



Chesham Athletic Football Club
Buckinghamshire, UK

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Charity number: 801127

Chesham Athletic – Coaches Pack

A warm welcome from the committee and our thanks to you for stepping up to coach grassroots footballers! Clubs like ours simply cannot function without an army of coaching volunteers and we are grateful to you for taking on this role. We are here to support you, so please take your time to read the welcome guide for parents as much of the information there is also relevant to coaches.

Within this pack you will find the following information:

- a. Qualifications required
 - Head coach qualification
- b. Equipment required
- c. Player registration and squad lists
- d. Children's kit
- e. Communication
- f. Admin Help
- g. Team Membership & Subs
- h. Parking and Opposition Templates for Moor & Grange
- i. **Junior Football (age 6 – 11) – The Moor**
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 - Team Information
 - Match Information
 - The Moor pitch plan
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 - Match day
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a. Qualifications Required – All Coaches and Coaching Assistants

Anyone wishing to coach or assist with the coaching of any age group must be subject to a Disclosure and Barring Service (DBS) Check. Our Welfare Officer will contact you about this.

Additionally, you must complete the following online courses:

- Introduction to First Aid in Football
(<https://learn.EnglandFootball.com/courses/medical/introduction-to-first-aid-in-football>)
- Safeguarding Children
(<https://learn.EnglandFootball.com/courses/safeguarding/safeguarding-children-course>)

Our Welfare Officer can help you find these courses online. You will need to register, pay for and complete the courses. Course costs will be reimbursed by the club. To receive the expenses of these courses please contact our Treasurer. The details of our committee members will be found in the welcome pack where you can find these contact details.

i. All **Head Coaches** must have the following **additional** qualifications:

Introduction to Coaching Football

(*this course has replaced FA Level 1 in coaching football. If you have FA Level 1, it remains valid until it expires. When it expires, you will need to complete the new course) -

<https://learn.EnglandFootball.com/courses/football/introduction-to-coaching-football>

Once the course is completed, please send your course invoice to the treasurer who will reimburse your training costs. The new qualifications will show on the FA portal within 24 hours.

b. Equipment Required

When joining the club as a parent coach you will receive the equipment you require to develop, train and coach your team. This will include the following items:

- Footballs
 - Cones
 - Bibs
- First Aid Bag (First aid kit should be brought to training and matches as best practice).

You will also receive some clothing items such as a T shirt, training top, light jacket and winter jacket.

Please contact our committee member who is in charge of kit and equipment for this – you will find this information in our welcome pack.

c. Player registration and squad list

In recent years, the FA have become very strict regarding player registration and players who are not registered by mid-September are no longer permitted to play in matches until the process is completed. The guide for parents outlines exactly what they need to do to register

their player. The club secretary (Prabh Gill) can assist with any issues such as forgotten FAN IDs or error messages.

All registered players will appear on squad lists and these are **mandatory for fixtures from U13s age groups upwards**. You should print your squad list and swap this with the opposition coach's list prior to the match kick off. You can also email it prior to the fixture. **Please note that only fully registered players who appear on a squad list are permitted to play a match from U13s and older.**

Fines apply if squad lists are not provided upon request, and you have the right to complain to your league contact if a list was not provided to you at a fixture.

Guide on how to access your squad list:

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001146406-download-a-squad-list>

d. Children's Kit

Once the children have paid for their membership, registered with the club and set up their FAN ID, they will be entitled to a kit. This kit is only distributed to children playing matches. Children who are just training will receive a training top only.

The kit includes a top, shorts, socks and training top. (After under 11's, a training top is not included as part of the club membership).

Team kits are a major cost and need to last between 2-3 years. This is outlined in the parent guide. For any new kit orders or replacements for damaged kits, please contact Sean Wallis at the committee. Other branded items such as hats/raincoats/polo tops are also available but have to be funded by parents. Please order extra items in one order to avoid confusion and ensure payment is made for additional items.

Please take in old kits if a team member leaves the club.

e. Communication

The coach will be in charge of setting up the whats app group and including the children's parents into this whats app group. (Only parents of paid and registered children should be within this communication method).

The fixtures of matches will be sent to yourself by the opposition team in the week before the match and you will communicate this to the parents through whats app. Coaches will need to agree a kick off time and send the information to the opposition team along with the visiting team instructions which you can find on page 5 and 6.

Using a Poll on whats app works well to identify which players are available for matches.

f. Admin Help

You may find it useful to ask a parent to step up as your team administrator . The administrator can be the point of contact with opposition teams for fixtures and help with communications with parents (e.g. gauge how many players are available for each match). They can also assist with player registration if a parent is having difficulty with the process and set up whatsapp groups for your team. If you appoint a team administrator, please contact the club secretary who can liaise with the league to set up email contact etc.

g. Team Membership & Subs

It is important that players have paid subs before they start playing matches, as they are only insured when they are members of the club. You will be contacted by a committee member if there are payments outstanding in your team. We can discuss payment plans for cases of genuine hardship, and we are a very competitively priced club compared to others in the area. We do reserve the right to increase subs for a season if needed. The parent guide details refund policy is a player decides to leave the club after the season has started.

h. Parking and Opposition Template

These templates for home matches at the Moor and Grange can be used as required for opposition teams.



VISITING TEAM INSTRUCTIONS – JUNIOR MATCHES

Location	Chesham Moor, off Moor Road, Chesham HP5 1SA
Parking	<p>There is ample (height restricted) free parking next to the Chesham Moor Gym & Swim: Moor Road Chesham HP5 1SF</p> <p>From the car park, walk past the Gym & Swim and tennis courts on your right and cross the road onto Chesham Moor.</p> <p>Please note:</p> <p>(i) there is a one-way system in place so you cannot drive from the car park to the Moor without driving away from the Moor and going around the one-way system.</p> <p>(ii) On street parking is extremely restricted in the area around the Moor and you should use the parking facility at Chesham Moor Gym & Swim</p>
Referee	Chesham Athletic Football Club will referee one game. Please provide a referee for the other game.
Home Team Colours	Orange/Black
Rules and Guidance	<ul style="list-style-type: none"> • There are no changing facilities or public toilets. • All rubbish (such as drinks bottles and sweet wrappers) must be taken away. • Only players, managers, coaches and match officials are permitted on the pitch. • Spectators are requested to stand behind the Respect line on the designated side of the pitch • Photography is allowed but only for personal use. Posting on social media is strictly prohibited due to safeguarding.



VISITING TEAM INSTRUCTIONS – YOUTH MATCHES

Location	Chesham Athletic Football Club, Botley Road, Chesham, Chesham HP5 1XR
Parking	<p>There is free parking in the Club's car park. Please park in the allocated bays and refrain from parking on the grass. If the car park is full, parents should park on Lycrombe Road and not in Culverhouse Way or Waller Way.</p> <p>The emergency entrance is located in Waller Way so it is very important that this is not blocked</p>
Referee	Chesham Athletic Football Club will provide referees for our home games unless you are otherwise informed.
Home Team Colours	Orange/Black
Rules and Guidance	<ul style="list-style-type: none"> • There are changing facilities and public toilets. • All rubbish (such as drinks bottles and sweet wrappers) must be taken away. • Only players, managers, coaches and match officials are permitted on the pitch. • Spectators are requested to stand behind the Respect line on the designated side of the pitch • Photography is allowed but only for personal use. Posting on social media is strictly prohibited due to safeguarding.

i. Junior Football (ages 6 – 12) – The Moor

Training information

Reception and Year 1 aged children will only do training as they are too young for the leagues we participate in. This will be held on the Artificial Grass Pitch at Chiltern Hills Academy at 6pm on a Monday evening.

Year 2 to Year 6 children will play matches in the South Bucks Mini Soccer Conference.

Children in Year 2 to Year 4 will train at Chiltern Hills Academy at 6pm on a Monday evening.

Children in Year 5 & 6 will train on at Chiltern Hills Academy on a Wednesday evening at 6pm. This is permitted to change.

Chesham Athletic have use of the Moor on a Saturday morning and Sunday. Many of the teams use the Moor on a Saturday for extra training – this is at the coach's discretion.

Try to keep to your own pitch during training for even wear and tear.

Use any equipment and return to the shed after use, making sure you lock up behind yourself.

Team Information

The format for matches for the U7 to U10 age groups is for each club to field 2 teams. They will each play 2 matches as follows:

Team A v Opposition Team A

Team B v Opposition Team B

Team A v Opposition Team B

Team B v Opposition Team A

It is a league requirement that the 2 Teams must be balanced equally in terms of playing strength. You must not select all your stronger players for one team.

These are non-competitive leagues in that points are not awarded for wins and draws. The principle is for players to enjoy themselves against other teams of comparable strength.

Buddy Teams

If the age group only has enough players for one team then we will need to 'buddy' up with another club from the same league/division. You will need to notify the league that a buddy is required and the league will then identify a club in a similar position which we will buddy up with. If we can register/affiliate the teams as early as we can at the end of each season then the league will be able to identify which buddy club we pair with.

(Note: a buddy team will also be required if we have enough players for 3 teams. 2 of the teams can play together and the other team will require a buddy).

The South Bucks Mini Soccer Conference leagues are split into 4 division; Red (div 1), Green (div 2), Blue (div 3) and Yellow (div 4). The league will allocate our teams to the division which best matches their ability. It is not unusual for a club to move up or down a division depending on how results have gone.

From U11s and above, if you have enough players to field 2 teams, you can select players for each team depending on their ability and there is no longer a requirement to balance them equally in terms of playing strength.

Match Information

On the next page you will find the Moor Pitch Plan. This is to show you where each age group pitch is on the Moor, including the size it should be for match day information.

The offside rule comes into effect from U11 age groups and upwards.

Match days will include the following:

- Goals
- Corner Flags
- Respect Lines / barriers
- A designated referee – Linesman if Under 11's and above

Key recommendations for the game

An at-a-glance guide to junior football



- Format:** 5 v 5
- Match length:** 20 mins E/w
- Player game time:**
40 mins/day, 60 mins/comp
- Pitch size:** 40yd x 30yd
- Ball size:** 3
- Goal size:** 12ft x 6ft
- COMPETITIONS**
Two weeks of trophy events, three times a season
- KEY LEARNINGS**
– having fun
– playing with my friends



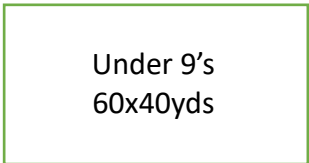
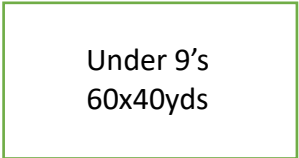
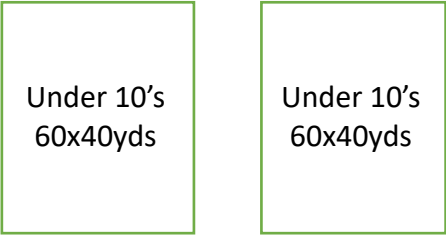
- Format:** 7 v 7
- Match length:** 25 mins E/w
- Player game time:**
60 mins/day, 90 mins/comp
- Pitch size:** 60yd x 40yd
- Ball size:** 3 for U9s, 4 for U10s
- Goal size:** 12ft x 6ft
- COMPETITIONS**
Four weeks of trophy events, three times a season
- KEY LEARNINGS**
– acquiring skills
– trying my best



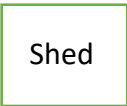
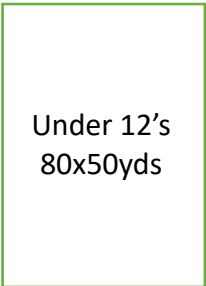
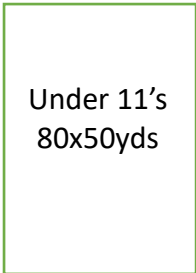
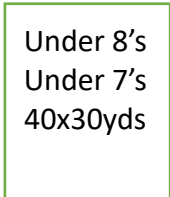
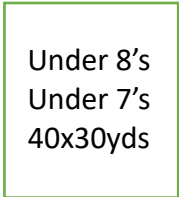
- Format:** 9 v 9
- Match length:** 30 mins E/w
- Player game time:**
80 mins/day, 120 mins/comp
- Pitch size:** 80yd x 50yd
- Ball size:** 4
- Goal size:** 16ft x 7ft
- COMPETITIONS**
Six weeks of trophy events, three times a season. U12s as U13/14s
- KEY LEARNINGS**
– being part of a team
– game play

ALL SIZES, TIMES OR NUMBERS SHOWN ARE THE MAXIMUM ALLOWED UNLESS OTHERWISE STATED (FA SCORY 2017/18)

The Moor Pitch Plan



Bank



Bois Moor Road

Preparing for the Match

- Each team have the duty to look after their own pitch, this will include cutting it and marking the lines ahead of their fixture. Why not try a parent rota?
- Ahead of the season, lines marking each pitch will be burned into the grass. You can supplement these on match day with the line marker.
- The Town Council will periodically cut the Moor grass, but often the grass is too long for football. The club lawn mowers and line markers are kept in the shed.
- Each coach will be assigned a key for access, please contact Richard McDermott - 07888656945
- Any lawn mower tuition or queries please contact – Kieron Watkins - 07860156780
- There are currently 2 larger mowers, one which operates sitting down – we recommend coaches using this one only and the push along mower for parents.
- Any issues with the mower during or after use please report back to Hannah Munn - 07751234650
- Fuel for the mowers is kept in the green jerry cans and will need to be topped up when low/empty, please refill and keep receipt for reimbursement by the club Treasurer.

Match day

- If you are the first team to play on the Moor, you must put cones out on Bois Moor Road to prevent parking on the bridge and on the corners. The last team to finish should put the cones away.
- There is a small car park next to the shed. This is for coaches only and parents should be encouraged to park at the Moor Gym & Swim.
- Take your goals to your corresponding pitch and peg down using pegs from the shed. Please refer to the pitch layout
- Corner flags are situated in the corner of the shed
- Respect barriers set up approximately 2 meters away from the touchline on one side
- Coaches' area is situated in the middle of the paired pitches or one side of the bigger pitches
- Make sure parents are aware of standing on the opposite side from the coaches
- Emergency access – if an ambulance is required to access the pitches, there is a gate in the railings next to the U12's pitch. The key to the gate is in the shed.
- A defibrillator is located in the shed.

j. Youth Football (ages 13 – 17) – The Grange

Preparing ahead of the big day

- Each team have the duty to look after their own pitch, this will include cutting it and marking the lines ahead of their fixture. Why not try a parent rota.
- Club lawn mower and line marker is kept in the clubhouse, each coach will be assigned a key for access, please contact Raj Gill 07888 868888
- Any lawn mower tuition or queries please contact – Raj Gill or Paul Turner 07980 304986
- Any issues with the mower during or after use please report to Raj Gill.

- Fuel for the mowers is kept in the green jerry cans and will need to be topped up when low/empty, please refill and keep receipt for reimbursement by the club Treasurer.

Match day

- First team to arrive please put the cones out. The last team to leave puts them away.
- Take your goals to your corresponding pitch.
- Goals need to be chained together after matches. This prevents the pitches being used by local people and prevents wear to the goalmouths.
- Corner flags are situated in the clubhouse
- Respect barriers set up approximately 2 meters away from the touchline on one side
- Coaches' area is situated in the middle of the paired pitches
- Make sure parents are aware of standing on the opposite side from the coaches
-

How to make match day enjoyable for everyone

The better the environment we create for the players, the more everyone will enjoy the game. Greeting the opposition and the referee, putting on refreshments, appointing a Match Day Manager, are all ways in which any club at any level can start to make a difference on the day.

"The fact is that kids learn to make good decisions by making decisions, not by following directions."

Alfie Kohn
Lecturer in Education
and Psychology

GOOD PRACTICE

- ✓ Issue a Code of Conduct to everyone involved at the start of the season.
- ✓ Whatever your role – coach, parent, player, referee – turn up in good time.
- ✓ All players play a minimum 50%.
- ✓ Coaches to stay in the technical area, unless a player is injured.
- ✓ Spectators behind the barrier on the opposite side of the field.
- ✓ Applause for good play for BOTH teams.
- ✓ Only the coach to issue instructions to the players.
- ✓ Respect Handshake before the game.
- ✓ Handshakes all round after the game – regardless of the score.
- ✗ No spectators behind the goals.
- ✗ No shouting at the referee.

RESPECT

If we do not have Respect for the opposition players and coaches, and especially for the referee, then we do not have a game of football.

- ✓ Support and encourage players.
- ✓ Treat the opposition how you would like to be treated.
- ✓ Let the coaches coach.
- ✓ Remember that the referee may be learning the game.
- ✓ You are a role model to children at all times during the game.
- ✓ Applause for both sides.
- ✓ Make the game fun at all times.
- ✗ Do not encroach onto the pitch.
- ✗ No angry postmortems after the game.

#PlayYourPart



U13/
14s

- Format:** 11 v 11
- Match length:** 35 mins E/W
- Player game time:**
100 mins/day, 150 mins/comp
- Pitch size:** 100yd x 60yd
- Ball size:** 4
- Goal size:** 21ft x 7ft
- COMPETITIONS**
Any varieties including one season-long league table
- KEY LEARNINGS**
– taking responsibility
– positional awareness



U15/
16s

- Format:** 11 v 11
- Match length:** 40 mins E/W
- Player game time:**
100 mins/day, 150 mins/comp
- Pitch size:** 110yd x 70yd
- Ball size:** 5
- Goal size:** 24ft x 8ft
- COMPETITIONS**
any varieties including one season-long league table
- KEY LEARNINGS**
– in-game decisions
– tactical appreciation



U17/
18s

- Format:** 11 v 11
- Match length:** 45 mins E/W
- Player game time:**
120 mins/day, 180 mins/comp
- Pitch size:** 110yd x 70yd
- Ball size:** 5
- Goal size:** 24ft x 8ft
- COMPETITIONS**
any varieties including one season-long league table
- KEY LEARNINGS**
– in-game decisions
– tactical appreciation

#PlayYourPart

Match day best practice for coaches

Every coach at every level can play a huge part in creating the match day environment that everyone can enjoy, not only the players, but the match officials and those watching too. A good coach can be a positive role model that youngsters will remember for the rest of their lives.

There are lots of different ways you can create that positive environment. Here are just a few:

- ⊕ You could take the pressure off yourself and give players ownership for choosing the formation and the team.
- ⊕ All players getting at least half the available game time is a great way to create good team spirit. You could plan your substitutions before the game.
- ⊕ The score line is only one way to measure development. You could set team and individual player targets.
- ⊕ Some coaches think they are not involved unless they continually offer instruction. But instead of doing a running commentary throughout the game, let the players make decisions, allow them to make mistakes and learn from them.
- ⊕ Advanced technical coaching terms can confuse young players. Try to use appropriate language.
- ⊕ Instead of getting anxious and uptight on match day, try and relax and enjoy it. Remember don't shout at match officials, children could copy your behaviour.
- ⊕ Reward effort rather than just ability.
- ⊕ No one enjoys it when a game ends with an angry post mortem. You could save your feedback until training night. Always try and be constructive whatever the result.

These players are starting on their football journey, remember how much you enjoy the game and pass it on to them!

RED & YELLOW CARDS

Red and Yellow cards apply for matches in youth leagues. Yellow and red cards have applicable fines associated with them and these **finances are payable by the player or parent of a player and not by the club.** The club secretary will advise the head coach of an invoice reference if your child is charged with a red or yellow card offence. Payment must be made before the player is eligible for further match play, post any suspension served.

1) Yellow Card Rules

Individual yellow cards are currently charged at £12 by the FA. Accumulative cards can lead to match bans and a further fine as follows:

Number of Cautions	Cut Off Date (Inclusive)	Automatic Suspension for Number of Cautions
5	31 st December	1 match suspension and £15 fine
10	Second Sunday in April	2 match suspension and £15 fine
15	End of Season	3 match suspension and £15 fine
20+		Every 5 cautions received thereafter will result in continuing misconduct charge

2) Red Card Rules

Red cards are currently charged at £35 by the FA but can be higher depending on the seriousness of the offence. Match bans following a red card are as follows:

Dismissal Offence	Suspension
Serious Foul Play	3 Matches
Violent Conduct	3 Matches
Spitting at an Opponent	6 Matches
Denial of an obvious goal-scoring opportunity	1 Match
Use of offensive, or insulting or abusive language	2 Matches
Receiving a Second Caution in a Match	1 Match

3) Appeals

Coaches can appeal red or yellow cards if the decision appears unfair. Parents should not influence the coaches' decision. If you wish to appeal, please advise the club secretary with a statement when you are contacted regarding a red or yellow card fine.

j. Training days at The Grange

Try to keep to your own pitches for even wear and tear.

Use any equipment and return to the club house after use, making sure you lock up behind you.

k. Fixtures and Results

Please read the Moor and Grange match day guides.

Fixtures are decided and set up by the Berks & Bucks FA. You should be automatically emailed by the FA to advise your fixtures at the start of the season and regular contact should follow.

All results from all matches will need to be reported within 24 hours. This is done by emailing your assigned FA representative. The Head Coach or assigned Administrator will be advised of who this is at the beginning of the season. Please note that fines apply for late reporting of results.

The FA use FA Fulltime for receiving the results of all matches. This is done by Fulltime automatically sending you a text result request on the day of the match. You respond to it by sending the result back. If you are at home and win 1-0, then that is exactly how you respond. No spaces just 1-0. No other information is required.

It is only mandatory for the home team to report a result but it is optional for the away team. Both teams will receive the fulltime link. It's best practice to reply regardless of whether you are home or away to ensure that there is no later dispute regarding the outcome of a match.

The Fixture Secretary should be notified of a result by the home team by 6-30pm on the day of the match. In outside Sunday Competitions both Home & Away Teams shall telephone/SMS/email/notify the result of each match to the Fixtures Secretary. Clubs in default shall be fined (£10.00) in accordance with the Fines Tariff.

Fines are also issued if a match fixture is not fulfilled without adequate prior notice.

l. Referees and Fees

FA referees are mandatory for U13 age groups and above. For younger age groups, they are not required, and parents are encouraged and expected to act as referees and run the line for match days.

Referees are paid their fee on the match day by each coach and the cost can be claimed back from the treasurer. You must keep track of the fixture, date and referee cost to provide for audit when claiming fees.

Current fees for the 2024/25 season are as follows. Please note that fees may change for future seasons.

U12 - £30

U13/14 - £35

U15/16 - £40

U17/18 - £45

Raj Gill is the contact for coordinating referee bookings and will add U13 and older team coaches and administrators into a whatsapp groups to facilitate this. It is the coach's responsibility to advise the referee of any changes to fixture dates or times once agreed. If the referee is not notified in a timely manner, fees may still apply.

m. Reporting Incidents

In the rare case of any incident before, during or after a match, please advise the club secretary or welfare officer as soon as possible. In cases where the incident is serious, please ask parent witnesses to provide you with a written statement. The welfare officer will then submit the case to the FA for formal investigation.

n. ULEZ Charges

Please note that matches are sometimes played in the London suburbs and ULEZ charges may apply for certain cars. Please check with the opposition coach if you are unsure if the charge applies. This is also communicated in the parent pack.

o. D-FIB

We have defibrillators at the Moor and the Grange. The Moor D-FIB is inside the shed. The Grange D-FIB is in the clubhouse. The D-FIBS have usage instructions printed on them and the First Aid Training in Football course also has a section which covers how to use them. For issues with the D-FIBs please contact Katie Yessen or Hannah Munn.

p. Tournaments

Tournaments are optional. They are self-funded by parents and arranged by coaches/administrators

q. Award Day

Awarding the end of year trophies at AGM is a highlight of the season! You will be given 6 weeks or longer to make your nominations. The head coaches and assistants are invited to talk about their reasons for choosing specific players for awards and present the trophies to the players. The trophies are presented at the family fun day that we hope to continue, given its success last year. Please encourage all your parents to attend with their players in club kit.

1) Players in younger age groups

All players from U10 age group and below receive a **named trophy** at the end of season awards. It's lovely to see them accumulate a collection of different trophies as they develop with us!

For U10 age groups and below, the coaches also give out two additional trophies per team. These are usually Manager's Player of the Season and Players' Player of the Season. However, if you would like to give one for goal of the season or any other reason, you can advise the club secretary.

We budget for 2 'extra' trophies per team from the club for U10s and below. If you wish to give out further self-funded trophies, this is acceptable, but these would need to be handed out outside of the awards ceremony so that all teams have equal numbers of trophies presented publicly. If you wish to give out extra self-funded trophies, please let the club secretary know when contacted regarding the awards ceremony so that they can be ordered.

2) *Players in older age groups*

For teams in U11 and upwards, there are 3 awards per team. The standard awards are manager's player of the year and players' player of the year plus one of your choice – goal of the season/most improved etc. If you wish to award a player for a different reason, please advise the club secretary. You can also self-fund any further trophies if you wish as with the younger age groups. Any extra trophies would again have to be presented outside of the awards ceremony.

3) *Jed Oliver*

The Jed Oliver award is given in memory of a former player. The award is presented to a single player at the club every year for outstanding sportsmanship. Please take note of any key moments of outstanding sportsmanship during your matches so that when nominations are requested, we have a shortlist ready.

4) *Coaches' awards*

We award our coach of the season in the younger and older age groups every year. This is decided by the committee, and we welcome input from our coaches and assistant coaches on nominees.

5) *Club champion*

This is awarded every year for a coach/committee member/parent who has gone above and beyond for the club in the last season. Nominations are welcome and the decision is made by the committee.

r. Safeguarding

If you have any safeguarding concerns regarding any of the children under your supervision, please contact the welfare officer. For any urgent or immediate concerns, the police should be informed.

s. Parent/Carer Issues & Issues Between Players

We at the committee are here to assist you with any queries/questions and issues. We know that from time to time we may have conflict between parents and coaches. In case of

any disputes that cannot be resolved, please contact a committee member who will assist in finding a mutual resolution. This also applies to disputes between players.