**Welcome to Earls Barton United FC.**

We thank you for volunteering and committing to the role of managing one of our youth sides, the role comes with both responsibility and reward!

We will try to make your position with the club as enjoyable and rewarding as possible. If in doubt, ask. If you have any issues, please talk these through with us and we will try to find a resolution.

We have put together the following information to help you.

With the support the club can offer you, we strongly believe there will always be someone that you can reach out to for assistance/guidance with any issue or dilemmas you may have.

Good luck and best wishes,

Antony  
Chairman

***EBUFC Philosophy***

The EBUFC Philosophy sets out what, as a club, we are trying to achieve and the approach our coaches are expected to adopt when coaching a youth team. For example, we encourage players to develop their abilities on the ball and to play with the freedom to express themselves with confidence. We try to avoid coaching overly competitive adult style football at these early stages of development

There are lots of resources available to you including The FA Portal (becoming a licensed coach will allow you access). EBUFC is a great believer in coaching for increased manipulation and confidence on the ball often using the Coerver 1v1 and 2v2 approach. There are Coerver resources available within the Managers section of the EBUFC website.

***The role of Manager within Earls Barton United Football Club.***

As a manager at Earls Barton United FC. we expect you to uphold the club’s Code of Conduct & support the club at all times. The committee are custodians of the club & are there to support each club member/manager/assistant/player/team equally, albeit the needs of each team may differ due to varying circumstances.

The Roles and Responsibilities of the Managers and other members of the club is available on the website [www.ebufc.co.uk](http://www.ebufc.co.uk)

There is a manager’s section on the website which is password protected. The password will be provided to you by the website team.

***CPD*** - We will support you with your development as coaches and fund on a ‘once passed’ basis. We also hold internal sessions and have mentors in. We would like you to make every effort to attend.

***EBUFC Meetings*** - For managers, generally these are held **every other month** and are of great benefit as they keep you up to date with club business as well as giving you a good opportunity to share and learn with other youth managers. It also gives you the opportunity to raise any issues or improvements you feel could be made. Committee meetings are held monthly.

You do NOT need to wait for a meeting if you need something or want to contribute, just make contact.

***League Meetings*** - To split down the secretary’s role, volunteers from teams in that league attend the league meetings and feed back to the club secretary.

***Helper & Assistants.***

The most successful sides are those that get ‘buy in’ from the Parents/Carers and this means you need to engage with them early. Most Parents/Carers stand back because they feel they are not needed or are nervous.

We encourage Managers to send out letters/messages asking for assistance.

Across the teams we see support from Parents/Carers in many forms, e.g., some will organise a Christmas event, others will help with training, some collect match fees and some will help set up the pitch and take down after the game. It is a lot of work if you try to do it alone.   
  
A team representative should be appointed per team. This person is your communication arm between the club & team parents/carers for events, fund raisers etc.   
Please ask for volunteers, it saves you added pressure.

In addition to EBUFC requirements there are several other protocols we as a club must adhere to, outlined below.

**The Football Association and Northamptonshire Football Association.**

***Criminal Record Check (CRC)***

All Managers need to apply for a Criminal Record Check (CRC). This can be arranged via our Club Welfare Officer (CWO), Marie Norris [mariefolland@gmail.com](mailto:mariefolland@gmail.com) or direct with the NFA.

The cost of the CRC is met by EBUFC.

(An individual cannot work in a role of responsibility/familiarity with under 18’s unless they have been through the CRC process. Parent helpers can help ad hoc without the need of a CRC).

Step 1 – Register yourself and advise of the proof of I.D. documentation you will be using.

Step 2 - You will be invited to meet either the CWO or visit the NFA to verify your documents are legitimate.

The system will notify you at each stage of the checking process and the result will be sent to you. The club will also be notified. If something is highlighted that needs clarification please do not worry, an extra check will be made between yourself and the FA.

***Level 1 Coach***

Each Team must have a Level 1 Coach - new coaches must complete the free online FA Playmaker course & register their interest with The FA for the new Level 1 course, using this link <https://thebootroom.thefa.com/learning/qualifications/fa-level-1-in-coaching-football>

***The Introduction to Football Level*** 1 costs £160 and includes the First Aid and Safeguarding Children sections. You will need to book on this course and make the necessary payment. Once completed and passed please send the receipt and a copy of the certificate to the CWO and Treasurer and they will arrange reimbursement.

Should you find paying up front difficult, please speak with the Chairman to discuss any options available to assist.

***The FA Campaigns, NFA Code of Conduct & Affiliation***

The Football Association have various campaigns that we are required to support. These include their ‘Respect’ and ‘We Only do Positive’ campaigns.

The NFA have a code of conduct and disciplinary procedures that they/we follow. Should an offence be committed the Manager and/or club may be required to answer charges and suffer fines or further disciplinary action.

EBUFC affiliate to the NFA each year which generally occurs in June.   
All qualifications must be kept up to date/in date and we commit to registering sides within their leagues.

***Registration of Players to a League***

Our Registration Secretary is Jon Anderson [jdanders93@googlemail.com](mailto:jdanders93@googlemail.com)

To register a player, you will need the following information: -

* A completed EBUFC Player ‘Signing on’ Form - this can be downloaded from the club website <http://www.ebufc.co.uk/>
* A completed/signed EBUFC ‘Code of Conduct’ - this can be downloaded from the club website <http://www.ebufc.co.uk/>
* Proof of date of birth
* A photograph of the player, head & shoulders which can be uploaded
* Signing on fee £20.00
* The team to which they are being registered.

This information should be passed to our Registrations Secretary, Jon, for processing.   
The Players Parent/Carer will receive an e-mail from the FA asking for consent. Once consent has been given Jon will automatically be notified and the consent is then issued to the league in order to complete the registration~~.~~

***Registration, Match & Transfer Deadlines***

Leagues have different deadlines but generally the minimum number of players should be registered by mid-July. (Minimum number is normally the team size).

The latest registration prior to a weekend fixture is a Tuesday for Weetabix League and a Wednesday for NDYAL.

***Maximum number of players: -***

U7s & U8s - 10 players - 5V5

U9s & U10s - 14 players - 7v7

U11s & U12s - 16 players - 9v9

U13s - U16s - 18 players - 11v11

U18s - 20-22 players depending on league.

The deadline for registrations for under 12 and above is normally February.

The deadline for transfers between clubs is normally January.

There is a maximum transfer of 2 players from any one club. (See league rules for clarification)

Depending on the age group will depend on the maximum number of players who can attend. The league handbook will advise as leagues vary.

Transfer

If there is to be a transfer of a player from or to another club then there is a process where the approach is made to the club before the player. Please speak to Jon the registration secretary. Do not invite a player from another club to training for any reason without asking Jon to submit an approach first. This can take at least 7 days. Note NDYAL will not allow de-registration and transfer of players even within your own club before October. Check with Jon.

***Training Sessions & Venues/Equipment***

Training Venues are generally organised for you but it can be very difficult to secure a suitable venue on a day and time that is convenient for all teams and their coaches. Swapping times and days is extremely difficult but not impossible, therefore please advise of any issues as soon as possible.

Good training venues are limited in the area so if you become aware of an appropriate facility with availability, please let us know.

The cost of a venue is paid out of the club’s training subs and invoiced to the Treasurer who will pay the invoices accordingly. There is a club overall budget as some venues are far more expensive than others.

New venues will require copies of EBUFC Insurance and Constitution, both of which are available from the EBUFC Secretary or can be downloaded from the club website <http://www.ebufc.co.uk/>

Venues may have footwear or other restrictions. You must follow their rules.

Always leave the venue in a timely manner and ensure the behavior of everyone is appropriate.

EBUFC has various items of equipment for you to use and this is normally stored at The Pioneer ground. Please ask if you need something you cannot see.

Please do not purchase equipment yourself without asking the committee member for purchases, this includes first aid supplies etc as the club can often get significant discounts.

You ***MUST know where the Defibrillator is located*** at The Grange & The Pioneer & how to use it if necessary.

Shin guards must still be worn.

You must keep a record of all attendees whether players or coaches/helpers for 3 years.   
This can be via the teamer app, google forms or other.   
If you do not wish to keep, please pass the information onto the club. Ask for the person responsible. This is to meet our insurance requirements.

***Registration (signing on) Fee, Training monies, Match Day fees, & Debts***

There is a registration fee (signing on fee) due 1st July – currently £20.00

Training fees are paid for by standing order, currently £12 per month, starting 1st July x 12 months

Match day fees are currently £2.50 mini soccer, £3.50 youth, £5 adult or 100 club

Match day fees are paid into a Lloyds bank account of which details are available from the Treasurer. You will need to keep a spreadsheet of payments, also available from the treasurer.

Please note under 18’s and below cannot be held liable for their debt so keep on top of missing subs and stop playing them if they fall 3 payments behind.

***Match Days***

The FA portal FA FULL TIME will notify you of fixtures, you can also check it on the portal.

The FA have produced the match day app and a lot of managers use this.

[Matchday - The Football Association (thefa.com)](https://www.thefa.com/get-involved/matchday) (Do not use for payments)

When you receive the notification (which could be changed by the league up to the Monday before and normally you are re-notified) you must take the following steps: -

*By Tuesday night.*

If you are the home team you need to notify the opposition and referee of: -

* Venue address
* Kick off time
* If there are changing rooms available
* The colour kit you will be wearing.

The referee details are on the FA notification although occasionally you may have to look at the league contact sheet.

If it states “Club Referee or none” then you need to find a volunteer to do it.

(Note - Central venue mini soccer (Weetabix) you do not need to do any notifications, you just turn up).

The opposition should notify you of the same details by Tuesday night.

***Pitch allocation for a home game.***

Check your normal pitch is available and there are not any clashes. We try to let you know in advance.

Check your pitch is playable, not too wet or frozen.

You may have to find an alternative public pitch, change your ko time, ask to reverse the fixture or postpone. If you postpone you will need to complete the correct League forms and notify all the relevant parties before they leave home plus the League as they may need the referee elsewhere.

These forms are available on EBUFC website <http://www.ebufc.co.uk/> and are also available on the league’s app and on the Full Time Portal.

You will also find the contact details for the opposition and the league within the League app or on the FA Full Time Portal

If the pitch cannot be used due to conditions you must also notify other EBUFC Managers via the WhatsApp group. This is to ensure any Managers who were scheduled to play on the same pitch after your session can make appropriate arrangements in good time.

(Note - Central venue can call off in the morning & you may have already left so keep an eye out for notifications).

(Note - Central venue - first on are required to set up the goals & put up the respect barrier. Last on the pitch are required to take down and put away).

If you are at home, please ensure you know: -

* The padlock system to the goals
* Where the keys are kept
* The code to the gate
* You know where & how to access the defibrillator
* You know where the corner flags are

You must open the toilets and have a brief check that they are how you wish for them to be found.

Finally, check the pitch for holes and for breaks in the nets.

When you are the first named side (Home Team) ensure you have two good match balls even if you play at the central venue.

*Paying the Referee* - the referee needs paying at mini soccer prior to the game, other matches straight after at the latest. Match fees depend on the league and age group. You will receive match fees/subs from players to pay the referee.

*Paying the Referee (Cup games)* - check the League rules to ensure you understand the protocol, e.g., payment can be shared, extra time and penalties.

*Post-Match* – when the game has finished you should: -

* Text in the result using FA text notification you will have received. If you do not receive one let the Secretary know straight away.

(Note - if you change KO time it may arrive at the previous time).

* Complete the match report sheet. This is either done through FA Full Time or via the matchday app. Please ask about this prior to your first game to see what suits you best.

Please ensure your team respect the pitch, facilities and take all their rubbish away.   
If playing at home put everything away unless you have agreed with a following team to leave goals etc. out for them and secure all the doors.

If there is any sort of incident no matter how minor, even if you think it has been resolved, please report it and then fill in an incident report form. Protect yourselves and your team.

*Rolling Substitutes* - please remember it is rolling substitutes so a player can go off and on as many times as you want.

(Note - the idea of rolling substitutes is to get everyone to play and to maximise all the players time on the pitch. Players develop at a different pace and part of that development is match time).

**Players & Managers Match & Training K*it (including returns)***

EBUFC Players & Managers have a fixed Match Day kit.

We try to secure a sponsor for every match kit and to be fair to the sponsor we do not change for two years. We encourage Managers to issue a letter as soon as you take over a team to ask if there are any interested sponsors.

Prices vary depending on the size of the squad, remember to allow for future additional players joining.

EBUFC has a designated Kit/Equipment representative, Rachel Cobley, who is a member of the committee. Please ask for assistance before making any purchases as the club may be aware of special deals/returned kit available. Do not give a replacement kit out until the previous one is returned.

Ball sizes

U6-u10 size 3

U11-u14 size 4

U15 up size 5

Any clothing, kit and equipment issued to a player or member remains the property of EBUFC and must be correctly used, maintained, and cleaned. All property must be returned to EBUFC should a player or member leave EBUFC for whatever reason.



Pitch and Goal Sizes

5 v 5 Mini soccer 12’ x 6’, 40yards x 30yards can be 50 x 30

7 v 7 Mini soccer 12’ x 6’, 60yards x 40yards

9 v 9 16’ x 7’, 80yards x 50yards can be 70 x 40

11 v 11 U13-14 21’ x 7’ can be full size, 90yards x 50yards to 100 x 60

11 v 11 U15-Adult 24’ x 8’ varies 100yards x 50yards to 130 x 100

*“Earls Barton United Football Club, creating a fun and safe experience for children to develop their skills through football.”*