



WELCOME TO THE
Metropolitan Police Youth Football Club

**MANAGERS'
HANDBOOK 23/24**

A Comprehensive Managers' Guide

Football for all



Contents

STAY UP TO DATE



Football for all

Managers' handbook 23/24

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Welcome and thank you

A welcome to the Metropolitan Police Youth Football Club (MPYFC) and thank you for joining this wonderful club. MPYFC strives to provide a high standard of community football that is safe, enjoyable and appropriately competitive for all levels of player.

As a Manager/Coach, together with your colleagues across the age groups you form the principal structure of the personnel at the club. As such, your actions, and interactions with those around you and your conduct during training and on match day are of great importance.

It is essential that you always uphold the core values and ethos of the club and that you promote these ideals at every opportunity.



Contacts



JON NURSE

**Club Chairman & Coaching
Development Lead**

Contact:

M: 07738 131015

E: JNurse@mpyfc.co.uk



LISA NESS

Club Secretary

Boys Section: registrations,
club administration, club
development and sponsorship

Contact:

M: 07753 606520

E: LNess@mpyfc.co.uk



SUE BLENKLEY

Girls Section Secretary

Girls Section: registrations
and enquiries

Contact:

M: 07971 496240

E: sb-mpyfc@outlook.com



ALAN JACKSON

Club Welfare Officer (Lead)

Welfare and Safeguarding

Contact:

M: 07773 372905

E: AJackson@mpyfc.co.uk



KRIESSIE D'SOUZA

Club Treasurer

Financial matters

Contact:

E: Treasurer@mpyfc.co.uk

GAVIN ROBINSON

Equipment

Contact:

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CHRIS CHERRY

Club Welfare Officer

(Support)

Welfare and Safeguarding

Contact:

M: 07714335476

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NATHAN GILLIGAN

Fixtures Secretary

Match cancellations
and referees, pitch allocations

Contact:

M: 07811 042164

E: nathangilligan@yahoo.co.uk

VACANT ROLES
- Social & Fundraising

Interested in this role?

Please contact Lisa:

LNess@mpyfc.co.uk

Codes of conduct

As a member of MPYFC management team **you agree to adhere to the club rules contained in this handbook as well as the club codes of conduct.** Any breach in these conditions could result in a **club suspension and withdrawal of team fixtures.**

Please see the [Club Docs](#) page on our website to view all related documentation.

Thank you.

Football for all



2. Important action/Information

LEAGUE & FA RULE BOOKS

All members of each teams management team are required to read the League & FA Rule Books prior to the start of the season. Downloadable at

<https://www.eeyfl.co.uk/admin#DOWNLOADS> (EEYFL Saturday teams).

<http://www.wsyl.org.uk/> (Boys).

<http://www.scwgl.org.uk/> (Girls).

<https://www.thefa.com/football-rules-governance/lawsandrules>

The Club reserves the right to suspend any manager/coach pending investigation if any club or FA regulations are not adhered to.

PERSONNEL REQUIREMENTS

As part of our ongoing commitment to Safeguarding it is club policy to ensure that before any team is able to commence pre-season, the following personnel must be in place and registered with Lisa.

- **3 DBS* checked adults - manager, assistant manager or coach, plus one additional adult.**
- **Team representative to assist with communication.** (Can not be part of the management team).

The manager and coach/assistant must have both completed their Playmaker course, Safeguarding and First Aid (see links on right) and hold an FA accepted DBS Check. (Can be processed via MPYFC).

The third person must have completed Safeguarding and have a DBS as a minimum.

A minimum of one member of the management team must have completed their Introduction to Football (previously known as Level 1). The cost of completing this is covered by the club.

(Safeguarding and First Aid are included in the Introduction to Football module)

LINKS TO COURSES

Safeguarding Children*

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

Emergency Aid*

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

Playmaker*

<https://thebootroom.thefa.com/learning/qualifications/the-fa-playmaker>

Level 1 introduction to coaching*

<https://thebootroom.thefa.com/learning/qualifications/coaching-football>

Please just check your personal details to ensure you are compliant.

To do this please visit the whole game system <https://wholegame.thefa.com> Select "my account" and then select "learning" depending whether you are on the phone or on a laptop you will find it on the screen or part of a list.

*** It is your responsibility to ensure that all of the above remain in date.**



OUR CLUB PHILOSOPHY

Club philosophy is that once you join MPYFC you have a **club for life** and no player will be asked to leave the club due to ability. Children may be required to change teams to give each child the opportunity, confidence and reassurance to develop in the right footballing environment.

You should work with the other managers to recruit wisely and offer the best opportunities for each child. Should you have any concerns about players coping you should first raise this with Jon Nurse.

For behaviour, attitude or other conduct, please discuss immediately with Lisa Ness (Boys)/Sue Blenkley (Girls) and Alan Jackson (Club Welfare Officer). We encourage regular communication between managers and parents.

Club For Life

3. Formats: 5 aside/7 aside/9 aside/11 aside & Squad Sizes

| FORMAT | AGE GROUP | LEAGUE SQUAD SIZES ON A MATCH DAY | MPYFC SQUAD SIZE |
|--------|---------------------------------------|--|---|
| 5v5 | Girls U8, U9 Boys U7, U8 | League rules state: A Team shall consist of minimum of 4 Players and a maximum of 10 Players, of which 5 Players should be on the field of play at any one time. Substitutes are allowed, "roll-on roll-off" basis, subject of permission of the referee and only during a break in play, need not be named and may return to the field of play as a substitute after earlier being substituted. | MPYFC max squad size = 8 players |
| 7v7 | Girls U10, U11 Boys U9, U10 | League rules state: A Team shall consist of minimum of 5 Players and a maximum of 14 Players, of which 7 Players should be on the field of play at any one time. Substitutes are allowed, "roll-on roll-off" basis, subject of permission of the referee and only during a break in play, need not be named and may return to the field of play as a substitute after earlier being substituted | MPYFC max squad size = 11 players |
| 9v9 | Girls U12, U13 Boys U11, U12 | League rules state: A Team shall consist of minimum of 6 Players and a maximum of 18 Players, of whom 9 Players can be on the field of play at any one time. Substitutes are allowed, "roll- on, roll-off basis, subject to permission of the referee and only during a break in play and may return to the field of play as a substitute after earlier being substituted. | MPYFC max squad size = 13 players |
| 11v11 | Girls U14 upwards Boys U13 upwards | League rules state: A Team shall consist of minimum of 7 Players and a maximum of 22 Players, of whom any one time. Substitutes are allowed, "roll-on roll-off" basis, subject to permission of the referee and only during a break in play and may return to the field of play as a substitute after earlier being substituted. | MPYFC max squad size = 16 players. Can increase to 18 by prior agreement with the committee. |



4. Difference between development and competitive formats

The Club follow the current FA Guidelines of developmental/non-competitive matches for the younger age groups progressing into competitive football. Non-competitive means that there is no league table or results published and that matches are played to focus on player development rather than a win at all costs. The thinking behind it is to try to prevent a "win at all costs" attitude and to change the way clubs coach. It is aimed at preventing "winning tactics" i.e. hitting the ball long and direct. The focus is on long-term player development and to provide a pressure-free environment for young players to learn how to play the game properly and practice new skills and techniques. At MPYFC development football is from U7 to U11. U12 upwards is competitive.

REFEREES

For 5 aside and 7 aside matches (U7-U10 Boys / U8-U11 Girls) you will need to provide a referee for each home game. This role is normally undertaken by the manager/coach or shared amongst parents and so each team usually requires more than one volunteer for referee.

From 9 aside upwards (U11 Boys / U12 Girls) the League appoints referees for matches. The manager, assistant manager or team rep will need to pay the referee at the end of each League home match. The person appointed to pay the referee for home matches, will need to contact the Club Treasurer, Dave Evans to arrange for a receipt book and to be reimbursed through their bank. This person must always get the signature of the referee at the end of each home match in the receipt book.

Please note that should your team be entered into the Surrey County Cup competition and are drawn an away fixture, it is the responsibility of the away team to pay the referee. The logic of this is that it is the home team that pay for the pitch.

REFEREE FEES:

| AGE GROUP | SINGLE MATCH | DOUBLE HEADER |
|-----------|--------------|---------------|
| U11 | £15.00 | £20.00 |
| U12-U13 | £20.00 | £30.00 |
| U14 | £25.00 | £36.00 |
| U15 | £30.00 | £46.00 |
| U16-U18 | £35.00 | £54.00 |

See also, [section 10](#) (Allocation of referees).

LINESMEN

From 9 aside upwards (U11 Boys / U12 Girls) the offside rule comes into effect and you will need to provide a linesman for each home and away game. This role is normally shared amongst parents and so each team usually requires several volunteers for linesman.

RESPECT MARSHALLS (BOYS ONLY)

From 9-aside upwards each boys team must appoint a Respect Marshall for each game. Girls football do not currently require Respect Marshalls.

A Respect Marshall is a parent in each team that is appointed to help monitor the highest standards of behaviour possible from spectators. They must wear a hi-vis jacket for the duration of the match (this is given to each team by the Club. The first job of the Respect Marshall at a home game is to set out the respect line to ensure spectators keep a safe distance from the playing area. Best practice is to have two respect lines at diagonally opposite sides to the linesmen. This separates the supporters and ensures they are not interfering with or barracking the linesmen. Failure to set out a respect line incurs a £25 league fine. For support on Respect Marshall role, contact Chris Cherry, Welfare Support.

Additionally, the Respect Marshall should:

- As a matter of courtesy and to promote a cordial atmosphere meet and greet the opposition and in particular the opposition Pitch Marshall
- Meet and greet the referee and ensure they are aware of your role as a Pitch Marshall
- During the game you may be called upon by the referee to discuss a disrespect issue and you may have to take action with your own supporters or officials
- For games where Linesmen are present, ensure that people are requested to move so that they do not stand behind the opposition linesman, this may mean moving your teams parents at half time, if anyone refuses, play the game and report to the league.
- Hold a short debrief with the Referee and opposition Pitch Marshall after the game to ensure anything that needs reporting is agreed and understood between all of you.
- If a Pitch Marshall was not present from the opposition team, the Manager must include this in their match report.

If there are issues, the Respect Marshall should report this, and not get into conflict. See Appendix C of this manual and also <http://www.wsyl.org.uk/respect/respect-marshall-education/> for further information.

BALL SIZES / MATCH DURATIONS

| AGE GROUP | FORMAT | MATCH DURATION | BALL SIZE | FOCUS |
|----------------|---------|----------------------------------|-----------|-------------|
| Boys U7 | 5 v 5 | Max 40 mins – x4 10 min quarters | 3 | Development |
| Boys U8 | 5 v 5 | Max 40 mins – x4 10 min quarters | 3 | Development |
| Boys U9 | 7 v 7 | Max 60 mins – x2 25 min halves | 3 | Development |
| Boys U10 | 7 v 7 | Max 60 mins – x2 25 min halves | 3 | Development |
| Boys U11 | 9 v 9 | Max 80 mins – x2 30 min halves | 4 | Development |
| Boys U12 | 9 v 9 | Max 80 mins – x2 30 min halves | 4 | Competitive |
| Boys U13 | 11 v 11 | Max 100 mins – x2 35 min halves | 4 | Competitive |
| Boys U14 | 11 v 11 | Max 100 mins – x2 35 min halves | 5 | Competitive |
| Boys U15 | 11 v 11 | Max 100 mins – x2 35 min halves | 5 | Competitive |
| Boys U16 | 11 v 11 | Max 100 mins – x2 35 min halves | 5 | Competitive |
| Boys U17 & U18 | 11 v 11 | Max 120 mins – x2 45 min halves | 5 | Competitive |

| AGE GROUP | FORMAT | MATCH DURATION | BALL SIZE | FOCUS |
|-----------|---------|----------------------------------|-----------|-------------|
| Girls U8 | 5 v 5 | Max 40 mins – x4 15 min quarters | 3 | Development |
| Girls U9 | 5 v 5 | Max 60 mins – x2 25 min halves | 3 | Development |
| Girls U10 | 7 v 7 | Max 60 mins – x2 25 min halves | 3 | Development |
| Girls U11 | 7 v 7 | Max 80 mins – x2 30 min halves | 3 | Development |
| Girls U12 | 9 v 9 | Max 80 mins – x2 30 min halves | 4 | Competitive |
| Girls U13 | 9 v 9 | Max 100 mins – x2 35 min halves | 4 | Competitive |
| Girls U14 | 11 v 11 | Max 100 mins – x2 35 min halves | 4 | Competitive |
| Girls U15 | 11 v 11 | Max 100 mins – x2 40 min halves | 5 | Competitive |
| Girls U16 | 11 v 11 | Max 100 mins – x2 40 min halves | 5 | Competitive |
| Girls U18 | 11 v 11 | Max 100 mins – x2 40 min halves | 5 | Competitive |

REGISTRATIONS / TRANSFERS

All player registrations and payments are made via Commentary Box. It is essential that each team ensures that the players shown on CB are always correct. If a player leaves your team they must be removed from CB. Should you sign an additional player you MUST add them to CB and contact Lisa Ness (Boys) or Sue Blenkley (Girls) who will advise/organise the signing. You will not be permitted to play a player without them being registered to the Club and showing on FA generated ID cards (see below).

Each player is registered to a TEAM and not to the CLUB so can not move between teams.

Any team found to have played an unregistered player will incur a minimum £50 league fine and a 3 week suspension of fixtures (points awarded to your opposition).

MET POLICE YOUTH FC – LADIES TEAM

We are delighted to offer ladies recreational football at MPYFC. The Ladies team train on a Tuesday evening and play Sunday league fixtures once a month in the FA Super Surrey North – Womens Flexi league plus friendlies. The format is 7 aside and ref fees are £15. For more information contact Tara Sparrow: TaraSparrow@hotmail.co.uk

| AGE GROUP | FORMAT | MATCH DURATION | BALL SIZE | FOCUS |
|-------------|--------|---------------------------------|-----------|-------------|
| Ladies Team | 7 v 7 | Max 100 mins – x2 40 min halves | 5 | Competitive |



5. League Identification cards

For assistance with this please visit grassrootstechnology.thefa.com

It is an FA requirement for all teams to have a printed, laminated team sheet which details which players are registered to your team by the FA. This is available on Whole Game System and MUST be shown to your oppositions manager before the start of each game, they in turn must also allow you to view their team sheet and you should take a 'roll call' of their players.

Failure to do so will result in fixtures being withdrawn by your relevant league.

Remember that players are not eligible to play until they appear on the team sheet.

Failure to exchange/check league ID printed team sheets is a £50.00 league fine. Please ensure one of your players is wearing a captain's armband. Failure to do so is a £10 league fine.

6. Sponsorship

There are lots of sponsorship opportunities at MPYFC. In addition to shirt sponsorship, we are also able to offer sponsorship of many other items for a period of 3 years, an amazing opportunity for business promotion to a wide and varied range of potential new clients.

For more information please contact Lisa Ness.



7. Club Grounds



IMBER COURT SPORTS CLUB

Ember Lane,
East Molesey,
Surrey.
KT8 0BT



TIFFIN SPORTS GROUND

Grist's,
Summer Road,
East Molesey.
KT8 9LS

8. Pitch allocations

On Monday Nathan Gilligan will email all managers their HOME pitch allocations for the following Sunday. If you have an AWAY fixture, the opposition will email you details of the fixture time and location. See Appendices for pitch layouts.

9. Pitch set-up: Goals, nets, respect lines, corner flags

MPYFC corner flags and respect lines are kept at each venue. On match day, if you have been allocated the first slot (10am KO) you will be required to set-up that pitch for the rest of the MPYFC which includes positioning flags and respect lines. If playing at Tiffin, you will also need to collect the key and the nets will need to be let down and pegged. If you have the last slot at either pitch, you will be required to pack up the pitch and put the corner flags and respect lines away. At Tiffin you will be required to clip nets up again and lock the ground.

10. Allocation of referees

Referees are only allocated from 9 aside upwards (Boys: U11 / Girls: U12) and Womens.

Referees are allocated by Nathan Gilligan who oversees the Womens and the boys and girls Sunday fixtures.

Teams playing in EEFYFL are allocated referees by the league.

Nathan will email all managers mid-week with the name of your allocated referee and their contact number. Should your match be cancelled please contact both Nathan and the referee ASAP.

11. League - 27 day notice of match cancellation/postponement

All Teams will be deemed to be available every Saturday/Sunday. Applications for leave of absence from the League must be made by e-mail to your League Fixture Secretary, copying in Lisa Ness (boys section) / Sue Blenkley (girls section) as soon as details are known but not less than 27 days' notice must be given. Leave of absence will only be permitted on 2 occasions in any one season at the discretion of the Management Committee.

12. Your online fixtures and results reporting

We participate in three youth leagues covering boys ,girls, Saturday (EEYFL) and Sunday teams (WSYL/SCWGL) and each has its own web site for fixtures and for reporting results.

Managers MUST submit a match card by 1 1:59pm on the day the match was played.

WSYL Boys and Girls Sunday teams - <https://www.prawnsandwich.com>

EEYFL Boys Saturday teams – must respond to a text message sent to you by the league.

Failure to do so incurs a League fine of £20 which you shall be responsible for paying. If a Result Card is not visible, please contact your League Fixture Secretary. If you are unable to log on, please contact Lisa Ness (Boys) / Sue Blenkley (Girls).

If a match is postponed you must still submit the Result Card to include information on the circumstances of the postponement (i.e. bad weather or opposition have forfeited the match etc.)

PUBLICATION OF RESULTS

As part of the FA,s Youth Development Review it is forbidden to publish the results or league tables for teams playing U7 through to U11. This also includes any reference to match scores on social media.

More detailed information is available at www.teamgrassroots.co.uk.

TRAINING & CANCELLATION

Weekly training for players is mandatory, and all players are expected to attend wearing their MPYFC RED away top, Met shorts and Met socks. Accessories can be purchased via the Club Shop. During the winter months all MPYFC training is located on floodlit pitches. In the spring/summer months managers are encouraged to train on grass in the local parks/ recreation grounds. The time and evening of training is at the discretion of the team manager and pitch availability.

On the rare occasion that a training session needs to be cancelled, you MUST contact Lisa Ness at least 2 days in advance in allow time to contact the venue and cancel the pitch. If the venue cancel a training pitch due to bad weather then Lisa Ness will advise the manager accordingly.

13. Cancelling matches

In the event of bad weather such as hard frost or waterlogged pitches, there may be times when we are informed by groundsmen that the pitches are unplayable. Nathan Gillingham will let managers know via the Managers WhatsApp group if this is the case early on a Saturday or Sunday morning.

If your match is unplayable, you MUST contact your opposition as soon as possible to see if the fixture can be reversed and the match held at their ground. League rules state that the match must be scheduled within a one-hour timeframe of the original fixture. Please remember to contact the allocated referee ASAP in the event of a postponement. You must also note on your match card that the fixture was unplayable and the reason why.

14. Fines

Any fines incurred are payable by the individual responsible for instigating them.

15. Recording accidents, disciplinary matters or incidents

Should there be any accidents, disciplinary matters or incidents on match day between players, parents, spectators, linesmen, coaching/management staff it should be reported to Lisa Ness (Boys) / Sue Blenkley (Girls) and Alan Jackson (Club Welfare Officer) as soon as the match has finished by email. Assistance or action will then be taken depending on the circumstances of the accident/incident.

EMERGENCY ACTION PLAN (EAP)

IMBER COURT - The Defibrillator is located by the large blue gates of the main stadium. **The code is C159X**

The safety and welfare of children and young people in our club is the number one priority. Before the season starts and before each game:

1. Make sure you have all parents' contact numbers and players medical conditions easily accessible; keep your phone with you. Best practice is for all team officials to do likewise.
2. Check the first aid kit is fully stocked and in good condition and that your first aid training will remain up-to-date throughout the season. Keep a laminated copy in of the EAP in your first aid kit.

In the event of a potentially serious injury:

- i. If you are the First Responder, Grab and go – grab the first aid kit and get on the pitch. Slow down as you approach the casualty, kneel down next to their head and check ABC – airway, breathing & circulation. Are they conscious? Proceed with first aid.
- ii. Summon the support of a second official if possible, if not a trustworthy parent to help you manage the situation. Their job is to: read this EAP, manage bystanders, call an ambulance if required and act as your support/witness as and when you give medical attention to a minor. Imber court have a first aider to help if required; contact the Duty Manager in the office.
- iii. If in doubt immediately request a 999 call. The post code for the rear entrance at Imber Court is: KT10 8EG which must be used if an ambulance is summoned.
- iv. Another defibrillator is located in the main Imber Court office and a spinal board if required is in the swimming pool.

- v. First responder should stay with the casualty whilst the person supporting should send someone out to the road at the rear to direct the ambulance through to the ground and to check if cars need moving to provide 3m clearance and turn around for the ambulance.
- vi. Once the casualty is safely in the ambulance or in professional medical care, contact the parents/carers to inform them of the situation.
- vii. The Duty manager at Imber Court should be notified if there is a serious injury/accident that involves medical/emergency services on site. They will either be in main office or pick up the phone outside the office door which is direct to their mobile phone.
- viii. Once the casualty is safe, complete the accident report form and ask witnesses to prepare statements if they saw what happened. Contact the club welfare officer Alan Jackson who will support you to fulfil club requirements.

In the event of a minor injury:

- i. Administer first aid as required and use your professional judgement to rest or retire the player. If a rest/retirement is necessary, monitor them over the remaining period of the game. Re-stock the first aid kit as necessary.
- ii. After the game, if you gave first aid, check the player is still feeling OK and let their parents know what happened and what treatment you gave.



16. Long Term Injury Plan

Should a player incur a serious injury during a game, there are two priority considerations:

- A. The immediate safety, first aid and welfare of the player
- B. Ongoing support and assistance to facilitate a return to full fitness and playing status with MPYFC

From time to time, players will sustain injuries that will require a substantive lay-off from playing. Where this is likely to extend beyond several weeks it will be important for the coach and manager of the team to adopt appropriate planning to achieve the two points above. In particular this should involve the following:

- i. Notify Alan Jackson of the injury, providing details of the player involved, the immediate and further treatment they may have received and any other relevant information that the club may need.
- ii. Consider what this means for the team and the remainder of the season and how to ensure continuity for the remainder of the players can be best achieved. Notify Alan Jackson of your plans.
- iii. Make a plan with the injured player (parent or carers) to monitor their recovery and keep the player in contact with the club (such as inviting them to attend games, training and any social activities).
- iv. Ensuring that any return to training and or playing has been sanctioned by the medical professionals involved and check this with their parents. At this point, use your professional judgement to ensure training and play is introduced gradually and progressively and pay particular attention to how the player is responding and coping.

Whilst it is the club's aim to ensure that all injured players return to playing for their original team, MPYFC cannot guarantee that this will be the case. Please do not make promises such as "You will always have your place in this team" as we have learned from experience that this may not always work out in the best interests of the club or player. If you have any questions or comments regarding this policy, please contact Alan Jackson (Club Welfare Officer).

17. Associate Members (AM)

This is designed to offer new players a route into the club that allows for a fair assessment of the player and enables the player and family to assess the suitability of the club for their needs. AM makes the assumption that managers may have a full squad now, but often require new players for the following season, or that they need new players for the current season. New players to the club can take up AM at any time during a season.

If a player enquires about joining a MPYFC team, the team manager will first find out a little more about the player by speaking with the parents (or child if they are older). Who do you/have you played for? What league are they in? What position do you/can you play? Do you currently have any injuries? etc.? Clearly, if they are a keeper and your team already have a keeper, then the conversation should end there.

If following this conversation, the player seems a good fit, the manager will inform them that they can attend two training session free of charge (boys) and three sessions (girls). Following this initial 'look' the manager will either offer the player AM or inform them that they are unlikely to fit into the team for whatever playing reasons.

ASSOCIATE MEMBER ENROLMENT

AM members will be kept on the AM database. To enroll an AM you should register them on Commentary Box as TRAINING ONLY. They are permitted to attend a maximum of 2 training sessions without being registered. Please also email their name to Lisa (Boys) or Sue (Girls) who will be able to invoice the player. Once enrolled AM, players can train with the squad and receive club benefits such as player insurance, club newsletter, club socials but they are not permitted to play in matches at any point.

AM - MID-SEASON CHANGES OF STATUS

One likely scenario is that a team loses a player mid-season. In this case the manager must quickly decide if one of their AM's can take up a full registration as a replacement. If so, the player will pay a pro-rata enrolment fee (relating to duration of remaining season) minus the AM fee that they have already paid (to be calculated by David Evans Club Treasurer). They must also purchase the full playing kit. This person is now a full and permanent member of the squad.

AM is an unconditional arrangement for both parties. There is no guarantee that in the new season there will be a space or that the AM will be offered a space if there is one, or that the player is obliged to enrol if he is offered a space. At the end of the season Managers must inform their AMs if they have secured a permanent place in the squad for the next season. If not, they must be notified of the reason. If there are still no spaces, but both parties want to continue the arrangement, then the AM can opt to undertake a further season as AM, in which case a further fee will apply. If an AM chooses to leave the club part way through the season, no refund will be available to them.

Each team is only allowed two AM's at any one time and Managers must strictly adhere to the AM recruitment policy. Managers found to be allowing non-AM players to train (other than the two/three-week grace rule) will be subject to club disciplinary action. This is to protect both the club and the team officials.

18. Team Social Events

Please encourage your team rep to organise social events for the team. This could be for both the parents and players or individually, such as a Christmas party, end or start of season event.

19. Kit and Equipment

On Joining the club, each player will need to purchase a full kit via the club shop. First please contact Lisa or Sue to allocate the player a number as they will keep this number throughout their playing days with MPYFC. * Please note that you will receive a fine from the league if you have two players in one squad that have the same number.

The kits comprise of:

PLAYERS

COMPULSORY: Rain jacket, shorts, socks, blue long sleeved home top, red short sleeved away top which **MUST** be worn at weekly MPYFC training.

OPTIONAL EXTRAS: hoody, zip top etc.

Shin pads: Players must always wear full size shin pads with socks at knee height for all training and matches. Managers must enforce this or face action from the club.

OFFICIALS

Macron: T-shirt, zip top, training pants, winter jacket.

The club funds kit for officials. However, officials **MUST** wear kit at all matches and at training and are responsible for ensuring it is in good condition. Any replacements needed are the officials responsibility. No additional printing is permitted onto kit. For Kit enquiries contact Jon Nurse.

EQUIPMENT

Each team received the standard managers coaching pack when they start at MPYFC. This includes: Set of spike poles / First Aid kit / training balls and bag / match balls / big super dome cones / small space marker ones / bibs / pump / kit bag. The items will be topped up season by season as required. Please contact Gavin Robinson for any equipment enquiries.



20. Volunteering

As you are well aware, clubs such as MPYFC run on the goodwill of parents and volunteers. Please do all that you can to encourage your parents to get involved in the club. There are lots of things that they can do and we are always looking for eager people to help support the committee. If anyone would like to volunteer for any role within the club, you could ask them to contact Alan Jackson.

21. Commentary Box

MPYFC uses commentary box at www.commentarybox.co.uk for player registrations, primary communications and for a host of other features. We have invested a great deal in terms of time and money to make CB a feature of the club. CB is easy and convenient to use and makes all of our roles simpler and more efficient. It keeps communications with club officials and our members effective and professional. Please take time to learn how to use CB and ensure all parents are signed up to keep coms smooth and effective for your team.

All players in your team must be displayed on Commentary Box, this record must be correct at all times.



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Football for all