

Newsletters

As the team coach you are responsible for ensuring that a newsletter is produced at least once every 4 weeks, you may be able to enlist a volunteer to do this. You are responsible for ensuring that parents have clear instructions for the time and venue of away games. Please try to use maps and instructions rather than relying on car convoys.

Coaching Equipment

You should have access to the following equipment:

2 sets of coloured bibs (min 5)	First Aid Kit	Set of training markers
Set of training cones	Hand pump	Whistle
Stop watch for timing games	1 football (min) per player size 3 U7, U8 size 4 U9, U10	Clipboard
Holdall	Goalie Gloves	Spare shinpads
Man of the Match Award		

Please contact the Chairman, Vice-Chairman, Secretary or Treasurer if you are missing any items.

First Aid

Check the contents of your First Aid kit on a monthly basis and replenish as necessary.

Petty cash

Please keep records of subscriptions and fees and submit your float to the Chairman or Treasurer by the 1st of each month. A recommended layout for your petty cash records is available on the website.

Incidents/Accidents

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. Alert the first-aider who should take appropriate action for minor injuries.
4. In the event of an injury requiring specialist treatment, call the emergency services.
5. Deal with the rest of the group and ensure they are supervised.
6. Do not move someone with major injuries, wait for the emergency services.
7. Contact the injured person's parent/guardian
8. Complete an accident report form and submit to the club secretary (form available on St Andrews website)

6 Monthly Review

In December and May, please ask parents to complete a review form (available from the website) and pass the completed forms to the club Secretary.

FA Soccer Star

The FA maintain a website www.fa-soccerstar.com which contains loads of resources for planning and running a structured set of skills assessments. Please consider arranging a Soccer Stars assessment for your squad, maybe straight after the season close.

Report Cards

Please consider completing a report card for each member of your squad, if you've carried out the Soccer Stars awards then you can give constructive feedback based on the test results. Ensure that your feedback includes praising the child for something they've done well and one or two development areas. Example report cards and blank templates are on the website. Note: completion of report cards is currently optional.

Monthly Checklist

So on a monthly basis:

- ✓ Submit "Minutes Played" records to the Secretary
- ✓ Check your First Aid Kit
- ✓ Submit your float and petty cash records to the Chairman or Treasurer
- ✓ Check you've issued a newsletter in the last 4 weeks.



Coach Handbook

Coach Handbook

Our Mission

Please remember the club's mission:

- our football will be inclusive and fun
- to develop children's social skills, confidence and self-esteem as well as technical footballing ability
- to promote fair play
- to provide quality equipment and coaching
- put children's safety and well-being above all else

Code of Conduct for Coaches

Being a coach represents quite a time-commitment and the St Andrews committee thank you for your support. You are in a highly visible role for players, parents, other clubs, etc. and as such you have to adhere to the club's ethos by following this code of conduct.

- Coaches will place the well-being and safety of each player above all other considerations, including the development of performance.
- Coaches will ensure that activities they advocate are appropriate for the age, experience and ability of players.
- Coaches will consistently display high standards of behaviour and appearance.
- Coaches will not tolerate or use inappropriate language.
- Coaches will never criticise a player - all feedback will be positive.
- Coaches will be punctual.
- League coaches will ensure every player in the squad is rotated.
- League coaches will ensure each player's development is placed ahead of the team's results and to assist this coaches may only register 10 players for the 7v7 League (coaches must have the permission of all parents and the St Andrews Committee to go beyond 10).
- Coaches will send regular newsletters to parents.

Health & Safety

Ensure children do not assist with carrying, assembling or dismantle goal posts. No children are allowed in the container and children should not store drinks in or on the lip of the container. Ensure all players wear shinpads in matches **and** training.

Membership records

Maintain records for each player according to the proforma register on the coach's resource centre on the St Andrews FC website: www.sajfc.co.uk

New players must complete an application form, again this is available on the website.

Maintain a waiting list for children who have expressed an interest – formally record the waiting list on your squad register.

Training Sessions

Coaches should start sessions promptly:

- Arrive at least 10 minutes before the session is due to start.
- Delegate collecting subs and taking the register to a volunteer parent.
- Start the session on time – avoid chatting with parents and other coaches. Ask parents to wait until the end to discuss things which can wait.
- Do not wait for everyone to turn up – get players used to turning up on time.

Sessions should be no longer than 75 minutes with children having no more than 60 minutes exercise.

A recommended plan would be

3 mins	Warm-up	Use dynamic warm-ups & stretching rather than static stretches.
5 mins	Warm-up race	Eg, Quick running slalom through cones
10 mins	Warm-up game	Such as: Throw, Head, Catch; Traffic Lights; Moves in twos; Duos; or Colours
2 mins Drink break		
10 mins	Training Activity 1	Select an appropriate activity from the FA guide or your own resources. Remember to build in progressions.
10 mins	Training Activity 2	As above.
2 mins Drink break		
15 mins	Small sided game	Play a 4v4, 5v5, or 6v6 game.
3 mins	Warm-down	Gentle exercises to warm-down. Please remember to do these.

Please plan your sessions and know at what time you intend to start activities. Remember the end of the session is after the warm-downs so remember to finish the game in time.

Keep the training going at a fast tempo and avoid spending long periods talking tactics to players.

Records for League Games

Records must be kept for each individual player as to which games were played and how many minutes were played in each game then submitted monthly to the Club Secretary. There is a proforma record sheet on the coach's resource centre on the St Andrews FC website: www.sajfc.co.uk

This is an FA requirement and we may be requested to produce these documents at any time by the League Secretary or the local FA representatives.

Have a team plan before each game and show the players on a picture where you expect them to play. You are expected to give everyone an equal chance to participate, please ensure you use a rotation system for substitutes.

Coaching During Games

The parent's code of conduct requires them to leave the coaching strategy to you – but remember children will not respond to complicated instructions during a game. Keep instructions short and clear.

Encourage and support the team and avoid negative terms such as: "Don't keep giving the ball away", "Don't just stand there".

Use positive reinforcement with children – always avoid starting any sentence with "Don't.....". You should always tell children what you want them to do.....not what you don't want them to do. Eg, to a defender, stop saying things like "Don't lose number 4" and change it around to "Stay with number 4". This is a really important part of child psychology – you may find it hard to do at first but you must strive to get rid of "Don't" from your vocabulary completely.

Man Of The Match / Team Player Awards

Coaches may give out awards following training sessions, friendly matches, league matches, etc.

Please use the following principles when deciding who to award.

- The awards should not solely be given out on the basis of skill or goal-scoring.
- Give awards for effort, teamwork, workrate, trying.
- By the end of the season each player should have received the award at least once.

You must keep a record of when and who has received the award.

Children who are less skilled than other players will become disheartened if they try their best yet never receive an award – as a St Andrews coach you are responsible for ensuring that each child has received the award at least once.