



Harpenden Colts Year Group

Management Policy Guidelines

Approved October 2020

Each Harpenden Colts year group operates within the constitution of the Harpenden Colts Football Club (“Harpenden Colts” or the “Club”). This document has been adopted by the Football Management Committee. The Football Management Committee of the club is the final arbiter of any disputes relating to this document and any decisions relating to it will be guided by the Core Philosophy.

Any defined terms used in this document which are not expressly defined in it will have the meanings given to them in the Harpenden Colts Definitions Document.

This Policy been adopted to establish the approach to the management of each Harpenden Colts year group.



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1. Core Philosophy

The club expects all coaches, players and parents to act within the spirit of the Harpenden Colts core philosophy.

This Core Philosophy sets out how Harpenden Colts will function consistently across all age groups.

The key, underlying core philosophy of the Club is as follows:-

- We will deliver everything with safety as a priority
- We are an inclusive organisation that welcomes people of all abilities
- Everyone is expected to respect others and contribute positively to the Colts community
- Harpenden Colts promotes a sense of fairness for all those within our club
- We aim to develop youngsters as individuals as well as footballers
- We aim to encourage and promote the enjoyment of football
- At all times Harpenden coaches will seek to do whatever is appropriate for the player's development
- Coaches will be provided with appropriate Continuing Professional Development
- We want everyone within the Harpenden Colts family (players, parents and coaches) to enjoy winning but not at the expense of our Philosophy



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2. Year Group Principals

- For all year groups within the Club
 - Each Year Group will have at least two officers
 - Year Group Lead
 - Year Group Administrator
 - It is also advisable for each year group to have a Year Group Kit Manager, a Year Group Registration Secretary and a Year Group Training and Welfare Manager – which helps the overall Club official in charge of these functions to manage their role.
 - Teams can be entered into a ‘league’ from Under 8 upwards.
 - Boys teams will be entered into the West Herts Youth League.
 - Girls teams will be entered into the Hertfordshire Girls Football Partnership League.
 - Each squad entered into a league must have at least two coaches.
 - Each squad will have a Squad Lead who must have an FA Level One.
 - No squad will be entitled to enter more than one league in any one season.
 - Squads not entered into a league can arrange a maximum of two Saturday games per month at a venue to be decided by the Club.
 - Each year group may run one “training only” squad

- Year groups Under 7 up to and including Under 11
 - Year groups will have a maximum of 84 children.
 - Training will take place on Saturday mornings at a venue to be decided by the FMC. These venues will be age appropriate.
 - Matches will take place on a Sunday mornings at a venue to be decided by the FMC.

- Year groups Under 12 up to and including Under 18
 - When playing 11 aside, year groups will have a maximum of 5 squads.
 - Training will take place midweek at a venue, day and time to be decided by the FMC. The FMC will work with squads to find a suitable venue, day and time but cannot guarantee to meet each squad’s wishes.
 - Matches will take place on a Sunday morning at a venue to be decided by the FMC.



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3. Year Group Officers

Year Group Lead

Note for the purposes of the Girls' Section of the Club, the Girls Section Officer shall be deemed to be the Year Group Lead of each year group in the Girls' Section.

Requirements:

- Must be a parent of a child in the Year Group
- Must have a valid FA safeguarding certificate
- Must have an up to date FA DBS

Roles and Responsibility:

- Acts as the figurehead for the year group, representing it within the Harpenden Colts structure
- Ensures that the year group works within the philosophy and policies of Harpenden Colts.
- Invites applicants for and appoints the Squad Leads, Coaches, Administrator and other officers for the year group
- Assists the Year Group Officers to reach decisions about squad composition and allocation of players to and movement of players between squads (and ensures these are in accordance with the Harpenden Colts Player Allocation Policy)
- Convenes and chairs Year Group Meetings
- Seeks to balance the conflicting needs of squads within the year group
- Leads the strategic development of the year group
- Is available to support and guide the Squad Leads and Coaches
- Communicates with parents of players in the year group in relation to issues that affect the whole year group
- Liaises with league representatives of Harpenden Colts and disseminates information and actions required to coaches within the year group



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- Acts as the primary escalation contact for any grievances raised by coaches and the second escalation point for parents/players.
- Liaises with the Management Committee to resolve any disciplinary issues.

Appointment and Removal:

- The Year Group Lead of the U7 and U8 Year Group is appointed by the Chairman of Harpenden Colts.
- For other year groups, the incumbent Year Group lead will remain in place unless:-
 - The Year Group Lead decides to step down. The Year Group Lead will then be appointed by the FMC after consultation with the departing Year Group Lead and Squad Leads within the relevant year group; or
 - The Chairman receives a request from another Member seeking to replace the Year Group Lead. If the existing Year Group Lead wishes to continue in the role, the FMC will decide after consulting with the existing Year Group Lead and the Squad Leads within the relevant year group, whether the existing Year Group Lead will continue or be replaced; or
 - The Year Group Lead is removed/replaced by the FMC in accordance with Section 13 of this Policy.

Year Group Administrator

Note for the purposes of the Girls' Section of the Club, the Secretary of the Girls Section shall be deemed to be the Year Group Administrator of each year group within the Girls' Section.

Requirements:

- Must have a valid FA safeguarding certificate.
- Must have an up to date FA DBS.

Roles and Responsibility:

- Assists with registration of players with the Club and leagues
- Liaises with club officials to maintain the Club's database
- Assists the Club to ensure subscriptions are paid by all Members in the year group
- In conjunction with the Year Group Lead, arranges meetings of the year group, proposes



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the agenda for year group meetings and drafts and circulates minutes of year group meetings

- Maintains a waiting list of players who would like to join the year group and communicates with parents on the waiting list.

Appointment and Removal:

- At Under 7, the Administrator is appointed by the FMC.
- Thereafter the Administrator is appointed at the beginning of each season by the Year Group Lead.
- The Year Group Administrator can be removed/replaced mid-season as follows:-
 - By the Year Group Lead if the Year Group Administrator steps down during the season;
 - By a decision of the FMC if the Chairman receives a request from another Member seeking to replace the Year Group Administrator and the Year Group Administrator wishes to continue in the role; or
 - By the FMC in accordance with Section 13 of this Policy.

Child Welfare and Training Manager (if appointed for a year group)

Requirements:

- Must have a valid FA safeguarding certificate.
- Must have an up to date FA DBS.
- Ideally should have a valid Child Welfare Officer certificate

Roles and Responsibility:

- Maintains a database of people coaching within the year group.
- Ensures that all coaches apply for and obtain an FA DBS BEFORE they are active within the club.
- Promotes FA training opportunities and responsibilities to the coaches in the year group.
- Acts as the primary contact for any Child Welfare issues raised by coaches/parents/children within their squad.



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Appointment and Removal:

- At Under 7, the Child Welfare and Training Officer is appointed by the FMC.
- Thereafter the Child Welfare Officer is appointed at the beginning of each season by the Year Group Lead.

4. *Squad Leads and Coaches*

Squad Leads

Requirements:

- Must have an up to date FA DBS
- Must hold an FA Level 1 certificate and be a member of the FA Licensed Coaches Club
- Must have a valid FA Safeguarding certificate
- Must have a valid FA Emergency Aid certificate

Roles and Responsibility:

- Ensures that the squad works within the philosophy and policies of Harpenden Colts.
- Makes recommendations to the year group in relation to the composition of the squad and movement of players from/to the squad in accordance with the philosophy and policies of the Club
- Ensures that anyone, BEFORE assisting with coaching of the squad has an up to date FA DBS.
- Participates in Year Group Meetings
- Communicates with parents of squad members in relation to matters specific to the squad.
- Is listed as the administrative contact for the squad with the Club, FA and leagues.
- Selects and manages the side for matches in accordance with the philosophy and policies of Harpenden Colts.



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- Acts as the primary contact for any grievances raised by parents/boys within their squad
- Delegates aspects of this role to other coaches within the squad and, if needed, appoints a squad administrator

Appointment and Removal:

- The Squad Leads are appointed by the Year Group Lead at the start of each season.
- If the existing Squad Lead decides to step down during a season the replacement Squad Lead will then be appointed by the Year Group Lead, after consultation with the coaches in the relevant squad and the year group.
- The Year Group Lead shall ask the FMC to make a decision whether an existing Squad Lead will continue or be replaced if all of the following conditions apply:-
 - during the season the Year Group Lead receives a written request from the parents of five or more members of the squad seeking to replace the Squad Lead; and
 - the existing Squad Lead wishes to continue in the role; and
 - there is an alternative Squad Lead who satisfies the requirements of a Squad Lead.
- In reaching its decision in relation to the above, the FMC shall take into consideration any submissions from the departing Squad Lead, the proposed replacement Squad Lead and any parents of carers of members of the squad.

Coaches

Requirements:

- Must have an up to date FA DBS
- Must have a valid FA safeguarding certificate
- Must have a valid FA Emergency Aid certificate

Roles and Responsibility:

- Performs such duties as are delegated by the Squad Lead or, prior to the formation of squads, the Year Group Lead
- Helps with coaching at training sessions and/or matches



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- Must work within the philosophy and policies of Harpenden Colts.

Appointment and Removal:

- The Coaches are appointed and removed by the Year Group Lead in consultation with the Squad Lead for the relevant squad.

5. Year Group Structure

- The maximum number of players in any year group up to and including Under 11s is 84. This number can only be increased with the prior consent of the Management Committee on a case by case basis.
- The maximum number of squads in any year group upwards of Under 12 is 5. This number can only be increased with the prior consent of the Management Committee on a case by case basis.
- The Under 7 year group there must have least one coach per every 6 players.

6. Squad Structure

- No squad may be established in Harpenden Colts unless the Squad Lead has first obtained an FA Level 1 qualification and is a member of the FA Licensed Coaches Club. Where, due to a departure of a Squad Lead, a squad no longer has a coach with an FA Level 1 qualification, the squad may continue to train and play matches but at least one of the ongoing coaches must obtain an FA Level 1 qualification within 6 months of the relevant departure.
- Each new squad established by a year group must first be communicated to the Club Secretary along with details of the FA level One coach associated by the Year Group Lead.
- From Under 8 upwards there must be at least two coaches per squad and at least one must be a FA Level 1 qualified coach.
- Where the above criteria are not met the FMC will be entitled to require the squad to cease to operate and/or remove squads from the relevant league.



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7. *Decisions and Year Group Meetings*

- The Year Group Lead will decide when, where and how often to hold Year Group Meetings and how decisions will be made within the year group. However, the Year Group Lead should seek to ensure that meetings are held frequently enough to enable the smooth running of the year group and that decisions affecting the year group are made democratically.
- The discussions during and the outcome of all year group meetings are confidential. The Year Group Lead will be responsible for deciding which decisions will be communicated to parents and the manner and timing of those communications.
- If any Qualifying Coach makes a request for a decision to be made formally at a Year Group Meeting then the Year Group Lead will ensure that the procedure set out in the Schedule to this policy is followed in relation to the making of that decision.
- Anything to be debated upon or decided by the Year Group must fall within the philosophy and policies of Harpenden Colts.

8. *Squad Management*

All Harpenden Colts squads will be run in accordance with the Harpenden Colts Squad Management Policy.

9. *Squad Composition*

For guidance in relation to squad sizes and composition, including allocation of players to and movement of players between squads, please refer to the Harpenden Colts Player Allocation Policy.

10. *League Participation*

- Teams can be entered into a 'league' from Under 8 upwards.
- Until Under 12 all teams will be entered into the West Herts Youth League or Hertfordshire Girls Football Partnership League.



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11. *Waiting List and New Members*

Waiting List

- Each year group maintains a single waiting list (not one for each squad) of people wishing to join the Club. The waiting list records the order in which applications/enquiries were received. All new player enquiries should be directed to the Year Group Lead and the Administrator of the year group. A Squad Lead or coach should not allow a new player to join their squad/year group, either formally or informally, without following the procedures set out in this section.
- Places will be offered on a first come first served basis to those on the waiting list. However, certain players on the waiting may be given preference when allocating available places if:-
 - they live in Harpenden or one of the surrounding villages or attend a school in Harpenden;
 - they were previously a Member of the Club but left to participate in academy football;
 - they have a parent who volunteers to help with the administration of the club:
 - they have a parent who volunteers to be a Squad Lead and/or a Squad Coach and this enables an existing or new squad to be viable when it would not otherwise have been viable;
 - they have a particular skill (such as goal keeping) which is needed to ensure an existing squad which is playing league football remains viable;
 - they have special needs which, in the discretion of the Year Group Lead, should be taken into account when deciding admission; or
 - the available place is for a squad playing league football and the Year Group Lead of the year group decides that a player or players on the waiting list are not ready for league football.

New Members

- If a year group is full, new Members should only be admitted during the season if an existing Member leaves or if a squad is no longer viable due to injury or for other reasons.
- Additional players from the top of the waiting list may be added to a squad with the consent of the Year Group Lead. But if adding a player would exceed the squad size as determined below, those players are only able to train and not play matches with the squad.
- At the end of each season, the Squad Lead decides how many places are available for new Members by:-



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- deciding how many squads there will be within the year group and the size of each squad (see Harpenden Colts Squad Composition Policy);
- calculating the total number of players required during the next season to fill those squads, having regard to the total number of players allowed in the year group as specified in this policy; and
- based on the number of existing Members who will be staying with the Club for the next season, calculating how many new Members are required to complete the squads.

Allocation of New Members

- If new Members join during the end of season player allocation process, they should be allocated to a squad in accordance with the principles set out in the Harpenden Colts Squad Composition Policy.
- If new Members join during the season, they should be allocated to the squad in which a vacancy has arisen.

12. *Discipline of Players*

For guidance on discipline please refer to the Harpenden Colts Squad Management Policy and the Club's Behaviour Management Guide.

13. *Removal of Club Volunteers*

The Club's FMC has the right to remove and replace any year group officials (including the Year Group Lead and the Year Group Administrator) if the official is found not to be fulfilling the Club's reasonable expectations of them in their role for the Club, which would include, but is not limited to, if the following circumstances:-

- Bringing the Club into disrepute or creating a risk thereof
- Persistently and/or materially breaching any Policies or Codes of Conduct of the Club
- Involvement in an arrangement that gives them a conflict of interest with the Club or their role within the Club



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SCHEDULE

Procedures for Year Group Meetings

If a Qualifying Coach makes a request for a decision to be made formally at a year group meeting, the decision will be made in accordance with the procedures set out in this schedule.

All Year Group Officers must be given at least 7 days' notice of the meeting by email and the meeting must take place in person.

The year group meeting can be convened on less than 7 days' notice if at least 90% (which must include the Year Group Lead) of Year Group Officers entitled to attend and vote agree to shorter notice.

The following procedures will govern the conduct of the relevant Year Group Meeting:-

- The meeting notice will if reasonably possible include a list of the issue or issues upon which the year group is being asked to make a decision
- Prior to the establishment of squads, all Year Group Officers and the Administrator will be allowed to attend, speak and vote at the meeting.
- After the establishment of squads, only the following will be allowed to attend, speak and vote at the meeting (unless another Club policy specifies otherwise)
 - The Year Group Lead
 - Each Squad Lead
 - One Qualifying Coach from each Squad, to be appointed by the Squad Lead if there is more than one Qualifying Coach for the squad
 - The Administrator
- An attempt will be made to reach decisions at Year Group Meetings by a consensus of those present. If a consensus is not possible the matter will be put to a vote
- No person will be entitled to vote at a Year Group Meeting by proxy.
- All decisions will be made based upon the majority of votes cast. In the case of an equality of votes, the Year Group Lead will have a casting vote

Any dispute as to who is able to attend and vote at a Year Group Meeting will be referred to the Management Committee whose decision will be final.