

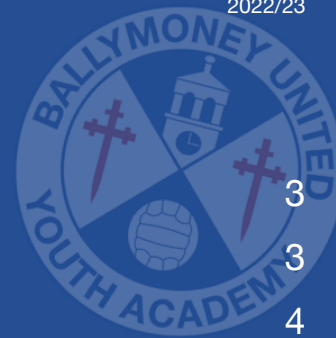


BALLYMONEY UNITED YOUTH ACADEMY

COACHES HANDBOOK

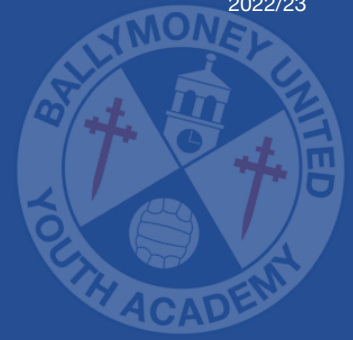
2022/23





Tables of Contents

Aims and Objectives	3
Management Committee	3
Recruitment of Coaches/ Volunteers	4
Safeguarding Requirement	4
Pricing Strategy	5
Registration	6
Collection of Fees	6
Booking Facilities & Transport	7
Social Media	7
First Aid	8
Guidance	8
Club Shop	9
Training	10
Sponsorship	10
Playing Kit	10
Fund raising	11
Expectation of Coaches	12
Coaching Ratios	13
Sources of Information	14
Child Protection	15
Player Disciplinary Measures and Sanctions	16
Key Numbers	17

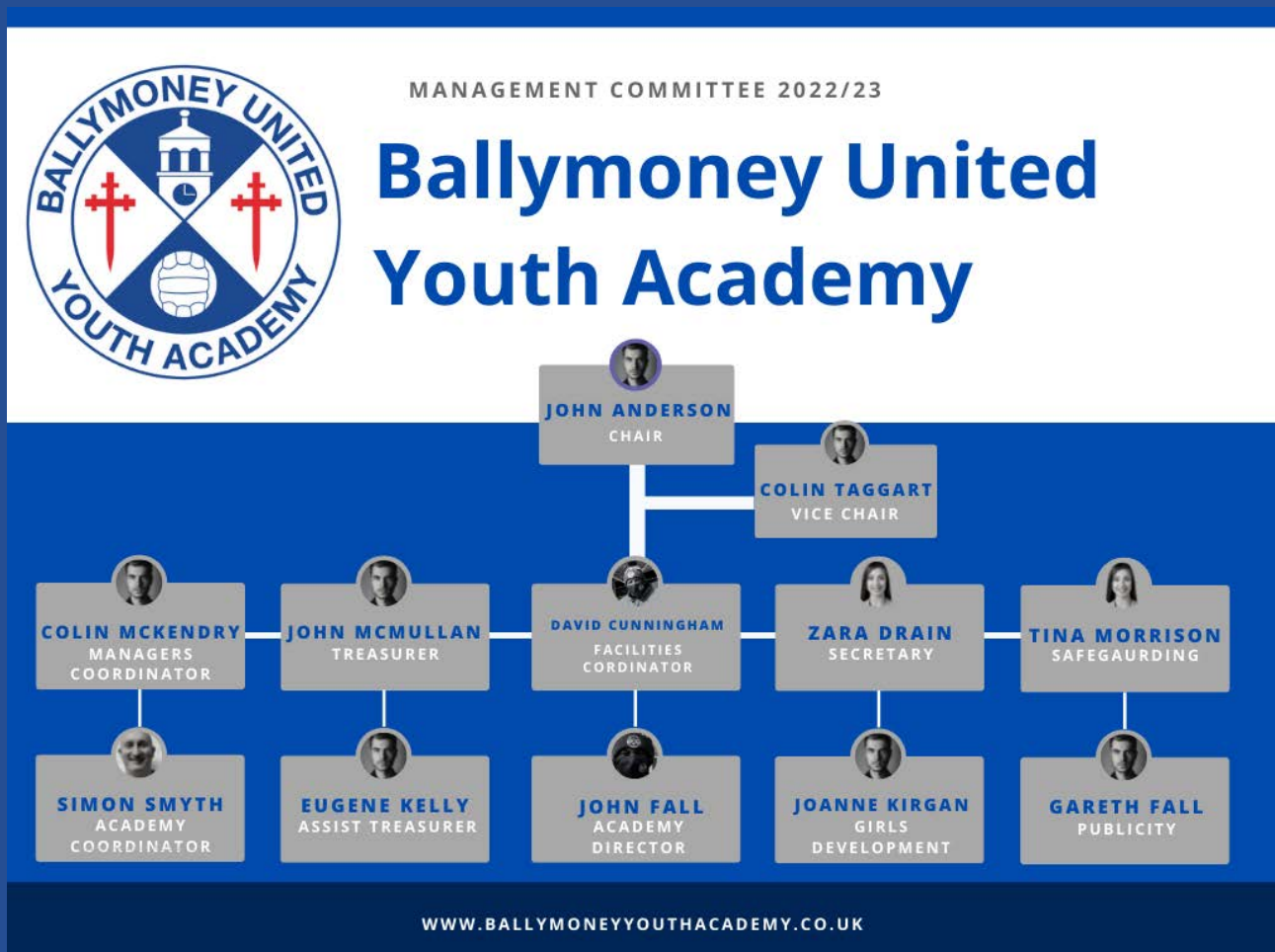


Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in football
- To promote the club within the local community and football
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

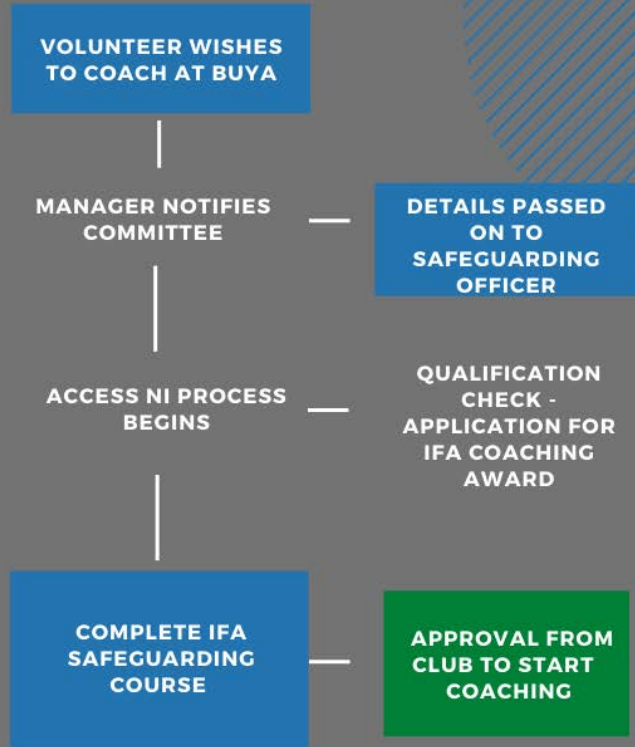
Management Committee



Recruitment of Coaches/ Volunteers

RECRUITMENT OF COACHES/ VOLUNTEERS

BALLYMONEY UNITED YOUTH ACADEMY



VOLUNTEERS MUST NOT TAKE ANY SESSIONS ALONE UNTIL APPROVAL IS GIVEN BY COMMITTEE

Safeguarding Requirement

It is compulsory that all coaches complete the Access NI check prior to working with children. The management team of each squad take responsibility in ensuring all coaches have completed both the Safeguarding Training and the Access NI check and they should do this in consultation with the clubs Safeguarding Officer.

Key messages regarding Safeguarding are passed on through monthly managers meetings. It is important that a member of each team is present at meetings to pass on vital information.

Pricing Strategy

All prices are set at AGM; these prices reflect the cost of running each team. Registration fees cover the purchase of new equipment, league entry, insurance, transport, referees and facility hire. This income is supplemented by the many fundraisers that the club commit to on an annual basis.

The club also spends money annually on coach education, we fund the grassroots award and pay 50% towards the costs of the Irish FA National Coaching Certificate.

We appreciate that many of our teams like to organise trips to overseas tournaments, again this needs to be passed at a committee meeting. The team are also entitled to organise one fundraiser but again the details of this need to be presented to committee for approval.

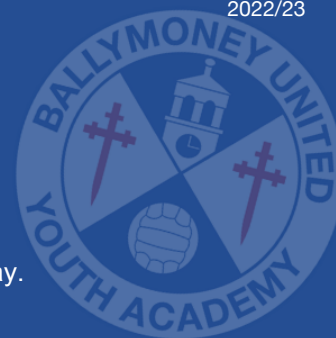
Team administrators should always use the monthly expenditure sheet and record all income and expenditure. This form along with all monies should be handed in at managers meeting on a monthly basis. Forms are available at managers' meetings as well as on the club website.

Pricing Policy

	Full (U13 to U18)	SSG (U6 to U12)	Development Centre
Registration Fee <i>(Collected Via TeamFeePay)</i>	£51.50 Includes Free home kit	£46.50 Includes Free home kit	£41.50 Includes Free home kit
Training Fee <i>(Collected Via TeamFeePay)</i>	£2 per hour	£2 per hour	£2 per hour

Match Fees

Team	Home Game	Away Game (no bus)	Away Game (Bus)
SBYL	N/a	£3 per player	£10 per player
NIBFA	£3 per player	£3 per player	£10 per player
NIBFA (U18s)	£6 per player	£3 per player	£10 per player
HGFYL	£3 per player	£3 per player	£10 per player
HGFYL SSG	N/a	£2 per player	N/a



Registration

Ensure all players have completed club player registration form on TeamFeePay.

Order kit online at:

<http://www.ballymoneyyouthacademy.co.uk/>

<https://www.clubsportni.com/product-category/clubs/ballymoney-youth-fc/>

All players need to be registered on appropriate platform to be eligible to play competitive fixtures (i.e. Comet or Klubfunder) It is the responsibility of each manager to ensure that they have a squad list and ID cards if needed.

Provide copies of birth certificate and passport photographs (requested by league)

Ensure all fees are paid

Collection of Fees

The Club use TeamFeePay to collect Registration and monthly membership fees. This covers administration fees and training costs. All players must be registration on the system and have a valid card to make the payments. A link is sent out at start of season to ensure that all players are linked to the correct squad and payment plan.

Once registration you account can be access by signing in at:

https://teamfeepay.com/action_login

The image shows a login interface for TeamFeePay. At the top, it says 'Sign in to TeamFeePay'. Below this are two input fields: 'Email' and 'Password'. The 'Email' field is a simple white box with a blue border. The 'Password' field is a white box with a blue border and contains several dots. Below the password field is a blue 'Log in' button. Underneath the button is a black button with white text that says 'Continue with Facebook'. At the bottom, there are two links: 'Forgotten your password?' and 'Didn't receive confirmation instructions?'.

Booking Facilities & Transport

All pitches for either training or matches must be booked through David Cunningham, adequate notice is required and there is no guarantee that you will get the time/ venue requested.

All transport must be booked through David Cunningham. We use Old Market Vans and fuel is from Milltown Spar. It is responsibility of driver to return bus in same condition as they pick it up. Please report any issues.

All cancellations must be notified to David Cunningham as soon as possible.

Notify David Cunningham and Colin McKendry if training has been cancelled (Add to your group text if possible)

Social Media

We use a number of different forms of PR such as Website, Facebook and Twitter. These platforms are only as good as the information that is provided to us by each of the teams.

Website: <http://www.ballymoneyyouthacademy.co.uk>

Twitter: ballymoneyutdya

Facebook: ballymoneyyuya

Email: info@ballymoneyyouthacademy.co.uk

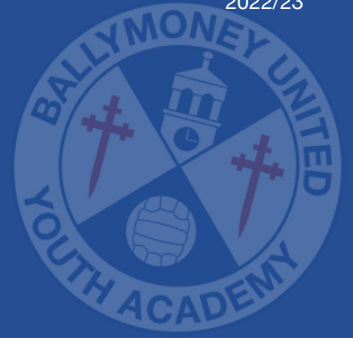
All coaches/ teams are asked to provide photographs and information that can be uploaded to each of the mediums. This ensures that all teams are represented, and we have a number of pictures for marketing purposes and for use at annual presentation. Information and pictures should be emailed through to the address above.

In line with NIBFA regulations, the club supports the policy of not publishing results for those teams playing small sided games. This rule also applies to teams playing in the U12 NIBFA National League. Please remember this if you are writing reports for Facebook.

A Manager's page has also been set up on WhatsApp.



Admin on the page are Colin McKendry/ Tina Morrison and John Fall.



First Aid

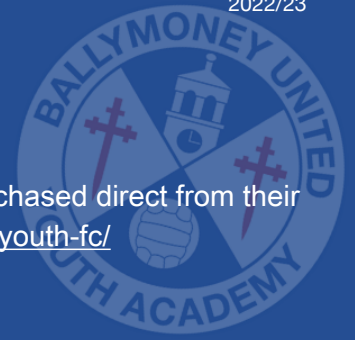
- Follow the First Aid Policy (available on club website)
- It is responsibility of coach to ensure they have a valid first aid certificate.
- It is the responsibility of the management team to ensure that the first aid kit is available in both training and matches
- Managers should replace any items used/ out of date and include expenditure on monthly expenditure form
- Carry details of all players with medical conditions (speak to parents to get care plan if child has one)
- Notify committee of any accidents/ completed accident report form.









Guidance

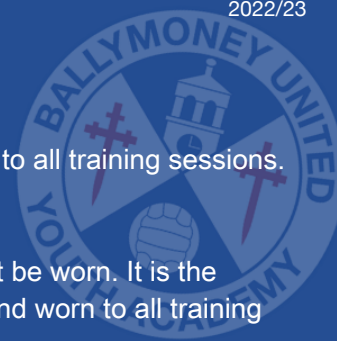
- Notify the Vice Chair, Academy Director and Secretary on discipline issues (in line with current policy)
- Ensure parents follow code of conduct
- Management staff must take full responsibility of all playing kit (counted weekly)
- Maintain all equipment and report any faults.
- No matches/ training to be held on key fund-raising dates.
- Be aware of club policy on playing time. (Recommended 50% of game at SSG)

Club Shop

Club Sport NI stock all items of our team wear and additional kit can be purchased direct from their website at <https://www.clubsportni.com/product-category/clubs/ballymoney-youth-fc/>



 <p>Clubs Ballymoney Youth Fc Academy Pro Full Zip £ 31.00 – £ 37.00 Select options</p>	 <p>Clubs Ballymoney Youth Fc Academy Pro Pant £ 30.00 – £ 32.00 Select options</p>	 <p>Clubs Ballymoney Youth Fc Academy Pro Tee £ 17.00 – £ 21.00 Select options</p>	 <p>Ballymoney Youth FC Ballymoney first layer £ 10.00 – £ 14.00 Select options</p>
 <p>Ballymoney Youth FC Ballymoney Youth FC Hardcase Duffel Bag £ 35.00 Select options</p>	 <p>Ballymoney Youth FC Ballymoney Youth FC Park Rain Jacket £ 21.00 – £ 27.00 Select options</p>	 <p>Ballymoney Youth FC Ballymoney youth fc park shorts (navy) £ 8.00 – £ 10.00 Select options</p>	 <p>Ballymoney Youth FC Ballymoney youth fc socks £ 5.00 Select options</p>



Training

Players are expected to wear Ballymoney United Youth Academy training gear to all training sessions. Items can be purchased online through our Club shop at Club Sport NI.

Due to the safety of our players shin pads are also a compulsory item that must be worn. It is the responsibility of the players and parents to ensure that shin pads are brought and worn to all training sessions.

Sponsorship

The committee ask that if you approach local businesses for sponsorship that you make them aware. This can be done through the monthly managers meeting. It is important that the committee are aware of who sponsors each team so that the business can be contacted to attend suitable events and we also don't approach them again during the year to financially support some of our club events.

It was also agreed that any sportswear that is purchased is the brand Nike and that all teams should stick to club colours. Club Sport NI are the recommended supplier.

Playing Kit

All players are expected to bring their full kit to games, the playing kit needed for each game will be communicated to the players prior to the match. It is recommended that players arrive at all games dressed in Ballymoney United Youth Academy clothing.



Home kit

(supplied by club as part of registration 2022/23)



Away Kit

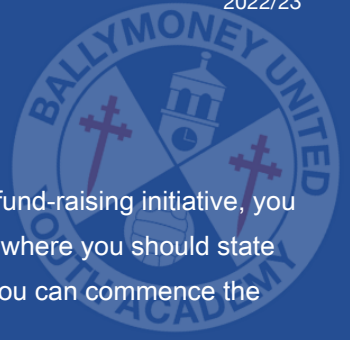
(supplied by club as part of registration 2021/22)



Alternative kit

Fund raising

Each squad are entitled to run one fund raising event per year. Prior to starting the fund-raising initiative, you must seek approval for the event. This can be done through the managers meeting where you should state the event and the purpose for the initiative. (i.e. trip or training wear). On approval you can commence the fundraising initiative.



Expectation of Coaches

We have high expectations of all our coaches and volunteers and support them as much as possible. We expect all coaches to act professionally and take a proactive role in minimising problems. There are many preventative measures that coaches can take to minimise risk and ensure that all children are supported. Any concerns should be raised at monthly managers meeting or if an issue is more urgent by contacting one of the coordinators or a member of management committee.

Good practice would be that each coaching team carries details of all players and a register is kept both at training and on match day.

All coaches/ volunteers involved with team must complete coach registration form (completed prior to start of season)

All coaches need to follow the code of conduct set out by club.

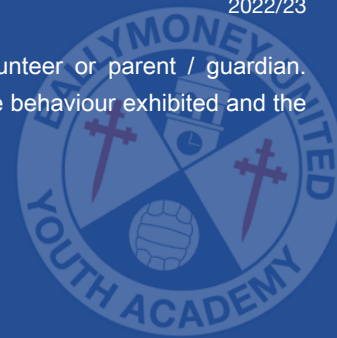
Coaches also need to ensure they register with the club at:

<https://forms.gle/9s1xQQEJuhdArqTY6>

Codes of Conduct for Coaches/Volunteers

- I will respect the rights, dignity and worth of every person within the club and treat them equally.
- I will develop an appropriate working relationship with children based on mutual trust and respect. I will not exert undue influence to obtain personal benefit or reward.
- As a coach, I will hold or be working towards an up-to-date and nationally recognised coaching qualification as set out in the criteria.
- I will always promote the positive aspects of football (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- I will be an excellent role model. This includes not smoking, drinking alcohol, using foul/racial/sectarian language in the company of young players.
- I will always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment, e.g. no secrets)
- I will always put the welfare of each child before winning.
- I will maintain a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a child).
- I will make football enjoyable and promote fair play.
- I will ensure that the activities that I direct, or advocate are appropriate for the age, maturity, experience and ability of the players.
- I will give enthusiastic and constructive feedback, encouraging achievements rather than negative criticism.
- I will recognise the developmental needs and capacity of children/young players, including those with a disability, avoiding excessive training or competition and not pushing them against their will.
- I will keep a written record and inform the coordinator of any injury that occurs, along with the details of any treatment given.

- Bullying is not acceptable behaviour towards anyone, whether child, coach, volunteer or parent / guardian. Anyone found to be bullying others will be dealt with seriously, both in relation to the behaviour exhibited and the reasons for the behaviour.
- Avoid spending any time alone with children/young players, away from others.



The following will never be sanctioned. I will never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a changing room, bath or shower with a child/young player.
- Allow or engage in any form of inappropriate touching.
- Allow children/young players to use foul, abusive, sectarian or racial language unchallenged.
- Make sexually suggestive comments to a child/young player, even in fun.
- Reduce a child/young player to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Invite or allow children to stay with me at my home.

Main duties of Coaches:

- To take full responsibility for the club's junior coaching sessions
- in coaching, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all coaching sessions in advance.
- To undertake training appropriate to the role e.g. Safeguarding Children and Young People in Sport Awareness.
- To work with and include (Assistant Coach) in the preparation and running of each session.
- To attend club meetings and report on progress.
- To offer the club feedback on the organisation and degree of success of junior coaching and competitions.
- To assist in the selection of teams.
- To travel to competitions with the junior team(s).
- To inform the Assistant Coach in advance of any sessions that cannot be attended.

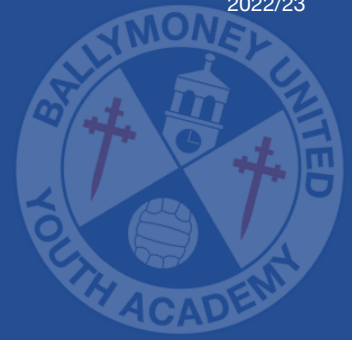
Coaching Ratios

For groups, including children under 11 years of age, the recommended coach/participant ratio is 1:8. For groups comprising children over 10 years of age, the recommended coach/participant ratio is 1:10. There must be at least two adults present at any one time for groups of four or more.

<https://www.ukcoaching.org/>

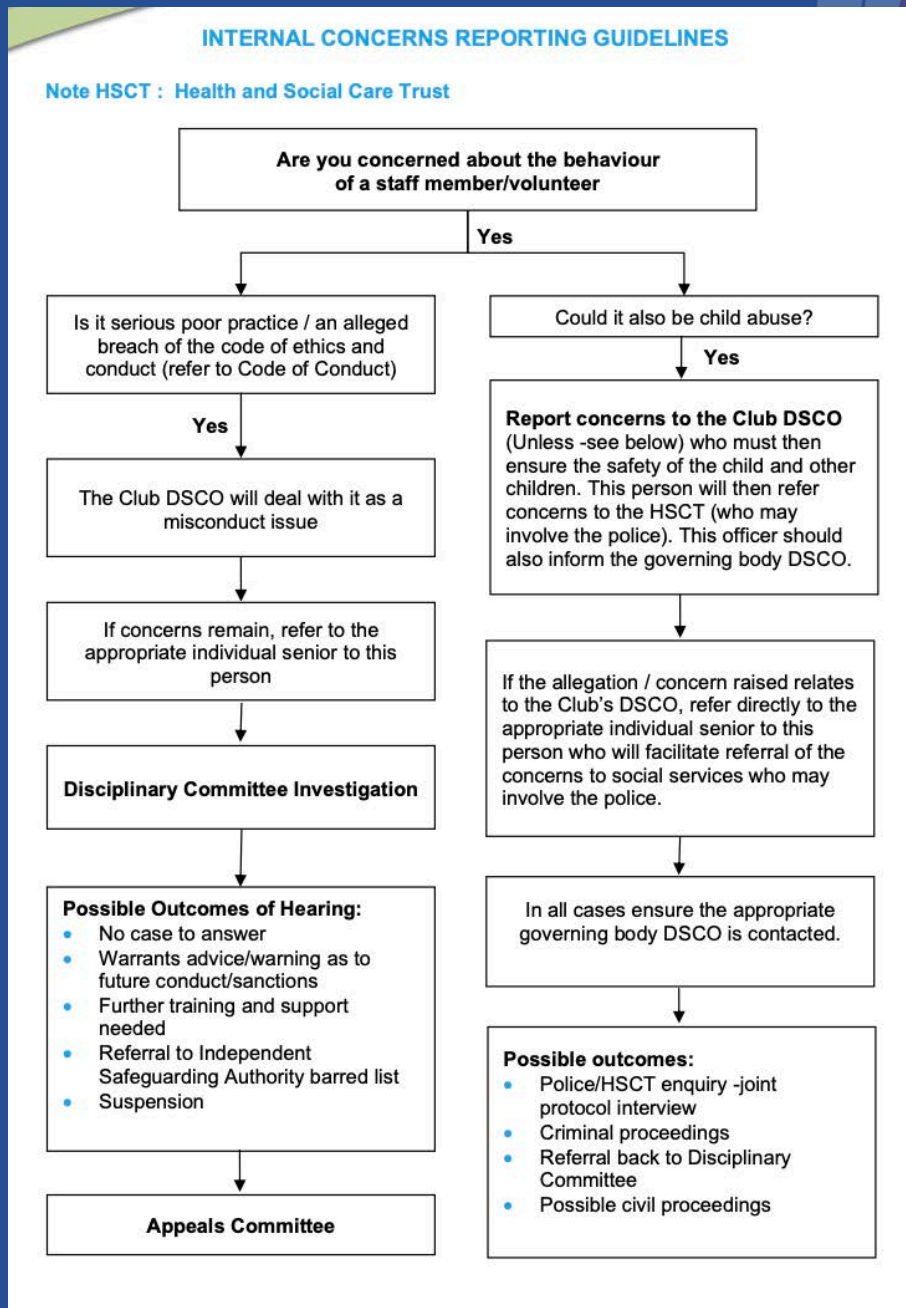
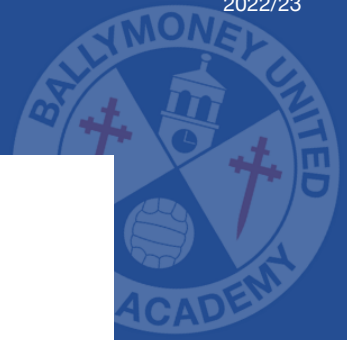
Sources of Information

We have a number of documents available to download from the club website.

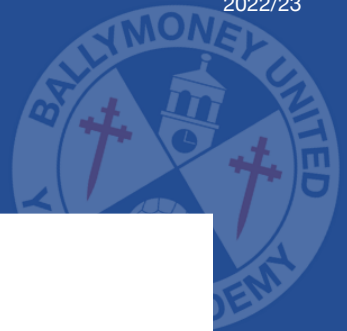


A screenshot of a website's navigation menu and content area. On the left is a vertical blue sidebar menu with the following items: Home, Teams, Development Centre, Documents (highlighted with a dark blue bar), Videos, Safeguarding, and Contact. To the right of the menu is the main content area titled 'Club Documentation'. It is divided into three sections: 'Club Policies' with links to BUYA Policies and Procedures, Club Constitution, First Aid Policy, IFA Youth Strategy, IFA SSG Strategy, Development Plan, Structure of Management Committee, BUYA Development Plan 2015 to 2018, Code of Conduct (Parents/ Players), and Complaints; 'Coach Support' with links to Attendance Register, Coach Registration Form, Coach Finance Form, Accident Form, Player Assessment, Visit Form, Coaches handbook 2019/20, Role of Lead Coach, Role of Assistant Coach, and Coaches Log template; and 'Coaching Booklets' with links to UB Booklet, Coerver Themed Sessions, Coerver BUYA, BUYA Sessions, BUYA Book 2, and BUYA Book 1.

Child Protection




DO YOU KNOW HOW TO REPORT A SAFEGUARDING OR WELFARE CONCERN?
 SAVE THESE DETAILS TO YOUR PHONE...
 OUR CLUB SAFEGUARDING CHILDREN OFFICER IS
TINA MORRISON -07742418133



Player Disciplinary Measures and Sanctions

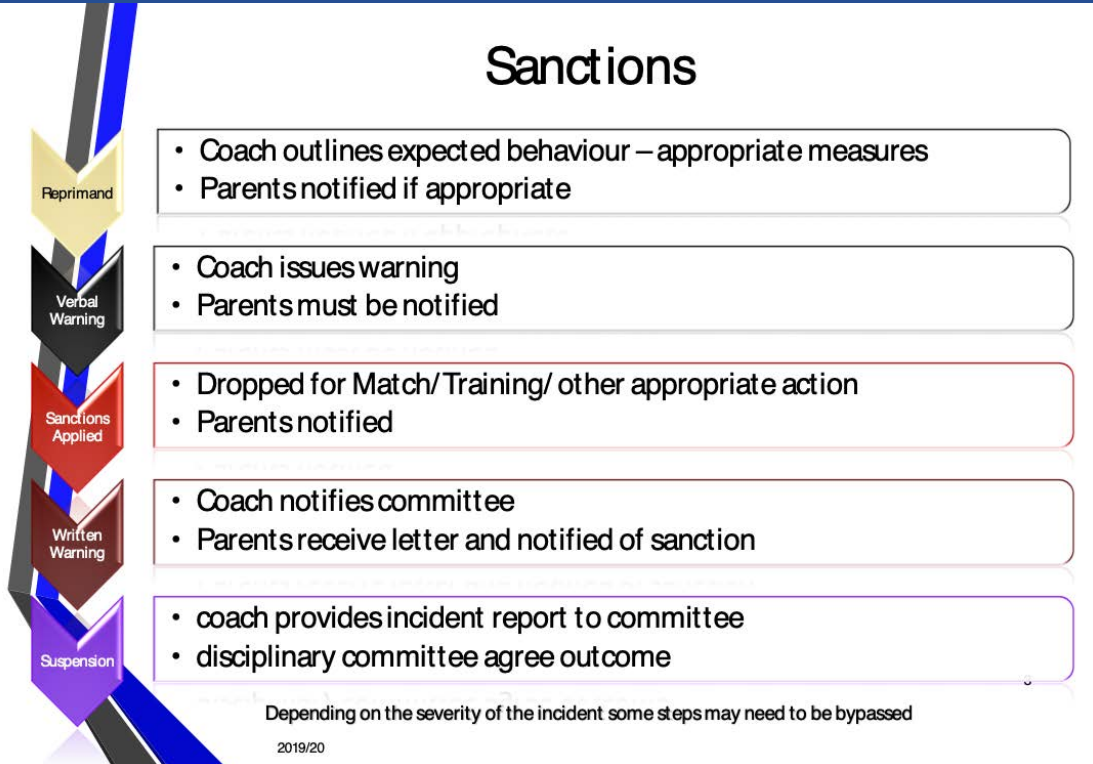
Young Players

- I understand that if I do not follow the Code, any/all of the following actions may be taken by my club or The IFA:
- I may:
 - Be required to apologise to my team-mates, the other team, referee or team manager.
 - Receive a formal warning from the coach or the club committee.
 - Be dropped or substituted.
 - Be suspended from training.
 - Be required to leave the club.
- In addition:
 - My club, The IFA may make my parent or carer aware of any infringements of the Code of Conduct.
 - The IFA could impose a fine and suspension against my club

2

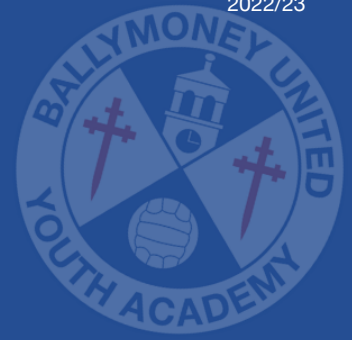
2019/20

Sanctions



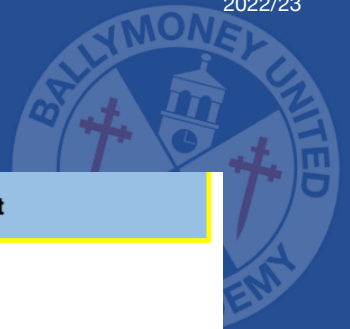
Academy Discipline policy has been developed to deal with any serious matters that are not covered by the processes outlined above.

Key Numbers



Chairperson	John Anderson	07923437210
Vice Chair	Colin Taggart	07701005240
Treasurer	John McMullan	07711932234
Secretary	Zara Drain	07510075765
Assist Treasurer	Eugene Kelly	07921501931
Publicity Officer	Gareth Fall	07734711000
Facilities Coordinator	David Cunningham	07762202811
Academy Coordinator	Simon Smyth	07725314801
Academy Director	John Fall	07719745936
Girls Development Officer	Joanne Kirgan	07970450461
Managers Coordinator	Colin McKendry	07740684353
Designated/ Child Protection	Tina Morrison	07742418133

Monthly Expenditure Sheet



Ballymoney United Youth Academy Team Monthly Finance Sheet



Team: _____

Month: _____

Coach: _____

Monthly Income

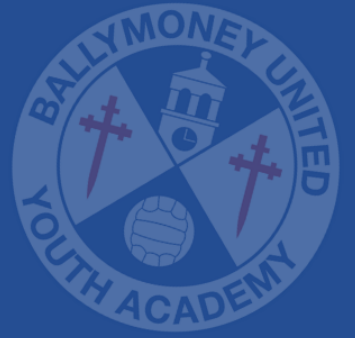
Date:	No of Players at Match	Opponents	FEE	Total £	Other Income (State)	Info	Amount
Total							Total Monthly Income:

Monthly Expenses

Date:	Pitch	Referee	Petrol	Bus	Other	if other (state)
Total						Total Monthly Expenses

Balance income less expenses for this month	
Amount handed in	

Match Fee	H	
	A	



Ballymoney United Youth Academy
Email: info@ballymoneyyouthacademy.co.uk