

SEASON 2017-18: NOTES FOR MANAGERS



All Managers

These notes are designed to help managers and although many of you will have heard most of this in past notes I think some of the basic rules are worth repeating (in no particular order) and essential for new managers.

- **Football for all regardless of ability** – The Little League ethos is to provide football for children of all abilities. Managers must therefore ensure that the weaker players are not substituted regularly and more often than other stronger players. We like to think in line with our ethos that on average every two games each player will have played at least three halves but a player must play whatever one half every week, which is the minimum he should expect to play in the season. We cannot police this but recommend that managers keep a record throughout the season of when each player is substituted. If Roll-on/Roll-off substitution is sanctioned for any game players must still get a fair amount of game time
- **Lost Shirts** – One of the main items of expenditure is buying new shirts, and this is a constant battle. At the end of each season we encourage all managers to collect shirts from their players. Despite planning to keep a better control of shirts and to reduce the numbers of lost shirts each season, it is not as effective as it should be and this remains a major expense item. Please record the shirt number of each player in your team. We will be expecting managers to ensure that they have a record of shirt numbers of each of their players and that this is available at the end of the season to assist the return of shirts. A player that loses their shirt will be asked to provide a £25 donation in order to replace it.
- **Bad Behaviour** – To give consistency to the punishment of poor behaviour (e.g. disrespect to officials) we will continue to use the sin bin which was introduced a number of seasons ago. The sin bin will be activated if a player receives a yellow card. The referee sends a player off the field of play for 5 minutes (3 minutes in Sevens). During this time the payer's team is NOT allowed to replace that player and must therefore play with six, eight or ten players. For careless/reckless tackles a yellow card is still the normal sanction and a red card is issued for dangerous tackles or if the offence merits it. Swearing at other players and officials will be an automatic red card offence. In addition for more serious incidents we have in place a Disciplinary Committee (Vice-chair, Secretary and Child Welfare Officer) which has proved very successful.
- **Encroachment onto the pitch** – Managers, parents and other players watching matches must be at least a metre back from the touchline so that they do not interfere with play and so that the linesman is able to do his job. We have requested that the council contractors continue to mark this line along the touchlines but they do not always comply. However we have given referees authority to award free kick to the opposing team at their discretion if and people encroach onto the pitch during play.
- **Wearing KLL shorts and socks** – Black shorts and socks are issued to all new players and belong to the player when he finally leaves Little League hopefully having played their final game in Seniors. When players outgrow their shorts or socks they are expected to return them and they will be replaced free of charge. If players do not return the old socks or shorts (if they are lost) we ask for a donation for replacement. Currently £5 for shorts and £5 for socks. All players must wear the black issued shorts and socks. Otherwise (at the discretion of the League Coordinators) they will not be allowed to continue to play particularly if they repeatedly offend. However as a further deterrent teams who have had players formally warned will have 1 point deducted if the offence is repeated. We will provide some old shorts and socks that have been laundered for players to change into. Should these not be available and no new stock available for sale or exchange then these may be mitigating circumstances of action being suspended.
- **Presentation of League Trophies** – For each of the Junior, Intermediate and Senior Leagues there will be one league. Trophies will be awarded to the winners and runners up at the end of the season at Gala Day or earlier.

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The following are available electronically:-

- a) Fixtures.
- b) Parents and Players Contract.
- c) KLL Do's & Don'ts

1. Players and Parents Responsibilities

- 1.1 Parents and Players are required to sign up to certain responsibilities. Please make sure that you read this and ensure that your players and parents have read and understood it as their Registration Form requires them to sign to that effect.
- 1.2 To ensure that players are allowed to enjoy their football, please note some of the points:-
 - Please discourage parents from criticising players from the sidelines.
 - Please do not "publicly" criticise or question decisions made by referees and linesmen. Never easy but remember many of our officials are young and are providing a service that is often thankless – mistakes are made – and from the sideline we all think the referee has got it wrong – but they are the officials in charge and their decision is final. This year we have qualified referees in all leagues and plan for more to follow.
- 1.3 In the past any problems we have arose when parents and managers behaved badly when watching matches. Players, managers and parents are all jointly responsible for the behaviour of those involved with the "team" on and off the pitch. If this happens the team at fault may, at the discretion of the committee, be penalised by losing any points or disqualification. The decision of the committee is final.
- 1.4 Sporting behaviour is expected by all players. However as further encouragement at the end of the season we award prizes to players who have consistently show exceptional sporting behaviour in each league.

2. Child Protection

- 2.1 All of us have responsibilities for the safety and welfare of children in the League. We have members of the committee involved in the process of providing Child Welfare. The Child Welfare Officers are Chris Galvin and Kevin Galvin. They are KLL's nominated persons responsible for ensuring that all managers complete the DBS (formally Criminal Records Bureau (CRB)) checks. These are mandatory and if Managers fail to complete the documentation they will be asked to step down. For those of you who have not completed this they will be approaching you complete the online form and complete at registration day by bringing with you proof of ID including at least three items which may include Passport, Birth Certificate, Driving Licence and Utility bills with name and address. The requirements are fully documented in the on-line application and these are selected on the application.
- 2.2 All managers are required to complete this check and I would appreciate your help and support. Failure to complete these forms can force Surrey FA and NLL to ban us from playing.

3 League Co-ordinator's

- 3.1 League Co-ordinators are appointed for each League, they are members of the committee. They will:
 - Keep an eye on progress and balance of strength of teams.
 - Deal with issues that arise with managers.
 - Deal with shortage of players.

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- 3.2 This year the Co-ordinators are:
- Senior Chris Galvin/George Ozolins
 - Intermediate Steve Flynn/Joe Sallis-Chandler
 - Juniors Dan Galvin
 - 7-a-side Tom Harrison
- 3.3 In the first instance, Managers should go to their co-ordinator when they have a query or an issue arises.
- 3.4 The Co-ordinators and Committee Members meet regularly and deal with questions about new players and the transfer of players.

4 Pitch Management

- 4.1 It is the responsibility of the managers of the teams which have the first game on a Saturday morning to put up the goals and corner flags and make sure that the pitch is ready for kick off **on time**. Managers of the last games are responsible for taking down the goals and flags and storing them neatly and safely in the container designated or behind the Toilet Block for the Senior/Intermediate crossbars. A team failing to put up goals or take down at the end of the day will receive a formal warning and if repeated will be deducted 1 point for each offence subsequently.
- 4.2 Please make sure that games start on time by arriving at Latchmere at least **30 minutes and preferably earlier** before the first game to allow enough time for getting the pitch ready. If the first game starts late it has a knock on effect on the last game. Please also tell your players to arrive in plenty of time before kick off – we will not be holding up the start for players who have not arrived on time. They should arrive 20 minutes before the game starts and you or another parent should conduct warm-up exercises

5 Postponements

- 5.1 If fixtures on particular day are to be postponed managers will be contacted. Sometimes it is possible for this decision to be made on the Friday evening, although usually it is the Saturday morning.
- 5.2 When there is a postponement, the secretary or committee member will phone each of the League Co-ordinators to tell them. Each League Co-ordinator will then contact individual managers who, in turn, will contact their players. Please wait for this cascade to work and do not phone up in advance of this decision being made. If in doubt assume that the games are on.
- 5.3 Players should be told that:-
- They will be informed of a postponement and not to assume that a game is off simply because the weather is bad.
 - They should assume that the games are on unless told otherwise.
 - When there is a postponement we will continue with the printed fixture list on the following Saturday unless otherwise informed.
 - Games will not normally be rescheduled other than Cup Knock-out stages, the Sevens Cup Final day(s) or if the League final positions would have been impacted. Otherwise all cancelled games will be recorded as 0-0 and 1 point awarded to all teams.

6 Structure of League and Cup Competitions

- 6.1 Structure is explained in the Fixture List. If you have any queries please contact your League Co-ordinator or Fixtures Secretary.

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7 Registration and Size of Teams/Squads

- 7.1 It is important that any changes to this are advised to your Co-ordinator and the Secretary. Points will be deducted from games where it is found unregistered players have played.
- 7.2 If the League allows children who are not registered we also suffer in two main ways:-
- We have an insurance scheme for all registered players that cover us for injury and any damage. If unregistered player's play we are at risk and more importantly so are they.
 - We are not able to recover subscriptions costs and we are not able to buy necessary equipment etc.
- Therefore please ensure that all your players are registered – this is an easy process and the Secretary is on hand every Saturday to process forms.
- 7.3 In the Senior League, the size of the squad should ideally be 14-15. At the beginning we allocate 14-15 players to a squad in Seniors. If all Senior players register we do not have the luxury of moving players back into Intermediates so we will review our substitution policy to see how we can make changes that are less disruptive rather than change 4 or 5 players at half-time. If at any stage throughout the season a squad has less than 14, we will endeavour to get it back to 14. This is the case to be fair and even though it can sometimes be easier to manage a team of less than 14-15.
- 7.4 In the Intermediate and Junior League, the size of the squad should ideally be 12 now that we are playing 9-a-side football but our numbers may necessitate increasing this to 13. If at any stage throughout the season a squad has less than 12, we will endeavour to get it back to that number as soon as possible. This is the case to be fair and even though it can sometimes be easier to manage a team of less than 12.
- 7.5 It is the manager's responsibility to let their co-ordinator know when their squad has dropped below 14-15 or 12 in the respective leagues, so that a replacement can be found.

8 Substitutions

- 8.1 The League rule is any player that is registered and turns up to play on a Saturday will play a minimum of one half. Substitutes **can only be made** at half time or midway point during a half and at no other time except where a player is injured. Those players must remain on the pitch until the mid-point of the second half before coming off or stay on. A player substituted because of injury cannot return to the field of play.
- 8.2 It is the responsibility of each manager to do his best to ensure that every player plays at least three halves every two games – the minimum accepted is one half every game.
- 8.3 Where roll-on/roll-off substitution is sanctioned all players must get equitable playing time. This will be monitored if sanctioned.

9 Replacement and Transfer of players

- 9.1 From time to time it will be necessary to replace players that have left. This will be done by either bringing in new players to the League or by transferring players from a lower league if feasible (only applies to Intermediate league). Changes will be made by the League Co-ordinators and Player Coordinator informed so that Master database is updated. A register is kept of new players wishing to join the League. Any

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Manager knowing of a potential new player should inform their Co-ordinator.

Managers should NOT introduce new players into the League without prior consultation with the League Co-ordinator and final approval from the Player Coordinator that a player has been registered and subscription paid.

- 9.2 A factor taken into account when transferring players includes the need to maintain a balance of strength between all teams as well as the age, ability and wishes of the player. To this end transfers may be made at after the initial weeks of friendlies to strengthen weaker teams or at other times as agreed by League Coordinators.

10 Shortage of Players on a Saturday

- 10.1 This issue can cause most concern and dispute. The rules adopted over previous seasons have worked and are summarised below. However it the responsibilities of the manager to do his utmost to ensure that all their players turn up for their matches. It is good practice to phone or e-mail parents on a Friday (preferably) to check that their child is coming. This gives the manager advance warning if he is able to have 9 or 11 players available in 9 or 11-a-side or. If he has less than those players the following applies:-

- a) A valid Little League Game can only be played if **at least 7 in 11-a-Side** (i.e. 7 or more) **or 6 in 9-a-Side** (i.e. 6 or more) of the permanent (registered) squad are present. In senior if the game is decided to be played 9-a-side in advance due to prior knowledge that the teams will be short then minimum number is 6. If this is not the case then a 2-0 win is awarded to the other side (provided the other side has at least 6 or 7 player's dependent on league). It may then be decided to play a friendly.
- b) If 9 or 11 players in a squad are present they will play a full game. No other players will be permitted to play unless already sanctioned by League Coordinators. Teams will not be allowed to borrow a goalkeeper if they already have 9 or 11 players.
- c) In 11-a-Side if between 7 and 10 players are present (9-a-Side between 6 and 8 players), a manager is **entitled as of right** to play a player or players from another team. This will be sanctioned by league coordinators and it has been advised and agreed that player is acceptable to the opposing manager. Referees must be informed (a player should not normally play for another team before he/she has played for his/her own team but this may not always be possible). In Intermediates managers have the option of asking a Junior U12 player to play but again only with agreement as highlighted above.
- d) If a player from another team or lower league is to play and sanctioned by the league coordinator, the **referee and the opposition manager informed before the game starts**. If they do not do this, the opposition manager is entitled to claim a 2-0 victory.
- e) A manager **must not** in any circumstances play a player from a more senior league. If this happens, a 2-0 victory is automatically awarded to the opposition. No U15 or U14 player should play in any league other than the Senior league. No U13 player should play in any other league apart from Intermediates. U12 players assigned to Intermediates should play in Juniors.
- f) Where both teams have less than 6 (Junior) or 7 (Senior and Intermediate) players the game will be recorded as 0-0 **but no points are awarded**.

- 10.2 In short, most things can be done provided the opposition manager agrees. In practice, league coordinators and managers do use their common sense. However these rules have been designed to ensure that there is a basis for discussion. Also a squad's numbers will be designed to make sure that at least 9 or 11 players will be available for each team most Saturdays.

11 Team Training

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- 11.1 Training sessions for players has been arranged Fridays evenings at Tiffin Girls School Astro turf on Richmond Road in Kingston between 6-7 PM. Training sessions are run by FA qualified coaches or potential coaches preparing for their Level 1 Course at 16. KLL pay for the hire of the pitches and each player is asked to pay £1 per hour. This is a voluntary activity and a maximum of 80 can be accommodated from all leagues apart from Seniors.

12 Coaching for Managers

- 12.1 FA Coaching courses can be arranged for managers. Managers are encouraged to attend the basic level 1 course and the cost of the course will be paid for by KLL. Ideally all managers should attend but we realise this is not always possible.

13 First Aid and Referees Courses

- 13.1 Managers are encouraged to attend any courses identified by KLL and the cost will be paid for by KLL. Those attending the FA Level 1 Coaching will get a basic Emergency First aid qualification which is valid for three years.
- 13.2 The current qualified Emergency First Aiders are:
- Joe Sallis
 - Kevin Galvin
 - Dan Galvin
 - Chris Galvin
 - George Ozlins

PLEASE ABIDE by all these rules - they are designed to avoid disputes and ensure that the players/children enjoy their football in a fair and sporting manner

Kevin Galvin
Chairman – KLL Committee

Effective 1 September 2017.