

EB LIONS AFC



CLUB HANDBOOK

The primary purpose of the handbook is to support Managers/Coaches, particularly new ones and provide clear guidance on how the club runs and its principles.

Introduction

EB Lions AFC purpose is to provide football in a safe and positive environment for players from Eaton Bray, Edlesborough, Leighton Buzzard and other local communities. EB Lions AFC supports all the FA initiatives that are aimed at "Fair Play" and "Respect" which includes players, supporters and all those involved in youth football. EB Lions is non-political and non-discriminatory. The club welcomes children regardless of ability, experience or life difficulties because we believe that football should be fun and enjoyable, not simply playing the best players and to involve every boy or girl.

Thanks for Coaching

First let us thank you for volunteering to coach for EB Lions AFC. We know that it is a significant commitment of your time and energy. By coaching you are helping to provide a wonderful experience for youth in our community. EB Lions would not be able to do what it does without the help they receive from members like yourself. Sports participation is important because it teaches children the value of physical fitness, sportsmanship, practice and team work. Our hope is that each player is allowed to achieve their personal best while having fun.

DBS

All members (16+) who have regular contact with EB Lions players and hold a position where they offer instruction or guidance to a child **MUST** hold a valid DBS check. This is now a legal requirement and also a requirement to maintain EB Lions affiliation with Beds FA. EB Lions will fund the cost of the DBS Check. A DBS check is valid for three years after which it must be renewed. The DBS process is an online process that requires ID verification. The EB Lions CWO (Club Welfare Officer) will instruct you on how to complete your DBS check and conduct the ID verification with the CWO.

IT IS YOUR RESPONSIBILITY TO COMPLETE THE DBS PROCESS. IF YOU DO NOT COMPLETE THE DBS PROCESS YOU WILL BE ASKED TO STOP ENGAGING WITH EB LIONS UNTIL THE DBS CHECK IS CONFIRMED BY THE CWO.

Courses

The club will cover the cost of any courses that are required by the FA to coach within the club.

Firstly you will need to complete the **EE Playmaker by England Football** this is a free online entry-level football course perfect for anyone interested in taking a more active role in grassroots football. There are five modules in total and you don't need any previous football experience or qualifications before signing up. <https://thebootroom.thefa.com/learning/qualifications/the-fa-playmaker>.

This course will need to be taken before you can book onto the Introduction to Coaching football course.

Introduction to Coaching Football (Level 1)

The course blends live weekly webinars, e-learning, community support and a range of resources to provide you with the skills to coach players of all ages. This is a 4 week online course and you have to be at least 16 to do this course. Once completed this will give you a certificate on Safeguarding & First Aid. <https://thebootroom.thefa.com/learning/qualifications/introduction-to-coaching-football>

If you have any parents that wish to help you with your team then they will require a DBS & Safeguarding before they can help you.

Safeguarding course

Online 2 hour course and is designed to give you an understanding of safeguarding concerns, as well as how to provide a secure environment for young people.

<https://thebootroom.thefa.com/learning/qualifications/safeguarding-children-course>

This is valid for 2 years

The club will fund the ongoing costs of maintaining your coaching qualification whilst you remain a coach for EB Lions to include; DBS renewal fees, first aid course fees, Safeguarding course fees.

First Aid

Online 2 hour course which will develop your knowledge and understanding of medical care for players of all ages. This will be valid for 3 years

<https://thebootroom.thefa.com/learning/qualifications/introduction-to-first-aid-in-football>

Please note that Introduction to First Aid in Football & the Safeguarding course is available as a module within Introduction to Coaching Football. If you have completed Introduction to Coaching Football, you do not need to complete Introduction to First Aid in Football & Safeguarding twice.

CPD (Continuous Professional Development)

EB Lions encourages Coaches to improve and develop. To that aim the club will seek to support its Coaches to further develop and gain more qualifications. Where funds allow and subject to committee approval the club will normally pay 50% to 100% of fees for a Coach to gain further qualifications. EB Lions may ask the Coach to remain coaching at EB Lions for a minimum of one year following the financial support and if the Coach leaves within the 12 months that these monies will be repaid back to the club.

Referees

EB Lions support young referees so if you know a playing member of the club who would be interested we will pay 100% of the cost of the referee course. This will be paid subject to club funds allowing and the candidate proving that they have attended the course. EB Lions will then seek to further support young referees by prioritising them to initially referee mini soccer and then 9v9 matches and later 11v11 matches (as long as FA rules allow and league allocated referees are not being replaced).

Coaching

Please **DO NOT** coach on your own with your team. This is to protect you from any issues that may occur (safeguarding/firstaid). That's why at the beginning of the season it is good to let your parents know that help is always needed and if you can get some parent helpers DBS checked this will allow training and games to go ahead if other coaches/assistants are away ill or on holiday.

We finish the season in April/May time and the new season does not start till September.

We recommend that you let your teams have a break over this time as its good for our families to have some time out after a fully packed season.

Also many of our pitches are not useable during this break as it gives chance for us to reseed and rest the ground.

Training rotas will be given out by the Chairman so everyone has a fair chance of getting some training in.

Any friendlies that you wish to host please ask permission from the Chairman as again we will have to allocate pitches.

Team meetings

Do not overlook the importance of having a team meeting. It is an opportunity to get to know your families better and let them get to know you.

As the coach you are responsible for making clear what EB Lions expectations are from parents:

- Make sure they understand your coaching style.
- Tell them what your focus and goals are for the players/team.
- Tell them what they can expect from you: to be on time, be prepared, be positive, be fair, etc.
- Tell them what expectations you have of them: get child to practice, communicate if they will be absent or late, be positive, pick-up on time etc.
- Be clear about what your expectations are for player behaviour.
- Make sure they know how you will handle excessive absences and discipline issues.
- Make sure you cover how you will communicate all information about games and practices with them (email, text, WhatsApp).
- Make sure you have all the correct emails and phone numbers.

Game Time

Game time should be a fun exciting experience that allows the players to freely play and practice all the things they have been learning. All players should be given quality time in games so they can be successful. Be clear about expectations for attending practices and being on time and how that relates to playing time in games.

Other things you might need to consider: What warm-up activities will you have your team do before a game? You will want them to get moving and ready to play, especially if the weather is chilly or wet. Making sure families and players know what behaviours are acceptable on the side-lines and in the game: cheering for both teams, no negative comments, no coaching from the side-lines, good sportsmanship.

Understand that the players and families will follow your example of behaviour. Let the parents know that the team is required to sit on one side of the field with the spectators on the opposite side. Have the referee help monitor this if parents start to sit on the team side. What is the purpose of the game? From U12, where results and league tables are published, winning will begin to take on increasing importance. However, your job will be to continually re-direct them to look at their own effort and if they are gaining in skills even if the team is not winning games.

Recruiting Players

The way EB Lions recruit players we use a variety of methods including:

- Encouraging word of mouth amongst parents
- Online media e.g. Facebook
- Flyers to local schools
- Encourage players to invite friends from school etc.

Please DO NOT take players from other teams unless this has been agreed by the EB Lions Chairman as there is a cost to play for additional teams within EB Lions.

If you need more players please request support from the EB Lions committee/development team who will support you with your player recruitment. Please do not post anything on social media without asking permission as we have set templates.

Code of conduct for Coaches & Assistants

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

In EB Lions it is the responsibility of everyone involved to promote high standards of behaviour in the game and observe the Football Association's Respect Code of Conduct in everything that they do. On and off the field, all coaches and officials will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match officials' decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, all coaches and officials will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem,

- Encourage each player to accept responsibility for their own behaviour and performance,
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity,
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

All individuals must understand that if they do not follow the Code, any/all of the following actions may be taken by EB Lions and The Football Association:

- Required to meet with the clubs Child Welfare Officer
- Required to meet with the club committee
- Required to meet with the Bedfordshire FA Child Welfare Officer
- Be monitored by the clubs committee members or a fellow club coach
- Required to attend a FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave the club

Kit & Equipment

Players Kit is defined as shirts, shorts, socks & jackets.

Equipment is defined as any equipment sourced by EB Lions for use during EB Lions activity and could be training equipment, balls, discs, bibs, corner flags, goals, line marking equipment, line marker, tactics board, equipment bags, respect barriers. A bag full of essential equipment will be given to you when you first start coaching. Ongoing coaches can request top ups during the season.

All EB Lions kit and equipment provided by EB Lions is the property of EB Lions and not the players or the coaches. In the event of a coach or player leaving EB Lions kit & equipment must be returned immediately.

EB Lions kit and/or equipment must always be ordered via the Kit Manager. You are **NOT** permitted to order kit or equipment without confirmation from the Kit Manager.

New kit will have a team sponsor who in return will have their logo (if required) printed on the kit. A kit sponsor deal will normally last for two years. The sponsorship amount will be confirmed by the Committee and will include the cost of kit, shirt numbering and sponsors logo. EB Lions will invoice the sponsor once we have all contact details to raise an invoice.

Coach's kit (normally comprising of a light training top, a sweatshirt and a waterproof coat / jacket with EB Lions logo and Coaches initials) will be provided for all Coaches who have a valid DBS.

Referees & Expenses

From U11 (9v9), money will be given out at the beginning of the season to all coaches that require league referees for their matches. A copy of the expense form will be in the envelope and all coaches are required to fill this in whenever they give money to a league referee.

The referees monies are not to be used for friendly matches (these games are to be refereed by parent/coaches) nor are they to pay coaches or parents for helping to ref. If there any issues then contact will need to be made with the Chairman.

If referees are allocated by the league or the County FA then teams should use the referee allocated and pay the referee at the rate as instructed by the league or cup rules. Where referees are not allocated by the league the EB Lions Coach should try and find a qualified referee to officiate the game, (if help is required there are names on the pitch rota or you can ask on the Coaches WhatsApp group).

For teams U10 and below, parents should be encouraged to assist, but they may also use a qualified referee or one of the clubs young referees. Fees for these referees will have to be covered by parents/team, and not by the Club.

There should be no reason why coaches need to buy any equipment as everything will be provided at the beginning of the season. If there are any specific items you require your first point of contact is the Kit Manager, if these items cannot be acquired then consent via email will be given for you to purchase these items. If any equipment is brought without obtaining email consent then these expenses will not be covered.

Leaving Children without parental supervision

EB Lions would prefer that all parents remain at training and matches with their children.

However, we understand that from time-to-time parents may have to leave children at a training session or match. At any time, a parent leaves a child EB Lions expects the parent to inform a Coach and confirm which of the remaining adults is responsible for their child. This should be someone that the child is comfortable with so that adult can help the child in case of injury, illness or toileting whilst the parent is absent.

Parents should not expect an EB Lions Coach to be responsible for their child beyond the normal context of delivering a safe football training session. It is important to note that EB Lions Managers and Coaches are encouraged **NOT** to transport other children (besides their own) in their vehicles if they are the only adult in the vehicle. This is considered best practice in many organisations that deliver children's activities. As children get older fewer parents stay and children may start to arrive at and return home from matches/training sessions without parents. If children are to arrive and/or return home without parents EB Lions highly recommend that children travel at least in pairs. EB Lions can accept no responsibility for children once they leave the match/training session.

Disruptive Children

EB Lions is a youth football club where we expect everyone to be respectful. It is essential that children attending EB Lions are respectful and follow the club's code of conduct. All children and parents should recognise that EB Lions Coaches are volunteers attempting to develop young people with organised and structured matches and sessions to enable young players to progress and reach their true potential in a positive and safe environment.

A child who is disruptive will make it difficult for the EB Lions Coach to achieve a positive safe environment that supports player development.

The Coach may deal with a disruptive child at any EB Lions match or training session by using the following process:

- A child displaying disruptive behaviour will be excluded from activity for a period of time (e.g. 5, 10, 15 minutes).
- Once the player has re-joined the activity if behaviour is still disruptive the Coach will exclude the player from the rest of the activity. The Coach may then request that the child's parent takes the child away from the activity completely.
- If a child is consistently disruptive the Coach should consult with the parent with a view to improving the child's behaviour.
- If after consultation with the child's parent the child is still disruptive the Coach should seek a meeting with the child's parent and the Club Welfare Officer. Depending on advice from the CWO the child may or may not be invited to attend this meeting.
- The meeting with the CWO will seek to resolve the consistent disruptive behaviour however at this meeting the CWO and the Coach have the power to apply a suspension or expulsion from EB Lions which will be confirmed in writing.

Bullying & Teasing

EB Lions has **ZERO** tolerance to bullying and teasing. Any member seen to be bullying or teasing will be liable to be suspended or expelled. If a member is being bullied or teased outside of EB Lions by another EB Lions member, parents should report it to the Coach so they can be aware of potential issues.

Facilities

EB Lions use numerous facilities in and around Edlesborough and Eaton Bray.

ALL coaches are responsible for ensuring that facilities are used and left in a way that is reasonable and considerate towards the owner of the facility and other users. Any manager or coach that leaves facilities in an unreasonable condition will be subject to the EB Lions complaints procedure. It is the responsibility of the EB Lions coach to decide if the condition of the ground is safe to play on. If in any doubt it is advised that the EB Lions Coach contact the facilities manager.

Below is a list of our grounds:

Holmans Field

School Lane, Eaton Bray, LU6 2DT

Please park in car park next to school for children's play area. Holman's field is at the end of park, follow the path past the tennis courts and over the bridge.

The Green

High Street, Edlesborough, LU6 2HX

There are two car parks for The Green one by the village hall at the top end of the green, the other on the far side behind the pavillion.

Edlesborough School

High Street, Edlesborough, LU6 2HS

There is a small car park at the front of school and on match days parking may be available on the playing area next to the pitch behind the school.

Dagnall Recreation Ground

off Nelson Rd, Dagnall, HP4 1RF

Please park in the Village Hall car park by the entrance to Nelson Road. Do not park in Nelson Rd.

The Rye Recreation Ground

Eaton Bray, LU6 2BQ

Ample parking, please do not park on the bend

Kensworth Recreation Ground

Common Road, Kensworth, Dunstable LU6 3RJ

Always park on the playground behind the village hall

Member fees

Fees are decided by the committee. Revenue from membership fees enables the club to operate and run a community youth football club paying for equipment, playing and training facility hire, coaches kit, insurance, league and county FA affiliations, referees, member trophies, staff qualifications, and many more elements.

It is important to note that the fee is payable to become a member of EB Lions and in return EB Lions provide football activities on a regular basis during September to May. Although EB Lions strive to include every player member in matches it must be recognised that the fee does not guarantee the player a place in any of the EB Lions match day teams. Members must recognise that events beyond EB Lions control (e.g weather, staff availability, league structures) may affect the number of training sessions and matches that EB Lions can deliver. EB Lions do not provide any refund mechanism in these events.

New prospective members are welcome to attend up to three training sessions before they pay a fee. No player must play in any match for EB Lions unless they are a full member and paid the relevant fee.

Details of the player and the parents email will need to be passed to the Registration Secretary to send out registration forms.

You can opt to have a player as a training player (a child will only train with you no game time allowed) or they can be a full league player (a child will train and play games at the weekend).

If any of your parents have any issues with paying our fees, please do pass them to the registration secretary and we will come up with a plan, we would hate any child not to be able to enjoy football, there is always a solution.

EB Lions Committee Members

Chairman & Girls Football

Adrian Bush

Chair@eblions.co.uk

Club Secretary/Social Media

Jo Patis

secretary@eblions.co.uk

Club Vice-Chairman

Rob Benton

Chair@eblions.co.uk

Kit Manager

Adrian Bush

Chair@eblions.co.uk

Treasurer

Daniel Riley

treasurer@eblions.co.uk

Registration Secretary

Stacey Coath

registration@eblions.co.uk

Child Welfare Officer

Stacey Coath

childwelfare@eblions.co.uk

Football Development

Tim Patis, Paul Young & Darren Green

footballdevelopment@eblions.co.uk

League Secretary

Stacey Coath

leaguesecretary@eblions.co.uk

Facilities & Pitches

Adrian Bush

facilities@eblions.co.uk

Other committee members: Teresa Stack-Murray & Kevin Stanbridge