

Brockham Badgers Football Club
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Team Managers' Handbook
A guide to BBFC team management principles.
Season 2007/8

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Introduction

The purpose of this handbook is to inform all current and future Team Managers of their role and responsibilities to the players, the club, and themselves. This handbook is intended as a guide to principles, policies, and practices, for all areas of team management. It provides a useful reference for existing managers and a comprehensive document for potential new managers seeking to understand the role they are considering undertaking.

The main content has been laid out in a question and answer format that we hope makes it easy to read and easy to find the subject of interest. Should you have any questions that are not answered in this document, please ensure they are fed back via the club's Head of Football.

These aims and objectives form the foundation of the club's principles and its future direction, and will be binding on all club members. To ensure yearly progression certain rules and regulations have to be put into place to maintain a level of co-ordination, particularly with an entirely voluntary Management Committee and coaching team. This document builds a set of Team Management guidelines that help enforce and support those regulations. Please help us continue the exciting development of this club by adhering to these guidelines at all times.

Club Aims & Objectives

The aims and objectives of Brockham Badgers FC (BBFC) are clearly set out in the club's Constitution and most recent Manifesto documents. Both of these documents can be obtained from the club's Secretary.

Laws of the Game

All games shall be played in accordance with the Laws of the Game and the rules and regulations of The FA, Parent Association, League or competition to which BBFC is affiliated.

BBFC Coaching Aims

- Each year group to have at least one FA level one coach, who takes on overall responsibility for that year group.
- All managers and coaches will be subject to the relevant Criminal Record Bureau "CRB" checks.
- The approved club coach will be made available to all age groups on a rotational basis to promote ideas and ensure consistent standards.
- Each game to be attended by a qualified emergency aid person who has attended an organised FA first aid course.
- Promote and retain interest in the playing of Association Football.
- Develop standards and encourage progression to affiliated Senior teams.
- This structure will be guided by the Head of Football who has the full support of the Management Committee.

Codes of Conduct

BBFC maintains three Codes of Conduct (for coaches, players, and parents) which its members agree to abide by.

Child Protection

BBFC has an appointed Child Protection Officer (CPO) who has been accepted as a delegate for processing CRB check applications via The FA. All Team Managers will be expected to file a mandatory CRB application. Contact details for the current CPO are distributed to all managers at the beginning of each season and can also be found on our web site at www.brockhambadgersfc.co.uk.

Definitions

Age Group – this is the name given to the competing age group as defined by the FA e.g. “Under 11”. In the context of this document it applies to all players of all teams in any single age group.

Team – this is a single competing team of players within an age group. An age group may have multiple teams.

Squad – this is sometimes used as an alternative to Age Group.

Strip – this describes the players playing clothing i.e. shirt, shorts, socks.

Kit – the collective name given to strip and equipment.

Equipment – this includes training and playing items such as balls, goals, cones, first aid, etc.

Age Group Manager – the manager who holds responsibility for the whole age group.

Team Manager – the manager who has responsibility for a single team and whom usually assists the Age Group Manager.

Coach – this is sometimes used as an alternative to Team Manager.

Kit

Kit is an essential part of any manager's wish list at the start of every season. In this section we detail standard club policy and how kit is provided.

As a new manager, do I inherit any kit?

Unlikely, but possible. When you submit your needs to the club's Kit Officer you will be informed if any kit is available to be handed down to you. You may then amend your requirements list accordingly.

What is each player provided with as standard?

Every registered player is provided a full playing strip by the club as part of the annual subscription fee. This includes a shirt, shorts, and socks (see Official Club Strip and Sponsorship).

Do the players keep their strip after each match or do I collect it up?

This is at the manager's discretion, however, typically it is retained by the player.

Do the players get to keep their strips at the end of the season?

NO. All strips remain the property of the club and are regularly re-distributed. Obviously if the strips will survive a further season with the same squad and the sponsorship is an intrinsic subject then the club will use its common sense and ask that the age group manager retains the strips for the following season. The onus is on the manager to properly consider if the strip can be used for a further season.

Should the club ever secure a club sponsor for all age groups then a standard sponsored strip may provide for kit rotation, but this is not in place yet and therefore the combination of sponsorship and equipment condition does not presently afford the opportunity to do this.

What happens if a player loses part of his strip?

Any lost items must be replaced by the parent of the child concerned. The manager may order the replacement by the normal ordering process and obtain a re-imburement made payable to the club on presentation of a copy invoice to the parent.

Can I pick the strip's colours and design?

NO. See "Official Club Strip".

What is the policy on sponsorship of strips?

The club actively encourages squads to be sponsored, but there are strict guidelines on ethics, colours, and process (see Sponsorship). An electronic version of the sponsor's logo must be sent via email to the Kit Officer as part of your ordering process. The emphasis is however on sponsorship for the team(s) not the strip.

Do the strips have numbers?

Numbers are only required when the boys and girls start to play 11-a-side. This is a compulsory rule set by the FA. Numbers may be worn by younger age groups but the extra cost of printing is not provided for by the club and therefore would only be an option for sponsored squads.

Can the players have their names on their shirts?

NO. This is a child protection rule enforced by the FA and strictly supported by the club, plus it limits the club's ability to rotate the strips to other teams and age groups.

Can we have anything else on the shirts?

Other options for shirt printing of course include sponsor's logo, but may also include the club badge (left breast only). The extra cost of printing these is not provided for by the club and therefore would only be an option for sponsored squads.

Can I order other clothing such as jackets, fleeces, etc?

You may, but this is an additional cost that must be funded by parents or a sponsor. Think carefully before canvassing parents as financial constraints may prejudice some players from others. Permission must be sought from the Management Committee before canvassing either.

How do I submit any requests to the Management Committee?

The Management Committee invites all managers to its meeting every other month. The dates of these meetings will be issued to you. All requests can be heard at these meetings. Alternatively requests can be submitted to the club Secretary for addition to the Committee's monthly meeting agendas.

What is each manager provided with as standard?

Basic training equipment is also provided to all managers. This includes:

- Mini-soccer goal(s) (U7s to U10s)
- First aid kit(s)
- Bibs
- Cones
- Balls
- Whistle(s)

How much of everything do I need?

It is recommended that you have at least one ball and one bib per player in your age group squad, plus of course a full strip for each player. One set of mini-soccer goals is usually sufficient for squads of up to 20, but two sets is recommended for larger squads. Should you enrol other team managers for your teams then each manager should have a first aid kit, plus a whistle and cone set.

Are there any rules on ball sizes?

YES. It is recommended that Under 7s and Under 8s play and train with a Size 3 ball, Under 9s to Under 14s play and train with a Size 4 ball, and Under 15 play and train with a size 5 ball.

Can I get some extra stuff such as training hurdles or training ladders?

This is an extra cost and will have to be funded by a sponsor or parents. Permission must be sought from the Management Committee before canvassing either.

Where do I store all this stuff?

At home. Unfortunately the club does not currently have a storage facility for equipment.

Who organises all this and determines my needs?

You. It is the manager's responsibility to ensure each team is adequately provided for well in advance of each season start. You need to determine all your needs including strip sizes.

How do I order kit?

All kit needs must be processed via the club Management Committee's designated "Kit Officer". The contact details for the Kit Officer are published each year by the Management Committee and will be forwarded to you as part of the annual registration process. Alternatively contact details are also listed on the club's official web site – www.brockhambadgersfc.co.uk.

When must I order my kit by?

As early as possible in the Spring and Summer months before the start of the new season, but no later than the 15th July.

When will I get everything?

Three to four weeks lead times from ordering are typical.

Sponsorship

Does the club approve of sponsorship?

YES. Sponsors are a very useful way of expanding the funds available to the club to improve facilities and standards without raising subscriptions and deterring membership.

Who organises sponsorship?

YOU. BBFC does not have an official club sponsor and therefore managers are encouraged to source sponsorship for the squads themselves.

What can be sponsored?

Typically the club likes a sponsor to associate its sponsorship with the age group or team, not specific kit items. Whilst many sponsors naturally associate their sponsorship with the teams' football strips because it is where their branding is most visible, the sponsorship money does in fact have multiple uses.

It helps support the general costs of the football club including strips of course, but also training equipment such as balls, cones, goals, bibs etc, tournaments, and much more. This money is vital as it helps release valuable annual subscriptions that can be churned back into the club's general development plans across all age groups, and of course keeps BBFC's subscriptions the lowest in the area, thus ensuring we make football accessible to as many young children as possible.

The Management Committee will listen to and consider all sponsorship ideas.

What does the sponsor get?

All sponsors have the option of placing their logo on the teams' playing strips. They also receive logo and web site link endorsement from the club's own website which receives hundreds of hits each week from players and parents across all age groups but also from local press, and from hundreds of people attending BBFC's annual mini soccer tournament.

Local press regularly place photographs of Brockham Badgers teams in their sports coverage. Sponsors are also promoted at the club's annual dinner and dance.

The club's committee is always considering how sponsors can be more actively involved and promoted as part of the annual mini-soccer tournament, and of ways in which the club's various stakeholders can be exposed more to the sponsors' products and services.

How long does sponsorship last for?

The club would prefer managers ensure their strips last for at least two seasons before being replaced and therefore the most visible branding value lasts for two years. Separate annual payments are therefore encouraged whether new playing strip is required or not - as explained above the sponsorship supports many costs beyond the playing strips.

Can I get any company to sponsor my squad?

Pretty much, but exceptions include manufacturers of alcohol, fast food, and any other ethically unsuitable activities. Sponsorship must be submitted to the Management Committee via the Club Secretary for approval.

Can I have multiple sponsors for my squad?

The club prefers you to secure a single sponsor for your age group squad rather than a different sponsor for each team (where an age group squad has multiple teams). This encourages all the players from all the teams to feel part of one squad and also enables you to move players around without the logistical challenge of shirt swaps.

Is there an official process for managing sponsorship?

YES. Follow this process to ensure you get what you want when you need it, but also to ensure your sponsor gets the coverage they are entitled to and a letter of thanks from the club's Management Committee:

1. Obtain a feel for your sponsor's appetite for sponsorship. Typically this ranges between £500 and £1000 per year.
2. Submit your request to the Management Committee via the Club Secretary. This will not be a lengthy affair and does not need the Management Committee to convene. Any two of The Chairman, the Head of Football, and another Management Committee member is all that is needed.
3. Obtain a quotation for the sponsored strip, other equipment and/or activity in question.
4. Obtain your sponsorship cheque made payable to "Brockham Badgers FC". Should the sponsoring company require an invoice or receipt for the payment, please submit details to the Treasurer who will provide appropriate documentation.
5. Submit an order for your requirements in question through the appropriate channels.
6. Present the invoice(s) to the club for payment.
7. Present payment and a copy invoice to the club's Treasurer.
8. Email the sponsor's details and logo to the club's Web Master, the contact details for whom are distributed to all managers at the beginning of each season and can also be found on the club's official web site at www.brockhambadgersfc.co.uk.

Can a sponsor change the club's colours to accommodate their logo?

NO.

Official Club Strip

The club has a proud tradition and is keen to protect and develop its identity. The club's strip is the most powerful form of identity that helps bond the players of all age groups into a single club community. It is therefore a foundation stone of the club's history and its aspirations, and as such there are strict guidelines concerning kit colours and livery.

What is the club's official basic strip?

Black and white vertical striped shirt, black shorts, black socks.

Is there any flexibility with the official strip?

From 2007/8, NO.

From 2006/7 season there will be no deviation from this strip for new age groups. Discretion on sock colour will be allowed for other age groups for the 2006/7 season only, after which all age groups will adhere strictly to the official club strip completely.

What livery is allowed on shirts?

Numbers (compulsory in some leagues after certain ages), the club badge, and sponsor logo are all optional.

Do these optional livery items need to be placed in a particular position on the shirts?

YES. The sponsor logo must be placed on the centre front of the shirt; club badge on the left breast; number on the back.

Is there an away strip?

NO. If you encounter a strip clash then the home team is encouraged to use bibs.

Your Squad

How many players can I have in an age group?

The club believes it is for the Age Group Manager to determine the right number of players necessary to maintain a successful age group. Clearly if the support of enough Team Managers is available and there are sufficient facilities to support multiple teams then multiple teams can be supported.

In the younger age groups (Under 10 and below) it is worth considering the development of the whole squad with 11-a-side in mind. It is therefore important to think in terms of multiples of approximately 15 (see below). The club has age groups that typically range from 15 to 45 players.

How many players can I have in a single team?

At mini-soccer level the club guideline is between 9 and 11. At 11-a-side its guideline is between 14 and 15. This gives enough coverage for absentees but not so many as to give you substitution dilemmas when fully resourced.

Can I play older players in my age group?

NO. This is absolutely forbidden by the club and by the FA.

Can I play younger players in my age group?

Typically, NO. The club wishes to encourage players to play within their own age group. If, however, there is an exceptional case, then this can be made to the Committee for consideration.

By playing in the correct age group the club hopes to avoid discrimination for players failing to claim a place in their proper age group because they are prevented from doing so by a younger player. It avoids a regular age group player being omitted when a younger player playing above their age is forced back down a year group by FA rules once an age group moves to 11-a-side. It helps encourage the development of same-age players by playing with talented players of their own age.

Can I play mixed girls and boys together?

YES, up to Under 10s. However, if the club has a girls team for the appropriate age group then NO, the club would strongly prefer the players play with the appropriate same sex team.

Should I stream players?

This is at your discretion but the club recommends you do – certainly from Under 10s upwards. It ensures the weaker players get lots of football and ensures the better players improve as quickly as everyone else.

Should I train all the age group together?

This is preferred whenever possible. The club wishes to encourage strong squad and club identities to enable smooth progression of players between teams at the end of each season. Enabling joint training, even on an occasional basis, assists these aims.

What do I call my teams?

A, B, and C if they are streamed. Red, White, and Blue if not.

How do I manage multiple teams?

It is recommended you enrol the assistance of a manager for each team. This person will be recognised by the club as a manager and you should encourage their participation in training also. Their support will prove invaluable to you and the kids. Every manager will require a CRB check.

Membership, Subscriptions, & Registrations

When are club subscriptions/registrations due?

End of June for the following season.

Who collects club subscriptions?

YOU. The club will issue a registration form and scale of subscriptions at the beginning of June to all existing players. They are asked to return their form and subscription directly to their manager.

Is there a separate league registration process?

YES. Each league will have its own registration process. For Under 10s upwards this will include the provision of photo and proof of ID.

Who manages the subscription and registration process?

Club subscriptions and registrations are managed by the Membership Secretary. League registrations are managed by the Club Secretary.

Who is responsible for completing my league registrations?

YOU. The club's Secretary will issue league registration cards and instruction during the early summer. You must ensure all details are completed and all supporting documents are supplied by the parents of all players.

When do league registrations have to be submitted?

This varies with each league, but it is usually co-ordinated as part of the club registration and subscription process.

What happens if I fail to obtain all the necessary subscription and registration details?

The player(s) concerned will not be registered to the club or for the league. They will not be allowed to play in any matches (competitive or friendly) nor participate in training.

THE CLUB MAINTAINS INSURANCE FOR PLAYERS THAT ARE REGISTERED. IF AN ACCIDENT OCCURS INVOLVING A PLAYER WHO IS NOT REGISTERED IN LINE WITH CLUB RULES, THERE IS A POSSIBILITY THAT THE MANAGER MAY BECOME PERSONALLY LIABLE. PLEASE THEREFORE TREAT THIS OF FUNDAMENTAL IMPORTANCE.

What happens if I miss the club's or the league's registration deadlines?

As above.

Is there any flexibility?

NO.

You must never play a child in a league game that is not registered with that league. The club will suffer significant fines from the league, and could be penalised by the FA – undermining everything the club stands for.

You must also never play a player in a friendly or tournament who is not registered with the club, or allow them to regularly train. Not only is the club's reputation challenged, as the child may already be registered with another club, but more importantly the safety of the other children is compromised. The club maintains an insurance policy that protects only those who are paid up members, plus the child in question through possible lack of qualified training could be a liability to others.

Additionally, the club maintains a tight control on costs to ensure subscriptions are kept low whilst its investments are maximised. Allowing un-registered players to play cheapens the value of the registered members' contributions and presents moral challenges that the club does not wish to support.

Are there any useful tips for registering players with leagues?

Most mini-soccer leagues have a rule whereby players can play up divisions but can not be swapped during the season to teams in lower divisions. It is therefore advisable to familiarise yourself with league rules and register the minimum number of players in your 'A' team, and the maximum number of players in the lowest team. This does not generally apply to 11-a-side.

Always refer to the league rules which are provided in a handbook at the start of each season. Consult a manager in an age group above you if you would like to understand the rules in advance of your first league registration.

What does the player's annual club subscription include?

- A full playing strip.
- All training equipment.
- End of season player awards.
- Player insurance.
- Qualified managers/coaches.
- Weekly training or matches.
- Your time.
- Social event cost support.
- Infrastructure development cost support.
- Administrative cost support.

Are there any other costs throughout the season?

Yes – match fees. These vary in cost from age group to age group and are published by the club's Management Committee at the start of each season. They are due from each player for every competitive and possibly each friendly match he/she attends. The fees are used to cover the costs of pitch rental, match officials, and league registrations.

When are match fees due?

They are due to the club at the end of the season. The club leaves it to the manager's discretion as to whether he/she would like to collect these on a weekly basis or in advance. All payments must be passed on to the club Treasurer at your earliest convenience.

How do I bring in a new player to the club?

You should ask them to attend one or two training sessions, assess their ability, determine which team you can accommodate them within, then obtain their contact details. These contact details should be passed immediately to the club's Membership Secretary.

Can they train or play for the club before they are registered?

NO. Only one or two assessment training sessions.

Can they play for another club?

YES, but not one in the same league. The club highly recommends you avoid signing players affiliated to other clubs especially if this means an unaffiliated player (to any club) is refused a place in the squad.

Is there any information about the club I can give a potential new player or parent?

YES. There is lots of information about the club on our official web site

www.brockhambadgersfc.co.uk.

Is there a specific catchment area within which registration is restricted?

One of the club's principal aims is to provide access to football for children in and around the Brockham area – see the manifesto documents for details. Therefore careful consideration should always be given as to whether a more local player is being excluded by introducing a player from outside the club's principal environs.

What should I do if I am approached by a player interested in joining but not in my age group?

Take their details and pass them on to the club's Head of Football who will forward them to the appropriate age group manager.

Training

What date does training start and finish?

Whenever you choose. It is recommended that you start training two weeks before your first league match and finish a couple of weeks after your last. Typically the training season follows that of school terms.

Does training stop for any periods during the season?

This is entirely at your discretion but typically managers follow the dates of school terms, resting during the holiday periods. U7s and U8s managers should note that training requirements outside of school term times (i.e. during holiday periods) need to be organised with the Pitch Secretary as the Brockham School pitches are not booked as standard during school holiday periods.

What days does training take place?

Whenever you choose. Typically all teams train on a Saturday morning when they do not have a match, and many choose a mid-week training session also.

How long are training sessions?

This is at the manager's discretion, but the club advises Under 10s and below to train for no more than 90mins.

What time does training start?

This is at the manager's discretion, but typically the club asks for Saturday training to start between 9am and 10am as it must be concluded by noon.

Where is training held?

This is at the manager's discretion as long as the location is practical and suitable.

The club will endeavour to enable access to training areas and at present arranges training for the Under 7s and Under 8s at Brockham School, Wheelers Lane, Brockham on Saturdays. Under 9s and above train at The Big Field, Kiln Lane, Brockham on Saturdays and during the week (light permitting).

Mid-week training locations vary from age group to age group once light limits the above options. Approval for any additional costs incurred in using other facilities must be approved by the club's committee in advance.

Will I always get a pitch?

YES, on a Saturday. These are pre-booked and each age group gets one pitch.

Is this pitch allocated to me forever?

NO. The pitch is allocated to the age group. Each year each age group moves on to the next allocated pitch.

Is one pitch enough?

For training, one pitch is usually adequate for squads of up to 30.

What if I need another pitch?

If you have further pitch requirements you must organise these through the Pitch Secretary, contact details for whom will be distributed to all managers at the start of the season, or alternatively can be found on the club's official website at www.brockhambadgersfc.co.uk.

Are there floodlit winter training facilities?

The Big Field does have limited winter floodlit facilities. Again, these may be booked via the Pitch Secretary.

Can I train anywhere else in the winter?

YES, but this you will have to organise yourself.

Will the club supplement the cost of alternative winter training facilities?

Possibly. Where existing training facilities cannot be used by managers, the club will consider whether it can fund another facility hire based upon the circumstances and dependent upon cost.

A request must be made to the Treasurer. The Treasurer's contact details will be distributed to all managers at the start of the season, or alternatively can be found on the club's official website at www.brockhambadgersfc.co.uk. Otherwise any extra cost and will have to be funded by a sponsor or parents. Permission must be sought from the Management Committee before canvassing either.

What do I include in training sessions?

This is entirely at the manager's discretion. The club strongly recommends that you prepare your thoughts in advance of training so that you are organised and in control.

Will the club support my personal development as a coach?

YES. The club would like all managers to qualify for their FA Level 1 coaching badge. Training courses are regularly held at FA centres in the Surrey region. A formal request must be raised with the Club Secretary who will provide you with the necessary information. The club will fund this exercise.

Can I enrol professional help with coaching?

YES, but only with the permission of the Committee. The club has approved third-party UEFA coaching affiliates with whom the club may support the cost of enlisting. A request should be made directly to the Head of Football whom will provide you with the necessary information. The Head of Football's contact details are distributed to all managers at the start of the season, or alternatively can be found on the club's official website at www.brockhambadgersfc.co.uk.

Leagues

Who selects the league my team(s) is entered into?

YOU. You must select the league you wish your team(s) to compete in and make your registration via the Club Secretary or, failing that, the club's Head of Football.

Will the Committee under any circumstances override this decision?

Only if availability of pitches becomes unmanageable. The club encourages managers of Under 12 and above to consider placing one team in a Saturday league and one in a Sunday league.

Does the club have preferred leagues for me to enter?

YES. The Tadworth League for Under 7s, 8s, and 9s. Either the Epsom & Ewell League or Horsham & District League for Under 10s and above.

Who decides which division my team(s) competes in?

The league. They make their decision based upon previous season's results and club performance history.

When do I find out which division my team(s) is in?

This varies from league to league but typically between mid-July and mid-August.

Can I swap divisions?

If you feel strongly that your team has been entered into the wrong division then you can make written representation to the league via the Club Secretary.

Where do I find my league match schedule?

This will be issued to the club's league representative shortly before the start of the season. The club's league representative will then forward it to all managers in the appropriate league.

When do I get my league match schedule?

Typically two weeks before the start of the season.

When do the league seasons start?

This varies from league to league, but typically a date around the second weekend of September.

When do the league seasons end?

This varies from league to league, but typically a date around the end of April.

Where can I get a copy of the league rules and constitution?

From the club's league representative or, failing that, from the club's Head of Football. Contact details for both are published and distributed to managers at the start of each season and can also be found at our official web site www.brockhambadgersfc.co.uk.

How many league matches will my team(s) play in?

This varies considerably between leagues. Typically the Tadworth League will consist of six to seven teams per division and therefore ten to twelve matches per team. The Epsom & Ewell and Horsham & District Leagues can range between nine and twelve teams per division and therefore sixteen to twenty two league matches per team.

Are there cup matches as well?

YES, typically. Depending on your success these will add another one to eight matches per team per season.

Tournaments

There are many tournaments hosted by clubs and professional organisations throughout the closed season. They prove a useful way of developing your players' football, of challenging different teams from other areas, and an excellent way of trying out new team formations, new players, and new teams. Here are some guidelines for tournament participation.

Must I enter tournaments?

NO. It is entirely at your discretion. No expectation is set or expected.

Who is responsible for entering my team(s) into tournaments?

YOU.

Where can I find information about tournaments?

There is no official published list. Clubs and organisations hosting tournaments may send an invitation to the Club Secretary or Head of Football, who in turn will forward the details to all managers. Alternatively, managers may seek to find tournaments proactively themselves using, for example, the web.

Who pays for tournament registrations?

This cost is not covered by the club. Tournament fees must be collected from the parents.

How many tournaments should I enter?

This is again at your discretion, but the club would suggest you avoid entering more than four in total. More than this can become too much of a financial inconvenience for parents, plus an over extended football season can also become a logistical inconvenience for many.

Does the club host any tournaments?

YES – two. We have an internal club Friends & Family tournament on the May Bank Holiday Sunday where age groups are mixed and members' friends and family are invited to participate. We then host our own World Cup themed open 6-a-side tournament in mid-June. This is a very popular event with more than 140 teams from Surrey, Sussex, Kent, and Hampshire competing.

How many teams can I enter for the club's own tournaments?

Players enter on the day for the Friends & Family tournament, and therefore numbers are unlimited. The World Cup tournament is limited to two teams per age group unless the age group has been extended by the tournament organising committee.

How many players make up a tournament team?

This varies from tournament to tournament but typically tournaments are 6-a-side events with a limit of eight players to each team.

How do I accommodate all my players in tournaments?

The club recommends that you enter multiple tournaments and ensure all squad players play in at least one tournament event. The club does not endorse omitting any players for all tournaments.

Does the club have a tournament it enters en-mass or as an annual activity?

Not at present. The club for the first time had multiple age groups enter a professionally organised tournament in Hastings at the end of the 2005/6 season. The club is reviewing this and has the desire to regularly organise such an activity.

Friendlies

Who organises friendlies for my team(s)?

YOU.

How far in advance do I need to book friendlies?

You should give yourself at least three or four weeks. This gives you enough chance to find an opposition team in time for them to schedule the match with their players and parents, and of course for you to do the same. Ideally, see if you can book them right at the start of the season and build them into your season's full published schedule.

Who can I play?

Any team in the same age group.

How can I find out who would like to play a friendly?

This you will have to determine yourself. It is likely you will receive a full contact list for all the teams in your league. It is worth considering playing some of those teams outside of your division. Alternatively, the club's Head of Football can provide you with contact details of team managers in your age group from other leagues.

Do I charge match fees for friendlies?

YES. Typically this is to cover the costs of pitch fees or a referee.

How much should I charge?

A match fee scale will be issued to all managers by the Management Committee at the start of each season.

Do friendlies follow the same rules as competitive matches?

YES, typically. However, a conversation in advance with the opposition manager is worthwhile if you would like to try anything that requires some flexibility. Providing both managers are in agreement then this is generally acceptable.

How many friendlies should I play?

This entirely depends upon how many competitive matches you have and how much football you want to play. Typically a team would expect to play anything between three and six friendlies over a season. One or two at the start, one or two during the season, and one or two at the end.

Do I have to play any friendlies?

NO, it is entirely at your discretion.

Do I need to report the results of friendlies?

NO, but it would be nice to have them covered on our web site – www.brockhambadgersfc.co.uk.

Match Day

Who informs parents and players of the season's fixture list?

You. Please make sure you do this well in advance. Whilst football is the most important thing in the world, there are some parents who do not place it at the centre of their lives.

How do my players get to away matches?

Parent power. It is advisable you ensure everyone knows where they are going, but it is not your responsibility to get them there. Obviously it is in your interests to help organise assistance where necessary.

What do I need to take to away matches?

Along with a full strength squad you must take all players' league registration cards (Under 10s and above – these will be checked by the referee at every match), a first aid kit, and bibs. It is advisable to also take balls for warming up. You may also be required to take a "match return sheet" to be signed by both team coaches and including the result. This requirement varies from league to league.

What do I need to provide for home matches?

A full strength squad, their league registration cards (Under 10s and above – these will be checked by the referee at every match), a first aid kit, bibs, two goals, match ball, a spare ball and a referee.

Are there any rules that players must abide by with respect to kit and equipment?

Shin guards must be worn at all times inside players socks. All watches, ear-rings and other dangerous objects must be removed before the start of a game.

Who submits the results to the league?

YOU. Certainly for home matches you will be required to submit results, but it is advisable to submit these for away matches also. Different leagues have different rules with respect to deadlines. These can vary from hours to days. Please refer to the appropriate league's constitution.

Are there match fees?

YES. You must collect match fees from all players for every match. The rate varies for each age group and from year to year, and is published annually by the Management Committee. The match fee prices are distributed to each manager at the start of each season and all collections must be submitted to the club Treasurer at the end of the season.

Can I referee matches?

This is generally acceptable for Under 9s and below and for friendlies, but not typical for Under 10s and above in competition. As such you should always ensure you have a nominated referee volunteer available to you.

How long is each match?

This varies for each league but the following table gives you a good indication.

Age	Max Playing Time Minutes	Min Playing Time
Under 7 to Under 9	40 (2x20)	none
Under 10	50 (2x25)	20 minutes
Under 11 & Under 12	60 (2x30)	25 minutes
Under 13 & Under 14	70 (2x35)	30 Minutes
Under 15 & Under 16	80 (2x40)	35 Minutes

Where do I find directions and details of away grounds?

Usually by contacting the opposition team manager. This is your responsibility but many of the away grounds' details are detailed on our web site at www.brockhambadgersfc.co.uk. The club encourages you to help keep this information comprehensive and up to date.

How strictly are the FA's football rules enforced?

There is some leniency at Under 7s to Under 9s (for example foul throws), but after that they are enforced pretty much to the letter.

Do yellow and red cards apply?

YES, but only at Under 10s and above.

Are there any forms of fines?

YES, but typically only at Under 10s and above. These will vary from league to league but fines can be issued for discipline, games being cancelled, and failure to report results in time. Fines can be financial or points deductions. Financial fines must be paid to the Surrey County FA within 14 days of notification to the Club Secretary. Fines incurred by the players or the spectators must be collected directly from them.

Fines can also be issued by the club, league, or FA for fielding unregistered players. This can apply to all age groups.

Communication

Clear and regular communication is probably one of the most important activities a manager must undertake. Stakeholders in your communication plan include players, parents, opposition managers, and the club's Management Committee.

Who sends out information to parents?

YOU. Most information will be passed to you directly and the club expects all managers to pass appropriate information on to parents and players in a prompt fashion.

What information needs to be distributed?

This varies, but includes details of up and coming fixtures, training, club social events, club announcements, and any other information you feel important for people to receive. If you are able to set out a whole season's schedule in advance (including all match dates, training dates, and other important club dates) then you will save yourself and parents a good deal of time in the long run.

What medium should be used for communications?

All players and parents email addresses and telephone numbers are collected upon registration. Most managers find either means of communication the most suitable. The email addresses and telephone numbers of opposition managers can also be obtained from the club's appropriate league representative.

How often should information be sent out?

This is entirely at the discretion of the manager. The club does however recommend that all players receive a match reminder call a day or so before any fixture, and at least a monthly email is encouraged.

How do I best communicate the success of my squad to the club?

This is best done via the web site. We encourage all managers to submit a match-day report for every match. Many managers appoint a parent to do this on their behalf. You will find this policy a very useful one. At the very least, match results should be submitted.

How do I receive information?

The club will regularly distribute information to all managers by email, including minutes of certain Management Committee meetings. You may also receive email communication directly from your league and directly from other managers and Management Committee members. Also, pay a regular visit to our web site for other important club announcements.

Should I attend Management Committee Meetings?

The Management Committee meets on a monthly basis but only requires managers to attend every other month. The specific dates upon which managers are invited to Management Committee Meetings are distributed directly to you via email as they are set, and are also available from the club's web site.

These meetings enable the Management Committee to consider matters alongside managers and are an important means of communicating decisions and information to managers, thus ensuring consistency.

Is there any other meeting or event I need to attend?

YES:

- Annual Dinner & Dance – March (optional)
- League Awards Ceremony – varies with league (mandatory)

- Annual Awards Ceremony – 1st week of July (mandatory)
- Annual General Meeting – 2nd week of July (optional)

Do I need to do anything for these other meetings?

YES. The club expects all managers to encourage parent participation at the Annual Dinner & Dance, plus all players and parents to attend the Annual Awards Ceremony. You will need to nominate the Players' Player of the season, the Manager's Player of the season, the Golden Boot, and the Most Improved player of the season, for each team in your age group.