



CURLEY PARK RANGERS FC

WELCOME TO NEW MANAGERS & COACHES

COMMUNICATION TO NEW COACHES

1. All new coaches must contact the club secretary [Paul Davies] or one of our welfare officers [Stephen Croxton / Glynis Johnson]. They will be guided through
 - a. Obtaining a FAN number from the FA
 - b. Obtaining their DBS verification
 - c. Registering on the CPR coaches registration system

2. On receipt of their DBS verification plus completion of registration on the CPR coaches registration system
 - a. they will be issued with a red coach's jacket
 - b. they will automatically receive a welcome email (see below)
 - c. they will be entered onto the FA's Whole Game System by the club secretary

They cannot start coaching until all of the above have been completed

January 2021



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Thank you for stepping forward to look after the children. Detailed below are some introductory contacts & system links to help you. You will have many other questions, please do not hesitate to talk to any of the key club contacts below or your age group coordinator, we are all more than happy to support you.

Club philosophy - Curley Park Rangers mission is to be the focus of football for boys and girls from 5 years to 18 within the local community. We do so by providing a friendly & open atmosphere in which good sportsmanship combined with competitive play is encouraged. Everyone is welcome to play & watch football in the spirit of the game.

Key Contacts

Gary Brett - Club Chairman	chair@cprfc.org.uk	07768 658179
Paul Davies - Club Secretary	secretary@cprfc.org.uk	07547 598380
Sue Hare - Asst Club Secretary (EBFA sec)	assistant.sec@cprfc.org.uk	07912 249573
Ken Johnson - Treasurer	treasurer@cprfc.org.uk	07836 590230
Steve Croxton - Welfare Officer	child.welfare@cprfc.org.uk	07387 092185
Glynis Johnson - Welfare Officer	child.welfare@cprfc.org.uk	07836 590231
Sharron Simpkins - First Aid Officer	rssimpkins@btinternet.com	07831 542188

Club Organisation chart <http://cprfc.org.uk/whos-who/>

Useful Club Documents - can all be found on the club's website <http://cprfc.org.uk/downloads/>
Membership Handbook (this will give you a detailed overview of how the club is run); -- Expense forms; Code of Conducts; Club Policies; Ground Details; Injury reporting & insurance plus more.

As the majority of our teams are registered with the North East Hants Youth League (NEHYL), the details below relate to the NEHYL. Managers / coaches of teams entering other leagues should discuss the requirements with the secretary / assistant secretary.

Registering with NEHYL

You will not be required to register your team details with the league, this is done by the club Secretary. If you require to receive communications from the NEHYL you must register your personal details with the league. <https://membermojo.co.uk/nehyl>

NEHYL Match Day Administration

- Checklists for Team Manager tasks before, during and after each match.
<https://www.nehyl.org.uk/match-admin>
- Online Match Result Card
<https://docs.google.com/forms/d/e/1FAIpQLSfoa1KuWHaRFpWlkiBps6d5TzmLwZ5qv9-iUM3zFBRSGuJPIQ/viewform>

Match Day Administration - CPR Match Day Administration

- The club will provide you with all the necessary equipment to operate your team – playing kit, footballs, training equipment, first aid kit. Speak to the club secretary to ensure you are fully equipped,
- Opponents / pitch allocations notified by CPR fixtures secretary through weekly spreadsheet (details of fixtures also available on FA Full Time system) <https://www.nehyl.org.uk/fixtures>
- Referees appointed by Hants FA referee's secretary <https://www.nehyl.org.uk/referee-fixture-allocations>
- For home matches contact opposition & referee with match details. Contact details on https://membermojo.co.uk/nehyl/yourmembership/directory_table
- For away matches you will be contacted by your opposition with match details
- Contact the club secretary prior to your first home match.
 - To ensure you have all of the appropriate equipment.
 - To arrange for somebody to be on hand at your first home match to show you where everything is.
 - To clarify any issues with administration.
- All managers / coaches MUST wear their red coach's jacket, home & away
- On day of match greet the opposition & referee. Pay the referee prior to the match. Reclaim money from Treasurer
- Dependent upon kick off times you may need to put goals, nets, respect ropes up or take them down {get help from other parents}

Respect Checklist

- ALL players, spectators & coaches must subscribe & conform to the Club's Respect codes of conduct.
- Respect ropes MUST be used by ALL teams at ALL grounds (The bare minimum that will be accepted as a 'barrier' will be a line marked on the ground with coloured training cones). Spectators must stand behind the 'barrier' at one side of the pitch with managers, coaches & subs. stood at the opposite side of the pitch with NO ONE stood behind either goal;
- The Respect handshake MUST be carried out by ALL teams after EVERY match.
- ALL team captains MUST wear a captain's armband (ideally, the official Respect armband).
- ALL teams must appoint a responsible person to act as 'Respect Steward' on match days. This person must be identifiable by wearing a yellow tabard. They are responsible for controlling the behaviour of our spectators only.

Complaints - about CPR or opposition managers, coaches, spectators must be reported to Child Welfare Officer & Club Secretary