



Fry Club JFC

Coaching Development Plan

Creating the "Fry Club JFC" way



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The Somerset Football Association Ltd

FOOTBALL DEVELOPMENT PROGRAMME

FRY CLUB JUNIORS FC

Charter Standard Club Award

Highly Commended


County FA Chair


County Secretary



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Foreword:-



This Long Term Player Development (LTPD) guide and coach's handbook is assembled from many sources of football knowledge, experiences, learning and annals of information. It is a collaborative document and is the foundation to Fry Club JFC's intended future structure and development of its players and coaches.

For several years we have closed the gap between the junior section and the senior (adult) section with a united approach. The foundation for this was the unification of the two sections to achieve FA Charter Standard status. This led to consensus meetings and discussions taking place and the creation of a Player Pathway, guiding players from four years old onwards to play in the senior 1st team. Then came the announcement of the closure of the Cadbury factory and planned demolition of the old Fry Club and pitches. We have been involved in discussions with the parent Club, Cadburys and Taylor Wimpey over the football section's needs and requirements provided by the new facilities. With the planned 1st team pitch to include floodlights, this has led us to a great and unique opportunity to align even more with the senior sides, creating a stronger player pathway for player's aspirations, and sustainability for the senior football section in their quest to achieve Western Football League Status. This would also tie in with our development of an under 18 side in the prestigious Somerset under 18 floodlit league.



Fry Club JFC's LTPD is based on the English FA's LTPD and we have subsequently had to update our club's systems by review, adjusting the way we function and carry out our day to day business. The original methodology of running our Club is no longer valid as new ideals and ways of working are established and promoted by the FA. Our coach's development and support has had to change to support the LTPD, as has our overall vision. This has led to the creation of the Fry Club vision, mission, philosophy, values and ethos. This has enabled us to become a truly sustainable football club, giving our players the best training and development by the best coaches, so that they can strive to be their best in football and life.

So I commend to you, the Fry Club JFC Coaching Development Plan, including philosophy, ethos, coach's handbook, coach's development and updated Club forms. I hope that you find it interesting and stimulating in your coaching. It is there to give us a clear path as coaches in player development, to make the football section sustainable for players, coaches and volunteers in a premier environment of football thinking, development and success in our area. The journey does not stop here in the issue and adoption of this document. Setting the LTPD in place does not make it happen overnight. It will be a developmental change, with everyone learning and developing coaching skills and how to deliver them progressively and incrementally. This is simply the beginning of that journey. Required now is effort by all, united as one helping and supporting each other.

Finally, as previously stated this LTPD plan belongs to us all. It was created from and with many people's thoughts, inspiration and support to stimulate its creation. I thank you all for your time, input and support.

Bernard Grimes - Chairman Fry Club JFC.

11/08/14



Rationale:-

Fry Club JFC is a large football club encompassing over 250 junior players and 60 volunteers. In order to progress the club, with its player's needs and development at its core, we need sight of a clear collective pathway. It's vitally important that Fry Club JFC have a stated vision and philosophy which all coaches and managers are aware of, and more importantly adopt and deliver.

There is a long term vision for the development of the Club and its players and coaches. This vision includes a Mission Code to enhance Long Term Player Development (LTPD) in line with the FA's Fundamental Player's Pathway. We will also strive to seek and secure the best facilities and equipment for the Club.

Philosophy and Vision:-

Within our Philosophy and Vision we need to create a "Fry Club Way", with the intention of becoming known for that philosophy and vision, and consequently respected for it. This will be inherent within our DNA and will set us apart from all other clubs in our area, enabling us to attract and retain more players and volunteers to our club, sustaining and growing our club at all levels. Our Philosophy states our intentions and standards and must be at the forefront of our every thought and action.

Our Philosophy:-

We will uphold a sporting ethos, respectfully, inclusively and through commitment to the development of all skills, both individually and collectively. We will continuously strive to reach the pinnacle of achievement.

Our Philosophy and Vision will be a step change and needs to be consistent throughout the Club, embraced by coaches, players and volunteers completely. It will enable us to justify our aims and our methodology. In order to achieve this we must be committed to minimum standards.

Every coach must attain the Level 1 Award in Coaching Football in line with our Charter Standard Development Club status. Each coach will also be encouraged to attain the FA Youth Award Module 1, giving the coach a rounded concept in techniques along with an understanding of young players' psychological, physical, social and technical development.





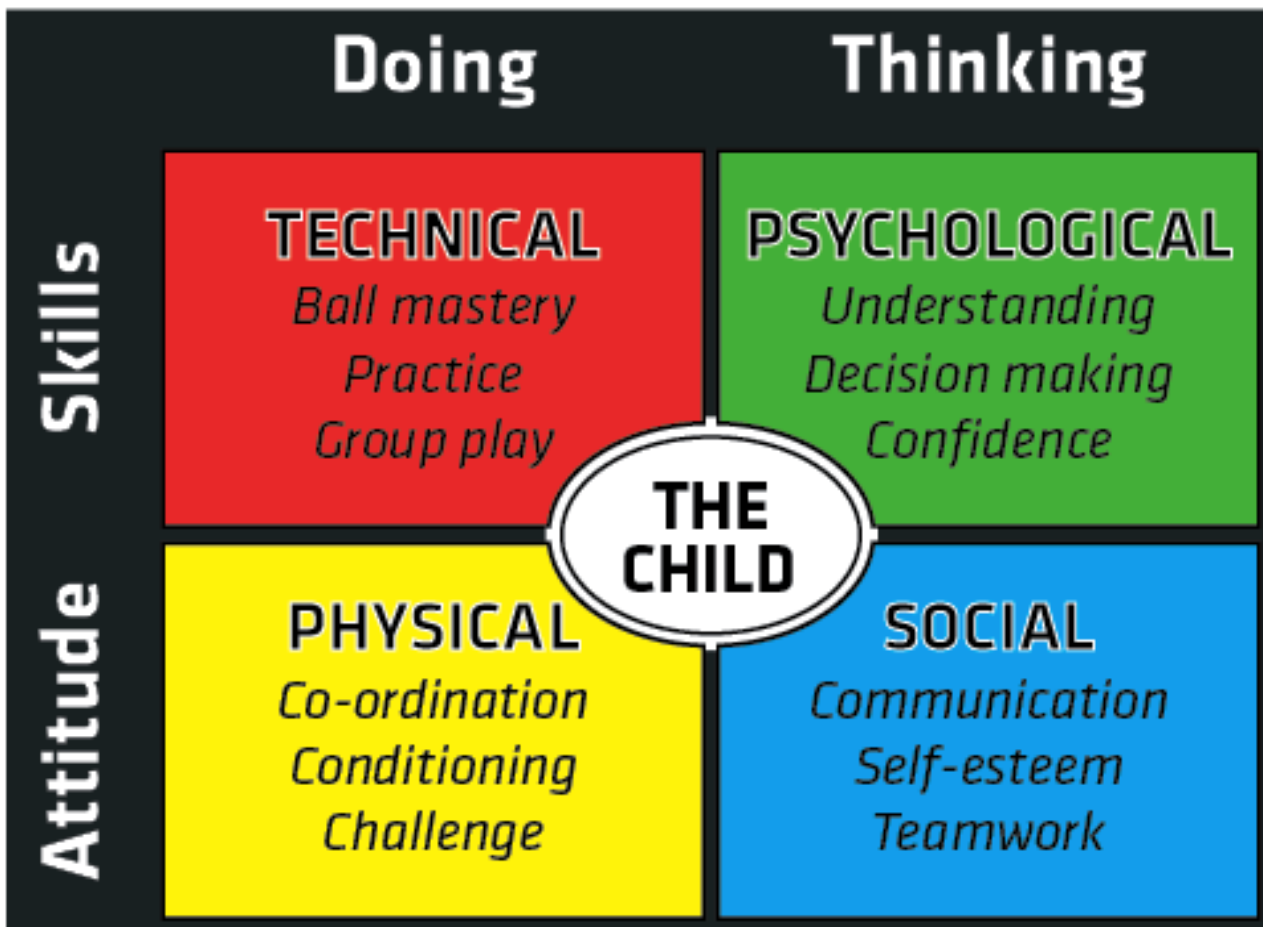
The Long Term Player Development (LTPD) Plan Pathway:-

The Pathway will link into the FA’s 4 Corner Model as well as the Club Philosophy and Vision, giving all players a productive environment from the earliest age, and the opportunity to develop, learn football and life skills, and eventually advance into young adults and the senior sides within the Club. Understanding the Pathway is fundamental to the way we approach coaching, and should be at the centre of our thought processes when planning all training sessions for player development.

We shall also embrace the FA’s Football Futures via the Somerset FA. The aim will be to assist our young players to develop their skills in refereeing, coaching, managing, understanding the Respect program, developing and finally promoting the game in order to give them the widest skill set possible. As part of that programme we will actively endeavour to accommodate our players’ needs within our Club.



The FA Four Corner Model:-



The FA Long Term Player Development Pathway:-

STAGES 1 AND 2	STAGES 3 AND 4	STAGES 5 AND 6	STAGES 7 AND 8
1. FUNdamentals (FUNdamentals)	3. Developing practice (Training to Train)	5. Training for competition (Training to Compete 2)	7. Training to win (Training to Win 2)
5 to 8 years old Ages may overlap ±	11 to 14 years old Ages may overlap ±	16 to 18 years old Ages may overlap ±	20 years old plus Ages may overlap ±
2. Enjoying practice (Learning to Train)	4. Understanding competition (Training to Compete 1)	6. Developing winning (Training to Compete 1)	8. Retaining people in football (Retention)
8 to 11 years old	14 to 16 years old	18 to 20 years old	Any age applies
PRIMARY SCHOOL AGE	SECONDARY SCHOOL AGE	SECONDARY SCHOOL AGE	MATURE ADULT AGE



The FA Long Term Player Development & Four Corner Model:-

PRIMARY SCHOOL AGE	TECHNICAL	PHYSICAL	PSYCHOLOGICAL	SOCIAL
<p>5 to 11 years old (BY DATE OF BIRTH)</p> <p>Chronological age has to take account of the variability of gender, ability, maturation and the developmental needs of the individual</p> <p>In 2 LTPD Phases 5 - 8 & 8 - 11</p>	<p>Basic Techniques</p> <p>"Ball and the wall" activities</p> <p>Improving Basic skills</p> <p>Group practice</p> <p>Games as the teacher</p> <p>Interchange of positions</p> <p>Invasion game principles</p> <p>Playing other sports</p>	<p>A. B. C. s - Agility. Balance. Co-ordination. Speed</p> <p>K. G. B. - Kinesthesia (movement). Gliding (ice & snow etc) Buoyancy (water)</p> <p>C. P. K. - Catching. Passing. Kicking.</p> <p>R. J. T. - Running. Jumping. Throwing</p> <p>Motor control. Multi-skills. Mixed activities</p>	<p>Enthusiasm</p> <p>Imagination & Exploration</p> <p>Avoiding anxiety and boredom</p> <p>Progressive introduction to mental skills</p> <p>Progressive group activities</p> <p>Understanding games</p>	<p>Fun and enjoyment.</p> <p>Support from parents, schools and clubs.</p> <p>Inclusion and participation.</p> <p>Form relationships.</p> <p>Safe environment.</p> <p>Simple rules and ethics.</p> <p>Group behaviour can be influenced as a foundation.</p>
SECONDARY SCHOOL AGE	TECHNICAL	PHYSICAL	PSYCHOLOGICAL	SOCIAL
<p>11 to 16 years old (by date of birth)</p> <p>Chronological age has to take account of the variability of gender, ability, maturation and the developmental needs of the individual</p> <p>IN 2 LTPD PHASES 11 - 14 & 14 - 16</p>	<p>Refining techniques</p> <p>Skill execution under pressure</p> <p>Attacking & Defending principles</p> <p>Introduction to tactics and team work</p> <p>Rotation</p>	<p>Adolescent growth spurt</p> <p>Aerobic development</p> <p>Changing shape.</p> <p>Early / late maturation</p> <p>Athleticism changes</p> <p>Increasing variation between players</p>	<p>Self concept</p> <p>Awareness</p> <p>Responsibility</p> <p>Goal setting</p> <p>Confidence</p> <p>Coping strategies</p>	<p>Accept responsibility</p> <p>Fair play</p> <p>Peer group features</p> <p>Values and beliefs</p> <p>Appropriate behaviours</p> <p>Personal and group responsibilities</p>
SCHOOL LEAVER AGE	TECHNICAL	PHYSICAL	PSYCHOLOGICAL	SOCIAL
<p>16 to 20 years old (by date of birth)</p> <p>Chronological age has to take account of the variability of gender, ability, maturation and the developmental needs of the individual</p> <p>IN 2 LTPD PHASES 16 - 18 & 18 - 20</p>	<p>Becoming technically proficient</p> <p>Executing the correct technique on demand</p> <p>Contributing to team play involving space & time</p> <p>Producing the techniques required to support both defending & attacking strategies</p>	<p>Muscle mass gains.</p> <p>Strength improves.</p> <p>Power increases.</p> <p>Lactate training.</p> <p>Improving recovery.</p> <p>Full potential is progressively achieved.</p>	<p>Lifestyle skills.</p> <p>Developing a stable temperament.</p> <p>Understanding match play.</p> <p>Communication.</p> <p>Advanced coping strategies are developed.</p>	<p>Developing emotional stability.</p> <p>Being socially responsible.</p> <p>Recognising cultural differences.</p> <p>Dealing with conflict.</p> <p>Appreciating others.</p>

The Fry Club Philosophy, Vision and DNA also includes developing the coach. This is fundamental to player development, enabling players to reach their highest potential. We believe that coaches require the right tools to deliver high quality, appropriate,

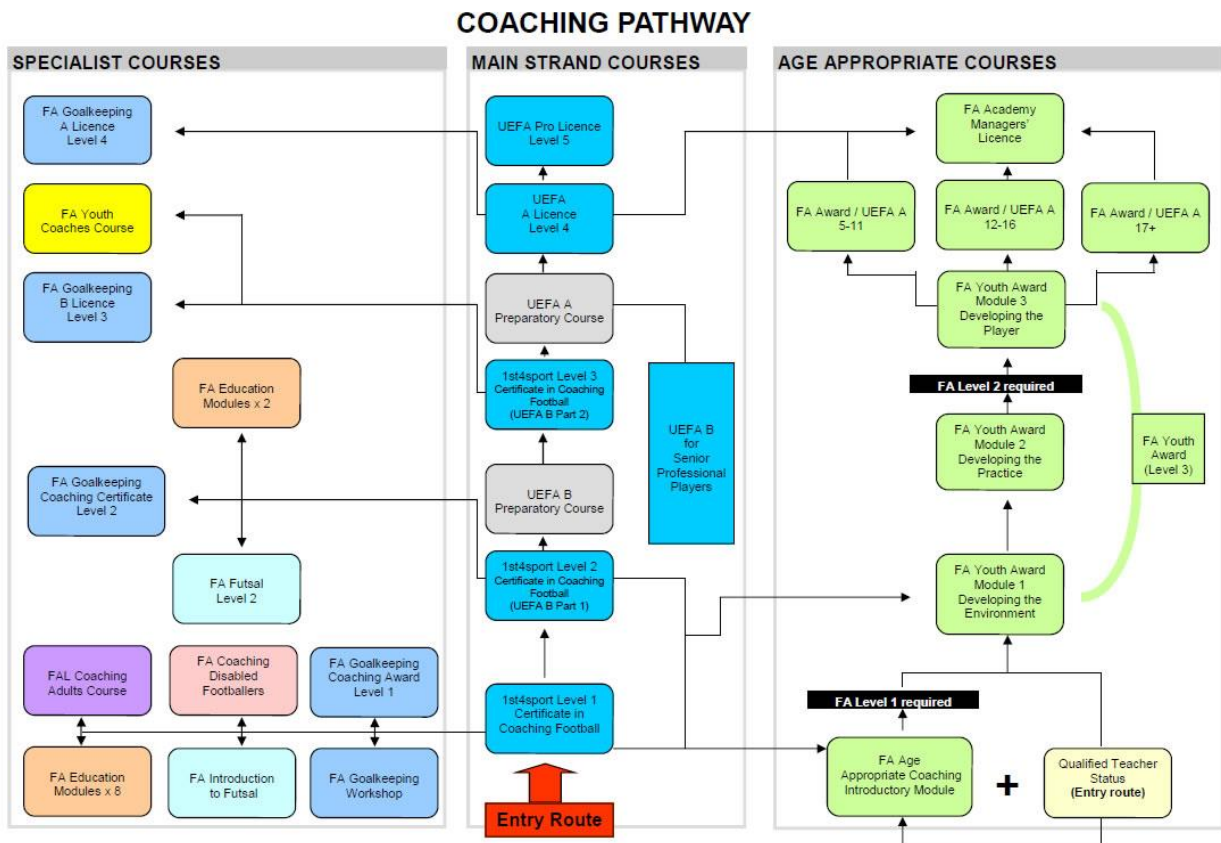


diverse and challenging coaching sessions to enable players to attain the best abilities and performance.

The FA Integration Of The Long Term Player Development Into Existing Courses Across Disciplines And Levels:-

TECHNICAL	PHYSICAL	PSYCHOLOGY	SOCIAL
UEFA Pro Licence UEFA 'A' Licence UEFA 'B' Licence 1st4Sport Level 2 1st4Sport Level 1 Goalkeeping 1 - 4 FA Youth Coaches	Fitness Trainers FA & ScUK Skills Coach Online Fitness Treatment of Injury. First Aid Emergency Aid	Level 5 Level 4 Level 3 Level 2 Level 1 Online Courses	Child Protection Soccer Parent Drug Awareness Equity and Ethics Diversity Awareness Racism Awareness

The FA Coaching Pathways:-





Fundamentals Of Our Vision:-

We as coaches are the teachers and leaders of our players. We must always conduct ourselves with dignity, discipline and within the FA's Respect program of conduct, as well as the Fry Club JFC core values and philosophy.

Our Mission:-

As a coach we are involved in the development of excellent grassroots players, recognising and advancing their talent at every age. We aim to create an environment that children and young adults can have fun, enjoy, make new friends and enable them to develop their capabilities and performance.

Our Vision As Coaches And Teachers Is Simple:-

Help every player to fall in love with the game. To offer social, health and long term development benefits to all players so they can fulfil each individuals' own potential. In doing so we will have a football club full of players, coaches and volunteers, confident in their abilities of playing football without fear of failure, from the earliest opportunity through all stages of their development to a senior player.

Our Values:-

-  Integrity
-  Respect
-  Fair Play
-  Good Citizenship
-  Leadership
-  Team Work
-  Responsibility
-  A Desire To Learn

Our Vision and Aspirations For Fry Club JFC:-

We will fully engage with the main Fry Club & Conference Centre hierarchy as Fry Club JFC in the development of the new club's constitution in order to achieve parity with our overriding aim that the constitution benefits our players, coaches, volunteers and families.

We will plan for future sustainability of all of our teams in order to achieve their highest level of performance. We will work tirelessly to plan, secure, manage and maintain the best football and multi-sport facilities and equipment that we can obtain. We will engage with the main Fry Club management/trustees and other sections of Fry Club in order to achieve the best facilities, sustainability, financial viability and security for all of our futures.



We will work and develop our relationship with like-minded groups, clubs, schools and the Somerset FA, so that the Club and its facilities will become the natural choice and preferred location for their activities.

Facility And Equipment Plans:-

- ✚ G3/G4 artificial floodlit pitch – This would serve not just the football club, it could be utilised by other sections, the new school and other interested parties. It would give Fry Club a sound financial sustainable income. We have begun building a business plan in relation to this for submittal to the new Fry Club trustees. It could be a major revenue resource for the new Club.
- ✚ G3/G4 artificial surface to replace the 5 a-side Courts – The surfaces on the courts along with equipment would be upgraded for use by netball and other sections along with schools and other interested parties such as Somerset FA training events etc.
- ✚ An extra railed off football pitch - Possibly one in the paddock enabling all of our teams to play at the highest levels achievable and making Fry Club even more prestigious in the area as the top venue for football facilities.
- ✚ Quality football furniture and stadia - With the new pitch. a 50 seat facility/stand is desirable, with the added benefit of being a requirement for the senior side in attempting to gain entry to the next tier of local football. This would include turnstiles, enclosed fencing, player's entry pathway and a supporter's standing area.
- ✚ Football training equipment and facilities – a summer training area set aside for football throughout the year. We want to obtain the best training equipment in line with high quality training and coaching development.
- ✚ Adaptable facilities - Long term investigation into the feasibility of a sports hall with a G3/G4 surface enclosed within. A gymnasium for use of all Fry Club sections, schools and the new community.
- ✚ Create a voluntary position of Commercial Officer - To seek out commercial opportunities and sponsorship. Aimed at new football kits, fundraising and corporate events as well as other potential opportunities.

Our Core Philosophies As Coaches At Fry Club JFC:-

- ✚ As a Charter Standard football club, all coaches shall be qualified to a minimum of 1st4sport Level 1 Award in Coaching Football, with an in date CRC, the FA Safeguarding Children Workshop and the FA Emergency First Aid qualification. Further to this requirement, all coaches will be supported in achieving their FA Youth Award Module 1.



- ✚ As a Charter Standard football club, all assistants and volunteers shall hold an in date CRC, the FA Safeguarding Children Workshop and the FA Emergency First Aid qualification.
- ✚ Coaches must respect the rights, dignity and worth of each and every person and treat everyone equally within the context of the sport, enabling inclusion of all.
- ✚ Coaches must place the welfare and safety of each and every player above all other considerations, including the development of the player, their maturation and performance.
- ✚ Coaches must adhere to all guidelines laid down by Fry Club JFC, the FA Coaches Club, the rules of the Football Association and all legal requirements.
- ✚ Coaches must not exert undue influence to obtain personal benefit or reward.
- ✚ Coaches must encourage and guide players to accept responsibility for their own behaviour and performance allowing the players to make mistakes and self-discover.
- ✚ Coaches must ensure that the activities/sessions that they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- ✚ Coaches should at the outset, clarify with the player/s (and where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from their coach.
- ✚ Coaches should make all sessions and games; inclusive, appropriately challenging, self-discovering, skill developing and enjoyable for the player/s. Develop the person and not just the player.
- ✚ Coaches should encourage freedom of movement for all outfield players, so that players do not develop to only play in one fixed position. Coaches should concentrate on improving team shape instead of positions.
- ✚ Coaches should appreciate and demonstrate good sportsmanship and respect.
- ✚ Coaches should listen to players, giving the players positive feedback and communicate that effort equals success. Coaches should afford equal play time for all players.
- ✚ Coaches should always be a role model in time-keeping, appearance and age appropriate language.
- ✚ Coaches should endeavour to make all sessions or games fun and enjoyable, avoiding queues. The intention should be to let players have lots of goes and learn from mistakes, in a friendly supportive environment.



Ideals For The Club And Coaches:-

1. A complete change in attitude and mentality from winning, to developing. Fun and enjoyment plus development and improvement will lead to success. Winning is not the only way to measure success. All too often it is the ego of the coach and their desire which drives this mentality. Coaches should not put their needs ahead of the players.
2. No player should be assigned a set position until at least their under 12 season. If we tell players "you are a defender" and they play in that position all the time, then that is all they will learn. Rotation of positions every few weeks improves the variety of skill sets and teaches them how to play in several positions, giving the player a more rounded outcome as a player and benefits them in the future.
3. Coaches and managers should try and refrain from shouting too many instructions to players when they are playing a competitive game. The most beneficial way for players to learn is from doing. The younger players need to learn from their mistakes. If we continually take the choice away from the player we take away their ability to think for themselves and make their decisions; we stifle the creativity in them. Try not to tell players when to pass, when to tackle, when to shoot, when to head and when to mark their opponent.

Instead guide and coach them both in training and in matches from your observations and their thoughts. This will help them to understand and realise the answers and alternatives. Always plan your training sessions to include any points from your reviews that need attention. On match days stay quiet where you can and inform your assisting coaches and parents to do the same.

If guidance is required, try to get the player to think for themselves by asking, "can you see a pass?", "does a player need to be marked?", "are you able to run or shoot?", "can you make a tackle?", "can you head the ball or control it?" and other such questions. This guided learning approach will assist players in making their own decisions, and will help speed up their decision making process. Ask the spectators to applaud good practice, effort and behaviour.

4. Don't criticise bad decisions. If a player gets it wrong, either a trick does not come off, a pass goes astray, a shot is missed, a tackle not made, or the ball is given away etc., and we as coaches shout or show criticism (including negative body language) then that player will stop attempting new tricks, won't take risks and will eventually lose their flair.



Sessions Should Be:-

- ✚ Practices that force repetition but without being repetitive.
- ✚ Make the practice environment as similar to a game as possible.
- ✚ Avoid queues. Make the session active and fun for all.
- ✚ Avoid conditioning and fitness drills. All fitness can be achieved with a ball at their feet.

Selection And Playing Policy:-

- ✚ Fry Club JFC have an open invitation, football is for everyone.
- ✚ An equal average playing time for all players during their Mini Soccer years.
- ✚ To reduce the chances of lost players, when team sizes change on age sets (7v7, 9v9 and 11v11), can we pick up more players from other clubs and have two teams at each age group?
- ✚ Create more links with local schools and organisations in our area, along with actively seeking to build links with the County FA and professional football clubs to enhance the progression of advanced and excellent players. These links will need to work both ways so that players are directed to our club.

Coaching Review Policy:-

Coaches will need to review and analyse their coaching sessions and games. What went well and what didn't for player/s and the coach? The Club will make available Club Coach Mentors so that all coaches have access to review their sessions and coaching techniques.

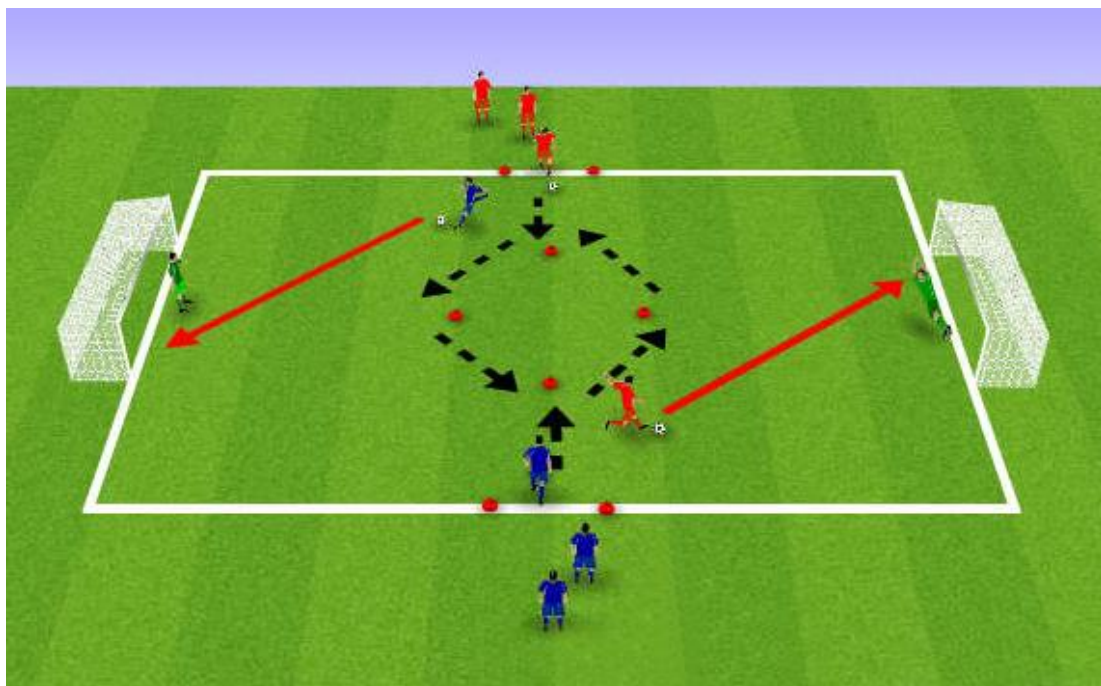
Along with support and advice from their mentors, the Club Committee will support the coach in achieving their aspirations through training. Financial support will be considered for a coach's training (in part or whole) and subject to guarantees of a time period of coaching from the coach themselves. All considerations and authorisations will require the signed validation of at least two serving Management Committee members.

Coaching Practices:-

Research has proven lots of small sessions help to build confidence in players and help enhance development of their skills and development. Setting and planning coaching sessions are a fundamental requirement to aid players in getting...

- ✚ More touches
- ✚ More passes
- ✚ More tackles
- ✚ More dribbling
- ✚ More decisions

...leading to acceleration in skill and ability levels.



Fry Club JFC, Fry Club, Keynsham, Bristol, BS31 2AU – www.fryclubjfc.co.uk & www.pitchero.com/clubs/fryclubcolts – Established 1968



Coach's Handbook:-

The following information is to aid all coaches in their consideration and planning of training sessions.

5-8 Years Old	
Excitable.	Lots of energy.
Enthusiastic.	Build it, don't destroy it.
Selfish.	Don't expect lots of passes.
Short concentration span.	Lots of short games.
Limited understanding of space.	Expect all to chase the ball.
Sensitive.	Very sensitive to failure.
Decision making.	Small sided games = more decisions.
Talkative.	Lots of energy.

8-11 Years Old	
Golden age of Learning.	Encourage learning & invite questions.
More awareness of others.	Increased decision making 7v7. 8v8.
Enthusiastic.	Encourage and develop it.
More attentive.	Explain and explore in more depth.
Enjoys a challenge.	Stretch their minds and set new games.
Sensitive.	Very sensitive to failure.
Begin to lose flexibility.	Warm up is vital.

11-14 Years Old	
Team Play	Develop understanding
Problem solving	Don't give answers
Peer Pressure	Growing Influence
More aware of others' strengths /Weaknesses	Both positive and negative
Competitive	Facilitate Development of physical aspect
Physical Changes	Impact of puberty
Social Changes	Outside influences

14-16 Years Old	
Growing Stronger	Approaching adulthood
Greater Mental strength	More ability to cope with tough decisions
Physical challenge	Games become tougher
Tactical Awareness	More aware of own and others roles
More Analytical	Review their own and others performance
More competitive	Need to compete and be successful is greater
Changes	School work, Parents & their relationships.



Warm Ups:-

- ✚ ABC movements
- ✚ Dynamic stretching
- ✚ Without ball - Tag games / football style movements / slalom poles etc.
- ✚ With ball - Individual skills / passing in 2's & 3's.

Focussed Coaching Practice:-

- ✚ Is the session technique (unopposed training) or skill (opposed training) based?
- ✚ Review resources required for session. What do we require to achieve the desired outcome?

Game:-

- ✚ Must be small sided – More touches / passes / decisions.
- ✚ Make two or three pitches if necessary.
- ✚ Intervene after bad decisions – Question players and allow them to come up with the solution.
- ✚ Intervention to be a judged at opportune time and then condition the restart.

Warm Down:-

- ✚ Encourage some form of warm down, get into good habits from a young age.
- ✚ Players starts to lose flexibility at 10 years old.
- ✚ Progress from big movements to small and quick to slow.
- ✚ Static stretches at the end improves flexibility.

Debrief:-

- ✚ Reflect on what they have learned.
- ✚ Questions; open / closed (verify understanding / probe for more information.)
 - What have they learned / enjoyed / improved?
 - What was difficult / easy?

Coaching Style	Player / Coach Interventions	Example	Description
Command	Coach tells and shows required solution.	"I want you to..."	Coach tells, explains and shows how to do something.
Question & answer	Coach leads with question to gain a response.	"What do you think?" or "When or where would you do that?"	Ask question, player offers verbal solution.
Observe and feedback	Coach and player observe.	"Let's watch this..."	All observe and offer feedback



Guided discovery	Ask question or issue a challenge.	"Can you show me...?" or "What if...?"	Challenge, and players offer visual demonstration of solution.
Group Work	Players strategise themselves.	"How can you...? " (increase difficulty).	30 seconds to discuss, come up with idea and put into effect.
Challenges	Set challenge.	"Try to..." (play quick, play forward, etc.)	Set challenge around desired outcome, don't be too restrictive (as few touches as possible).
Trial & error	Players and / or coach decide on challenge.	"Try for yourself"	Find solutions with minimal support.

5-8 Years Old:-

- ✚ Ball control and familiarity / mastery type / fun - A ball each, obstacles, races, varying games and challenges.
- ✚ Lots of games which have outcomes that improve agility, balance co-ordination - e.g. "When you get to the red cone can you...?"
- ✚ Maximum of 5v5 players in games, ideally 4v4 or 3v3.
- ✚ Always have an obstacle course set up that they can attempt whilst you set the next session up.

8-11 Years Old:-

- ✚ .4v4 games with four goals instead of two (more decisions), end zone games.
- ✚ Consider overload games; 2v1, 3v2, 4v2 etc. (how often is the situation equal?)
- ✚ Players need to experience all positions, to appreciate game and team-mate roles / improve their skills and game craft.
- ✚ Ball control and manipulation.

11-14 Years Old:-

- ✚ .Emphasising team play and shape.
- ✚ Counter-attack with speed.
- ✚ 7v7, 8v8, 9v9 games.
- ✚ Overload games; 7v4, 8v5, 9v6 etc.



14-16 Years Old:-

- ✚ Practices need to be challenging and intensive - adjust space / time / number of opponents, etc.
- ✚ Counter-attack specific practices.
- ✚ Tactical awareness, free kick and game re-start set plays.

Concentration spans of children are generally in minutes/age +/- 2years. For players under the age of eight, change the activity every 7 minutes!





Manager / Coach Responsibilities:-

All managers and coaches are required to observe the following directives at all times.

1	The first Monday of each month (unless changed by the Committee), there is a Management meeting at 7.30pm. A suitably enabled representative from each team must attend.
2	Managers / coaches must carry out a safety check of all equipment, goals and playing / training area before starting any activity.
3	Managers, their teams and supporters, must adhere to all rules laid down by Fry Club JFC, Somerset county FA, English FA directives, the RESPECT code of conduct, the league or the cup competition that they play in.
4	Managers / coaches are to carry out the league and cup rules to which their teams are committed. For example, telephone the opposition manager, telephone the referee, telephone the results and any other requirements by the respective body.
5	Managers / coaches & volunteers will be responsible for the well-being of the referee when hosting at our home venue. Good practice includes our managers / coaches & volunteers also undertaking this task at away games if the level is deficient by the home team, or in support of the home team officials.
6	Managers / coaches will make provision to collect all memberships, match fees and other costs. They subsequently are required to pay them in at the allotted timescale laid down by the Treasurer.
7	Managers / coaches & volunteers must ensure that their team's players, parents and supporters do not make derogatory remarks or comments to the Referee, opposition players, parents, managers, coaches or supporters. This includes verbally, by gesture, posted online, in match reports, Twitter, Facebook or any other media concept.
8	All official correspondence must be via the Fry Club JFC Secretary.
9	Managers / coaches must ensure all volunteers have an up to date CRC as a minimum. Coaching duties should only be carried out by a coach who has the FA Level 1 Award in Coaching Football except in extreme situations where a volunteer with an in date CRC clearance can deputise in taking the session.
10	Managers / coaches are to encourage their teams and their opposition to use the Club's facilities before, during and after a game or training.
11	Managers / coaches are responsible for their respective team's kit and equipment.
12	Managers / coaches must always conduct themselves to the highest standards.
13	Managers and coaches will be responsible for the implementation of both the FA and the Club's Players Pathway LTPD criteria whilst at Fry Club JFC.
14	Managers / coaches will be responsible for communicating and cascading all relevant information to players, parents, guardians and supporters.



Fry Club JFC Form Index For Coaches:-

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Please note that all personal details recorded on any Fry Club form must be treated with respect, and protected from release under data protection legislation at all times.



Player Membership Registration

Please print all details

Personal Details	
Player's Full Name:	
Home Address:	
Post Code:	
Home Tel. No.:	
Date of Birth:	
E-mail Address:	
Equality & Diversity	
Ethnic Origin:	(Optional)
Religious Beliefs:	(Optional)
Dietary Preference:	(Optional)
Educational Details (if applicable)	
School:	
Address:	
Postcode:	
Current School Year:	
Telephone No.:	

FCJFC_Form_001



Parent/Carer Contact Details

Please print all details

Personal Details	
Status:	Mr/Mrs/Ms/Miss/Other... (Optional)
First Name:	
Last Name:	
Emergency Tel. No.:	
Mobile No:	
Contact Details	
In the event that the above named person cannot be reached, please give two extra emergency contact names and numbers:	
Name:	
Contact No.:	
Name:	
Contact No.:	
Parental/Guardian Consent Details	
In the event that my son/daughter is injured whilst playing football/travelling to and from football events and I cannot be contacted on the above number, I hereby give my consent for my child to receive medical attending.	
Signed:	
Print:	
I agree to be bound by and to observe the Club Rules/ Code of Conduct and the Rules and Regulations of The Football Association Limited and Football Association, and all Competitions in which the Club participates. I consent to disclosure by County Football Association.	
Signature:	
Date:	

FCJFC_Form_002



Player Medical Details

Please print all details

To all Parent/Guardians. This form has been produced within the guidelines of the FA Charter Standard and with the recommendation of the FA First Aid Policy. All information contained on this form will be treated with the utmost confidence, and whilst there is no obligation for you to fill in this form, your compliance could save valuable time in the treatment/care of your child in case of emergency.			
Does Your Child Have Any Medical Conditions? – YES/NO (Asthma, Hay Fever, etc.)			
If Yes, Please List:			
Is Your Child On Any Medication? – YES/NO			
If Yes, Please List:			
Is Your Child Allergic To Any Medication? – YES/NO			
If Yes, Please List:			
Does Your Child Have Any Food/Drink Allergies? – YES/NO (Eggs, Nuts, etc.)			
If Yes, Please List:			
Does Your Child Have Any Skin Allergies? – YES/NO (Plaster Rashes, etc.)			
If Yes, Please List:			
Name Of Child:		Date:	
Name of Parent, Guardian, Carer:		Signed:	
Any Specific Instructions In Case Of Emergencies?			

FCJFC_Form_003



Parents, Guardians And Supporters Code Of Conduct

Please print all details

Name(s):	
Player's Name:	
Team:	
I/We do hereby agree to conduct myself/ourselves in line with the FA's RESPECT code of conduct laid down by the FA, Fry Club JFC and Fry Club.	
I/We agree to:-	
<ul style="list-style-type: none"> ✚ Always be friendly polite and sporting to the opposition players, supporters and management, as well as the match officials. Always set an example of fair play. 	
<ul style="list-style-type: none"> ✚ Not get drawn into arguments with the opposition players, supporters or managers. 	
<ul style="list-style-type: none"> ✚ Not criticise or argue with any match official regardless of circumstances. 	
<ul style="list-style-type: none"> ✚ Never shout instructions, criticism or abuse at any player and never counter command the coach/manager. Always applaud good practice and good sportsmanship. 	
<ul style="list-style-type: none"> ✚ Not shout abuse or derogatory comments, racial or sexual comment to any player, supporter, manager, coach or match official. 	
<ul style="list-style-type: none"> ✚ If I have any comments or complaints about any incident, during a game, training sessions or club function, talk to the team coach/manager firstly or follow the club's complaint procedures. That will be investigated by the designated committee members. 	
<ul style="list-style-type: none"> ✚ Remember at all games, functions, tours and competitions that we all represent Fry Club and must conduct ourselves in the proper and respectful manner as we are role models. 	
<ul style="list-style-type: none"> ✚ Abide by all equality regulations, including racial and sexual equality. Including any subsequent law and regulations. 	
Signature:	
Date:	

FCJFC_Form_004



Image Consent

Occasionally, we take photographs of the children at our Club. We may use these images in printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for archival and promotional use.

We may also send images to the news media, or our Club may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Players will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child holds membership of this Club. Images of your child will not be used after this time except on archived websites. Please write to the Club if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the Club and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or team photographs.
5. We will only use images of players who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

To give your consent, please complete the information overleaf and return the form to the Club.



Please tick those that apply:

I give permission for my child's image to be taken and used in publicity material for the Club, including printed and electronic publications, video and webcam recordings and on websites.	<input type="checkbox"/>
I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the Club and images / footage the media may take themselves if invited to the Club to cover an event.	<input type="checkbox"/>
I do not want my child's image used in any publicity	<input type="checkbox"/>

I have read and understood the information overleaf.

Please print all details

Name Of Child:	
Parent, Guardian, Carer's signature:	
Name:	
Date:	
Age Group:	

FCJFC_Form_005



Venue Risk Assessment/Goalpost Safety

Venue _____

Date of check _____

Name and position of checker _____

PLAYING/TRAINING AREA (At every game, session & event)

Check that the area and surroundings are free from obstacles. Is the area fit and appropriate for activity?

Yes

No

Please outline the hazard, who may be at risk and action taken, if any.

GOALPOSTS (At every game, session & event)

Check that they are fit and sound for activity and suitable for age group/ability.

Are the goalposts safe and appropriate for activity? (Please refer to goalpost safety leaflet)

Yes

No

Please outline unsafe equipment, who may be at risk and action taken, if any

FIRST AID KIT & FIRST AIDER PRESENT (At every game, session and event)

Present (First Aider's Name)

Not Present (Need to review)

PLAYERS

Check that the players' register is up to date with medical information and contact details.

Check that players are appropriately attired for the activity. Is/are the register(s) in order?

Yes

No

Please outline current state and action taken, if any.

Are players appropriately attired and safe for activity?

Yes

No

Please outline unsafe equipment/attire and action taken, if any.



EMERGENCY POINTS

Check that emergency vehicles can access facilities, a working telephone is available with access to emergency numbers and that exit points are clear.

Are emergency points checked and operational?

Yes

No

Please outline the issues and action taken, if any.

Is a working telephone available?

Yes

No

Please outline the issues and action taken, if any.

SAFETY INFORMATION

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the club?

Yes

No

Please outline what information is missing and action taken, if any.

Does the club need to take any further action? (If yes, please specify)

Use the *FCJFC_Form_007 - Incident-Accident Reporting* form if an incident or accident has occurred.

Signed _____

Name (Print) _____

Date _____

NOTES

Any further comments:

FCJFC_Form_006



Incident/Accident Reporting

1. Site where accident took place.

2. Name of person in charge of session/competition.

3. Name of injured person.

4. Address of injured person.

5. Date and time of incident / accident.

6. Nature of accident / incident.

7. Give details of how and precisely where the accident took place. Describe what activity was taking place. (Training programme, changing, etc.)

8. Give details of the action taken including any first aid treatment and the name(s) of the first-aider(s).

9. Were any of the following contacted?

Police Yes No

Ambulance Yes No

Parent/Guardian Yes No

10. What happened to the injured person after the accident? (E.g. went home, went to hospital, carried on with session)



11. All of the above facts are a true and accurate record of the incident / accident.

Signed _____

Name (Print) _____

Date _____

Investigations/Outcomes

12. The incident / accident contained herein was logged with the Welfare Officer on:

_____ (date)

Name of Welfare Officer:

Signed:

The Incident was further reported to:
(Police, Social Services, HSE, etc.)

a) _____

Date _____

b) _____

Date _____

c) _____

Date _____

13. The incident/accident was investigated by:

a) _____

Title _____

b) _____

Title _____

c) _____

Title _____

Date Investigated _____

Notes:



14. Findings and Outcomes.

Horizontal lines for writing findings and outcomes.

15. Other investigations and outcomes by Independent bodies (Police, Social Services, HSE, etc.)

Horizontal lines for writing other investigations and outcomes.

16. Findings and recommendations.

Horizontal lines for writing findings and recommendations.

Horizontal lines for writing findings and outcomes.

17. Instigated and carried out.

Delegated Person:

Horizontal line for writing the name of the delegated person.

Signed _____

Date of action:

Horizontal line for writing the date of action.

18. Incident / accident closed.

Date _____

Signed by (Chairman, Vice-Chairman, Secretary, Welfare Officer).

Name (Print) _____

Title _____

Signed _____

Date _____

FCJFC_Form_007



Incident/Accident Log

No.		Date:		Name of member logging incident / accident:	
Details of incident / accident including names, times & dates:					
Signed by Welfare Officer:			Time period incident / accident investigated:		
Name of Welfare Officer notified:			Signed by member closing incident / accident:		
Date:		Comments:			

No.		Date:		Name of member logging incident / accident:	
Details of incident / accident including names, times & dates:					
Signed by Welfare Officer:			Time period incident / accident investigated:		
Name of Welfare Officer notified:			Signed by member closing incident / accident:		
Date:		Comments:			

FCJFC_Form_008



Coaching Session Review

Reviewing of a coaching session by yourself or your Mentor requires honesty with regards to the review and reflections of the session. To be able to correct and improve future sessions and assist in focussing on what we deliver as coaches to the players in their development.

Please fill out the following six sections.

1. Context of session:

TECHNICAL	PSYCHOLOGICAL
PHYSICAL	SOCIAL



2. Session planning notes: (E.g. size and layout of session, equipment, time, welcome, warm up, intention of session, Q&A's, feedback, warm down, etc.)

Empty box for session planning notes.



3. Intended outcomes:

What? (This is what we will learn)

How? (This is how we will do it)

Why? (This is why we do it)



4. Player experience - intended & actual:

Planning and Design	Intended	Actual
Organise positive arrival activity.		
Select appropriate shape and size of area.		
Use activities that support the principles of play.		
Use rules and conditions appropriately.		
Devise realistic challenges.		
Positive learning environment.		
Encourage responsibility, decision making and problem solving amongst all the players.		
Develop opportunities for all players to experiment and practice without fear.		



Deliver challenges that are varied, interesting and fun.		
Review progress with the players.		
Remain positive throughout the session.		
Practical delivery.		
Share learning outcomes for the work.		
Take up appropriate coaching positions.		
Effectively manage the differences within the group.		
Use appropriate work to rest ratios.		
Use an appropriate variety of coaching stiles.		



5. Session observations:

Planning and Design	Notes
Organise positive arrival activities	
Select appropriate shape and size of area	
Use activities that promote / support the principles of play.	
Use rules and conditions appropriately.	
Devise realistic challenges	

Positive Learning Environment	
Encourage responsibility, decision making and problem solving amongst the players.	
Develop opportunities for all players to experiment and practice.	



Deliver challenges that are varied, interesting and fun.	
Review progress with players	
Remain positive throughout the session.	

Practical Delivery	
Share the learning outcomes for the work.	
Take up appropriate coaching positions.	
Effectively manage the differences within the group.	
Use appropriate work to rest ratios.	
Use an appropriate variety of coaching styles.	



Responsiveness	Intended	Actual
Utilise the action.		
Use an appropriate variety of positive interventions styles.		
Adapt the session based on player's needs.		
Manage mistakes to the player's advantage.		
Challenge and extend individual players.		

Communication		
Communicate positively and clearly throughout session.		
Give and receive feedback and adapt coach behaviours appropriately.		
Encourage positive player to player feedback to support improvement.		



Encourage players to evaluate their own performance.		
Ask and answer questions and effectively using a variety of methods		

Other Interactions (please specify)	Outcomes?



6. Session review for improvement:

WWW (What Went Well)	EBI (Even Better If)	Changes (for next session)



FCJFC_Form_009



Player Development Assessment

This player development progress review is to enable us as coaches to assess the needs of the players in our care and tutorials. As in all cases these reviews should be based on the FA's 4 Corner model and the LTPD plans laid down as the Club's ethos and philosophy on player's development. You will see relevant sections on this form for known disciplines; however as a living document there are spare sections with no title. These should be used in situations where the player or you have created a new untried discipline/skill or have included another sport's component within the LTPD. We should always be looking at other leads, sports and disciplines to enhance and benefit us as coaches and thus the players. We should remember that these reviews are just a survey of the level where the player is, was or should be. The review should and must not be used to say that any player has failed to achieve any given target. This review is a tool to help us to plan our training and coaching sessions, honing in on where weaknesses and strengths lay, so that we can develop and plan the sessions for the group or individual.

You may use this form either as a tick box or as a marking matrix. If used as a matrix, then it is suggested as marking index 1 to 5.

Player's Name:		Review Date: / /
Team:		

Observe the player in action looking at the specifics parts of their skills and understanding of the game.

Fundamental Skills, Agility, Co-ordination	Yes	At times	Rarely
Looks to pass the ball to a team mate.			
Strength and accuracy to the players passing.			
Routinely able to pass the ball with the inside of their foot.			
Can receive and control the ball with the inside of their foot.			
Can receive and control the ball with the sole of the foot.			
Can manipulate the ball and keep control of it.			
Can dribble with the ball keeping control of it.			
Can head the ball with front of head forwards.			
Can do basic step-over / tricks.			
Advanced fundamentals.			
Avoids passing / kicking the ball to the opposition.			
Can dribble the ball with head up to see threats and opportunities.			



Can run with the ball into space with head up.			
Sees other players in open space to make a pass to.			
Can make quick decisions when in control of the ball.			
Used the non-dominant foot to control and pass the ball.			
Is aware of their own position and of those around them.			
Team Strategy and Tactics			
Can decide where to dribble on the field to achieve space and advantage of the position.			
Moves to find space to play in.			
Takes responsibility to control the pace of the game.			
Supports the player with the ball.			
Can anticipate the opposition's counter-attack opportunities.			
Able to win the ball in a tackle (press, hold, release).			
Encourages his team mates from the side line when not playing.			
Train of Thought / Focus			
Player stays focused.			
Player makes positive decisions when on the ball.			
Player recovers quickly after frustrations & disappointments.			
Player avoids being intimidated by opposing players.			
Improvement Actions			
Player listens to the coach and endeavours to follow the coach's comments.			
Works with extra effort to strengthen their weakest skills.			
Gets on with their peers.			
Avoids distractions with team mate's coaches and opponents.			
Under stands and can quickly demonstrate new skills.			
Gives good explanation of what has been asked to do.			



Technical						
Discipline	Beginner	Advanced Beginner	Average	Above Average	Advanced	Other
Manipulation of Ball						
Mastery						
Group Play						
Passing						
Turning						
Heading						
Skill/Speed						
Co-ordinate						
Execution						
1 st Touch						
Games						
Positions						

Psychological						
Discipline	Beginner	Advanced Beginner	Average	Above Average	Advanced	Other
Understand						
Decisions						
Confidence						
Tactics						
Behavioural						
Imagination						
Exploration						
Enthusiasm						
Progressive						
Life skills						
Communication						



Physical (Primary School Age)						
Discipline	Beginner	Advanced Beginner	Average	Above Average	Advanced	Other
Conditioning						
Challenges						
Co-ordination						
Agility						
Balance						
Kinaesthesia						
Speed						
Running						
Jumping						
Physical						
Catching						
Passing						
Kicking						
Motor Control						
Multi Skill						
Aerobic						

Physical (Secondary School Age)						
Discipline	1	2	3	4	5	Other
Recovery						
Athleticism						
Adolescent Growth						
Maturation						
Variations						
Muscle						
Lactate						
Strength						
Recovery						



Social						
Discipline	Beginner	Advanced Beginner	Average	Above Average	Advanced	Other
Fun & Enjoyment						
Self- Esteem						
Team Work						
Responsibility						
Fair Play & Respect						
Values & belief						
Appropriate Behaviours						
Emotional Stability						
Deals with Conflict						
Appreciates Others						
Rules & Ethics						
Communicate						
Inclusive						

Name of Reviewer:		Signed:		Date:	
Reviewer's Comments on player:			Positive Comment / Action for Development of Player:		

FCJFC_Form_010



Game & Team Performance Review

In assessing the game & team, concentrate on the player's performances regardless of the result. This will then enable you to look at the players as individuals and as a team. When you have reviewed your findings you may need to adapt and introduce practices into the next training session.

Game Details:

Opposition:		Game Date:	
Venue:		/ /	
League/Cup/Friendly:		Official Referee?	Yes / No
Game Length:		Size of Pitch:	

Team Performance Review:

Observation Criteria:	Yes	At times	No
Did the team discuss & understand the tactics?			
In general did they play to the tactics?			
Did you reinforce the tactics with other forms of communication? (Wipe board, demonstration, role play, vocal, etc.)			
Did the team change tactics during the game on their own accord?			
Did the team understand and use tactics effectively?			
Did the team try to impose the tactics on the game?			
Team / Player Fundamentals			
Passing by the team was accurate and completed.			
The team were aware of space in the game and tried to use it.			
The team made positive decisions with the ball.			
The team created scoring opportunities.			
The team's movement supported each other with the ball, giving options to the player with the ball.			
The team were able to express themselves with freedom.			
The team were looking to pass the ball to a team mate.			
The team controlled the game by retention of the ball.			



The team understood dead ball kicks and restarts to their benefit.			
The team stayed focus on the game and the opposition.			
The team were able to counter the opposition and deny them space.			
The team executed tackling the opposition in a timely way and retrieved possession most times.			
The team were able to head the ball.			
The team communicated throughout the game.			
The team were able to recover quickly when required.			
The team & supporters demonstrated the RESPECT code of conduct to; the officials, the opposition team and the coaches.			

Name of Reviewer:		Signed:		Date:	
Actions:					

FCJFC_Form_011



End of Season Review Form – Players

Another season has come and gone. Firstly we would like to thank every one of the players, coaches, managers, officials, volunteers, administrators, parents and supporters for all of their hard work this season. In order for the Club to continue to develop, the Committee would appreciate five minutes of your time to complete this form.

1. Age group and coach:

2. Did the coach help you learn any new skills / techniques at training? (If not why not?)

3. Were the training sessions enjoyable? (If not, why not?)

4. What did you enjoy the most about the training sessions?

5. What would you most like to change at training?

6. Did you play competitive football this season? (If not, why not?)

7. Do you want to play competitive football next season? (If yes, which age group, if not, why not?)

8. Have you any new ideas to help improve the club?

The club would like to thank you for completing this form. Please return to your Team Coach/Manager or Club Chairman or Club Secretary.

FCJFC_Form_012



End of Season Review Form – Managers

Another season has come and gone. Firstly we would like to thank every one of the players, coaches, managers, officials, volunteers, administrators, parents and supporters for all of their hard work this season. In order for the club to continue to develop, the Committee would appreciate five minutes of your time to complete this form.

Coach name _____

What age group/s did you coach? _____

Did you have sufficient:

Coach Development _____

Space _____

Equipment _____

Support _____

Time _____

If not, how could this be improved?

3. Do you feel your players learned new skills / techniques this season?

4. What aspects of your training sessions were you pleased with?

5. Which areas would you like to improve?

6. Did your team have sufficient competitive opportunities at the right level this season? (If not, why not?)

7. Are there any training courses you would like to attend? (If yes, do you have any specific courses in mind?)

The Club would like to thank you for completing this form. Please return to the Club Chairman or Secretary.

FCJFC_Form_013



Equipment Review

Match gear, coaching equipment and training aids are an important part of delivering effective and meaningful training sessions. It also is important to have the right kit for match days and events. This form is primarily a review of what the team or coach have, what condition it may be in or what may be required for future plans.

(This form should be used in conjunction with FCJFC_Form_015 - Equipment Requisition)

Reviewed by:			
Signed:		Date:	

Equipment:				Quantity Held:	Quantity Required:
New Held:		Like New Held:		Unserviceable Held:	
Date Required:		Reason:			

Equipment:				Quantity Held:	Quantity Required:
New Held:		Like New Held:		Unserviceable Held:	
Date Required:		Reason:			

Equipment:				Quantity Held:	Quantity Required:
New Held:		Like New Held:		Unserviceable Held:	
Date Required:		Reason:			

Equipment:				Quantity Held:	Quantity Required:
New Held:		Like New Held:		Unserviceable Held:	
Date Required:		Reason:			



Equipment:				Quantity Held:	Quantity Required:
New Held:		Like New Held:		Unserviceable Held:	
Date Required:		Reason:			

Equipment:				Quantity Held:	Quantity Required:
New Held:		Like New Held:		Unserviceable Held:	
Date Required:		Reason:			

Equipment:				Quantity Held:	Quantity Required:
New Held:		Like New Held:		Unserviceable Held:	
Date Required:		Reason:			

Equipment:				Quantity Held:	Quantity Required:
New Held:		Like New Held:		Unserviceable Held:	
Date Required:		Reason:			

Equipment:				Quantity Held:	Quantity Required:
New Held:		Like New Held:		Unserviceable Held:	
Date Required:		Reason:			

FCJFC_Form_014



Equipment Requisition

Team:	Coach's Name:	Signed:	Date:
Date Ordered:	Date Required:	Supplier:	Contact Phone No.:

Requisition:

Qty:	Item:	Colour/Type:	Size:	Price/Cost:

Authorised by:

(Authorisation by two Committee members must be obtained to validate this requisition. Failure to do so may lead to non-payment of the purchase with liability falling on the person ordering.)

Officer:	Name:	Signed:	Date:
Chair			
Vice Chair			
Secretary			
Treasurer			

FCJFC_Form_015



Application For Training

Fry Club JFC will consider all applications for reimbursement of payment for training courses (in part or in full). The Club can refuse payment of application for reimbursement without favouritism, discrimination or bias. All reimbursement payments shall only be considered if the claimant has gained permission from two (2) Management Committee members and has submitted this signed form. As well as this notarised application form, the applicant is obligated to support training at Fry Club JFC for a minimum of two seasons, or two years, from achieving the qualification.

Name of applicant:	Team coached:	Date of application:

Course applied for:	Reason for taking the course:
Topic:	Personal benefit:
Supplier:	Club benefit:
Cost: £ _____	
Course start date:	Course end date:

By signing this application form the applicant commits to volunteering their services to Fry Club JFC for the agreed term as stated above, if successful in this application.

Signed:	Print name:

Committee validation

Signed:	Print name:	Date of decision:
Delete as applicable		
Full reimbursement	Partial reimbursement	Declined reimbursement

FCJFC_Form_016



Complaint / Grievance Record

This Register is a record of received Complaints / Grievances that the Club has received and should be used in conjunction with FCJFC_Form_018.

No.	Complaint / Grievance:		
Complainant:	Recorded by:	Date:	Signed:

No.	Complaint / Grievance:		
Complainant:	Recorded by:	Date:	Signed:

No.	Complaint / Grievance:		
Complainant:	Recorded by:	Date:	Signed:

No.	Complaint / Grievance:		
Complainant:	Recorded by:	Date:	Signed:



No.	Complaint / Grievance:		
Complainant:	Recorded by:	Date:	Signed:

No.	Complaint / Grievance:		
Complainant:	Recorded by:	Date:	Signed:

No.	Complaint / Grievance:		
Complainant:	Recorded by:	Date:	Signed:

No.	Complaint / Grievance:		
Complainant:	Recorded by:	Date:	Signed:

FCJFC_Form_017



Complaint / Grievance Procedure & Report

Complaints / Grievance Procedure

If any member feels that he or she has suffered discrimination in any way or that the Club policies, rules or code of conduct have been broken, they should follow the procedure below:

1. They should report the matter to the Club Secretary or another member of the Committee. The report should include:
 - a. Details of what, when and where the occurrence took place.
 - b. Any witness statement and names.
 - c. Names of any others who have been treated in a similar way.
 - d. Details of any former complaints made about the incident, date, when and where, and to who made.
 - e. A preference for a solution to the incident.
2. The Club's elected Management Committee will sit for any hearings that are requested.
3. The Club's elected Management Committee will have power to:
 - a. Warn as to future conduct.
 - b. Suspend from membership of the team.
 - c. Remove from membership of the junior section.

...any person found to have broken the Club's policies or codes of conduct.

4. In the event of a complainant or respondent being unhappy with the decision taken by the Club Committee, they may make use of the appeals procedure:
 - a. Inform the Junior Football Club secretary & copy to the Fry Club Manager in writing that they wish to appeal.
 - b. Fry Club JFC's Management committee will then escalate the matter to the Fry Club Management committee who will progress the matter further.
 - c. The decision of the Fry Club Management Committee panel is final.



Complaints / Grievance Report

Name of Complainant:	Date of Event / Incident:	Signed:
Describe the nature of the complaint / grievance:	Name / address where event / incident took place:	Witnesses to event / incident c/w contact details if known:
Reported to Committee member by:	How (letter / telephone / social media / verbal / etc.):	Preferred solution:
Actions / Findings:		

FCJFC_Form_018



Managers, Coaches & Volunteers Record Of Interview

Under Government legislation the Club has a legal obligation to carry out formal interviews and checks on all persons wishing to work with children and young adults. The interviewees must consist of two of the following members of the Management Committee; Chair, Vice Chair, Secretary, Treasurer or Welfare Officer. It is therefore imperative that we (the Club) check all records and evidence of an applicant's qualifications and records to ascertain that they are a safe and fit person to be in charge of, or in contact with, children or young adults.

Applicant Name:		Intended Team:	
FAN Number:			
Address:		Contact Details: Mob: Tel: e-mail:	
Experience:		Reference Contacts:	
Qualifications:		CRC Check:	
Reason/Why Coach:		Aspirations:	
Was the applicant able to explain a coaching session & plan? (where applicable)		Did the applicant provide a demonstration session and was it acceptable? (where applicable)	
Interviewer's Name:		Signed:	Date:
1.			
2.			
Applicant's acceptance: (Delete as required)		Deferred / Reason / Resolve date:	
Accepted / Declined			

FCJFC_Form_019



Paying-In Finances

Team: _____

Number of players in team: _____

Date: _____

Week/Month Commencing	Income:			Expenditure:		
	Fees in:	Others in:	Total:	Referee's fees:	Others out:	Total:
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
Total:	£	£	£	£	£	£

Details of others:

Income:	
Expenditure: (Please provide receipt)	

Paid in by:	Signed:	Received By:	Signed:

Please attach all receipts to the back of this form.

FCJFC_Form_020



Fry Club JFC External Sponsorship Application Form

_____ (name of sponsor) would like to sponsor Fry Club JFC. I/we submit to the terms and conditions set out within the constitution of Fry Club JFC which stipulates that this financial support is offered with no conditions, parameters or recourse.

Please delete either Option 1 or Option 2 below to signify your sponsorship. Option 1 relates to financial sponsorship for Fry Club JFC to purchase items through their suppliers. Option 2 relates to items already purchased by the sponsor.

1. The sponsorship will be in the form of a financial assistance totalling £_____. I/we respectfully request that this sponsorship contributes to the purchase of:

_____ in aid of the U_____. I/we accept that Fry Club JFC will utilise this sponsorship for other aims if Fry Club JFC deems fit. I/we relinquish any future claim to this sponsorship regardless of change of circumstance.

2. The sponsorship will be in the form of _____ which I/we gift to Fry Club JFC. I/we respectfully request that this sponsorship is donated to the following team:

U_____. I/we accept that Fry Club JFC will utilise this sponsorship for other aims if Fry Club JFC deems fit. I/we relinquish any future claim to this sponsorship regardless of change of circumstance.

Signed _____ Date _____

FCJFC_Form_021





