



BTYFC Coach Information Pack

Thank You!

Many thanks for agreeing to become a coach with BTYFC. The more coaches we have the greater our club will become and the more the kids we work with will benefit.

Who Are We

The sole purpose of BTYFC is to offer Football in Fun, Safe and Learning environment for the children of Bradford on Avon and the surrounding areas.

We are a community club run entirely by Volunteers. We offer coaching for kids from 5 years old running all the way up to 18. We currently have over 400 children signed to play for BTYFC across all age groups. From u7's our teams compete in organised leagues, usually in the Mid Wilts League www.btyfc.org.uk

Coaching Qualifications

Whilst being entirely run by volunteers we are a FA Standard Chartered Club. This means that we have to adhere to several rules and policies laid down by the FA.

The four that directly affect anyone wanting to coach our kids are as follows: -

- 1) Coaches must have a FA level 1 coaching certificate
- 2) Coaches must be DBS checked for child welfare reason (renew every 3 years)
- 3) A valid First Aid Certificate (renew every 3 years)
- 4) A valid safeguarding certificate (renew every 3 years)

First Aid and Safeguarding are part of the FA level 1 coaching certificate so when you complete your FA level 1 you will not have to complete separate courses until they are due for renewal 3 years later.

Until a volunteer holds both the above they cannot run coaching sessions or manage teams unassisted by a coach who does hold the above.

You will see that the courses have to be paid for in advance. BTYFC will reimburse you on completion of the course.

The latest FA Level 1 coaching courses can be found here (for Wiltshire).

<http://www.wiltshirefa.com/coaches/development-and-courses>

There will be an option to enter our Standard Chartered Club Affiliation number (this reduces the cost of the course).

Our club number is 35751 Somerset FA also run courses

<http://www.somersetfa.com/coaches/development-and-courses>

You will also need to set up an FA FAN Number:

<https://secure.thefa.com/FAN/Register.aspx?registrationID={9AF6D171-8FA5-4B61-BAD5-97C7C9B3B6AB}>

DBS Check

Anybody within our club working with Children requires a DBS check. This includes parents who may help out at training or on Match Days.

You can start your DBS online here <https://gbg.onlinedisclosures.co.uk> and select register.

Once you have completed the online section you will need to meet with Jo King our club secretary so she can verify your documents. Jo can be contacted at secretary@btyfc.org.uk

By way of guidance you can follow these instructions

Org PIN 103536
Org name BRADFORD TOWN YOUTH (Saturday)
Secret word Wolf (capital W)

Once registered you can then login using the above organisation PIN, your email address and password created as part of the registration process and commence your online CRB application. You will be asked for your National Insurance, Passport and Driving Licence numbers so please ensure you have this information ready.

Please ensure you provide your FAN in the Personal Reference Number field provided (if known)

Once completed and submitted you are required to provide proof of identity to your Club Welfare Officer in support of your application. All Identity Documents (ID) must be original, photocopies are not acceptable. The list of acceptable ID and an ID selection tool form part of the online application.

What happens next?

The Club Welfare Officer will verify your Identity Documents (ID) and submit the application to The FA CRB where the application will be validated before progressing to the CRB for further processing. Upon completion, the CRB will issue you with a copy of the CRB Disclosure. The FA CRB will update their records and forward the Disclosure result to The FA.

How much does it cost, how do I pay?

Volunteer fee: £10

Non-volunteer fee: £54

Payment is made online via PayPal (credit and debit cards accepted). Payment is made once the verification process is complete. You can choose to pay later but your application will not be submitted for processing until payment has been made.

Receipts: if a receipt is required, it should be printed as part of the payment process.

The club will reimburse you the cost

Use of CRB Enhanced Disclosure information by The FA

By completing an online CRB Enhanced Disclosure application the applicant is allowing The FA to have sight of any criminal record or non-conviction information that is held and released by the Police via the CRB process. This information may include outstanding prosecutions and relevant allegations of criminal behaviour. In line with the CRB Code of Practice, The FA may disclose this information to those involved in making a suitability decision. The FA may use any or all of this information to help decide on your suitability to be involved with children or vulnerable adults in football.

Is it secure?

Yes. The Online Service is tested, approved, audited and used by several government departments.
Information security management: UKAS accredited, ISO 27,001:2005.

Should you require any further information regarding The FA CRB online service please email FAChecks@TheFA.com or ring 0845 210 8080.

Age Groups

Each age group is run by its designated coaches and the way this age group is organised is agreed amongst these coaches. The two major contributing factors will be the amount of children signed up and the number of qualified coaches available.

The club does not dictate a firm policy on how age groups are run but asks every coach to remember that we are a community club offering football to children of all abilities. Children of 'Academy' level have the opportunity in our immediate area to pursue this direction outside of BTYFC if their parents so chose.

Some age groups do choose to 'stream' their children by ability and whilst once again there is no directive laid down as to when or indeed if this should happen we would ask that this decision is agreed by all the coaches in the age group.

¹ A volunteer is defined as a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.

Matches

From u7's our teams compete in organised leagues (usually in the Mid Wilts League).

Each team is allocated a league to play in. Each coach will be notified by email of the league their team is due to compete in. If you do not receive notification or are feel the league your team is in is not the appropriate standard then please speak to the club secretary Jo King at secretary@btyfc.org.uk

Details of the leagues & opposition coaches' details can be found at <http://mwyfl.pitchero.com/>

It is the duty of the coaches to organise the start time and venue of their own matches. (Some age groups use a parent helper as an 'organiser' to take on this role).

Please do not contact the league directly all correspondence must go through the club secretary Jo King secretary@btyfc.org.uk

All fixture information is stored on a central FA website

<http://full-time.thefa.com>

All results & additional information (as prompted when signed in) are required to be entered after each match. Failure to do this will generate a fine payable by the club.

The club secretary Jo King secretary@btyfc.org.uk will provide new coaches with log in details.

Registering children to play for BTYFC

All players must be registered with the club and if playing matches the Mid Wilts FA. This is very important for insurance reasons.

Club Registration is online at:

<https://bradfordtownyfc.new.clubpay.co.uk>

Jo is also on hand for any general questions regarding registrations.

Kits, Balls & Equipment

The club all provide Kits, balls & equipment. This will usually happen at the start of the season once each age group has audited what they currently have and have established what they require for the season ahead.

If any further Kits, balls and other equipment are required please contact the clubs Kit Man Gregg Baird

Club Kit Sponsorship Policy

The club actively encourages coaches and or parents to seek outside sponsorship for their teams, age groups and the club as a whole. This reduces the cost of playing to both the club and the families.

The club has a policy from 2016 that playing kits shall **NOT** show the sponsors logo. There are many reasons for this including kits being recycled and new joiners arriving after the kits have been printed and allocated amongst others.

All other items such as coats, sweat tops and tracksuits can show the sponsors logo.

Pitches

At present BTYFC does not have one location which it calls its home. We are currently scattered across Bradford on Avon using various playing facilities.

Each age group will have their 'home ground' assigned at the start of the season. Current details can be obtained from the club secretary Jo King secretary@btyfc.org.uk.

Dependent on the location of the 'home ground' coaches may be required to mark lines on pitches and also put up and take down nets and lines flags. Where this is necessary the club has provided containers and sheds. All paint, line marking machines, nets etc. will be housed in these.

If you have any questions regarding the facilities at any of our pitches such as parking provision, grass cutting or issues with goals please contact Kieran Powell our Facilities Manager on btfc-kieran@hotmail.co.uk

Training

Through the winter each age group will be designated at least one night to train on floodlit All Weather Facilities. The days and times are agreed with the club secretary Amy Perry secretary@btyfc.org.uk before the new season starts.

When light allows and at weekends age groups train at their designated 'home ground'.

Child Welfare

As a football club Child Welfare is of paramount importance at all times. As part of the FA Level 1 coaching certificate child welfare will be covered in detail.

Although very rare, an incident may occur during matches (or training) involving parents, coaches, officials and the players which could be seen as endangering Child Welfare. This may be either verbal or physical. In this unfortunate event coaches are asked to contact the club via the secretary as soon as possible before taking any other course of action. Once the club has been notified the Executive Committee will take the matter in hand and liaise with the coach on next steps and procedures.

Finally

As a coach with BTYFC you are not alone and there are plenty of coaches in our set up who are always on hand to offer advice. As a group we meet quarterly to discuss any issues that may have arisen.

We have an Executive Committee who have specific roles within the club (see below). If you have any questions please email our club secretary who can always help or direct you.

Chairman – Mark Hodkinson

Vice Chair – Johnathon Phillips

Secretary – Jo King

Treasurer – Simon Richards

Facilities – Kieran Powell

Kit – Gregg Baird

Website/Communications – Alex Pilkington/Mike Barrow

Welfare Officer – tbc, Please contact Jo King in meantime