

# Ballymoney United Youth Academy



## Coaches Club Handbook

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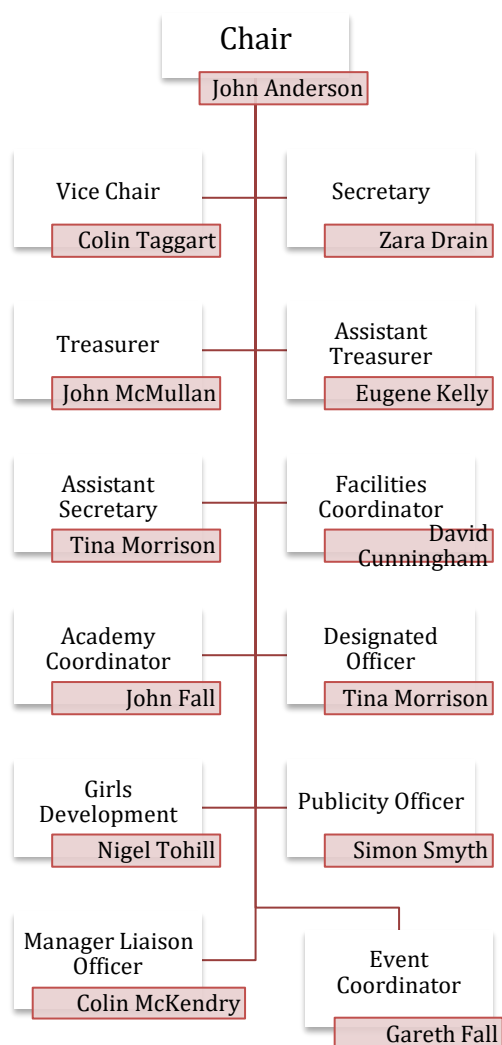
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### ***Aims and Objectives***

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***



## 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% of the costs towards the IFA Level One.

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.

<i>Pricing Policy</i>			
	<b>Full (U13 to U17)</b>	<b>SSG (U6 to U12)</b>	<b>Development Centre</b>
<b>Registration Fee</b>	£70	£60	£30
<b>Training Fee</b>	£2 per hour	£2 per hour	£2 per hour
<b>Home Matches</b>	NIBFA £7 (Friday teams) MUYL £7 NIBFA £6 HGFYL £4 (£7 if bus used)	£3 per player	

*\*Family discount: no discount will apply this year due to cost of kit.*

### **Registration**

Ensure all players have completed club player registration form.

Order kit online at:

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

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

### **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, Colin McKendry and Simon Smyth 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: ballymoneyuya

Email: [simon@ballymoneyyouthacademy.co.uk](mailto:simon@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 Chairman or Academy Coordinator of any disciplinary issues.
- 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.)

### ***Sponsorship***

The committee ask that if you approach local businesses for sponsorship that you make them aware. This can be done through the monthly manager 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 finically 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. Clubsport NI are the recommended supplier.

### ***Playing kit***



**Home kit**

(supplied by club as part of registration 2018/19)



**Away Kit**

(supplied by club as part of registration 2019/20)



**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:

<http://www.ballymoneyyouthacademy.co.uk/index.php/coaches-area/contact/>

### 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.

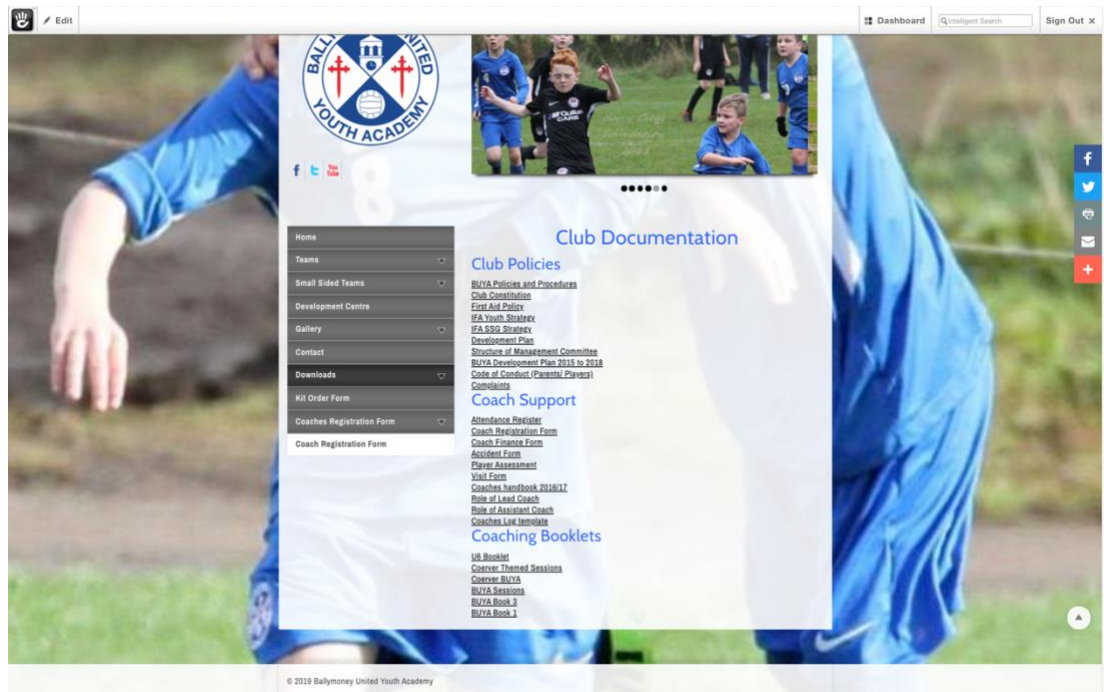
**Coaching Ratios**

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.

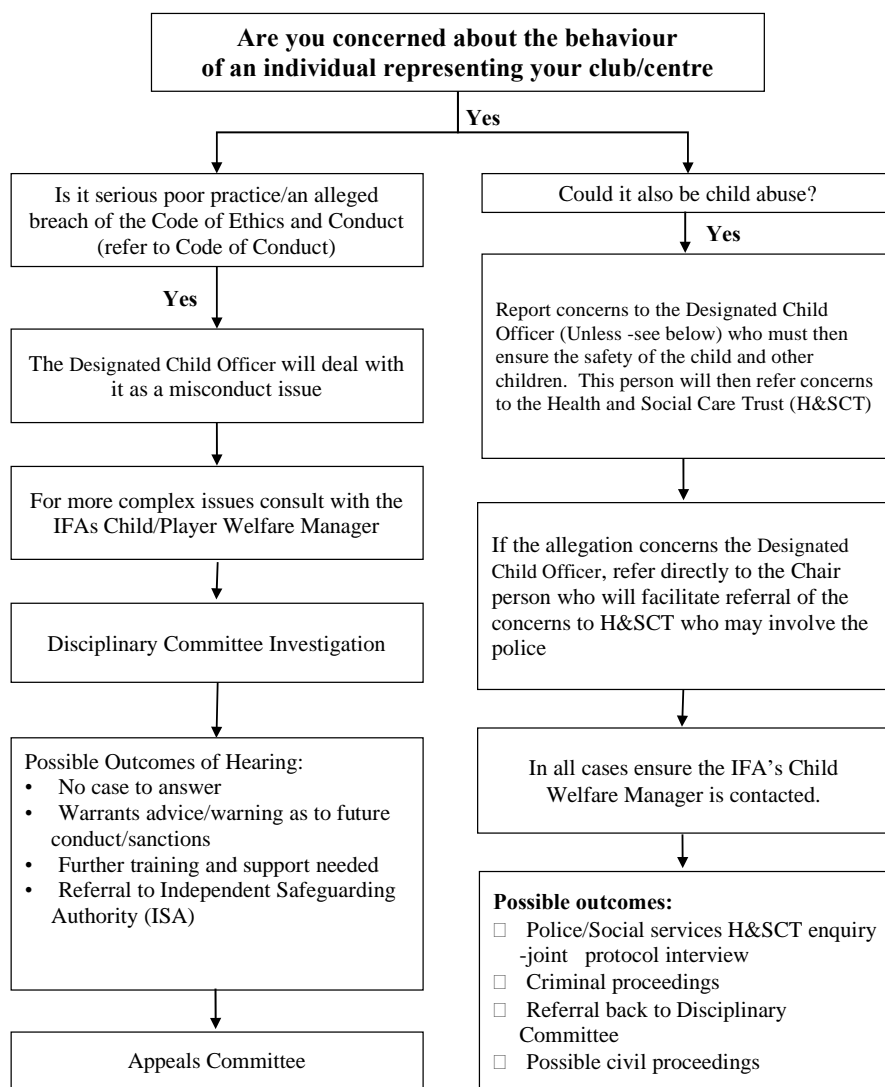


## Safeguarding Requirement

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.

## Child Protection



## 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

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## Sanctions



2019/20

**Key Numbers:**

<b>Chairperson</b>	<i>John Anderson</i>	<i>07923437210</i>
<b>Vice Chair</b>	<i>Colin Taggart</i>	<i>07701005240</i>
<b>Treasurer</b>	<i>John McMullan</i>	<i>07711932234</i>
<b>Secretary</b>	<i>Zara Drain</i>	<i>07510075765</i>
<b>Assist Treasurer</b>	<i>Eugene Kelly</i>	<i>07921501931</i>
<b>Event Coordinator</b>	<i>Gareth Fall</i>	<i>07734711000</i>
<b>Facilities Coordinator</b>	<i>David Cunningham</i>	<i>07762202811</i>
<b>PR</b>	<i>Simon Smyth</i>	<i>07725314801</i>
<b>Academy Coordinator</b>	<i>John Fall</i>	<i>07719745936</i>
<b>Girls Development Officer</b>	<i>Nigel Tohill</i>	<i>07803367652</i>
<b>Managers Coordinator</b>	<i>Colin McKendry</i>	<i>07740684353</i>
<b>Designated/ Child Protection</b>	<i>Tina Morrison</i>	<i>07742418133</i>

### Monthly Expenditure Sheet

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