

**NEW MANAGER
INFORMATION
2024 – 25**



**ACCREDITED
CLUB ★ ★**
PART OF ENGLAND FOOTBALL



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Just a few things to consider when starting on your football management journey:

1. Parents – Communications

- a. Unless there is already a WhatsApp group for the parents of your players, set one up for team related communications.
- b. Get an app for communicating match details including kick off times and venues and training sessions (e.g. Teamer or Spond).
- c. Advise the parents about correct football boots (non-metal studs), shinpads (not micro shinpads) which are required for training and matches. The players should also bring a bottle of drink for training and matches.
- d. Chase payment of subscription fees, as and when necessary (the Club Treasurer will liaise with you about this).
- e. Make the parents (including yourself) aware of the FA Respect rules.

2. Qualifications

- a. You must be registered as a Club official. The Club Secretary will do this once you have provided your FAN number and date of birth. See link below: <https://players.thefa.com/#/club/74302/welcome?clubName=Bollington%20United>
- b. You must have an up to date DBS qualification before you can be pitch side with the players. Liaise with the Club Welfare Officer in relation to this. You'll need to provide information quickly when requested. Current CWO email address: duncan.mitchard@ntlworld.com
- c. You will need to complete the FA Safeguarding for Children course, before you can go pitch side. See link below: <https://learn.Englandfootball.com/courses/safeguarding/safeguarding-children-course>
- d. Complete the Introduction to First Aid Course as soon as you can. See link below: <https://learn.Englandfootball.com/courses/medical/introduction-to-first-aid-in-football>
- e. Complete the Introduction to Coaching Football course before the end of February. See link below: <https://learn.Englandfootball.com/courses/football/introduction-to-coaching-football>
- f. The cost of any of these courses, will be reimbursed once they are successfully completed (liaise with the Club Treasurer regarding this), but also check with the England Football Learning website to see if you qualify for fully funded places on any of the above courses.





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3. Assistants

- a. Always have at least one other assistant with you for match days, so ask other parents to volunteer. Your assistants must have an up to date DBS qualification and have completed their Safeguarding for Children course, before they can go pitch side. They must also be registered as officials with the Club (see above). Some leagues limit the number of managers/coaches who can be pitch side to three.

4. Kit

- a. Order kits from Capelli. Our first kit colours are:
 - i. yellow top
 - ii. blue shorts; and
 - iii. blue socks
- b. Our second kit colours are:
 - i. blue top
 - ii. blue shorts; and
 - iii. blue socks
- c. Our third kit colours are all green.
- d. The Club doesn't pay for kits, training tops or other clothing, so if you can get a sponsor then that will alleviate the cost, otherwise the parents will need to contribute. The sponsor (or parents if applicable) should pay the money to the Club, which will then pay Capelli.

- e. All kit and BUFC clothing must be ordered from Capelli:
tristan.batt@capellinewyork.com
- f. Children must wear shin pads (which are covered by their socks). Football boots should be worn with plastic studs. Although metal studs may be worn when playing on grass, the Club strongly recommends that these are not used, as they will not be permitted on any other surface (our teams train on astroturf or 3G pitches). The goalkeeper must wear a “distinguishing strip.”

5. Player registration

- a. All new players will need to be registered on the FA's Whole Game System. The Club Secretary secretary@bollingtonunited.co.uk will do this for you in your first season, but we will ask you to do this in subsequent seasons.
- b. Your players parents will need to obtain a FAN number for their child from the FA. See link below: <https://players.thefa.com/#/club/74302/welcome?clubName=Bollington%20United>
- c. Unregistered players will not be entitled to play and players registered for one team in a league that play on a particular day cannot play for another team in that league on the same day.





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- d. Players can play for more than one team if those teams play on different days and in a different league. Additional subscription fees will be payable in order to do this.
- e. Please speak to the Club Secretary about player transfers during the season.
- f. Please inform the Club Treasurer whenever a player is registered to your team. He will then contact the player's parents for payment of the subscription fee.

6. Leagues

- a. The Club will designate a league for your team to take part in. For mixed gender teams, the Club's preference for Saturday teams is the Mid-Cheshire Youth Football League which involves playing matches homes and away on grass. For girls, the Club's preference is the Cheshire Girls Football League, which plays at a central venue. The Club will consider your team joining another league in certain circumstances (e.g. where your team plays on a Sunday or the Mid-Cheshire or Cheshire Girls leagues are full).
- b. On joining a league, you should be asked to join the league's WhatsApp group for your age group. If not, please contact the Club Secretary.

- c. You will need to familiarise yourself with how the league communicates fixtures. It will usually be by Whatsapp message. You'll need to be aware of this and let the parents know in good time of match times and venues.
- d. Make sure you know how the league expects you to provide scores after matches and familiarise yourself with other league rules.
- e. Some leagues have special rules, formats, separate referee fees and requirements, which the Club Secretary will notify you of. For the Mid-Cheshire Youth Football League, for example, for ages under 7 to under 10, there are two or three matches played for each fixture (depending upon the age group), with no player playing more than one match. For teams in this league, the squad size needs to reflect this format.

7. Match Days

- a. Be at the venue in good time before your matches. If your venue allows a space for the team to warm up, arrange for your players to arrive at least 20 minutes before the match in order to do so. If there is no area to warm up, your players must still be at the venue in good time before kick off.
- b. If you have a pro-coach, ask them for a good warm up routine for your players, otherwise plan your own.





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- c. Plan your player substitutions to ensure equal playing time. Ideally this should be done before match day and shared with your assistants. It's a bit of an art getting this right, but in addition to ensuring the players are all given the same opportunity, it's in line with our Club philosophy and heads off any criticisms about perceived favouritism.
- d. Just before kick off, make contact with the coaches and managers of your opponents and the referee.
- e. Familiarise yourself with the rules of Mini-Soccer (played by under 7s to under 10s), including retreating at goal kicks and power play. It's sometimes worth reminding the referee of these rules before kick off (not during the match).
- f. Each time you make a substitution you must get the referee's attention. The players can come off and on as many times as you need them to.
- g. The teams should shake hands after each match.

8. Club Communication

- a. We'll add you to the Manager's WhatsApp group so that you're kept up to date with all matters relating to the Club. You should also post a brief match report with photos if possible, on the group after each match. These will be posted on social media, so you will need to check that you have parents' consent to do so.

9. Coaches

- a. For new under 7s teams, a pro-coach will be provided for up to one year, although there are benefits to coaching the team yourself, so your child in your team will be exempt from paying the Club's subscription fee.

10. Equipment

- a. If you coach the team yourself, you will have an allowance of £200, to pay for training equipment including footballs, first aid kit.
- b. If you have a pro-coach, that allowance is £100.
- c. There are specific football sizes for each age group. Ages under 7 to under 10 use a size 3 ball; under 11s to under 14s use a size 4 ball; and under 15s upwards use a size 5 ball (although check your league rules on this if different).





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11. Other

- a. We encourage our coaches and managers to volunteer to help out at Club events such as the annual Bollington Football Festival.
- b. You may wish to award a player of the match award after each match. If you take a photo of the player this will go on our social media.
- c. You should keep a record of your team's performance.
- d. You are encouraged to enter your team for the Bollington Football Festival, which the Club runs each year in July. Also look out for other tournaments run by other clubs that you may wish to enter.

We appreciate that this can be a bit daunting, but the Club Chairman, Club Secretary and Club Welfare Officer are available to help, so please feel free to make contact with them.

Remember:

1. It's a great feeling to win matches, but it is not important – you will not be sacked however many matches your team loses!
2. The most important thing is to create an atmosphere where the kids have fun, make friends, enjoy playing (win or lose) and develop as players and as a team.

12. Additional Information for Under 7s Teams

- a. The age group in which a child can play is determined by their age on 31st August during a playing season (a playing season ends on 31 May in each year). So a child who is 6 on or before 31st August can play for an under 7s team in that season.
- b. Children under 6 years of age up to 31st May, are not permitted to play in matches in that season.
- c. Under 7s play 5 v 5. However, the match can take place with 4 v 5, if a team is short of a player, or 4 v 4 but is not permitted to play a match if either team has fewer than 4 players.
- d. Matches are to be played in 2 equal halves. Each half can be no more than 20 minutes and each match can be no more than 40 minutes in total. Some leagues may vary, but the total length of play cannot exceed 40 minutes.
- e. The maximum squad size at under 7 is 10 players, but we recommend 8. Only players correctly registered to the Club and relevant league are entitled to play. Please note that for teams entering into the Mid-Cheshire Youth Football League, the squad size rules are slightly different. Each fixture at under 7s will consist of two or three matches with no player playing more than one match. This means that the squad size should be large enough to play those matches, together with enough players to cover any potential absences.





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- f. The FA recommends that all players in a squad play at least 50% of each match. Substitutions should not be made on the basis of ability and the Club strongly supports equal game time for all players in the squad, as recommended by the FA. The focus must be on player development, not winning matches.
- g. Results for league matches should not be published for age groups under 7 to under 11. (Results may be published for some trophy matches). This discourages the “winning is the most important” mentality at the cost of player development.
- h. Under 7s to under 10s use a size 3 football.
- i. The goal size for under 7s to under 10s is 6 feet tall by 12 feet wide.



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