



SHERWOOD FC NEW MANAGERS INFO PACK – last updated July 2023

This document provides you with information on what you need to do to get your new team up and running and/or your responsibilities as team manager across the season.

FIRST THINGS FIRST

NEW TEAMS – TEAM NAME!

You need to come up with a name for your team/s.

Traditionally Sherwood FC (SFC) teams have gone for colours, but over recent year's there has been a move to Robin Hood/Sherwood related names i.e. Hoods, Arrows, Outlaws etc. Once you have decided on a name - hold that thought - the SFC Volunteer Coordinator will ask you what you have come up with at some point.

PARENTS AND PLAYER CONTACT DETAILS

Managers should gather all players names, and their parents' phone numbers and email addresses.

You don't need to supply this to SFC but you will need the details for when you have to send out communications about the team.

WHATS APP GROUP

Set up a WhatsApp group for your team so you can communicate with all parents.

PLAYER REGISTRATION

All your players need to be registered with the Football Association (FA).

This requires players' parents to do the following:

- 1) Filling out the SFC Registration Form. This can be found here:
<https://forms.gle/RYEJZoXvNHqK6fg76>
 - This collects all the information which the Club Secretary and Assistant Secretary need to register players on the system.
 - The form also includes an important section at the end which should be read with the player to ensure they understand what it means to play for Sherwood FC and what we expect of them.

Action: Managers should send this link to all parents on the team and ask them to fill out the form; this is needed at the start of every new season to confirm the player wishes to be registered, and if any new players join during the season.

- 2) Provide a head and shoulders photo; where we have a whole new team (e.g. U7), the committee members responsible for registering players will come to one of your training sessions and photograph the players. For individual new players during the season, parents should provide a suitable photo; this cannot be a photo of a photo!



- 3) ID check: We will need to confirm each player's ID either by checking their birth certificate or Passport. Again, for new teams we will come to a session to complete these checks, but otherwise an image of the ID will be acceptable.

Action: Managers to either arrange a session to collect the information at training, or to collect the information from parents to pass on.

MANAGER AND COACH DETAILS

Essentially, managers handle the team admin (making sure players are registered, making sure pitches are booked, confirming match details to the parents, liaising with the away team managers etc.) and Coaches run training sessions with the players, organising players on match day etc. Some teams have 'admin' volunteers who only handle finances and are not involved with matches at all, which can be a big help to the managers.

SFC need the details of all individuals volunteering to help run a team. Please fill out the [Sherwood FC New Teams Admin Details form](#). This information helps us to identify who is in each volunteer role for each team so we can make sure we get the relevant checks in place (see "Getting Accredited" below).

Once volunteer roles have been confirmed (e.g. who will handle finances, who will handle team communications), we will "introduce" you as necessary to the Treasurer and Fixtures Secretary.

Action: Fill out the SFC New Teams Admin Details form.

GETTING ACCREDITED

WHAT'S REQUIRED FOR FA AFFILIATION

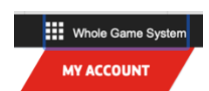
Team coaches and managers are required by law to pass certain safeguarding checks before becoming involved in youth football. Volunteers who are only handling admin do not require these checks.

DBS Check – the SFC Volunteer Coordinator will submit a DBS check request for all team coaches and managers. The DBS check is a means of checking people are safe to work with children. You may have an existing DBS but the FA requires a specific one for each club.

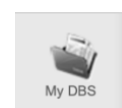
To do this, we need your FAN (your FA account number) and your DOB. If you don't have a FAN (have never bought tickets to see England play, for example), you can create an account here: <https://account.thefa.com/createaccount>

Action: Create (or login) to your FA account [here](#)

Once requested, you need to go to the 'Whole Game System' website which you'll see a link to at the top left of the screen when you are logged in to the FA Portal.



Navigate to the 'My DBS' folder down the left-hand side and indicate that you want to start the DBS process. You should then receive an email from First Advantage; please check your SPAM folder if you don't receive one!





In the First Advantage system, you will be asked to confirm which documents you'd like to use - this is typically a passport and/or birth certificate, a drivers licence and/or a utility bill or credit card or bank statement (you can download a PDF copy and we only need to see the name and address and the date of the statement; please check the date restrictions if using a statement or bill).

Action: Follow the process to initiate the DBS check once you get confirmation that this has been requested for you. Once you have provided your details, you will need to provide a copy of your documents to the Volunteer Coordinator; this can be a photo, or we can arrange to check a hard copy.

Safeguarding Course - All Coaches and Managers must complete an online FA safeguarding course. This course informs participants on safeguarding issues relating to 'working' with children. It takes about two hours to complete in total but can be done in stages. You may already have a Safeguarding qualification, but the FA requires this specific one for football.

Actions: Follow this link to complete the (football specific) Safeguarding Children course <https://learn.EnglandFootball.com/courses/safeguarding/safeguarding-children-course>

WHAT'S REQUIRED FOR FA ACCREDITATION

FA Accreditation is our level of commitment by the whole of SFC to the FA structure, and we need to maintain this year-on-year. To maintain Accreditation, each team must have **one individual on each team** (usually a coach) with ALL of the following:

- Safeguarding
- Intro to First Aid; course can be completed [here](#) and takes approx. 2 hours
- Intro to Coaching; online course completed across 4 weeks; [sign up here](#)

PAYMENT FOR COURSES

All course fees should be deducted from player subs and detailed on the Treasurers form (see below). DBS checks are paid for directly by the club.

YOU'RE OFFICIAL!

Once you are DBS checked and have completed Safeguarding training, we can officially add you as a volunteer on the FA 'Whole Game' System. Once you are 'official', you will receive an account log in (via email) to the FA Full-time website. Full-time is something you will become very familiar with once your team starts playing matches. More on that later!

NEXT UP - FINANCES

SUBS AND BANK ACCOUNT

Every player (via their parent/carer) is required to pay SFC £25 per month in subs. This money is used to pay for: training facilities, player and team registration, public liability insurance, league fees, YEL (league) fees, volunteer certification and end-of-season trophies.

Managers (or a Team Admin) collect the money from the parents on their team monthly, deduct any costs (e.g. course fees, referees), and then pay that money to the Club Treasurer, sending a 'Treasurer's Form' to detail receipts and deductions. The Club Treasurer then pays all fees related to the team.



As a team, you don't pay for anything; you just collect the money then pass it on after deducting any costs (e.g. course fees, referees). Each team's subs should be **paid to the club by 10th of the month**. Parents should therefore be advised to set up a Standing Order to pay into the team's account on 1st of the month. This runs EVERY month; the costs have been equally split across the year. For new U7 teams, the subs start on 1st August, when player registration fees would usually be due.

Action: Managers for new teams need to set up a bank account for their team. Typically, managers choose to use a savings account with their current bank, or they set up a new account in the team's name. Once you have decided on what account you will be using, this information needs to be shared with the parents in your team.

YOU'RE GETTING THERE!

OK, not much more admin to do pre-season now. Just take a look at the check list and make sure everything up to point 14 has now been done, or is at least in hand.

Whilst all the above has been going on, the SFC Fixture Secretary will have been working on a couple of big things for your team:

- 1) Where and when they will be training when the season starts; this usually corresponds with the week schools return, around 1st September
- 2) Where your team will be playing their matches (your default home location)

The SFC Fixtures Secretary will do their best to accommodate your wishes/needs.

GETTING KITTED OUT

EQUIPMENT

SFC will provide new U7s teams with all the necessary equipment to get started for training and matches. That includes balls, cones, medical kit, kit bag, bibs.

All of this will be provided to the coach in July.

For teams moving to a bigger size football, they will be provided with a new set of ten training balls plus two match balls before the start of the relevant season. Teams moving to U11 will also be given two assistant referee flags for running the line; there is some useful information on the SFC website on running the line, which you may want to point willing parents towards.

KIT/CLOTHING

SFC relies on sponsorship to cover the cost of team kits (shirts, shorts, and socks).

New U7 teams are provided with a handed down kit if they are unable to find a suitable sponsor; a new kit for an U7 team costs approx. £500 (price correct in July 2023).

The alternative to sponsorship is for parents to chip in to cover the cost of a new kit.

MOVING FROM SCORE TO SHERWOOD (NEW U7 TEAMS)



If your team are starting at U7 then up until now your players will have been attending sessions run by SFCs partner *Score*. The sessions run by Score will finish at the end of June. Your new season with SFC will begin in early September. In the intervening months there will be no organised football for your players. Having said that, lots of organisations around Nottingham do run 'Summer Soccer Schools' so there are certainly options out there for those who are glued to a football from breakfast to bedtime!

YOUR STATUS AS A FULLY FLEDGED FOOTBALL TEAM!

Assuming everything up to point 14 on the checklist has now been ticked off, you can now sit back and wait to be contacted by your league regarding fixtures for the upcoming season.

CHECK THE MONEY IS COMING IN!

Don't forget, all parents should be paying £25 per player into the team back account – for U7 teams that's from 1st August, for older teams that's all year round.

TRAINING

Important: Every team must always have a minimum of two DBS and Safeguard trained volunteers, and a trained First Aider (First Aid in Football) in attendance at all training sessions and matches.

As the school holidays draw to an end, it will soon be time for your first training session of the new season. This is where the managers can relax and let the coaches do all the hard work.

By now you will have been informed where and when your one-hour training slot is. This will be same-time-same-place every week from September until the Easter school break. Within SFC this is known as 'Winter Training' and will be at 3G or Astroturf pitch with floodlights, paid for by SFC (from the parents subs!)

After the Easter break, teams are encouraged to carry on training (until at least early July, but whatever suits the coaches) on any public park. SFC teams typically use the Forest Rec or Woodthorpe Park for 'Summer Training'.

LEAGUES

WELCOME MEETING

All managers and coaches will be invited to a welcome meeting for their relevant league, prior to the start of the new season. At least one coach and/or manager from the team will be required to attend.

YOUNG ELIZABETHAN LEAGUE

Teams aged U7 to U14 play their football in the Young Elizabethan League (YEL). They are the largest youth league in the UK and cover most of the East Midlands. Find out all about them [here](#).



When a new team joins the league, they are asked if they have a preference for which division they should be in. YEL does an excellent job of adjusting the divisions to ensure that teams are well matched, so don't worry too much about this.

The season is split into two halves. The first half running until around Christmas, the second half from the new year until April/May. When the first half of the season ends your team may be moved into a new division, depending on their performance.

It's worth pointing out at this point that all matches at U7 - U9 level are considered Non-competitive. Although scores are recorded (so teams can be matched) competition for places is activity discouraged. YEL and the English FA are only interested in "Fun, Development and Respect" at grassroots level.

YEL ADMIN

The SFC Volunteer Coordinator will inform YEL about new team managers so that they can be set up on YELs 'Scoreline' system (access it [here](#)). This holds all the contact information for managers to enable you to communicate about matches.

Remember you have that FA Full-time login? You will need to log in here to make sure that the "primary" contact is correctly identified - this is the very important person who will receive an SMS message every match day which they MUST respond to with the score of the match. Follow the directions in the SMS - and ask for help if you aren't sure! We're here to help.

NOTTS YOUTH LEAGUE (NYL)

Teams aged U15 to U18 play in the Notts Youth League (NYL). Another large East Midlands based league; you can find more information [here](#). Once you are placed into a division in the NYL, you are there for the whole season, and you will play each team twice (home and away).

FIXTURES

Once the leagues create the fixtures, these will be set up in the FA Full-time system and automated emails will be sent to all the team contacts. These will confirm the date and a default kick-off time, and who is at home (and the default location) and who is away.

You can also check fixture information at any time by logging on to the FA Full-time system and using the filters to find your Age age group, which day you play, your team name.

The screenshot shows the website header for 'YEL East Midlands SUNDAY' with a hit counter of 2,156,292. Below the header is a navigation menu with tabs: HOME, NEWS, FIXTURES, RESULTS, TABLES, STATS, REFS, CONTACT, and RESPECT. Underneath is a filter section with four dropdown menus: Season (2022-23), Age Group (U7), Division (u7 Spring Div 5), and Cup / Competition (Select).

This is probably the easiest way to pull up a summary of all your home fixtures to share with the Fixtures Secretary who will need to secure your home pitches. There may be some changes to pitches and/or kick-off times as the Fixtures Secretary has quite a tough time trying to keep



everyone happy - if so, contact your league immediately and ask them to make these updates. There are rules around how much notice is needed so to avoid any issues it's always best to ask for any updates as soon as possible. **Check your league's rules on their website** - you should become familiar with these to avoid fines - it's always good to stay on the right side of your league!

Parents can also see the fixtures information on Full-time - it's a good idea to get them used to checking on there.

By way of an example [click here](#) to see Sherwood FC Blue in 'U7 Spring Div 3' 2023. Note that wins, draws, loses, points and scores are not recorded until teams get to U9 level. This is because the FA wishes to discourage competitive football at a very young age.

GETTING READY FOR MATCHDAY

ID CHECK SHEET

The FA requires that all teams have an ID Sheet. This is a way of making sure that nobody fields any ringers in their team; teams should exchange ID sheets at the start of the match so that names can be called out and you can check your opposition players all look like they say they are.

Once your players are registered or if you need to add any new players, you will be provided via email with an ID Sheet by the Club Secretary / Volunteer Coordinator who manage all the player registrations.

Action: Print out the Team ID sheet, or have it accessible (downloaded) on your phone.

Practical note: Lots of managers you come across won't bother with the pre-match ID check, or they will try and show you their registered players by flashing you their phone screen. A pre-match ID check is required by the FA but practically only becomes very important at later ages - when opposition coaches do (unfortunately) try and field unregistered or overage players.

PLAYER AVAILABILITY/MATCH CANCELLATIONS

You need to get your parents into the habit of letting you know asap if their child won't be available for a match (holiday, family engagements etc.) At U7-U8 level matches must be played even if only four players are available. If you know you will have less than four players available in your team for a match you must inform YEL asap and have the match rearranged. Fines are issued for late cancellations.

14 DAYS PRIOR

Managers need to check FA Full-time to make sure all the details for their upcoming game are present and correct.

7 DAYS PRIOR

Home game: Managers need to contact the away manager to confirm the location and kick-off time.

Away game: You should expect to hear from the home manager; if you have not heard by 5 days before you should reach out!



Action: Post on your WhatsApp group to let your parents know when and where your next match is taking place, and check player availability.

MATCH DAY

If you need to cancel due to the weather (e.g. water logged pitch) the leagues are generally understanding, but if you can do a pitch inspection (the home coach is usually responsible for this) the night before this is definitely recommended. Bear in mind your opposition may be travelling from quite a way off so give them as much notice as possible; ideally confirm what time you intend to do a pitch inspection, so they know when to expect an update.

Don't forget to bring your ID check sheet!

The leagues also both have a requirement for you to complete match specific **Team Sheets** to hand over to the referee (if you have one) and the opposition manager; YEL has one to print off from their website [here](#), NYL give you a special book!

Practical note: Like the ID Check Sheets - lots of managers you come across don't bother with these sheets! However SFC require that you always have your Team Sheet – we can be fined if you don't produce it.

Action: Before you set off - print out and fill in your Team Sheet for today's match.

On matchday the home team coach should set out the pitch (using existing pitch marking and/or cones if the pitch size needs reducing), and the manager should ensure that there is a respect barrier in place for spectators to stand behind; this can be as simple as a line of cones. The 'YEL Rules' PDF on the YEL website includes information on what is required regarding pitch sizes and more. Look in the MATCH RELATED RULES section. And/or [click here](#) to download the FA 'pitch-size' guide. P.S. Don't worry about the Technical Area!

The coach/manager should welcome the away team and tell them where coaches and parents should stand.

REFEREE

The home team is required to provide a referee for the match. This is usually a parent or assistant coach, particularly at younger age groups. It's dead easy at U7 - U10, after that it gets a bit more.... interesting. If you have any parents willing to cover referee duties, we'd recommend they consider taking a referee course!

Referee costs change all the time so please check with your league what the current rates are for your age group.

POST MATCH

After the match has taken place (U7 matches are 20 minutes long and the length gradually increases as players get older), managers need to do two things:

1. Reply to the SMS message which comes from the FA requesting the score – make sure you check with the opposition manager and referee what the final score was to avoid a mismatch with the opposition reported score!
2. Supply a Match Return. This is a grand title for some basic details on the match and is done via the Full Time site. There is a useful guide provided by the FA on [YouTube](#) and if



you need ANY help with your first few Returns, **please shout up**. You only have 1-2 days to submit your return to avoid the club being fined, and those fines gradually increase!

That's it. Phew!

PRESENTATION DAY

At the end of the Season, SFC gets as many teams together as possible to recognise that we are all part of a great Club. **Every player gets a trophy** (should they want one.... they tend to be less popular with older teams!) with each team having the opportunity to also order special trophies for 2 or 3 players (Most Improved Player and Player's Player, are popular examples).

It's usually at Woodthorpe Park and the Club asks for various donations and volunteers to make it all happen. The money raised helps to fund equipment for new U7 teams and other requests which may come in throughout the season.

We look forward to seeing you there.

YOU ARE NOT ON YOUR OWN!

Sherwood FC will support you along the whole of your football journey. Our Volunteer Coordinator (Rachel Faulconbridge), Football Development Coach (Daniel Faulconbridge) and Secretary (Sue Hague-Naylor) are all on hand to help you with everything involved in coaching and managing a team and we will set up regular drop-in sessions to help you get started with the new season. Our Club Treasurer (Sarah Moulds) is the other person you will have regular contact with

Rach: rachfaulc@gmail.com / 07971952117

Dan: faulconbridge@mac.com / 07930355510

Sue: sherwoodfcsec@gmail.com / 07971954401

Sarah: sherwoodfc1@virginmedia.com / 07701014523

For a full list of contacts, please see the SFC [website](#)



CHECKLIST

First Things First

- 1) Come up with a team name
- 2) Managers and Coaches supply their details for SFC
- 3) Gather contact details for parents/carers of players in your team
- 4) Set up a WhatsApp group for your team and invite all parents/carers to join
- 5) Parents fill out the SFC Registration Form
- 6) Photos of players
- 7) Player ID Check

Getting Accredited

- 8) Create FA account and acquire FAN (if not already a member)
- 9) Get DBS checked
- 10) Complete the online Safeguarding for Children course
- 11) Make sure someone on the team (usually the coach) has a) Intro to First Aid certification
b) Intro to Coaching certification (by December)
- 12) You will receive (via email) account login information for FA Full-time

Next up – Finances

- 13) Set up a team bank account.
- 14) Check the money is coming in from parents – for U7 teams from 1st August.

Training

- 15) At some point in August SFC will be in touch to let you know where and when your team will be training and playing matches.

League Admin

- 16) At some point in August SFC will be in touch with details about Scoreline (for YEL) or a NYL login.
- 17) Log in to FA Full-time and set up your 'primary' contact
- 18) Check out the FA Full-time website and see if you can find your team - U7 teams should be there from mid-August.

Getting Ready for Matchday

- 19) Obtain and prepare your (hard copy or downloaded) Team ID sheet
- 20) Ask parents if they have any planned absences for the upcoming season (See PLAYER AVAILABILITY/MATCH CANCELLATIONS).
- 21) If you are at Home - contact the opposition manager with details of you match. If you are Away - the opposition manager should be in contact with you 5 days before the match.
- 22) If you are at home you are going to need a referee for the match. If you don't get one assigned, make sure you have a willing parent, or assistant coach.

Matchday

- 1) Bring your Team ID sheet (see 19).
- 2) Fill in a Team Sheet and bring it with you.
- 3) Post-match - reply to the FAs SMS requesting the match score and complete the Match Return.