



# Leominster Town Football Club



# 2024-25 HANDBOOK

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# **LEOMINSTER TOWN FOOTBALL CLUB: MANAGER'S HANDBOOK**

## **(Youth & Junior Teams)**

This handbook is designed to help with the effective management of the Leominster Town Football Club Youth and Junior teams. Although the number of rules and guidelines may seem daunting at first the handbook is intended to help you with the smooth operation of your team, while complying with League, County, FA and Club rules.

**The Club is here to support you. If you require further guidance on any matter or if any of the guidance provided appears contrary to League, County or FA rules please do not hesitate to contact any Club Officer.**

## **THE ESSENTIALS**

### **Club Officers**

Contact details for Club Officers can be found at [www.leominstertownfc.co.uk](http://www.leominstertownfc.co.uk)

### **Child Welfare**

If you have any concerns about child welfare you must contact the Club Welfare Officer, Melanie Bird 07802 376624 / [melaniebird@sky.com](mailto:melaniebird@sky.com) or Asst Welfare Officer Clare Bray 07855 333812 / [clare.bray2019@outlook.com](mailto:clare.bray2019@outlook.com).

Further information of what the Club has in place to support coaches and managers can be found in the STAYING SAFE of this handbook.

Details of the Club's policies for safeguarding, anti-bullying, equality, and goal safety together with the codes of conduct for all participants can be found at [www.leominstertownfc.co.uk](http://www.leominstertownfc.co.uk)

### **First Aid Kit**

A fully stocked first aid kit should be available at every training session and every fixture. If you do not have a first aid kit or require replacement items, please contact Mel Bird ([melaniebird@sky.com](mailto:melaniebird@sky.com)). Please ensure you check your First Aid Kit on a regular basis as most items have an expiry date.

## STAYING SAFE

As a club community, we place the safeguarding and welfare of all, especially our younger members, high on our agenda. We believe it is the responsibility of every adult involved in the club to keep our young players and most vulnerable adults safe, and as part of this commitment we endorse and adhere to the FA's Safeguarding Children Policy.

As a coach or manager, before you begin your role, you will be expected to complete a Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS). The Club Welfare Officer (CWO) will support you with this. It takes about a month to complete from start to finish.

We also require anyone in a coaching or supporting role over the age of 16 to complete the FA Safeguarding Children Course. Focused on making football safe, the course will help you learn how to recognise signs and symptoms of abuse, while understanding the fears involved in these concerns. This will be completed online, and the club will reimburse you for this.

As set out at the beginning of this handbook you can access our club policies and other guidance via the club website, and it is always worth checking back in every now and then to see what is new.

Most importantly, we want to keep you and your players safe. If something does not feel quite right, report it to the club welfare officer as soon as possible. They are trained to support you and take the lead role in the matter, so you do not have to.

## COACHING QUALIFICATIONS

As a minimum ALL coaches **must** attend achieve FA Level 1 coaching qualification. The course introduces basic level of coaching and also goes through the important subjects of Child Welfare/Safeguarding and emergency first aid.

If coaches are interested in furthering their coaching experience, then it is recommended that coaches also attend the FA Level 2 course.

To book any of the courses go to FA Learning: Log in to the site ([thefa.com](http://thefa.com)). The costs of these courses will be covered by the club. Normally you book and pay yourself and then the club will reimburse you.

Level 3 (UEFA B), Level 4 (UEFA A) and Level 5 (UEFA Pro) are all aimed at coaches who are working within the professional game (including academies and development centres). If a coach wishes to participate in these courses, then it is likely to be done so at their own expense.

## RATIOS OF ADULTS TO CHILDREN

Safeguarding best practice dictates adults (over-18s) must always be present when football-related activity takes place for children. But the numbers of adults present depends on three main factors:

- The age of the children involved;
- The degree of risk the activity, location and or venue present;
- Whether there are additional supervision or support needs of some or all the participants e.g. disability or age.

The lower the age of the participants, the higher the ratio of staff must be. If the activity is mixed gender, male and female staff should be available. Whatever the age of the children and type of activity, a minimum of two FA-DBS-checked coaches/adults must always be present. This ensures at least basic cover in the event of an incident.

### \*NSPCC RECOMMENDED ADULT TO CHILD RATIOS

- For 0 to 2 years – one adult to every 3 children (1:3)
- For 2 to 3 years – one adult to every 4 children (1:4)
- For 4 to 8 years – one adult to every 6 children (1:6)
- For 9 to 12 years – one adult to every 8 children (1:8)
- For 13 to 18 years – one adult to every 10 children (1:10)

## HEREFORDSHIRE FOOTBALL LEAGUE

The League handbook is an invaluable source of information. Please contact the Club Secretary for a copy of the handbook, for girls or boys league if you don't have one.

The Boys League's website is [www.hjfl.co.uk](http://www.hjfl.co.uk)

The Girls League's website is via Herefordshire FA which is: [www.herefordshirefa.com](http://www.herefordshirefa.com)

Managers must not contact any League Officer directly other than to report results. Any communication with the League **must be** via the Club Chair or the Club Secretary. Any direct communication with the League from anyone not in one of the mentioned roles will result in a fine for the club.

Managers should be aware of the fines that will be imposed by the League, details of which can be found in the League handbook.

## TEAM COMMUNICATION

Keeping parents and carers informed in a timely manner is a crucial element of the manager's role. Often managers will communicate with parents and carers via text or by setting up closed groups in WhatsApp or Facebook, for instance. Communication should only be in relation to specific club related activities e.g., informing about changes in travel arrangements, training times or venue changes etc. Managers must not communicate directly with players via email, text, or social media. If you are contacted directly by a player, you must include his or her parent or carer in the reply, unless the issue raised by the player is a welfare matter in which case you should contact the Club Welfare Officer immediately.

Where young people aged 16-18 are playing in an U18s team, it may be appropriate to include them as well as their parents and carers in communications about team related activities. However, written informed consent needs to be obtained from parents/carers before these players can be included communication via group email, text, or social media.

## PLAYER REGISTRATION

The relevant age for each player is determined by his or her birthday as at midnight on 31 August. For example, children who are aged 7 as at midnight on 31 August would play as U8s for the season ahead.

It is the Club Secretary's responsibility to ensure all players are registered on the Whole Game System (WGS). Unregistered players are prohibited from participating in any fixture other than friendlies.

Managers will be asked to confirm their intention to continue with their relevant team age group for the new season no later than 1<sup>st</sup> June. No new teams are permitted to be registered after this date and withdrawal of a team following the League AGM held no later than 30<sup>th</sup> June will result in a League fine imposed on the Club.

The registration deadline for the new season is usually end of July. Failure to ensure each Team have the following number of players signed on by this date will result in fines being imposed on the Club by the League:

5v5 Format: 8 players

7v7 Format: 8 players

9v9 Format: 8 players

11v11 Format: 14 players

To register a player the Club Secretary requires from team managers -

- A completed Herefordshire FC Registration Form
- Proof of date of birth (either a copy of birth certificate or passport)
- A head & shoulders photograph taken against a plain background (with no hat or glasses) JPEG format.
- Parents Name, Date of Birth and email address

Copies of the Registration Form can be requested from the Club Secretary.

No new players can be registered after the last day of March although the Club Secretary requires registration requests at least one week ahead of this deadline.

Any enquires regarding player registrations should be referred to the Club Secretary ([clare.bray2019@outlook.com](mailto:clare.bray2019@outlook.com)) and not to the League.

## **WHOLE GAME SYSTEM**

In order to access the Whole Game System (<https://wholegame.thefa.com>) you will need to register on the home page using your FAN number. Your Team should be linked to your FAN.

When you log on you will just need to click the My Teams tab. From here you can then export a document showing player names and photos - this is your team ID sheet.

# FIXTURE ARRANGEMENTS

## FIXTURES SECRETARY

The Club Secretary (Clare Bray) manages all fixtures for the club, she can be contacted by phone/text 07855 333812 or by email [clare.bray2019@outlook.com](mailto:clare.bray2019@outlook.com)

## FIXTURE SHEETS

Around the 25<sup>th</sup> of each month the League distributes a schedule of fixtures for the following month. The scheduled fixtures are subject to alteration with changes common as the season progresses. You should assume that you have a fixture every weekend during the season other than over the two- week Christmas break and on Easter Sunday. If you require a weekend off, the league must be notified of this minimum of 1 month before.

## ARRANGEMENTS FOR HOME FIXTURES

Contact details for other teams can be found in the League handbook (with any amendments during the season shown on the League's website). Home managers, of course, also need to contact the parents & carers of Leominster Town players with details of the fixture.

If you are aware of circumstances (such as a family commitment) where it would help to have a specific KO time, please flag this in advance and the Club Secretary will seek to accommodate this although it will not always be possible.

## ARRANGEMENTS FOR AWAY FIXTURES

As with home fixtures you need to inform the parents & carers of Leominster Town players with details of the fixture.

## RE-SCHEDULING CONFIRMED FIXTURES

Any changes to confirmed KO times and venues, cannot be made without special permission of the League Management Committee. In the first instance, you should contact the Club Secretary. Do not contact any others including the League or referees. Once confirmed by league you can then confirm with the opposition.



## REFEREES

**U7s:** The League does not allocate referees for fixtures. Referees are unpaid volunteers who are generally either managers, coaches, or parents / carers (and occasionally trainee referees). Referees do not have to be qualified but once appointed to officiate a fixture have the same powers as an FA qualified referee. To reflect well on the Club, a qualified referee should be sought in the first instance for the U7s games.

**U8s - U18s:** Where possible the League will appoint a referee for each fixture. For home fixtures the Club Secretary will normally inform you by Thursday the name of the referee if league appointed.

When the League is unable to appoint a referee, it is the responsibility of the home manager to find a referee for the fixture.

The home club is responsible for paying the referee unless indicated by the League (for instance for finals). All payments to referees are to be made by managers out of team money and can be subtracted on the monthly subs sheet that is submitted to the club.

## BEFORE KICK-OFF

Managers should exchange Team passports (U12-U18 only) before kick-off to verify that each opposition player is registered to play for their team.

The home team is responsible for providing match balls.

Prior to (and after) each match the teams and officials should shake hands.

## REPORTING RESULTS

**U12s - U18s:** A Match Sheet must be completed for every fixture. The match sheet must be completed in BLOCK CAPITALS.

**U7-U18's** All match report forms should be completed on Full time by Tuesday at the latest. [www.fulltime-admin.thefa.com](http://www.fulltime-admin.thefa.com) If you have a problem with Full time, please, contact the Club Secretary asap.

**All teams:** On the day of the fixture the home manager is also required to notify the League Fixtures Secretary for their age group of the result. This can be done either

by answering the text received from the league no later than 8pm on match day.

The text should be formatted as shown below:

H1- A3. (Home side 1 goal, Away Side 3 goals)

## **LEAGUE CUP GAMES**

Herefordshire FA organises Cup competitions for all ages. To enter this competition the Club Secretary must apply for you to enter at the start of the season. The assumption is that all teams will want to enter unless the Club Secretary is notified otherwise.

## **CLOSED SEASON**

The whole of the month of June is closed season. Although training is allowed during the month, competitive games or friendlies are not permitted unless as part of a FA approved tournament such as an affiliated 5-a-side competition.

During July / August, when friendlies are permitted then a check should be made with Club Secretary before making any arrangements that pitches are available. There may be instances where pitch maintenance is still in progress and pitches are unavailable. You will also need to ensure that pitches are marked out for play with cones and make alternative arrangements if they are not. Please do not arrange for lines to be made on the pitches in closed season.

## **TEAM SECRETARIES / ADMINISTRATORS**

If you are fortunate to have a parent or carer willing to function as Team Secretary (or Administrator) these individuals can take on many of the Manager's responsibilities related to the arranging and reporting of fixtures. This tends to operate effectively when individuals work well together and with the Team Secretary (or Administrator) listed as the point of contact in the League Handbook. They too can help the manager with collecting of monthly subs.

# FIXTURE POSTPONEMENTS

## Minimum Player Numbers

The minimum number of players that constitute a team is as follows:

5v5 – 4 Players

7v7- 6 Players

9v9 – 8 Players

11v11 – 9 Players

If you have at least the minimum of required players available, you are obliged to fulfill a fixture. Failing the minimum number of players, the game **MUST NOT** be played and postponed accordingly.

If the numbers fall below the minimum number during a game due to injury, the game will have to be abandoned.

## ADVANCED POSTPONEMENTS

Requests to seek advanced postponement to be released from a fixture arranged by the League must be made in writing to the League at least 30 days in advance of the date in question. Please contact the Club Secretary if you wish to seek an advanced postponement. Circumstances for advanced postponements are normally something like a school trip or something like that. They are not allowed because key players are injured / not available.

## WEATHER RELATED POSTPONEMENTS

When pitch conditions (waterlogged or frozen) mean that a home fixture may be called off a manager will undertake a pitch inspection. You should always assume that home fixtures are on unless a manager has contacted you to advise otherwise. If a fixture is confirmed as postponed following a pitch inspection you should inform the Club Secretary and opposition immediately.

Where there is a risk in advance of a postponement and pitch inspections are needed then out of courtesy Home Managers should make themselves available to participate in the decision-making process.

In exceptional circumstances (High Winds, extreme temperature) other postponements can also be made at the discretion of the club, again home managers should be available to participate in the decision-making process.

## REPORTING POSTPONEMENTS

If you are the home manager of a game that is postponed, you are still required to report the postponement to the Club Secretary.

## MATCH FORMATS (2024/25 Season)

Age Group	Format	Duration per half	Ball Size
U7	5x5	20 Minutes	3
U8	5x5	20 Minutes	3
U9	7x7	25 Minutes	3
U10	7x7	25 Minutes	3
U11	9x9	30 Minutes	4
U12	9x9	30 Minutes	4
U13	11x11	35 Minutes	4
U14	11x11	35 Minutes	4
U15	11x11	40 Minutes	5
U16	11x11	40 Minutes	5
U18	11x11	45 Minutes	5

Managers **MUST NOT** agree to play longer or shorter durations.

**5v5:** A maximum of five substitutes will be allowed. These substitutes may be used at any time with the permission of the referee. A player who has been replaced may return to the playing area as a substitute for another player.

**7v7:** A maximum of seven substitutes will be allowed. These substitutes may be used at any time with the permission of the referee. A player who has been replaced may return to the playing area as a substitute for another player.

**9v9:** A maximum of nine substitutes will be allowed. These substitutes may be used at any time with the permission of the referee. A player who has been replaced may return to the playing area as a substitute for another player.

**11v11:** A maximum of five substitutes will be allowed: These substitutes may be used at any time with the permission of the referee. A player who has been replaced may return to the playing area as a substitute for another player.

# EQUIPMENT & FACILITIES

## CLUB KIT

Shirts: Yellow

Shorts: Black

Socks: Black

It helps the team if kit costs are funded by a sponsor. The Club does not fund the purchase of match kits and ancillary items such as rain jackets, training kits and hoodies.

It is the responsibility of the individual teams to order their kit, it is sensible to always have a couple of spares in case of damage, new players arriving etc.

**Leominster Town's club shop can be found here to purchase club approved kit:**

<https://leominster-town-fc.pendlesportswear.co.uk>

## KIT SPONSORSHIP

As a grassroots football club, limited companies can treat donations and sponsorship to the teams as tax deductible expenses. When looking for new sponsors (or donations) it is worth highlighting the favorable tax treatment for limited companies. Further information can be found here at [www.gov.uk/tax-limited-company-gives-to-charity](http://www.gov.uk/tax-limited-company-gives-to-charity)

Sponsors related to products, services or other activities that are to be detrimental to the welfare, health and general interest of young people or otherwise considered inappropriate are prohibited by the FA for youth & junior teams. Products related to alcoholic drinks, breweries and gambling are unlikely to be permitted under any circumstances. Reference to a public house or restaurant may be permissible unless the establishment primarily exists for the supply and consumption of alcohol.

## KEYS

A set of keys for the car park gate, the gate to the Clubhouse and to unlock the goals container can be obtained from Mel Brid ([melaniebird@sky.com](mailto:melaniebird@sky.com)).

## CHANGING ROOMS

Use of the changing rooms is prioritized to the senior teams and U18s. All other layers normally arrive for fixtures in their kit. Parents / carers are responsible for washing their child's kit. The Changing rooms can be made available at a cost to the team, should they be required for other age groups if available.

## TRAINING ARRANGEMENTS

It is expected for teams to train at least once a week throughout the season. Managers need to speak to Clare Bray (07855 333812 – clare.bray2019@outlook.com) to understand where there are free slots.

During the winter months the pitches cannot, be used due to no lighting, and to protect the condition of the pitches. The Astro Turf at Bridge Street needs to be booked via Halo for winter training. It is the responsibility of the individual team manager to make these arrangements and agree payment with Halo. Please try and share training times with other teams to reduce the costs and all costs can be deducted on the sub sheets.

## SUBS

**U8-U18 Teams** -For all signed on players a payment of £20 per calendar month is required from September – November and January – May. In December this amount is reduced to £10 for the month due to less games.

**U7 Teams** -For all signed on players a payment of £15 per calendar month is required from September – November and January – May. In December this amount is reduced to £10 for the month due to less games.

**Training only** – for any teams that have player that just train and do not participate in games a payment of £10 per calendar month is required.

***Subs are to be paid for all that attend training/matches this includes a Manager's own Children.***

The months of June, July and August it is up to individual teams if they want to collect subs, no subs are payable to the club in these months.

All subs should be paid into the team's accounts on 1<sup>st</sup> of every month and if no payment is made for a player by 7<sup>th</sup> of the month a No fee/No play rule comes into force until payment is made for the player. If anyone is having difficulty in paying of subs they should be put in touch with Mel Bird – Treasurer.

All managers are to ensure any funds owing to the club (once referee fees/winter training etc. has been deducted) is paid by 7<sup>th</sup> of the following month together with the completed Subs Sheet. If anyone does not have a copy of the subs sheet, please contact Club Secretary Clare Bray.

# CONTACT LIST 2024-25 SEASON

## Management Committee

Andrew Barrington – Chairman - andy@barringtonprint.com – 07894 497660

Clare Bray – Club Secretary - clare.bray2019@outlook.com – 07855 333812

Melanie Bird – Treasurer / Welfare Officer - melaniebird@sky.com – 07802 376624

## Senior Managers

Men's First Team – Herefordshire Division One - Neil Stokes  
King\_Neil@live.co.uk – 07739 368698

Men's Colts – Herefordshire Division Two - Jason Gillum & Vicky Gillum  
vlstevens195@hotmail.com – 07748 646033

## Junior Managers

U5/U6 Training only – Mark Rusling  
markrusling247@gmail.com

U7 – Luke Savage  
lukesavage@sky.com  
07368 832185

U8 – Jake Bowen & John Acaster  
j.bowen22@outlook.com  
07582 126361 & 07704 488229

U8 Colts – Elliot Summers  
Normski3859@hotmail.com  
07756 289920

U9 – Craig Hill  
c.hill@bauder.co.uk  
07713 344091

U10 Colts – Scott Tromans  
07713 048 097

U11 – James Lines  
james1986@lines@gmail.com  
07368 253630

U12 – Marta Moore  
martamoore@mail.com  
07895 093327

U13 – Scott Newman  
spnewman1983@gmail.com  
07988 767949

U13 Girls – Andy Barrington  
andy\_baz@yahoo.co.uk  
07894 497660

U14 Girls Lionesses – Simon Crowther  
tacrowther@hotmail.com

U15 – Simon Bray  
sbray107@hotmail.com  
07432 698613  
neilsmith@catchpointuk.co.uk  
07811 125958

U16 Girls – David Davies  
07476 647054

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