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**CHARTER STANDARD
COMMUNITY CLUB**



Metropolitan Police Youth
Football Club

MPYFC

Club Managers' Handbook

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Contents

Welcome and Thank You	3
What we stand for - Humility, Hard Work, Togetherness	3
What is expected of Managers & Coaches	4
Communication	4
Cancelling fixtures or training	5
Reporting using Prawn Sandwich	5
Reporting disciplinary matters and incidents	5
Codes of conduct	6
Official titles and expected roles	7
Summary of key policies	8
Safeguarding	8
Emergency Action Plan (EAP)	9
Respect Agenda	9
Club DNA	10
Who we are	10
How we coach	10
How we play	11
How we support	11
Future MPYFC player	11
Who to contact for support	12

Welcome and Thank You

Welcome to the Metropolitan Police Youth Football Club (MPYFC) and thank you for joining this wonderful club. MPYFC strives to provide a high standard of community football that is safe, enjoyable and appropriately competitive for all levels of player. As a Manager / Coach, together with your colleagues across the age groups you form the principal structure of the personnel at the club. As such, your actions and interactions with those around you and your conduct during training and on match day are of great importance. It is essential that you always uphold the core values and ethos of the club and that you promote these ideals at every opportunity.

What is clear, is that within a team, the players, spectators and parents take their lead from the examples set by the manager and coaching staff. The 'culture' of the team therefore mirrors that of the manager/coach(s). If the players, parents and other stakeholders of your team give you pride, then you have done your job well.

We stand for - Humility, Hard Work, Togetherness

These are core standards for MPYFC. We value the contribution that community sport brings to society and above all else, to the individuals that are involved.

Humility

True humility is to be humble and to serve others for their good as well as your own. It requires a realistic appreciation of your strengths but also of your weaknesses. Above all humility recognises our own potential for development and sees with great clarity the value of others and the greatness that they can achieve.

Hard work

Nothing worth having comes easy! Endeavour and effort represent progress whether you succeed or fail. Remember that mistakes are proof that you are trying. Learning from our mistakes, for us all, is part of continual development. You have perhaps a unique opportunity to instil such values into young people, providing a platform for future success. Help those around you to see the value of hard work.

Togetherness

You have probably heard the following terms: 'There is no I in TEAM' and 'Together Everyone Achieves More'. Anyone that understands sport knows that a good team is more than the sum of its collective parts. Your role as a manager is to nurture a true feeling of togetherness across all of the people that contribute to your team, but in particular, togetherness of the players within your team. Try to think about what this means for your approach and how you can best achieve this.

What is expected of Managers & Coaches

Communication

The success of any organisation is dependent upon good communications. This involves effective internal communications with colleagues and ensuring messages and information flow freely to members, helpers, players and external partners such as other clubs and the FA.

As a Club Manager (or designated Team Rep) you are an essential hub of communication for your team. This is a vital role for maintaining smooth club administration. Play your part in effective communications by:

- Reading and acting upon internal communications
- Where relevant distributing these messages to your team colleagues
- Keeping parents informed of team or club matters

Cancelling fixtures or training

From time to time, it may be necessary to cancel fixtures or training. In the case of training, if the club are funding the venue, then you must contact Andy Ness at least four days in advance if possible. Furthermore, Martin Eales books all referees. If a game is postponed, you MUST notify the Ref & Martin martineales@hotmail.co.uk immediately. Each of these actions will enable us to recoup facility fees.

Reporting using Prawn Sandwich

We utilise a Football Administration Service system called Prawn Sandwich to carry out all the administration for our leagues relating to staff and player data, along with results, fixtures and tables.

Following a game, you must log on to Prawn Sandwich and complete the report. Go to www.wsyf.org.uk click the tab Advice/Admin and click 'How to do reports in Prawn Sandwich'. Match result cards must be entered by midnight on the Sunday that you have played. If you need any support with reporting, please contact Lisa Ness, Club Secretary.

Reporting Disciplinary matters and incidents

If there are disciplinary matters (red / yellow cards or sending's off) or touchline or referee disputes involving either MPYFC players, parents or personnel this must be reported to the club secretary Lisa Ness by e-mail on the day of the event.

Codes of conduct

Managers should familiarise themselves with the club codes of conduct (see club brochure or web site). The key aspects to be aware of are:

- Appendix 4 What we ask of the youngsters that are playing for us (WHEN PLAYING FOR MPYFC I WILL:) and always reinforce these values and set a good example to all young people in your charge.
- Appendix 5 Club Official Code of Conduct. These guidelines are important and an integral aspect of your development and continued engagement with MPYFC. You must abide and promote these values at all times.
- Appendix 6 Spectators Code of Conduct. Understanding these rules (and encouraging parents to abide by them) will help you to maintain a positive and cordial atmosphere at games and help protect children from undue pressure and stress during matches.
- Appendix 7 Complaints and Disciplinary Procedure. Self-explanatory.
- Respect agenda (Appendix 8). The Respect Agenda is in place to protect and enhance the experience of everyone involved in grass roots football. Respect is an important part of MPYFC's community values. As Team Manager and coach, you will set the tone for the Respect Agenda to all within your team. Your approach, mannerisms and interactions with players, officials and opponents will tell those around you how you think things should be done. Take great care to always abide by the Respect Agenda and be a great role model to those around you.

For more information on the Respect Agenda see the full MPYFC Respect Policy in the club brochure. There is a summary later in this document.

This year will see the introduction of a new Respect Agenda called '**We only do positive**'. New codes of conduct and social media support packages will be available. MPYFC will be workshopping the new agenda with all personnel upon its release in September/October.

Where Managers and coaching staff break codes of conduct, match bans may be enforced as a sanction.

Official titles and expected roles

As a club we have a number of official club roles. These people will be on the 'personnel register' and as such will receive regular club updates and information. We would advise that each Manager has a representative in each of these roles to help to distribute the work load as well as ensure that all responsibilities within each role are carried out. You may, however, choose to combine roles depending on parental support. Below is a brief descriptor of what is expected from each role along with any qualifications required:

Team Manager

Fully qualified coach with enhanced DBS, Safeguarding and Emergency Aid who manages the team and is the main point of contact for internal (club officials) and external (parents and players) communications.

Team Coach

Fully qualified coach with enhanced DBS, Safeguarding and Emergency Aid who supports the manager but whose primary role is to focus on football coaching.

Team Representative

An administrative assistant to the Team Manager. Typically, a parent that is a good communicator and organiser. Will receive internal communications from the club and is expected to manage communications within the team/age group

Team Assistant

A further member of the team involved in supporting coaching or managing in an official capacity. Requires Safeguarding and DBS clearance and will be on the Personnel Register.

Other Roles

Each team will need further support on match day and at other times and it is likely that these tasks are rotated across parents and therefore are not designated roles. These will include:

- Respect Marshall
- Referee payments
- Linesman (Referee Assistant)

Summary of key policies

All Registered Personnel are asked to visit the MPYFC web site at www.mpyfc.co.uk and access the policies section and read each one-page policy document. However, for convenience the three key policies are summarised here:

Safeguarding

Every child or young person who plays or participates in football at this club should be able to take part in an enjoyable and safe environment and be protected from abuse.

This is the shared responsibility of every adult involved in or connected to this club. Thus, all parents and guardians, club officials, employees and coaching staff are required to endorse and adhere to our Safeguarding Children Policy.

This means creating a safe and inclusive atmosphere where everyone at the club works together to tackle both bullying and discrimination, ensure safer recruitment and tackle poor practice which leads to harm and reduces equal opportunities. Be sure to play your part in safeguarding and if you have any concerns, contact the Club Welfare Officer alanjackson2412@gmail.com 07773 372905.

Emergency Action Plan (EAP)

Club Managers MUST READ the EAP before the start of the season (distributed along with this handbook). The EAP is crucial to support our health and safety priorities and involves having action plans and strategies in place for when emergencies occur. This includes always having a fully equipped first aid kit along with the laminated EAP that you and your colleagues have read and can follow in the event of an emergency.

Respect Agenda

The Respect Agenda is a flagship FA policy that is at the centre of its ambitions to “clean up football.” In essence what this requires of grass roots football, is the following:

- All matches must have a Respect Marshall (RM) that has read and understands the Respect Policy. They must wear the RM high vis jacket and introduce themselves to the Referee before the game
- There must be a respect line and part of the role of the RM is to ensure this is in place and that spectators stand behind this and not behind the linesman and club officials.

- Never criticise match officials or their decisions, instead support them and respect the fact that we all make mistakes.
- On match day, club officials, respect marshals and linesmen are encouraged to introduce themselves to the opposition (parents and officials) and welcome them to Imber Court if playing at home. An introduction acts to break the ice and provide a more cordial atmosphere for the game to be played.

Club DNA

Who are we

Our aim is to establish a distinct MPYFC team culture based on clear values and beliefs. All those who wear the MPYFC badge - coaches, players and support staff - always display the highest standards both on and off the pitch.

How we coach

- Coaching staff should use a clear and consistent methodology to develop players
- Use a positive and enthusiastic manner at all times
- Deliver realistic game-related practices
- Connect with the group before sessions to outline the aims and objectives
- Connect, Activate, Demonstrate and Consolidate in every session
- Include elements of transition in practices and sessions
- Use games wherever possible
- Value and work equally across the FA Four Corner Model.
- Spend equal time planning and reviewing.
- Use various coaching styles based on the groups' needs.

How we play

Our teams should aim to dominate possession, selecting the right moments to progress the play and penetrate the opposition. We should aim to regain possession intelligently, with a focus on winning the ball as early and as efficiently as possible. To achieve this, we aim to develop players with outstanding skills and decision-making abilities.

How we support

Managers and coaches should consider how they support each player. Variables such as: ability; performance; fitness; team contribution; attitude and dedication are unique player attributes. Recognising opportunities to support individuals across this broad spectrum is a tricky yet vital aspect of a Manager/coach's role.

Future MPYFC player

Our aim is to develop future MPYFC players with outstanding characteristics across the FA Four Corner player development model. We aim to develop technically good players with the skills and attributes to excel in grassroots football. Future MPYFC players will have the ability to create, score and prevent goals. We aim to develop MPYFC players with a comprehensive understanding and experience of youth football.

Future MPYFC players will be equipped with the skills, abilities and decision-making capability to tactically manage games. They will be reflective, resourceful and resilient players who display outstanding social skills. Players will have the mentality and psychological skills consummate with a winning culture.

Who to contact for support



Club Chairman Andy Ness	Only contact for cancelling training 07753 722334 Andy.ness1964@btinternet.com
Club Secretary Lisa Ness	All matters concerning club administration 07753 606520 lisa.ness1@btinternet.com
Senior Coach Jon Nurse	All coaching and footballing matters 07738131015 jon@lovetheball.com
Fixtures Secretary Lee Ludlow	Fixtures, kit and equipment 07849 496068 l.ludlow@hotmail.co.uk
Club Treasurer Dave Evans	Financial matters and reimbursements 07968 939657 davidhevens@live.co.uk
Girls Section Secretary Sue Blenkley	Enquiries for girl's football 07971 496240 sueblenkley@virginmedia.com
Club Welfare Officer Alan Jackson	All welfare and safeguarding matters 07773 372905 alanjackson2412@gmail.com

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