kernowleague.com)

The Club reserves the right to suspend any manager pending investigation into any incident.

RUYFC club policy is:

No player will be asked to leave the club due to ability. Our philosophy is once you choose to join RUYFC you have a club for life to give each child the confidence and reassurance to develop in a supportive environment. We strongly recommend that you recruit wisely and with long term plans in mind. Should you have any issues relating to lack of commitment or behaviour please discuss immediately with Becci Thomas-Uden (Club Welfare Officer). We encourage communication between managers and parents throughout the season to allow time for required and recommended improvements.

3. Formats: 5 aside / 7 aside / 9 aside / 11 aside & Squad Sizes

Format	Age group	League Squad Sizes on a match day	RUYFC Squad Size
5v5	U7, U8	<i>League rules state:</i> A Team shall consist of minimum of 4 Players and a maximum of 10 Players, of which 5 Players should be on the field of play at any one time. Substitutes are allowed, "roll-on roll-off" basis, subject of permission of the referee and only during a break in play, need not be named and may return to the field of play as a substitute after earlier being substituted.	<i>RUYFC max squad size = 8 players</i>
7v7	U9, U10	<i>League rules state:</i> A Team shall consist of minimum of 5 Players and a maximum of 11 Players, of which 7 Players should be on the field of play at any one time. Substitutes are allowed, "roll-on roll-off" basis, subject of permission of the referee and only during a break in play, need not be named and may return to the field of play as a substitute after earlier being substituted	<i>RUYFC max squad size = 11 players</i>
9v9	U11, U12	<i>League rules state:</i> A Team shall consist of minimum of 6 Players and a maximum of 13 Players, of whom 9 Players can be on the field of play at any one time. Substitutes are allowed, "roll-on roll-off" basis, subject to permission of the referee and only during a break in play and may	<i>RUYFC max squad size = 13 players</i>

		return to the field of play as a substitute after earlier being substituted.	
11v11	U13 upwards	<i>League rules state:</i> A Team shall consist of minimum of 7 Players and a maximum of 16 Players, of whom any one time. Substitutes are allowed, "roll-on roll-off" basis, subject to permission of the referee and only during a break in play and may return to the field of play as a substitute after earlier being substituted.	<i>RUYFC max squad size = 16 players</i>

4. **Difference between development and competitive**

The Club follow the current FA Guidelines of development/non-competitive matches for the younger age groups progressing to competitive. Non-competitive means that there is no league table or results published and that matches are played to focus on player development rather than a win at all costs. The thinking behind it is to try to prevent a "win at all costs" attitude and to change the way clubs coach. It is aimed at preventing "winning tactics" i.e. hitting the ball long and direct. The focus is on long-term player development and to provide pressure-free environment for young players to learn how to play the game properly, and practice new skills and techniques.

At RUYFC development football is from U7 to U11. U12 upwards is competitive.

Referees

For 5 aside, 7 aside matches and 9 aside matches U7-U12 you will need to provide a referee for each home game. This role is normally undertaken by the assistant manager or shared amongst parents and so each team usually requires more than one volunteer for referee.

From 11 aside upwards U13 affiliated referees are suggested. The manager, assistant manager or team rep will need to pay the referee at the end of each League home match. Whoever is appointed as paying the referee for each home match, will need to contact the Club to arrange for relevant funds covering referee fees to be transferred into their account. It is advised that the person appointed as paying the referees, gets a receipt book and asks for signature of the referee at the end of each home match.

Please note that should your team be entered into the Cornwall County Cup competition and are drawn an away fixture; it is the responsibility of the away team to pay the referee.

Linesmen

From 9 aside upwards U11 the offside rule comes into effect; therefore, you will need to provide a linesman for each home and away game. This role is normally shared amongst parents and so each team usually requires more than one volunteer for linesman. RUYFC can provide support training for volunteer linesmen and therefore people with all levels of understanding of the game are encouraged to become trained and help with running the line.

5. Ball sizes / match durations

Age group	Format	Match duration	Ball size	Focus
U7	5 v 5	Max 40 mins – x4 15 min quarters	3	Development
U8	5 v 5	Max 40 mins – x4 15 min quarters	3	Development
U9	7 v 7	Max 60 mins – x2 25 min halves	3	Development
U10	7 v 7	Max 60 mins – x2 25 min halves	4	Development
U11	9 v 9	Max 80 mins – x2 30 min halves	4	Development
U12	9 v 9	Max 80 mins – x2 30 min halves	4	Competitive
U13	11 v 11	Max 100 mins – x2 35 min halves	4	Competitive
U14	11 v 11	Max 100 mins – x2 35 min halves	5	Competitive
U15	11 v 11	Max 100 mins – x2 40 min halves	5	Competitive
U16	11 v 11	Max 100 mins – x2 40 min halves	5	Competitive
U17 & U18	11 v 11	Max 120 mins – x2 45 min halves	5	Competitive

6. Registrations / Transfers

Registrations and transfers are now completed on-line with Whole Game System. Should you have space in your squad to sign an additional player you **MUST** contact info@redruthunitedfc.co.uk who will advise/organise the signing.

Registration Guidelines

Managers to direct parents/carers to the RUYFC online membership form [Youth Membership – Redruth United FC](#)

Before enrolling and paying, Parents must have been accepted into your squad by the team manager. If you are unsure, contact your team manager first.

You will not be permitted to play a player without them being registered to the Club.

7. League Identification cards

You MUST have a League produced printed team sheet which details the players registered to your team. This team sheet should be laminated and taken with you to all matches. Remember that players are not eligible to play until the manager is in possession of a valid League team sheet. This team sheet MUST be produced at the start of each match for opposition managers to view. You MUST also view the opposition's team sheet and undertake a roll call. Failure to exchange/check league ID printed team sheets could incur a league fine.

This will be issued to each manager before the league starts.

8. Kit / Equipment

Kit

The kits comprise of:

Player's kit	Compulsory – Training top, shorts, socks, Red and Black short sleeved home top, Royal/White short sleeved away top which <u>MUST</u> be worn at weekly RUYFC training. Optional extras – hoody, zip top etc. available from Club shop
Manager's kit	T-shirt, sweater, training pants, winter jacket <i>Please note that the Club has agreed to pay for kit however managers <u>MUST</u> wear it at all matches and at training and are responsible for ensuring it is in good condition and to purchase any replacements needed. No additional printing is permitted onto any kit.</i>

Equipment

Each team received the standard managers coaching pack when they start at RUYFC. This includes:

First Aid kit / training balls and bag / match balls / small space marker ones / bibs / kit bag

The items will be topped up season by season as required. Andy Bishop emails all managers at the end of the season asking if they need any additional equipment and an order is placed in time for the start of the next season.

Please ensure one of your players is wearing a captain's armband. Failure to do this could result in a £10 league fine.

For all kit enquiries please contact info@redruthunitedfc.co.uk

9. Sponsorship

There are lots of sponsorship opportunities at RUYFC. Should a manager or parent wish to sponsor a team or would like to know more about sponsorship opportunities please contact info@redruthunitedfc.co.uk for more details.

10. CRB/DBS - Safeguarding

All personnel (managers, assistants, and coaches) involved in managing/coaching players/teams **MUST** have a valid CRB/DBS processed by Cornwall FA (this is a requirement of our club affiliation) to ensure the safety and wellbeing of each child. All applications **MUST** be processed through our safeguarding officer Becci Thomas-Uden. It is the manager's responsibility to ensure that any adult assisting has sufficient clearance.

11. Club Ground

Clijah Croft
Redruth
Cornwall
TR15 2NQ

Toilets and refreshments available

12. Pitch allocations

Please book your fixture on our online booking system via the website [Pitch Bookings](#).

Everyone's usernames and passwords are set as first initial and the full last name - all as lowercase, can everyone change their password when they first login for security.

If you have an AWAY fixture, the opposition will text or email relevant coach details of the fixture time and location.

13. Pitch set-up: respect lines / corner flags

Storage at Clijah Croft

Corner flags, respect lines and flat cones are in the yellow container to the rear of the men's changing room entrance. Once inside the hut, the corner flags and respect lines are kept into the left. Please ensure you leave the container so that there is easy access and equipment does not get damaged or lost.

Goals are stored to the side of the container with a key lock and a code lock on the goals.

Managers will be given the security code to the key lock by the Defib to access the equipment in the hut and goal locks.

On a match day depending on what time your kick-off is, you will be required to set-up that pitch for the rest of the RUYFC fixtures on that pitch. If you have the last slot, you will be required to pack up the pitch and put the corner flags and respect lines back in the container.

You MUST ensure you put a respect line beside your allocated pitch so that spectators cannot encroach on the pitch.

14. Find your Fixtures

On FA Full Time ([Full-Time Home \(thefa.com\)](http://thefa.com)) you will be able to look up and see your forthcoming matches as they are published by the League. This should be done on a week-to-week basis, in the event that the League may alter matches depending on weather, cup runs etc.

15. Fixture confirmation emails

Upon receipt of your HOME fixture details you must look up your oppositions contact details on FA Full Time under "Who's Who". To access this section in Full Time you will need to sign in via the manager's section. You will have been allocated a username and password.

Once you have the contact detail you can email the opposition all the fixture details including KO time, venue, and kit colours etc. Example at Appendix 1.

The League advise that fixture details should be sent out ASAP and MUST be sent 5 clear days prior to the fixture, failure to do so will result in a League fine.

Upon receipt of your AWAY fixture details, please confirm safe receipt of the fixture details to your opposition. You must also inform your team parents of the details for the fixture.

16. Recording results on FA Full Time

Once the match has been played the team Manager must ensure they record the results on FA Full Time Managers Area.

A guide below to show how -

[\(How to enter player statistics on The FA Full Time : \(freshdesk.com\)\)](http://freshdesk.com)

Simply click on the link to the team name to bring up the Result Card and you need to fill in the players that played the match, the goal scorers, confirm the score and complete the boxes asking you various questions regarding the match.

You will also be required to enter the full name of the referee. Simply typing "A Parent" or "A Referee" is not *sufficient* and you will incur a League fine. If a parent referees a Development Match, please provide that person's full name. Obtaining the correct full name of the Referee should be a fundamental part of your match day routine. For a league appointed referee you will be required to mark them out of 100. When a mark of 50 or less is awarded a WRITTEN EXPLANATION must be sent to the REFEREE SECRETARY within 7 DAYS of the match. This must include constructive comments which could help improve the referee's future performances. To select a referee

Tick the names of the players that played in the match and the number of goals they scored.

Once all the information on the match card has been entered click on **SUBMIT**.

Please note that Results Cards will not be visible until the date the fixture is scheduled for. If a match is postponed, you should still submit the Result Card to include information on the circumstances of the postponement (i.e. bad weather or if the opposition have forfeited the match etc.).

Managers **MUST** submit a match card at most 48 hours of the day the match was played. Failure to do this incurs a League fine (as below), which you shall be responsible of paying.

Failure to Complete Match Result Card First Offence £5.00

Failure to Complete Match Result Card Subsequent Offence £20.00

Failure to Accurately Complete Match Result Card £20.00

If a Result Card is not visible, please contact Sam Bishop.

17. Training & Cancellation

Weekly training is a mandatory requirement, and all players are expected to attend wearing their RUYFC Royal/White away top, royal shorts and royal socks. Accessories can be purchased via the Club Shop. During the winter months all RUYFC training is located on floodlit pitches (Cornwall College Camborne). In the spring/summer months managers are encouraged to train at Clijah. The time and evening of training is at the discretion of the team manager.

On the rare occasion that should a training session need to be cancelled, you MUST contact Andy Bishop at least 2-3 days in advance if possible so that Andy has appropriate time to contact the venue and cancel the pitch.

If the venue cancels a training pitch due to bad weather, then Andy Bishop will advise the manager accordingly.

18. Cancelling matches

In the event of bad weather such as hard frost or waterlogged pitches, there may be times when we are informed the pitches are unplayable. The club will let managers know via the Managers WhatsApp group or text message if this is the case early on a Sunday morning.

If your match is unplayable, you MUST contact your opposition as soon as possible on Sunday morning to see if the fixture can be reversed and the match held at their ground. League rules state that the match must be scheduled within a 1-hour time frame of the original fixture.

Please remember to contact the referee allocated to your fixture in the event of a postponement.

You must also note on your match card that the fixture was unplayable and the reason why.

19. Fines

Any fines incurred are payable by the individual responsible for instigating them.

20. Recording accidents, disciplinary matters or incidents

Should there be any accidents, disciplinary matters or incidents on match day between players, parents, spectators, linesmen, coaching/management staff it should be reported to Becci Thomas-Uden (Club Welfare Officer) as soon as the match has finished. Assistance or action will then be taken depending on the circumstances of the accident/incident.

21. Emergency Action Plan

The safety and welfare of children and young people in our club is the number one priority. Before the season starts and before each game:

- (A) Make sure you have all parents' contact numbers and players medical conditions easily accessible; keep your phone with you.
- (B) Check the first aid kit is fully stocked and in good condition and that your first aid training will remain up-to-date throughout the season. Keep a laminated copy in of the EAP in your first aid kit.

In the event of a potentially serious injury:

- (i) If you are the First Responder Grab and go – grab the first aid kit and get on the pitch. Slow down as you approach the casualty, kneel down next to their head and check ABC – airway, breathing & circulation. Are they conscious? Proceed with first aid.
- (ii) Summon the support of a second official, if possible, if not a trustworthy parent to help you manage the situation. Their job is to: read this EAP, manage bystanders, call an ambulance if required and act as your support/witness as and when you give medical attention to a minor.
- (iii) If in doubt immediately request a 999 call. The post code for the entrance at Clijah Croft is: TR15 2NQ which must be used if an ambulance is summoned.
- (iv) The defibrillator is located on the main building at Clijah.
- (v) First responder should stay with the casualty whilst the person supporting should send someone out to the road at the rear to direct the ambulance through to the ground and to check if cars need moving to provide 3m clearance and turn around for the ambulance.
- (vi) Once the casualty is safely in the ambulance or in professional medical care, contact the parents/carers to inform them of the situation.
- (vii) Once the casualty is safe, complete the accident report form and ask witnesses to prepare statements if they saw what happened. Contact the club welfare officer Becci Thomas-Uden who will support you to fulfil club requirements.

In the event of a minor injury:

- (viii) Administer first aid as required and use your professional judgement to rest or retire the player. If a rest/retirement is necessary, monitor them over the remaining period of the game. Re-stock the first aid kit as necessary.

- (ix) After the game, if you gave first aid, check the player is still feeling OK and let their parents know what happened and what treatment you gave.

22. Long Term Injury Plan

Should a player incur a serious injury during a RUYFC game, there shall be two priority club considerations:

- (A) The immediate safety, first aid and welfare of the player
- (B) Ongoing support and assistance to facilitate a return to full fitness and playing status with RUYFC.

From time to time, players will sustain injuries that will require a substantive lay-off from playing. Where this is likely to extend beyond several weeks it will be important for the coach and manager of the team to adopt appropriate planning to achieve the two points above. In particular this should involve the following:

- (i) Notify Becci Thomas-Uden, of the injury, providing details of the player involved, the immediate and further treatment they may have received and any other relevant information that the club may need.
- (ii) Consider what this means for the team and the remainder of the season and how to ensure continuity for the remainder of the players can be best achieved. Notify Becci Thomas-Uden of your plans.
- (iii) Make a plan with the injured player (parent or carers) to monitor their recovery and keep the player in contact with the club (such as inviting them to attend games, training and any social activities).
- (iv) Ensuring that any return to training and or playing has been sanctioned by the medical professionals involved and check this with their parents. At this point, use your professional judgement to ensure training and play is introduced gradually and progressively and pay particular attention to how the player is responding and coping.

Whilst it is the club's aim to ensure that all injured players return to playing for their original team, RUYFC cannot guarantee that this will be the case. Please do not make promises such as "You will always have your place in this team" as we have learned from experience that this may not always work out in the best interests of the club or player. If you have any questions or comments regarding this policy, please contact Becci Thomas-Uden (Club Welfare Officer).

23. Associate Members

This is designed to offer new players a route into the club that allows for a fair assessment of the player and enables the player and family to assess the suitability of the club for their needs.

Player Recruitment

AM makes the assumption that managers may have a full squad but often require new players for the following season, or that they need new players for the current season. New players to the club can take up AM at any time during a season.

Accessing AM

If a player enquires about joining a RUYFC team, the team manager will first find out a little more about the player by speaking with the parents (or child if they are older). Who do you/have you played for? What league are they in? What position do you/can you play? Do you currently have any injuries? etc.? Clearly, if they are a keeper and that team already have a satisfactory keeper, then the conversation should end there.

If following this conversation, the player seems a good fit, the manager will inform them that they can attend two training sessions free of charge.

Following this initial 'look' the manager will either offer the player AM or inform them that they are unlikely to fit into the team for whatever playing reasons.

AM Enrolment

Parents are asked to visit the web site and complete the AM enrolment process. AM members will be kept on the AM database and will have completed the full application form and will have paid the required fee. Once enrolled AM, players can train with the squad and receive club benefits such as player support, club newsletter, club socials and they are encouraged to attend matches to watch and support their colleagues. Following the initial trial session, player must not train until they are enrolled as an AM.

Mid-season changes of status

One likely scenario is that a team loses a player mid-season. In this case the manager must quickly decide if one of their AM's can take up a full registration as a replacement. If so, the player will pay a pro-rata enrolment fee (relating to duration of remaining season) minus the AM fee that they have already paid. They must also purchase the full playing kit. This person is now a full and permanent member of the squad.

AM is a non-conditional arrangement for both parties. There is no guarantee that in the new season there will be a space or that the AM will be offered a space if there is one, or that the player is obliged to enrol if he is offered a space. At the end of the season Managers must inform their AMs if they have secured a permanent place in the squad for the next season. If not, they must be notified of the reason. If there are still no spaces,

but both parties want to continue the arrangement, then the AM can opt to undertake a further season as AM, in which case a further £100 fee will apply. If an AM chooses to leave the club part way through the season, no refund will be available to them.

Each team is only allowed three AM's at any one time and Managers must strictly adhere to the AM recruitment policy.

24. Team Social Events

Please encourage your team rep to organise social events for the team. This could be for both the parents and players or individually, such as a Christmas party, end or start of season event.