

# *Upminster Park Rovers Junior Football Club*

[www.uprijfc.org.uk](http://www.uprijfc.org.uk)



*Founded 1966*

## *Team Management Handbook*

## **The Club**

Upminster Park Rovers has been established since 1966. It is the largest junior football club in Havering. The Club have teams from Under 6 to Under 18 and plays in the Echo and Chelmsford Leagues. The Club is FA Charter Standard. The FA Charter sets minimum standards that a junior football club should attain in providing football for children.

The Club is a voluntary organisation that relies on individuals freely giving their time to ensure the Club runs smoothly. It is important that there is active participation by adult members in order to spread the workload. Managers should ensure that parents are aware of this requirement and the manager should encourage them to help the Club. The Club will not continue to operate if managers use the Club facilities as a matter of convenience without supporting the Club in its activities.

The rules of the Club and this handbook have been put together to help minimise the workload in administrating the Club. Managers should remember that the Club is a voluntary organisation run by volunteers. Therefore it is important that they follow the spirit and well as the letter of the rules when carrying out their management tasks.

## **Team Management Duties**

This handbook should be read in conjunction with the Club rules. Team Management must abide by the rules and follow the procedures set out in this document. Team Management consists of the manager, assistant managers, coaches and any adults involved in running the team.

## **Conduct**

As a manager you are responsible for all aspects of your team's conduct and you should be aware that the Club has the power to fine Team Management and Club members for any infraction of the rules. For serious cases of misconduct members may be expelled from the Club. You must promote and abide by the Club's codes of conduct as the Club wants to provide a safe and enjoyable environment in which children can play football.

You are expected to know and abide by league rules. Ignorance is not a defence and you will be fined for any mistakes that you make. Your team's conduct could affect the Club as a whole if there is a case of serious misconduct. Therefore it is the manager's responsibility to ensure that anyone connected with your team whether a member, parent or spectator abide by the Club rules.

Any incidents at a match should be dealt with by one of the Team Management. Do not allow parents or spectators to get involved if possible. All incidents of misconduct should be reported to the Club.

## **Finance**

The Management Committee will set a team subscription for the following season. This will not be related to the size of the squad but to the average cost to the Club of running a team. The subscription does not 'buy' a certain level of resources as many of the Club resources are shared across teams to keep costs down. The Club may not allow a team to represent the Club if the team subscription is not paid by the end of September.

Team Management is responsible for setting and collecting the individual subscription level for their team. The individual subscription must be set to cover the cost of running the team for the following season. It is not acceptable for the team to only recover part of the costs. It is Club policy not to refund subscriptions as once a team is entered into a league the Club has incurred costs it cannot recover.

You must keep a record of all income and expense and provide a detailed breakdown to the Club on request. It is important that parents are fully informed as to the basis of the subscription. For example some managers may charge an extra match fee on the day of the match; others may charge a flat subscription for all players.

The list below sets out the facilities and equipment included in the team subscription. Renewal of equipment is at the discretion of the Committee. Any requests for extra equipment must be paid for by the team or through sponsorship. Club kit must be purchased through the Club.

### **Facility/Equipment**

League Registration  
Pitches  
Match Goals, Nets, etc.  
Match Ball  
Match Shirts and Shorts  
4 Training Balls (per year)  
Training Bibs and Cones  
First Aid Kit

The following list shows the additional costs to be paid by each team:

Referee Match Fees  
Fines  
Additional Kit (For example, socks, training/rain tops etc.)  
Additional Training Equipment  
Indoor Training Fees  
Telephone Calls, Postage, Etc  
Coaching Courses/Fees  
Any External Tournament Fees  
Other Costs

The club colours are black and white striped shirts, black shorts and red socks. These are the colours registered with the FA. Teams must play in these colours for all matches unless there is a clash with the opposition strip. In these case teams should contact the Chairman who can provide an away strip. Failure to play in club colours may result in a fine.

### **Sponsorship**

The Management Committee must agree all sponsorship deals. The Club must also check with our County FA that the proposed sponsor is suitable. Sponsors must be appropriate for junior football. For example we cannot accept shirt sponsorship from a public house.

A shirt sponsor must pay for a new kit for a team. The cost for an 11-a-side team is £500 and £350 for a 7-a-side team. The sponsorship must be paid to the Treasurer of the club.

The club will use kit that carries a sponsor's name for a minimum of two seasons. The team that raises the sponsorship will receive the kit and any other equipment covered by the sponsorship. However the shirt and shorts must be returned to the Club when they are no longer required.

### **Coaching**

All Team Management involved in selecting or coaching players must attain an FA Level 1 Coaching Certificate or to have attended fully an FA Coaching Certificate Course within 12 months of joining the Club. The club website has links to coaching sites that have many practice drills and advice.

You should ensure that parents have clear instructions as to the location and start and end times of coaching sessions. It is important that children are properly dressed for the weather and to play football. Ensure that you conduct coaching sessions in line with the Club's Child Protection policy.

## **Team Administration**

It is Club policy to support the Echo League. All teams will be entered into the Echo League where there is an appropriate position available. If there are no vacancies in the Echo League teams will be entered in other leagues.

The manager has the authority to sign and release players within the maximum numbers set out in the Club rules. However it is important that the manager clearly communicates the selection criteria to parents at the start of the season.

The Club usually operates up to four 7-a-side teams per age group. These teams usually amalgamate into three 11-a-side teams at the appropriate age group. Therefore it is important that the managers in each age group co-operate prior to the change to ensure a smooth changeover. The Club expects all players in the 7-a-side squads to be offered a place in the 11-a-side squads.

The Management Committee will issue a timetable for the following season. This will show meeting dates and various deadlines by which tasks must be completed. A member of Team Management must attend the monthly manager's meeting and the AGM. Failure to attend a manager's meeting will result in a £10 fine for the team. If three meetings are missed during a season further action may be taken in addition to the fines. Failure to attend the AGM will result in a £25 fine and may prevent the registration of the Team Management for the following season.

## **Documentation**

Team Management is responsible for obtaining and completing the necessary Club and league registration documents. The documents currently needed each season are

- Team Management registration form
- Adult membership form for the manager, each assistant or coach and any other adult involved with the children on behalf of the Club
- Junior membership form for each player playing or training with the club
- Two identical passport photographs for each player (No school photos)
- Player's birth certificate or passport
- Player's league registration card
- Team management must give a copy of the club rules and the codes of conduct to all adult and child members.

All documents must be presented to our Secretary in good time for checking and signature. Echo league documents must be collected and presented to the Divisional Secretary for checking and signature. The Divisional Secretary will advise the manager when to collect the completed documents.