

# WFYFC Manager induction document – 2021

Authored by Paul Mitchell, May 2021





# Manager induction document

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# Who's who - [Committee | Whickham Fellside Youth Football Club](https://whickhamfellsideyfc.co.uk) ([whickhamfellsideyfc.co.uk](https://whickhamfellsideyfc.co.uk))



- Executive Committee help run the club and meet once a month.
- Chairman – Dave Nelthorpe
- Secretary – Paul Mitchell
- Treasury – John Clark
- President – Rob Hennessey
- Equipment and Kit – Tony Smith
- Registrations and subscriptions – Steve Franklin
- Pitch bookings and referees – Barry Wake
- Pitches and club facilities – Paul Johnson and Sharon Johnson
- Club development – Pete Craddock
- IT and social media – Paul Mitchell
- Safeguarding and Welfare officer – Sue Broadbent (supported by Dave Nelthorpe).
- <https://whickhamfellsideyfc.co.uk/committee> for all contact details.

# Club meetings



- Executive committee meet the 1<sup>st</sup> Monday of each month,
- The managers and assistants meet with the Executive Committee every 2 months on the 2<sup>nd</sup> Sunday – Manager’s meetings. Email reminders of the meetings are sent out so important to make sure that the secretary and registrations/subscriptions have the correct email address,
- Schedule is normally Jan, March, May, July, Sept, Nov but these can change,
- Every team must have a representative at these Manager’s meeting. If you or your assistant(s) cannot attend, apologies must be sent to the chairman or the secretary.
- There are presentation events annually for u7s-u11s and u12s upwards – normally in June.

# Watergate training facilities



- Watergate park location - <https://whickhamfellsideyfc.co.uk/contact-us-%2F-pitches>
- Used for training from April to late Oct (light permitting).
- Wednesday and Thursdays are the busy night from 1730 onwards where space and equipment is at a premium. We encourage you to try and avoid these!
- The café at the pitches is normally open on Tuesday, Wednesday and Thursdays. If training on a Monday, tell Sharon who runs the café and she may well open up.
- There is a defibrillator outside the café – code is C1570X.
- There is a defibrillator in the 9v9 cabin next to pitch 1 – no code as locked inside the cabin.
- Any queries about the pitches or the café – speak to Paul Johnson or Sharon Johnson.
- We share Watergate with Emmanuel College so try and avoid training on areas that look “bare” or are excessive muddy, DO NOT TRAIN DIRECTLY OUTSIDE THE CAFÉ (back about 20 metres).
- The cabin next to the café is for small side teams. There is a padlock on the cabin and the code is 1980.
- The cabin next to pitch 1 is for 9v9 teams. You will need keys – see Paul Johnson.
- The cabin by pitch 3 is for the 11v11 teams – again see Paul Johnson.
- DO NOT TRAIN OR WARMUP ON THE PITCHES –SAME FOR ANY OPPOSITON TEAMS.
- The barrier in the small carpark next to Emmanuel College MUST NOT BE BLOCKED to enable emergency services access. Must be locked if last one to leave Watergate and café is closed. Should always be pulled closed/locked on match days to stop cars coming up.

# Winter training facilities



- Usual facilities are North Durham Academy (Stanley), Blaydon Primary Care and Leisure facilities, Power Pitz (Dunston), Gateshead Stadium 4G pitches and Emmanuel College.
- Generally book the dates/time yourself but there may be block bookings done by the club – will be informed at the Manager's meetings.
- The cost of the pitch hire comes out of the team's allocated funds after subscriptions received and the clubs' apportionment is removed.

# Leagues



- Northumberland Football League,
- Russell Foster Youth League,
- Northeast Junior Football League,
- Differing leagues have differing rules! Make sure you are aware of things such as what to do if you need to postpone/cancel/move matches.
- Club will pay the cost of the league fees per team.
- Each team is required to attend the monthly league meetings or as a minimum, one person signs all the teams in. This is to avoid getting £ penalties.
- Each manager can decide which league to play in depending on team's ability, no of teams in the league, willingness to travel.
- At the end of each season, the secretary will retire each team from their respective leagues to avoid fines.
- Registering with a league can be done by the manager or the club secretary but needs to be discussed as to whom will do this per team – again to avoid duplicate registration fines or no registration at all!

# Team funds

- Each team's player's subscriptions go to supporting the team in all its work and for providing funds e.g. match playing kit, training facilities hire, additional presentation trophies, league affiliation payments, league insurance etc
  - The team's subscription split is team fund 67.5%, club operational costs 32.5%.
  - Team funds are managed by the club Treasurer.
  - Team funds can be spent on whatever the manager wants.
  - Team funds can "roll over" if the team confirms (via email to the club secretary before the start of they respective season commencing – June or September) that the team will continue into the next season.
- If a team ceases to exist and is not going to continue within the structure of WFYFC, the remaining team funds are absorbed into the overall club operational funds. Refunds/credit are NOT given back to the coach or parents.





# Pitches



- Paul Johnson is in charge of the Watergate pitches and all facilities down at Watergate. Any issues/concerns/queries, contact him.
- We share Watergate with Emmanuel College so try and avoid training on areas that look “bare” or are excessive muddy. **DO NOT TRAIN DIRECTLY OUTSIDE THE CAFÉ** (back about 20 metres).
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# Match day – Hints and tips



- Ensure you have communicated to parents location postcode, meet time, KO time and anything else that they need. Whats app or Team app are great tools for team communication.
- Have a warm up drill prepared and how the appropriate equipment. 10-15 mins max. May need a match ball, pump adaptor, away strip, first aid equipment.
- Have paper and pencil for jotting down the team, formation and any points to be covered from training.
- If at Watergate, get there early to setup goals, respect barriers and put the bins out. At the end of the match, empty the bins at the café and put new bin bags in the bins if needed.
- PICK UP ALL LITTER AROUND WATERGATE PITCHES!
- LOCK THE CABINS AND ALL GATES AT WATERGATE!
- Leagues will set the opposition, Home or away fixture or a central location venue, KO time and dates.
- Unable to fulfil the fixture? Speak to the league asap as not doing will result in a fine (to come off team funds).
- Know how long the match is!
- Know how much you need to pay the referee and how the exact money – refs don't have a lot - if any - change. Different league referees charge differing fees!
- Some leagues will appoint a referee, if a home game, the club will assign a referee. Games at central venues will have referees assigned.
- Normally the “Home” team completes the leagues team/result sheet – get the opposition manager and referee to sign it. Get it to the league secretary on time.
- Notify the club immediately after of any yellow or red cards and the players name.
- Notify the club of any incidents that occur that the referee may not have noted eg incidents away from the pitch/carparks, swearing.
- DO NOT DEAL WITH THE LEAGUE DIRECTLY. Speak to the club secretary or chairman first, so we are aware of any incidents and can act appropriately with the league or Durham/Northumberland FA. As a club we are notified by the 2 FA organisations of incidents involving our club.

# Kit and equipment



- All bulk orders of team kit and equipment requests to go directly to Tony Smith – [kit\\_equipment@whickhamfellsideyfc.co.uk](mailto:kit_equipment@whickhamfellsideyfc.co.uk)
- The club has a online “store” with Optimum Sport in Newburn where kit can be ordered directly eg new socks for a player and parents can have their own account – pay online for the items.
- [Whickham Fellside YFC \(optimumsports.co.uk\)](http://optimumsports.co.uk)

# Policies



- See club website for documents – <https://whickhamfellsideyfc.co.uk/documents>
  - Registration and subscriptions
  - Safeguarding,
  - Code of conduct,
  - Complaints procedure,
  - FA rules on the approach of players
- Qualification certification - Safeguarding – At least one of the manager's or assistant must have the FA level 1 qualification and the First aid certificate. ALL helpers/assistants **MUST** have the DBS certificate and completed the FA's safeguarding course.

FA Rules regarding approach of players John C2.1.2 during the current season any Club wishing to approach a Player known to be registered with or having played for any other Club



# Social Media

- <https://whickhamfellsideyfc.co.uk/>
- Facebook – Whickham Fellside Youth Football Club
- Twitter- WFYFC @whickhamfellyfc

