

Ecclesfield Spartans



*Guide for managers
and coaches 2024/25*

The purpose of this guide is to provide you, the team manager, with information that you will find helpful to successfully coordinate your team throughout the season.

If you are an Spartans manager then like most, the chances are that you are also a parent; that means your time is precious.

By being organised and working in a methodical way you can ensure that the role is good fun and not too demanding, that you can make a real difference to your team's exploits and, most importantly, enjoy the satisfaction that you have helped make the football happen!

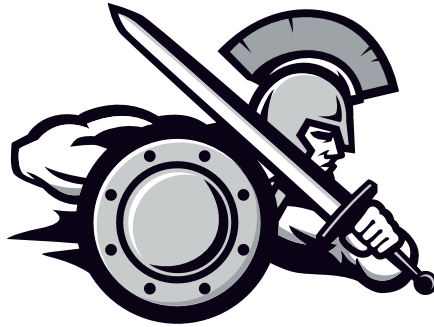
If you are new to team management this guide will help you to prepare for match days and will give advice about the important task of reporting results to SDJSL (Sheffield and District Junior Sunday League).

This guidance is for managers running teams in SDJSL competitions.

The guidance is good for other competitions as well, but the rules and requirements of other competitions may differ a little to SDJSL.

We aim to continually improve this publication. If you can suggest anything that you feel needs including next time that would be great. Club contact details are at the end of this Guide.

If in doubt - ask another manager or a committee member - they are friendly and have come across most things before.



Once a Spartan. Always a Spartan!

This is our Club philosophy and guides what we do as managers and coaches. If a player is deemed good enough to make it through their initial trials and is selected to join a Spartans team, then that place is theirs until they choose not to continue.

Other Clubs may do things differently, and that is their right, but we DO NOT 'release' players at the end of a season because they are not good enough for the team - it is your job as coaches and managers to give them the guidance to improve in training sessions and therefore be good enough in games.

However, there may be occasions where a player, by their behaviour, absenteeism or other factors may not continue in your team. In these cases you will need to speak to the Football Development manager or Club Secretary, and present your reasons for this. It will be expected that you have spoken to the player during the season, and show the reasons (ensure you write down the dates and what you did as evidence).

Never Give Up. Never Surrender!

Issues and Questions

If you have any issues or questions regarding the following:

Club Secretary:

League rules, Club rules, fines or any general questions

Chris Eaton - secretary@spartans.football

Treasurer:

Finances, Team or Club Funds

Sheryl Hawley - treasurer@spartans.football

Club Welfare Officers:

Child Welfare, CRC, Safeguarding, Courses

Chris Eaton or Brad Weheeler - welfare@spartans.football

**Do not contact the league or the County FA directly -
leave that to the committee who will do it on your behalf.**

Club Structure

Executive Committee



Chairman
Nick Prewett



Vice-chairman
Lewis Slater



Secretary
Chris Eaton



Treasurer
Sheryl Hawley



Welfare Officer
Chris Eaton



Assistant-welfare
Officer
Brad Wheeler

Elected members



Nicola Atkinson



Dan Hodgson



Andrew Gardner

What Does A Team Manager Do?

The role of Team Manager in junior football is an important and valuable one. It is equally important and valuable to have other people doing some of the tasks/activities, which makes it more enjoyable and helps everything to happen smoothly.

You are almost certainly the co-ordinator, not the only person doing things! You will be the link person between your team and the opposition, link between parents and what is happening week to week and the link between your players and having them turn up for the match!

It's best to plan, as far ahead as possible. There's a programme of matches for the season, so it's possible to get into a routine that makes things easier each week.

You should:

1. Check pitch allocations at your home ground for all your planned home fixtures
2. Have a fixture list for all your team's fixtures, home and away
2. Have a list of players and their parents/carers with contact numbers and any medical conditions
4. Have some others who will do some of the organising, for example: collecting subs, running the team Spond/ Heja app, running a raffle or other team fundraising, parent liaison (for reporting to the Executive Committee) etc
5. Make sure subs are up-to-date as it is your responsibility

***IMPORTANT: Managers, coaches
or parents CANNOT be part of games
in training - even in goal.***

Managers Responsibilities

(make sure these happen... others can do some of these)

- Lead by example
- Coach the team
- Ensure the safety and well-being of your team
- Making sure subs are up-to-date
- Confirm the dates, times and places of games with the opposition manager(s)
- Tell your players the match details and, where necessary, if they are selected - always contact parents/carers, NEVER players directly
- Report the results to the SDJSL using the FA Full-time system (Online or via the app)
- Be a representative positive of our Club
- Encourage and applaud good play by all players (your own and your opposition)
- It is the managers responsibility to ensure there are no arguments with (or between) officials, parents or players and to ensure that no one other than the players or referee enters the field of play.
- Abide by the Club's code(s) of conduct at all times.

And, above all, you will seek to ensure that your players have fun, along with the opportunity to participate in football in an enjoyable and safe way.

By achieving that, you will find the role of team manager or coach deeply satisfying and rewarding.

Match Days

There's a lot to organise so it's best to have a few people taking care of the different activities. Allow yourself time to arrive early and give yourself time.

- Welcome the opposing team and brief them on changing/toilet/kitchen facilities including any relevant health and safety notices
- Set out respect barrier, coaches technical area, goals, waste bin and corner flags
- Gather together and brief your team (or maybe one of the other coaches will do this)
- Play the match!... then report the result using the FA Full-time system by 5.00pm latest!
- Only 3 people are allowed in technical area and they must be on the league registration card
- Check the referee's card. Referees must hold a current season photo ID card from the league to referee the game

Game day checklist:

Make sure that you have access to all the equipment you may need including:

- Player cards - **no card, no game - no exceptions!**
Check opposition cards carefully before kick-off!
- League handbook (available as a download from junleague.com)
- Match ball (check the right size for the age group) and a spare
- First Aid Kit
- Contact list with player details including any medical conditions
- Mobile phone
- A copy of this handbook (available as a download from ecclesfieldspartans.co.uk/managers)

Preparing for each match

When making arrangements for your team's match it pays to get organised early – whether you are due to play at home or away.

A minimum of 5 days before a home game:

- Check the google spreadsheet for kick-off time (for games at Civil) - <https://bit.ly/3UcCd0R>
- Book a referee - you can advertise for referees on the helpwithit site or contact them directly. Try to book in advance wherever possible.
- Contact the manager of the opposition team and confirm (all manager contact details are available on the league website <https://www.junleague.com>):
Send them a text with Kick-off time, referee, home team colours and address as well as any special instructions (for example no smoking, drinking or dogs etc) - use the sheet provided as well as that has all the information for parents.



What about other people?

Have you asked parents/carers to help? Do ask them – you will be amazed how willing parents are to assist if they are asked early and they know you need some help.

They will feel involved and included, and many will regularly help out if you adopt an 'all hands to the pump' approach - everything from setting up nets and respect barriers to selling raffle tickets.

Remember, parents cannot help out with coaching unless they have a minimum of a CRC check, have completed an FA Safeguarding Children and FA First Aid Course .

After the match:

It's important to:

- Congratulate ALL the players, especially the opposition
- Thank the referee and anyone else who has helped make things work well
- Make sure that your own players are re-united with parents/carers
- Clear up, pick up any litter. Make sure that someone has checked the pitch side/changing rooms for lost property.
- Ensure that all the equipment from the lock-up is put away in a tidy manner.

Reporting results

It's essential for the Home team manager to promptly report the result using the FA Full-time system.

<http://fulltime-league.thefa.com/>

Regular, reliable, result reporting will be welcomed and your good reputation will travel ahead of you!



Results must be input onto the FA system by 5.00pm on a Sunday.

IMPORTANT: If a result is not reported on-time, the home team is liable to a penalty of £5 for every failure to report. If a home match is postponed and that is not reported, the same penalty applies. An incomplete match card by 5.00pm thursday is an additional £10.

Any fines due to late reporting of results or failure to complete the match cards are the responsibility of the team and the team will need to cover the cost of fines.

It is good practice to ensure that all admin is completed immediately after every match; be thorough and leave nothing to chance. After any match, you will already be thinking about the next one, so it is essential to 'put this match to bed' and deal with all the admin now.

Subs

We prefer parents to pay subs directly into the Club bank account using a standing order - but we understand that sometimes cash is the only way. Don't keep hold of it - give it to the treasurer as soon as you can, or pay it into the Club account.

However, making sure all players are up-to-date **is still your responsibility** as Manager of the team. Liaise with the Treasurer regularly so you know what is happening. Each player is required to keep up-to-date with the subs for the season.

The club bank account is:

Bank: Lloyds
Sort code: 77-74-33
Account No: 06120668
Reference: **PlayerName Team Name** (eg John Smith U11 Red)

General financials

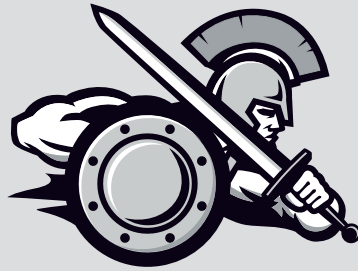
FA regulations state all money that comes into and out of the Club must go through the Club bank account. This includes all money raised on match days, club or team raffles, race nights, fundraising events etc. This money will be allocated to your team - so it's yours to spend.

The following process will ensure a smooth running.

1. Pay any money raised into the club bank account.
2. Inform the club Treasurer ASAP what you have paid in - this will be allocated to your team.
3. When you need to spend anything, inform the Treasurer and they will either pay the money by bank transfer or issue a cheque.

You are allowed to keep a small float (probably no more than £50) for change for touchline raffles etc.

ALL money raised by individual teams MUST be paid into the Club bank account and under FA rules is the property of Ecclesfield Spartans.



Manager/Coach Details and Agreements 2024/25

People move house, get new phones and forget things...

So, here's a chance to keep things up to date and make sure you have read and understood some of your roles and responsibilities...

First off:

Contact details

Name

Team

Address

FA FAN no

Tel

Email

Financial roles and responsibilities agreement

This next bit seems onerous, but it is really so you confirm that you understand what your role is regarding subs and other financial matters.

- I understand that it is within my role as a manager or coach to help keep the subs of my team up to date.
- I understand and agree that if I am instructed by the Committee (or a representative) to suspend a player for non-payment of subs I will do so.
- I agree to pass on information to parents/players and chase up payment for any cards issued during a game and/or misconducts arising during the season.

Signed

Name

Code of conduct agreement

- I have read and agree to abide by the FA and Spartans Codes of Conduct
- I have read understand that any Yellow/Red cards/misconducts are to be paid by the Player, Parent/Guardian or Coach involved

Name

Age group

Signed (player/coach)

Signed (parent/guardian)

Spartans Code of Conduct for Players, Parents/Guardians and Coaches

When training, playing or supporting football, I will:

- 1 Play my part in the team, try hard and never give up - even if we are losing or the other team is stronger - I won't cheat, swear, complain or waste time
- 2 Encourage and support my team-mates at all times and especially if they make mistakes
- 3 Listen to the referee and accept decisions made
- 4 Shake hands with the other team at the end of a game
- 5 Listen to my coach/team manager and respect what they say
- 6 Talk to someone I trust (for example my parents, coach/manager or the Club Welfare Officer) if I am unhappy about anything at the Club
- 7 Remain positive and not react aggressively or negatively to a decision or state of affairs
- 8 Arrive at training/games on time and let my coach/manager know beforehand if I can't attend
- 9 Not use discriminatory language or behaviour of any sort whilst taking part in Club activities (or elsewhere, for example social media) and that doing so could result in immediate expulsion from the Club - following a hearing).

I understand that if I break the Club Code of Conduct, I could be subject to sanctions that could include.

Club Yellow Card - Verbal warning given by my manager, assistant manager or Club Official.
2 Yellow Cards over the course of the season will result in a Red Card

Club Red Card - Written warning given by my manager, assistant manager or Club Official.
2 Red Cards over the course of the season will result in a fixed term suspension.

Fixed term suspension - Written suspension issued by the Club which may be proceeded by a misconduct hearing.

Expulsion - Written expulsion issued by the Club which will either be proceeded by a misconduct hearing or decided by the committee.

If Code of Conduct breach is serious, I understand I could move straight to suspension or expulsion.

Referees!

Each team is responsible for booking a referee for home games - ***this can be the most frustrating piece of the job!***

The first port of call would be our managers whatsapp group - the other managers tend to have contacts. If you're really struggling - as the Club Secretary to put an advert on the league administration system and this will send a message each day to all referees - if they are available they will make contact.

If you book a referee for a particular game, ask them to look at our pitch allocations spreadsheet and see if they could cover more of our games on that day and help out other squads.

Paying referees:

Referees 'expenses' need to be paid by the home team. The best way to cover these is by a raffle/spot the ball.

Playing time and 'starters'

Managers/coaches should ensure that playing time in games is allocated on a fair basis, and that all players should average at least 1/3 of the game each week.

For ease of reference:

30 min game = 10 mins minimum

60 min game = 20 mins minimum

90 min game = 30 mins minimum

Starters should be rotated each week to ensure that the same players are not substitutes every game and you should make a note of the starters, substitutes and game time in case a parent or Committee member asks to see it.

If you have a reason for a certain player either regularly getting less than the minimum or starting 'on the bench' each week, write that down in case you are asked about it.

Yellow or Red Cards



Hopefully none of your players will receive a yellow or red card during the game.

However, these do happen from time to time. If such an event occurs, you must inform the Club Secretary by **email secretary@ecclesfieldspartans.co.uk by 5.00pm on the day of the game** - stating the players full name and address. This is so he can complete the FA discipline forms that we will be sent.

Important: Players (or their parents/carers) are responsible for paying the fines for Yellow and Red Cards (which are issued by the County FA and not the Club) and these currently stand at:

Yellow Card - £15 plus a £10 administration fee

Red Card - At least £35 plus a £10 administration fee - plus at least 2 games suspension (not including friendlies).

If you wish to contest a red card (you can't contest a yellow), there are fees to pay which will be notified at the time and are to be covered by the player/parent/carer concerned. This has to be done by the Tuesday following a game - the Card may not have been put in by the referee by then either so contesting it might highlight it to the FA!

Failure to supply the Club secretary with the correct information within 14 days could cause the team in question to be suspended from footballing activity until the case is resolved!

Meetings

We have a whatsApp group to help each other with day-to-day questions and information.

But, to make sure we're all up to speed we try to have regular managers' meetings, the tentative dates for 2024/25 are as follows.

Only one of your management/coaching team needs attend - if none of you can attend a particular meeting, then please let someone know and anything that needs passing on can be done.

You can also pass subs/team funds/fine payments to the treasurer at these meetings and let them know who has paid what etc.

2024

Monday 3rd June (*registration briefing and form hand out*)

Monday 3rd June (*Club AGM*)

Monday 12th August
(*pre-season info day*)

Monday 2nd September

Monday 7th October

Monday 4th November

Monday 2nd December

2025

Monday 6th January

Monday 3rd February

Monday 3rd March

Monday 7th April

Player Signing Evenings

Thursday 13th June

Wednesday 10th July

Tuesday 6th Aug

A New Season

Remember ALL PLAYERS are registered with their respective clubs until the 31st May.

Only after that can they start to trial/play with any other team.

At the beginning of each season, each team will be issued with:

- **Training balls and match balls for teams changing ball sizes**
- **First aid kit for new teams**
- **A league handbook or details of where to obtain it**

Coaches Qualifications/ requirements

A team manager is required to have a minimum of *FA Introduction to Coaching Football* within the first season.

ANYONE who is coaching players is required to have a minimum of:

- An up-to-date Enhanced DBS Check (valid for three years)
- FA First Aid (valid for three years)
- FA Safeguarding Children certificate (valid for three years)

Coach Learning

Managers are required to have *FA Introduction to Coaching Football* (this replaced the old Level 1 course), either when they start their time with us or are required to book on a course within a month or so. This costs £100 and is delivered online.

The Club will reimburse the coaches over a three season period while ever they are still with the club.

The repayment is as follows:

34% at the end of season 1

33% at the end of season 2

33% at the end of season 3.

Managers or coaches who wish to do the *UEFA C Licence* (which replaced Level 2) and have been with the Club for 2 or more seasons the repayment is as follows: 34% immediately, 33% on completion of their course, 33% at the end of the season following completion.

DBS, Safeguarding and FA First aid will be repaid on completion of the course.



Managers and Coaches need to book and pay their own course (<https://learn.englandfootball.com/courses>) as the FA no longer allow the Club to book courses!

At the end of a long season...

At the end of the season comes the presentation season.

The Club presentations are generally held in May and the venue will be up to you as a team - although hopefully we will have a Club event to celebrate the whole season next year...

Each player is presented with an End of Season award and then there are four 'special' awards to be voted upon by the players, parents and coaches:

- ***Players Player of the Season***
- ***Parents Player of the Season***
- ***Most Improved***
- ***Coaches/Managers Player of the Season***

There are two more awards that the club likes to hand out

Long Service - for any player who plays for 5 consecutive seasons

Clubman - nominated by managers/coaches for players who go above and beyond. The final decision is by the Committee and may or may not be awarded.

We encourage the younger age-groups to share the four trophies amongst a number of players - rather than one player winning all four. Remember this is about player development - so try not to be pressured by parents.

Some younger teams may also wish to award additional trophies to ensure all players go home with two trophies. These are to be covered out of individual team fundraising.

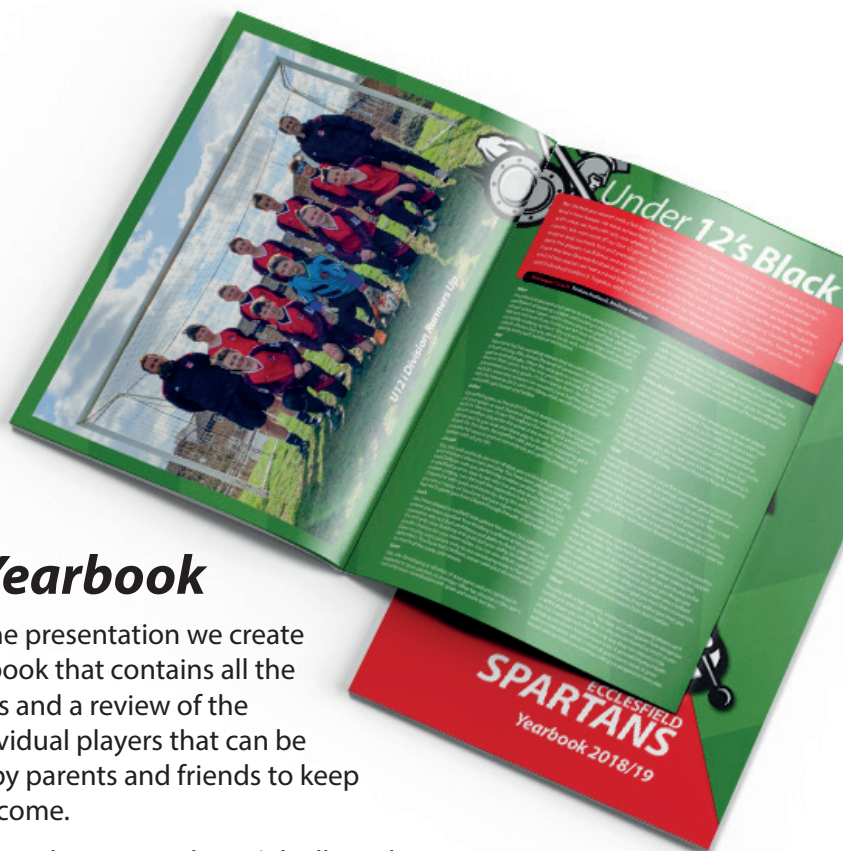
***IMPORTANT:
Ecclesfield Spartans do not present Top Scorer
awards - no matter what you try to call it!***

League presentation nights

If you are successful enough to finish either as Division Champions or Runner-up, or League Fair Play winners, you will be invited to the League presentation night which is usually held in May at the Barnsley Metrodome.

It's a great night out and one that the players and parents won't forget - a number of our teams have been fortunate to attend since 2011.

They charge for tickets for parents and friends, offer team photos, bar and food etc. Many teams wear their team shirts or special shirts for the evening.



Club Yearbook

As part of the presentation we create a club yearbook that contains all the team photos and a review of the season/individual players that can be purchased by parents and friends to keep for years to come.

You'll need to take a team photo (ideally in the home kit) and write the season and individual reviews - ask for examples if you're not sure.

Team Notifications and Messaging

Football families lead busy lives – that includes at weekends. Do them and yourself a favour by giving them as much notice as you can of the upcoming games or training sessions. Contact must always only be with the parent/carer as they are responsible for their son/daughter. This is a safeguarding matter as well as making sure the parent/carer accepts responsibility for getting their daughter/son to the right place on time.



All Spartans teams are required to *only* use the Heja or Spond apps for notifying their teams of schedules and also for general team notices.

For safeguarding purposes, each teams' group must include one of the Club Committee members - this covers you as a manager in case of disputes/incidents that may happen. **DO NOT** use any other method of contacting parents/carers as this is against club policy.



What about WhatsApp?

Parents may also use whatApp for discussions between themselves, but again, a Committee member must be a member of the group - ***no children should be included in the group.***

Key Dates

Beginning of new financial year	1st June
Seeding - no games (month)	May-June
New balls for new teams and teams changing size	June
Replacement of first aid kits/new ones	June
Trials	1st June onwards
Registration of players for new season	June-Aug
Tournament	13th/14th July
Home friendly games (no more than 1 per team)	From mid July (tbc)
Winter training starts	
Bonfire event	3rd Nov
Winter Raffle (for individual team funds)	17th Dec
Deadline for yearbook information	21st April
End of year trophy presentations	From late May
End of financial year	31st May

A Brief History

Ecclesfield Spartans was started by a group of parents in August 2011. Previously the first Spartans team had played a season as Sheffield United Junior Blades U7 - but a group of parents felt that there were things that they could do better...

They located a playing venue (Carribbean Club), appointed a Chairman, Secretary, Treasurer and Welfare Officer and registered with the League.

They designed the Club logo and picked a kit colour (the first manager was a Sheffield United fan so they had to have red, but lots of the parents were Sheffield Wednesday fans so away kits were blue) and started with 14 players three weeks later.

Since then the Club has grown from those 14 players playing as one team to today where the Club registers over roughly 240 players across all teams each season.

Spartans took control of the Civil Service ground in September 2022 after being nomadic for a few seasons - giving the Club a base for at least 25 years.

They next steps in our development... widen the Club base to include girls football and eventually disability football.

As a Club we encourage all ability players to come and join. If a child comes to enjoy, play fair and commit 100% effort to the team, then they will always be a Spartan, and as a manager/coach you will encourage and support each player's development throughout their time with our Club.

Safeguarding children is everyone's responsibility.

If you are worried about a child it is important that you report your concerns - no action is not an option.

1. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
2. If the issue is one of poor practice they will either:
Deal with the matter themselves or seek advice from the County FA Welfare Officer
4. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken
5. If at any time you are not able to contact your Club Welfare Officer or the matter is serious then you can either:
 - Contact your County FA Welfare Officer directly;
 - Call The FA/NSPCC 24 hour Helpline for advice on 0808 800 5000
 - Contact the Police or Children's Services

Spartans Club Welfare Officers

Chris Eaton: 07711 500133

Brad Wheeler: 07900 677557

Social Media

You need to be aware of the pitfalls of using social media (Facebook, Twitter, Whatsapp etc). Ensure you read through The FA's Best practice guidelines to ensure your club members are safeguarded and The FA Rules and Regulations are not broken. Individuals and grassroots clubs were charged last season for bringing the game into disrepute when offensive comments were posted on Twitter and/or their own websites.

The views and opinions you express online represent you AND the Club - be careful what you write.

Unless a child/young person is a direct relation; coaches, managers, referees and Club officials **SHOULD NOT:**

- accept as a friend, players or referees under 18 years old on social networking sites, or share their own personal social networking sites with children or young people involved in youth football
- make contact with children or young people known through football outside of the football context on social networking sites
- use internet or web based communications to send personal messages of a non-football nature to a child or young person
- engage in any personal communications, 'banter' or comments.

IMPORTANT: Managers, coaches or parents CANNOT be part of games in training - even in goal.



ACCREDITED
PART OF ENGLAND FOOTBALL

