



**South Woodham Ferrers United  
Football Club  
2023-24  
Managers Handbook**

**United together to provide football for all**

## Welcome to South Woodham Ferrers United Football Club

### Our Aims:

The South Woodham Ferrers United club ethos is a community football club that believes in football for all, to achieve this the club provides for children from the age of 5 through to adult.

The development of players at the different age groups is crucial to keep them enjoying football, developing their skills and maintaining their passion for the game in an environment that is challenging, exciting and enjoyable.

For the younger age groups the FA guidelines are quite clear, it is not about winning games – it is about the children enjoying football, developing skills, confidence and teamwork in preparation for fully competitive football at under 12 age group.

The FA guidelines covering each year group entitled 'their game' are available on our website to download and view as you wish. Football at South Woodham Ferrers United should allow our children to have a fun, to be an enjoyable introduction to football in an environment that allows lots of touches, shots, dribbles and ultimately more involvement and enjoyment in the game. To enable our players to have fun, make new friends and learn the game. Our challenge as adults is simple to help young people fall in love with football.

If they start this journey captivated by the experience, this vastly improves their chances of getting better. Our job is to create that experience.

In order to achieve these aims we need to have some guidelines which explain how children progress through the age groups at the club.

### Football Development at South Woodham Ferrers United:

South Woodham Ferrers United is a local community club catering for players of all ability's from U5 to Adult – we are a Chartered Standard Club, and an advocate of the FA's Respect Campaign.

The footballing journey starts with 'mini soccer' U7's and 8's play 5 v 5 football, moving to 7 v 7 at U9 and 10, then 9 v 9 at U11 & 12 and then full 11 v 11 sided football from U13 onwards.

Each team sizes requires a different size team and so we need to make sure we develop the squads we have at South Woodham Ferrers United and to make sure they enjoy the experience and develop to their potential.

The basis for the squad development is an understanding of the range of ability through the squad, this is regularly reviewed, the development and enjoyment of the players is the centre of this process.

### Player Development:

The squad assessment may identify players that will benefit from playing at a higher level, (it may not, we will not change for the sake of it) so a development loan may be considered, it could work like this.

Players are 'loaned' to a team above for a set period.

The team above rotates its own players into the team below for one week each player until the period is over. (This will depend on the transfer policy of your parent league)

After the agreed period players return to teams.

Coaches meet regularly to continue assessment.

There is no need to change the teams players are in with this system, retaining team structure whilst fostering a squad ethos across the teams, this will help in moving between 5, 7, 9 and 11 a side football.

To help us along the footballing journey we have age group coordinators associated with each year. It is the Age group coordinator's role to ensure that the coaches carry out the squad development fairly and openly. His or her role is critical in the early years at the club, as individual managers and even parents may have other priorities. The interests of the children are paramount and should be the basis of all our decisions. Ensure clear and concise messages are sent to players and parents on the aims of the age group.



# Contents

<b>Club Officials</b>	<b>4</b>
Committee	
Age Group Representatives	
<b>Club Procedures</b>	<b>5 - 9</b>
CRB Checks	
Safe Guarding Policy	
Anti-Bullying Policy	
Qualifications	
Team Representatives	
Meetings	
Social Committee	
Monthly Fees	
Discipline	
Discipline Procedures	
Player Fines	
Complaints Procedure	
Player Transfers	
<b>Team Coach Roles &amp; Responsibility</b>	<b>14 - 15</b>
<b>Age Group Chart</b>	<b>16</b>
Season 2022-23	
<b>Managers Match Check Lists</b>	<b>17 - 18</b>
<b>Respect Codes of Conduct</b>	<b>19 - 23</b>
Young Players	
Adult Players	
Spectators & Carers	
Coaches, Team Managers & Club Officials	
Match Officials	
<b>Kit &amp; Equipment Policy</b>	<b>24 - 25</b>

## Club Officials:

The following club members have agreed to give up their time to help run and develop the club, to help provide a better future for football for all age groups in South Woodham Ferrers. We are always looking for people to get involved so if you have anytime or know anyone who would like to help please contact the club by email at [info@swfu.co.uk](mailto:info@swfu.co.uk)

## Committee:

Position	Name	Email	Mobile Number
Joint Chairman	Chris Firminger	E: <a href="mailto:chris.firminger@swfu.co.uk">chris.firminger@swfu.co.uk</a>	M: 07771 726406
Joint Chairman	Darren Thompson	E: <a href="mailto:darren.thompson@swfu.co.uk">darren.thompson@swfu.co.uk</a>	M: 07870 272665
Vice Chairman	Ray Chettur	E: <a href="mailto:ray.chettur@swfu.co.uk">ray.chettur@swfu.co.uk</a>	M: 07540 349150
Secretary	Helen Pasquale	E: <a href="mailto:secretary@swfu.co.uk">secretary@swfu.co.uk</a>	M: 07791 870653
Secretary (Assistant)	Iain Watts	E: <a href="mailto:secretary@swfu.co.uk">secretary@swfu.co.uk</a>	M: 07971 584032
Secretary (Fines)	Paul Weeks	E: <a href="mailto:paul.weeks@swfu.co.uk">paul.weeks@swfu.co.uk</a>	M: 07780 975502
Treasurer	Jayme Huskinson	E: <a href="mailto:jayme.huskinson@swfu.co.uk">jayme.huskinson@swfu.co.uk</a>	M: 07753 949735
Club Welfare Officer	Mike Warren	E: <a href="mailto:mike.warren@swfu.co.uk">mike.warren@swfu.co.uk</a>	M: 07803 133425
Events Officer	Jayme Huskinson	E: <a href="mailto:events@swfu.co.uk">events@swfu.co.uk</a>	M: 07753 949735
Kit & Equipment Officer	Nick Martin	E: <a href="mailto:kits@swfu.co.uk">kits@swfu.co.uk</a>	M: 07990 442408
Grants/Fundraising Officer	Toby Green	E: <a href="mailto:toby.green@swfu.co.uk">toby.green@swfu.co.uk</a>	M: 07776 306338
Development Officer	Kevin Mandy	E: <a href="mailto:kevin.mandy@swfu.co.uk">kevin.mandy@swfu.co.uk</a>	M: 07766 644311
Mini Football Co-ordinator	Tony Thomas	E: <a href="mailto:tony.thomas@swfu.co.uk">tony.thomas@swfu.co.uk</a>	M: 07939 452761
Youth Teams Co-ordinator	TBA	E: <a href="mailto:TBA@swfu.co.uk">TBA@swfu.co.uk</a>	M: TBA
Girl's Teams Co-ordinator	Toby Lambert	E: <a href="mailto:toby.lambert@swfu.co.uk">toby.lambert@swfu.co.uk</a>	M: 07703 765566
Men's Teams Co-ordinator	James English	E: <a href="mailto:james.english@swfu.co.uk">james.english@swfu.co.uk</a>	M: 07801 434748
TBA	Colin Wilkins	E: <a href="mailto:colin.wilkins@swfu.co.uk">colin.wilkins@swfu.co.uk</a>	M: 07973 571606
Merchandise Co-ordinator	TBA	E: <a href="mailto:TBA@swfu.co.uk">TBA@swfu.co.uk</a>	M: TBA

## **Club Procedures:**

### **CRB Checks:**

Child Welfare Officer- Mike Warren  
Email: mike.warren@swfu.co.uk

All managers, coaches and club officials having involvement with the youngsters in the club, and any other persons that the management committee may designate from time to time, must have a criminal records bureau check

### **Qualifications:**

All managers/coaches must hold at least a valid FA level 1 coaching badge, a first aid certificate and child protection certificate. If not the club will pay/arrange for them to take the courses. If courses are booked and paid for the club, and you do not attend without cancelling any additional will need to be covered by coach listed instead.

The manager/coach is responsible for keeping certificates in date and for their renewal when due; the club will be entitled to reimbursed by the manager/coach if they leave the club within 12 months of taking the course.

### **Correspondence:**

All correspondence with leagues, Essex county football association and referee secretaries must be conducted through the club secretary; league and county rules only allow and recognize the secretary as the official channel for correspondence. Correspondence other than through the club secretary will leave the club open to disciplinary proceedings.

### **Team Representative:**

Each team is strongly recommended to have a parent representative to assist the manager or administrative matters for the team

### **Meetings:**

Managers are part of the management committee of South Woodham Ferrers United and meetings are normally held every TBA the TBA of the month at the Club Woodham or The Curlew.

The club secretary advises the dates of the meetings as well as producing minutes. The following has been adopted as the club procedure in relation to meetings:

Managers or a deputy should attend all meetings.

If the manager or deputy cannot attend a meeting the club secretary must be informed.

If a manager or deputy does not attend 3 consecutive meetings the committee may call the manager before them to explain why.

Other club members are welcome to attend meetings.

### **Age Group Representatives:**

Each Team MUST attend the AGM if the Team Manager is unable to attend, we would ask that representative from the team attends.

### **Social Committee:**

There is a social committee, comprised of volunteers from within the club, and who meet periodically to discuss fund-raising, the annual club presentation day and the annual festival of football weekend; a representative reports to the management committee meetings.

### **Fees:**

Each member on signing-on for the club will pay a signing on fee of £30.00 in July when they register to play for the club in the relevant league (except the Development Squad)

U7 - U18's will pay a monthly fee of £18.00

U21's & Over will pay £3.00 per 3G training session & £5.00 per game, the club will be operating a No Pay, No Play policy.

Reductions available where more than 1 player joins from the same family, these are ???

## **Safeguarding Children Policy:**

South Woodham Ferrers United Football Club acknowledges it's responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members.

A child or young person is anyone under the age of 18 engaged in any Club football activity. South Woodham Ferrers United Football Club subscribe to The Football Association's Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document. \*Communication from the FA in reaction to the recent disclosures of child abuse within football:

### **Key Principles:**

The key principles of The FA Safeguarding Children Policy are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents/carers is essential.
- We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

South Woodham Ferrers United Football Club recognises that this is the responsibility of every adult involved in our club

### **Our Role:**

We have a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Child Protection Regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity.

This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we:

- Have developed a role profiles.
- Request identification documents.
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing.
- Request and follow up with two references before appointing.

All current South Woodham Ferrers United Football Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a DBS-CRC Enhanced Disclosure via The FA. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of FA Charter Standard Club guidance will be sought from The Football Association.

It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA Enhanced DBS-CRC and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

### **Whistle Blowing:**

South Woodham Ferrers United Football Club supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Team on **0207 745 4787**, by writing to The FA Case Manager at The Football Association, 25 Soho Square, W1D 4FA, or alternatively by going direct to the Police, Children's Services or the NSPCC.

We encourage everyone to know about it and utilise it if necessary.

We have appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or CFA.

### **FA Safeguarding Policy:**

The FA's Safeguarding Children Policy and Procedures are available via the FA website, further advice on Safeguarding Children can be obtained from:

- The FA website
- County Football Association's Welfare Officer: Helen Hever
- **T:** 01245 393098
- **E:** helen.hever@essexfa.com
- The FA Safeguarding Children enquiry line **0845 210 8080**
- Emailing: Footballsafe@TheFA.com

## **Anti-Bullying Policy:**

South Woodham Ferrers United Football Club is committed to providing a caring, friendly and safe environment for all its members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at the Club.

If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively – “we are a TELLING club”. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any Committee Member.

What is bullying?

It is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

### **Bullying can be:**

- **Emotional** – being unfriendly, excluding (emotionally and physically), sending hurtful text messages and tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
- **Physical** – pushing, kicking, hitting, punching or any use of violence
- **Racist** – racial taunts, graffiti, gestures
- **Sexual** – unwanted physical contact or sexually abusive comments
- **Homophobic** – because of, or focusing on the issue of sexuality
- **Verbal** – name-calling, sarcasm, spreading rumours, teasing

### **No One deserves to be a victim**

Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Says they are being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn anxious, or lacking in confidence
- Feels ill before training sessions
- Comes home with clothes torn or training equipment damaged
- Has possessions go “missing”
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what’s wrong
- Gives improbable excuses for any of the above
- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.



## **Club Procedures:**

Report bullying incidents to the Club Welfare Officer or a member of the clubs committee or contact the County FA Welfare Officer.

- In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team.
- Parents should be informed and will be asked to come in to a meeting to discuss the problem.
- If necessary and appropriate, the police will be consulted.
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- An attempt will be made to help the bully (bullies) change their behaviour.
- If mediation fails and the bullying is seen to continue the club will initiate disciplinary action

## **Recommended Action:**

If the club decides it is appropriate to deal with the situation, the following procedure will be followed:

- Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
- If this fails/not appropriate a small panel from the Club Committee including the Club Welfare Officer will meet with the parent and child alleging bullying to get details of the allegation. Minutes will be taken for clarity, which will be agreed by all as a true account.
- The same panel will meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes will again be taken and agreed.
- If bullying has in the panel's view taken place the individual will be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration will be given as to whether a reconciliation meeting between parties is appropriate at this time.
- In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee will monitor the situation for a given period to ensure the bullying is not being repeated.
- All coaches involved with both individuals will be made aware of the concerns.
- In the case of adults reported to be bullying anyone within the Club under the age of 18, The County FA Welfare Officer will always be informed and will advise on action to be taken where appropriate

## Club Complaints Procedure:

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club policies, Rules or Code of Conduct have been broken they should follow the procedures below. South Woodham Ferrers United takes all complaints very seriously and will investigate each reported incident, as appropriate.

**1:** They should report the matter to a member of the committee. Contact details can be found on the South Woodham Ferrers United website. Note: If your complaint is urgent and involves the wellbeing of a child, please contact Mike Warren, Club Welfare Officer via email [mike.warren@swfu.co.uk](mailto:mike.warren@swfu.co.uk)

**2:** Your report should include:

- a) Details of what, when and where the occurrence took place.
- b) Any witness statements and names
- c) Names of any others who have been treated in a similar way
- d) Details of any former complaints made about the incident, date, when and to whom made
- e) A preference for a solution to the incident

**3:** The complaint shall be reviewed by the most appropriate members of the committee and all parties shall be given a fair hearing. If required, the committee shall protect the anonymity of any involved party.

**4:** The Club's Management Committee will sit for any hearings that are requested. This may include invited members of the respective league or County FA, should the matter necessitate.

- a) The Club's Management Committee will have the power to:
  - b) Warn as to future conduct
  - c) Suspend from membership
  - d) Remove from membership; any person found to have broken the club's policies or Codes of Conduct

**5:** The Club's Management Committee decision shall be final and no appeals process will be implemented

## **Discipline:**

Managers must make sure that all players in their squads fully understand that they are subject to the Rules, Regulations and Punishments of the Football Association and the League.

If County FA suspends a player the suspension applies to ALL football matches including school ones and if a player plays in a game when suspended the club or school can be dealt with by the Football Association and the Player suspended 'Sine Die' (to a date some time in the future).

## **Discipline Procedures:**

Where a member of the Club (Manager, Player or Parent/Guardian) is reported by a Match Official to the Essex County Football Association the following procedure will apply,

The Manager of the team involved will inform the Club Secretary what has happened so that He/She is aware correspondence will be coming from the Essex County Football Association.

The Club Secretary or an officer of the Club will deal all correspondence and communications regarding discipline matters. Under no circumstances will a member of the Club contact the Football Association, the League or Match Official concerning a matter subject of a complaint.

On receipt of the paperwork the Club Secretary or Club Official will ensure that it is completed and submitted in accordance with the laid down procedure. Any paperwork given out by the Club Secretary or Club Officer for completion must be returned to him/her as soon as possible.

Each member of the Club shall be personally liable for any fines levied against them as a result of disciplinary action by Essex County Football Association, The League or any other body where members are bound by their rules.

## **Fines:**

The member who incurred the will refund the money paid by the club to the club treasurer within 28 days of the penalty

If the money is not re-paid to the club treasurer by the period stated the member maybe suspended from the club until outstanding money is repaid.

No player will be cleared for transfer to another club unless all outstanding fines or fees are paid in full, by the player, or their parents/guardian. These must be paid to club treasurer.

Member means Player, Parent/Guardian, and Officers of the club, Managers, Coach/Trainers

## What Does Your Signing On Fees & Monthly Fees Cover:

**Youth Teams: £30.00** Signing on Fee:

**Men's Saturday Teams: £50.00** Signing on Fee:

**Men's Sunday Teams: £30.00** Signing on Fee:

- 1: Part covers training kit
- 2: Match day & training insurance costs for your child
- 3: League subscription expenses for your child

## Youth & Men's Sunday Teams Monthly Fees:

**£216.00** Men's Saturday Single Family Membership Fees per season - Payable over 9 months @ £24.00 per month

**£216.00** Men's Sunday Single Family Membership Fees per season - Payable over 9 months @ £24.00 per month

**£216.00** Youth Single Family Membership Fees per season - Payable over 10 months @ £21.60 per month

**£360.00** Youth 2 Family Membership Fees per season - Payable over 10 months @ £36.00 per month

**£504.00** Youth 3 Family Membership Fees per season - Payable over 10 months @ £50.40 per month

## What's included:

- 1: Training Kit
- 2: Home Matchday Kit
- 3: Tracksuit/Wet Top (subject to agreed team sponsorship)
- 4: Up to 2 Training sessions per week (if required)
- 5: 1 Match Session per week
- 6: Maintenance of Rettendon Bell
- 7: Funding of our Annual Presentation Day
- 8: Summer Tournament costs (maximum 2 per team)
- 9: Coaching courses
- 10: CRC fees for our Coaches, Managers, Referees & Helpers,
- 11: Matchday Pitch hire at William De Ferrers, Compass Gardens, Saltcoats Park, Rettendon Bell, William De Ferrers 3G
- 12: 3G fees at William De Ferrers
- 13: Advertising
- 14: Website Hosting & Maintenance (both [www.swfu.co.uk](http://www.swfu.co.uk) & LoveAdmin)
- 15: Training & Matchday equipment
- 16: Funding of external coaching sessions, ie: specialist Goalkeeper training
- 17: Subsidised Funding of club trips throughout the year
- 18: Any additional general costs running a club with 38 teams

A full breakdown of our costs is available on request & South Woodham Ferrers United are a non profit making organisation with every penny going back into the club to develop it.

We also heavily rely also on sponsorship to provide additional income to purchase matchday kits for our players.

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## Love Admin:

The club uses the LoveAdmin Portal to collect all signing on fees and monthly fees, This is the only place that the club can collect money.

The link to the portal is <https://app.loveadmin.com/Login/61E665D4C431F5D815987BB30F73BD06.htm>

if you have any questions regarding the Love Admin portal, please direct them to Ray Chettur or Helen Pasquale in the first instance.

## Player Transfers:

### Players Transferring within the club

The transfer of players between the clubs teams is to be treated the same under league rules as if it were to another club. A player wishing to transfer during a current playing season from one team to another within the club must first speak to his Team Manager to request permission.

The team Manager will contact the their age group representative who will then contact the Club Secretary who will liaise with the two managers to ensure that the league rules are complied to.

If there is any doubt about the validity of the transfer the Club Secretary only will seek guidance from the relevant League Registration Secretary and will inform both Managers of the result of the consultation.

If the transfer goes ahead the Club Secretary will the relevant paperwork is completed and the league rules are complied to.

### Age Group Representatives

#### Age Group U7's – U10's:

Tony Thomas  
**M:** 07939 452761  
**E:** tony.thomas@swfu.co.uk

#### Age Group U11's – U13's:

Tony Thomas  
**M:** 07939 452761  
**E:** tony.thomas@swfu.co.uk

#### Age Group U14's – U18's:

Paul Weeks  
**M:** 07780 975502  
**E:** paul.weeks@swfu.co.uk

#### Girls Co-ordinator:

Toby Lambert  
**M:** 07703 765566  
**E:** toby.lambert@swfu.co.uk

#### Men's Co-ordinator:

James English  
**M:** 07801 434748  
**E:** james.english@swfu.co.uk

## **Team Coach Roles & Responsibilities:**

### **Who will I be responsible to?**

Club committee

### **Who will I be responsible for?**

A team from under 7's to Men's

### **What is the role of the Youth Team Manager?**

The South Woodham Ferrers United motto is 'Football is for all'. To achieve this ethos of the Club provides football for children from the age group of 5 to adult. The development of players at the different age groups is crucial to keep them enjoying football, developing their skills and maintaining their passion for the game in an environment that is challenging, exciting and enjoyable.

Football at South Woodham Ferrers United should allow our children to have a fun, to be an enjoyable introduction to football in an environment that allows them lots of touches, shots, dribbles and ultimately more involvement and enjoyment in the game.

The managers of an age group need to work together to provide benefit and the development of all children in the squad.

To enable our players to have fun, make new friends and learn the game

### **What sort of tasks are involved?**

The tasks will include:

#### **Weekly:**

- Team selection
- Organisation of coaching/training once per week
- Logistics
- Team and kit equipment
- Reporting results to the club and league after matches

#### **Regularly:**

- Squad development reviews with the coaching team
- Team accounts
- Attend managers meetings
- Team page on club website
- Recruitment

#### **Once each season:**

- Provide up to date team photo for website & presentation programme
- End of season report for Presentation day.
- Present awards and overview season on presentation day
- Organise one yearly fundraising event for your team
- Collect all kit at the end of each season

## **How much time will I have to give to the job?**

Team activities on match day will, depending on the venue for the game, take approximately 4 hours. Coaching and training sessions at the club each week take up around 2 hours. Other duties associated with the tasks outlines above spread across the week, with the telephone calls etc. and will take around 4 hours.

## **What else can you tell me about the role?**

The club requires the minimum FA level one coaching badge, (including First Aid and Child protection Modules) for all Team Managers. The club will assist you in obtaining this award if you do not already have the qualification.

Other club officials and team managers are always available for any assistance or advice. A club first aid kit will be issued to all team managers, which can be replenished on request. The club provides playing strip, footballs, training venue and training/match day equipment.

## Age Chart 2023-24 Season:

Until recently, this was a minefield of inconsistency and varied according to region and league rules, Now the FA have issued a ruling to ensure consistency of application across the whole country. Essentially the age group that a player joins is determined by his or her date of birth – this also mirrors the school year. The key date is 31<sup>st</sup> August and the chart below shows which age group applies for this season.

Age as of 31/08/23	School Year Sept 2023	2023-24 Football Age Group
Below 6	Year 1	Under 6
6	Year 2	Under 7
7	Year 3	Under 8
8	Year 4	Under 9
9	Year 5	Under 10
10	Year 6	Under 11
11	Year 7	Under 12
12	Year 8	Under 13
13	Year 9	Under 14
14	Year 10	Under 15
15	Year 11	Under 16
16	Year 12	Under 17
17	Year 13	Under 18

FA rules do permit a child to 'play up' a year (an U9 can play for an U10's) but under no circumstances can a child play for the age group below.

As a club South Woodham Ferrers United require that, for any player wishing to play up a year, a consensus of agreement is reached between both age group managers, the child's parents and of course the player themselves. We always try to consider what is best for the child, taking in account factors such as ability and physical development.

Any further questions that you may have can be answered by the age group managers, see club contacts for details.



## Managers Check List:

Item	Actions
<b>Fixtures:</b>	<p>Collect fixtures from league websites, pitch allocations and KO times will allocated by:</p> <p><b>Chris Firminger:</b> Compass Gardens, Saltcoats &amp; Chetwood School Meadowbank Park, Rettendon Bell, William De Ferrers &amp; 3G</p> <p>All fixtures will appear on the clubs websites, under the next fixtures tab. This should be updated by Monday evening at the latest.</p> <p>Please note that all playing areas have a strictly NO DOGS and NO SMOKING policy.</p>
<b>Arranging Matches:</b>	<p>If at home we would suggest that you contact the away manager as soon as you know your KO time to confirm venue and time.</p> <p>If away we would ask that as soon as you know your KO times for away games you should notify Ray Chettur by text to <b>07540 349150</b> or email <b>ray.chettur@swfu.co.uk</b>, this helps us to keep the site up to date. We would ask ALL managers to adhere this.</p>
<b>Match Days:</b>	<p>Check playing venue, Set Up Goals, Corner Flags and ensure that Respect Barrier is in place and that spectators knows that they need to stand behind it.</p> <p>If appointed greet referee and make arrangements for fees to be paid.</p> <p>Greet opposing team manager, and exchange registration cards. No ID Card = No Play, an identity parade must be held should managers want to identify players against ID Cards.</p> <p>Ensure all players have the right equipment ie footwear and shin pads</p> <p>All players and substitutes to line up pre match to shake hands.</p> <p>All teams should have access the following equipment:</p> <ul style="list-style-type: none"><li>Goals or Goal Nets</li><li>Corner Flags</li><li>Water Bottles</li><li>Bibs</li><li>2 Match Balls U6 – U10 Size 3, U11 – U14 Size 4, U15 and above Size 5</li><li>Ball Pump</li><li>Captains Armband</li><li>Medical Kit (see below)</li></ul>
<b>First Aid:</b>	<p>All teams should have their own First Aid Kit it is the managers responsibility to ensure that their kits have the following basic items.</p> <ul style="list-style-type: none"><li>A supply of adhesive dressings</li><li>A selection of clean bandages</li><li>A Suitable dressing material to cover lacerations etc</li><li>A supply of clean water, and Eyewash facility</li><li>A suitable mouth to mouth resuscitation aid</li><li>A list of emergency numbers contact details for players</li></ul> <p>One of the two teams must have a qualified and league registered first aider in attendance</p>
<b>During the Match:</b>	<p>Please ensure the all coaches, players and spectators observe the Respect Code</p> <p>Support and encourage your team, praise the efforts of both teams.</p>

Item	Actions
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**After the Match:**

Both teams to shake hands  
Match result sheet to be signed by opposing managers  
Registration Cards to be returned to opposing manager  
Win or Lose praise your teams efforts

**Reporting Results:**

Results must be reported to appropriate leagues, in the requested format.  
League results **MUST BE** reported to respective leagues as soon as the match has been completed, failure to do so will result in the club being fined. Repeat offenders will be asked to cover these costs unless the club can prove to the league that there were issues preventing results being posted.

Results must also be submitted to the club using the following link:

**[https://forms.zohopublic.com/swfu/form/ResultsSubmission/formperma/bbY06E0EWEDKpf0YIKUGfKqHzfxmOLwVlmoqPU4hr\\_4](https://forms.zohopublic.com/swfu/form/ResultsSubmission/formperma/bbY06E0EWEDKpf0YIKUGfKqHzfxmOLwVlmoqPU4hr_4)**

On this form you can submit the match result, a match report and also claim for Referee Expenses.

**Referee Expenses:**

Any referees expenses that are occurred will only be paid if they are claimed using the match submission form at the following link

**[https://forms.zohopublic.com/swfu/form/ResultsSubmission/formperma/bbY06E0EWEDKpf0YIKUGfKqHzfxmOLwVlmoqPU4hr\\_4](https://forms.zohopublic.com/swfu/form/ResultsSubmission/formperma/bbY06E0EWEDKpf0YIKUGfKqHzfxmOLwVlmoqPU4hr_4)**

All claims that are made by 17:00 on a Monday will be paid by the following Friday direct into your bank account.

If you haven't already provided your bank details or they have changed please email **[finances@swfu.co.uk](mailto:finances@swfu.co.uk)**

**Other Finances:**

Any other income or expenditure that the club incurs also needs to be logged.

Please email the invoice and receipts to **[finances@swfu.co.uk](mailto:finances@swfu.co.uk)** with all relevant supporting information

- What was it for
- Who is it for
- Who approved it on the Committee
- If it is from a sponsor, who are they
- The amount being spent or coming in to the club
- Receipts and Expenses
- If it is for a specific team, which one

# Play your best. Be your best.

Make sure you and everyone  
around you has a good time  
on and off the pitch.

## Play Your Part (Code of Conduct)

### Young Players

Play your part and support  
The FA's Code of Respect:

When playing football, I will:

- Always play my best for the benefit of the team
- Play fairly and be friendly
- Play by the rules and respect the Referee
- Shake hands with the other team - win or lose
- Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
- Encourage my team mates
- Respect the facilities home & away

I understand that if I do not follow the Code,  
I may:

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be dropped, substituted or suspended from training



**RESPECT**

**Nationwide**

For ALL

Building society with mutual respect

# We ONLY do Positive.

*If we behave positively  
during practice and matches,  
our children will too.*

*By setting a good example, we'll help  
build a supportive environment in which  
everyone can enjoy themselves.*

## Play Your Part

(Code of Conduct)

### Spectators and Parents/Carers

**Play your part and support  
The FA's Code of Respect:**

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

**I understand that if I do not follow the Code, I may be:**

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or CFA Welfare Officer
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine



Building society with mutual respect

*We ONLY  
do  
Positive.*



*Whether you win or lose,  
make it a better game.*

*Treat your team, other players  
and Match Officials with  
respect so that everyone  
has a more enjoyable time,  
on and off the pitch.*



## Play Your Part (Code of Conduct)

### Adult Players

#### Play your part and support The FA's Code of Respect:

##### On and off the field, I will:

- Stick to the rules and celebrate the spirit of the game
- Always show respect to everyone involved in the game
- Never engage in public criticism of the Match Officials and abide by their final decisions
- Win or lose with dignity. Shake hands at the end of every game
- Be aware of the potential impact of bad language on others
- Never engage in abusive language, bullying or intimidating behaviour

##### I understand that if I do not follow the Code, I may:

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be required to attend a FA education course
- Be dropped, substituted or suspended from training
- Not be selected for the team
- Be asked to leave the club and/or issued a fine



Building society with mutual respect

*We ONLY  
do  
Positive.*

# Set the standards for a great game.

Use your position to set a  
positive example for the people  
you're responsible for and lead  
a better game for everyone.

## Play Your Part (Code of Conduct)

### Coaches, Team Managers and Club Officials

#### Play your part and support The FA's Code of Respect:

##### On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away



Building society with mutual respect



##### When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests

##### I understand that if I do not follow the Code, I may be:

- Required to meet with the club or league Welfare officer or your CFA Designated Safeguarding Officer (DSO).
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn

We ONLY  
do  
Positive.

# Make your impact a positive one.

By managing the game in a positive,  
calm and confident way, you'll  
encourage everyone to have fun.



## Play Your Part (Code of Conduct)

### Match Officials

#### Play your part and support The FA's Code of Respect:

##### I will:

- Respect the game, the competition and all other participants
- Maintain my integrity and approach each game with a positive mind set
- Be knowledgeable of the laws of the game, regulations and competition rules
- Set a positive personal example, by promoting good behaviour
- Embrace and empathise with the spirit of the game
- Submit accurate and concise reports and misconduct
- Complete and submit accurate and concise reports
- Apply the laws of the game, promoting positive actions and not tolerating actions that do not fit the image of the game

##### I understand that if I do not follow the Code, I may be:

- Required to meet with The FA, County FA Referee Development Staff or Referees Committee
- Suspended by the County FA



**RESPECT**

**Nationwide**

For ALL

Building society with mutual respect

We ONLY  
do  
Positive.

## **Kit & Equipment Policy:**

The purpose of this policy is to define the standard kit specification for all age groups throughout South Woodham Ferrers United Football Club. This will ensure consistency across the club and create a united Club image.

### **Training Kit Colours** (All teams)

**Shirt:** White & Black  
**Shorts:** Black & Red  
**Socks:** Black & Red

The kit manufacturer is Pendle Sportswear (Current Style name Shirts Tempo, Shorts Pulsar, Socks Liga). The colours must be White and Black.

### **Home Kit Colours** (All teams)

**Shirt:** Red & Black  
**Shorts:** Black & Red  
**Socks:** Red & Black

The kit manufacturer is Pendle Sportswear (Current Style name Verona). The colours must be Red and Black.

### **Away Kit Colours** (All teams)

**Shirt:** White & Red  
**Shorts:** Black & Red  
**Socks:** Black & Red

The kit manufacturer is Pendle Sportswear (Current Style name Benfica). The colours must be White and Red

### **Artwork:**

The South Woodham Ferrers United Badge will be embroidered on the left hand breast, SWFU on the back of the shirt. All match shirts will be numbered on the back, for mini soccer team upwards, No players names or initials are to be placed on any part of the shirt, sponsored or otherwise.

Training Jackets should carry the South Woodham Ferrers United club logo on the front, and SWFU on the back.

### **Sponsorship:**

Kit sponsorship is welcomed. The kit must be in line with the above specifications. The Sponsor's name can be printed on the front of the shirts and Training Jackets.

It is the responsibility of the Team Manager to ensure the sponsor is aware of and complies with the kit specifications.

### **Renewal:**

Unless renewed by a sponsor, shirts will be renewed by the club on a two-year basis. Socks can be renewed annually if required.

### **Kit Orders:**

All orders for new kit and equipment must be processed and approved through the club's kit & equipment officer Nick Martin, Nick can be contacted on **07990 442408** or by email **kits@swfu.co.uk**



## 2022/23 Training Wear & Match Kits

Since June 2016 the club has made a major investment in kit & equipment, we ask that all players wear the Training Kits and Match Kits supplied. All Match Kits remain the property of South Woodham Ferrers United at all times, If a player leaves it has to be returned.



Training Kit



Home Kit



GK Kit



GK Second Kit



Tracksuit Top



Rain Jacket



Coaches Top



Managers Coat

Away kits available subject to sponsorship, all teams up to the age of U10 can wear their training kits should there be a colour clash, The club has limited stock of the White & Red away kit for U11 Age group upwards, please contact James to arrange collection, the tops will need to be returned washed by Wednesday following the match, ready for the next team to use.







# South Woodham Ferrers United Football Club

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**United together to provide football for all**