



PREPARE - PROTECT - PROSPER

# Managers Handbook

2025/26



**ACCREDITED  
CLUB** ★★ ★  
PART OF ENGLAND FOOTBALL

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**PREPARE - PROTECT - PROSPER**

## A message from our club chairman

By taking on the role of a team manager at Hilton Harriers FC, you're doing far more than just organising matchdays and training sessions — you're investing your time, energy and passion into shaping the experience of every player, supporting families, and helping the club continue to thrive at the heart of our community – THANK YOU!

Hilton Harriers FC are proud to have been recognised by The FA as a *Thriving Club in the Community*, this initiative has been launched as a core element of The FA's 2024–28 grassroots strategy, “*A Thriving Grassroots Game*”, and is designed to support and recognise clubs that demonstrate excellence across key development areas. Managed through the FA's Club Programme, accredited clubs work with FA Club Consultants to benchmark their performance and plan improvements across eight themes, including governance, community engagement, inclusivity, facilities, and volunteer development. This initiative provides our club:

- A roadmap to build our club sustainably.
- Access to support in coaching, governance, and infrastructure.
- Enhanced credibility for fundraising, partnerships, and expansion like our exciting proposed Hilton Sports Village.

As we look ahead, we're excited about the development of the Hilton Sports Village, which will significantly expand our capacity and create even better facilities for all. Your role is vital in helping us grow sustainably and positively, continuing to provide a safe, welcoming, and enjoyable football environment for everyone involved.

Remember at the heart of your role is our club motto — Prepare, Protect, and Prosper — which guides everything we do at Hilton Harriers FC:

- **Prepare:** As a manager, you plan for success, run purposeful training, and help players develop with dedication. Your leadership creates the environment where young people can grow both on and off the pitch.
- **Protect:** You help safeguard the wellbeing of our players, uphold our club's values, and protect the spirit of the game. Whether it's through safety checks, clear communication, or role modelling, your influence matters.
- **Prosper:** Together, we grow — celebrating team progress, embracing inclusivity, and building a culture that makes a positive impact. Your efforts help the club prosper, ensuring every player feels valued, supported, and proud to be part of Hilton Harriers.

In addition to digesting the contents of this document I would also recommend you and your team of officials take the time to read through the Hilton Harriers Club Handbook which is located [here](#)

Thank you again for the time, effort and passion you are investing and being part of the Hilton Harriers FC journey!

Martin Walker  
**Chairman, Hilton Harriers FC**





# An Introduction to the Team Manager Role

# Introduction

Whether you are new to coaching or have many years' experience we know that there is likely to be numerous questions you have as a manager both now and in the future. Therefore, we have created this handbook to try and help guide you. If anything is unclear or you have any further questions, please do not hesitate to contact anyone from the club for clarification.

We hope you find this handbook useful.

Our club motto captures the heart of everything we stand for

**PREPARE - PROTECT - PROSPER**

Plan for success, train with purpose, and develop with dedication.

Safeguard our values, our players, and the spirit of the game.

Grow together, celebrate achievements, and make a positive impact—on and off the pitch.



We are proud to be officially recognised by the FA with a prestigious 3-Star Accreditation—a mark of excellence awarded to only 8% of grassroots clubs in

the UK. This honour reflects our commitment to providing genuine football pathways for everyone: boys, girls, men, women, veterans, and children with disabilities. We've also shown outstanding performance in planning, administration, and inclusion—ensuring every member has the opportunity to thrive on and off the pitch.

Our club prides itself on the respect we show to our own and opposition players, the coaches, the parents and all officials. We ask that everyone associated with the club take the time to familiarise themselves with FA Respect programme, our own codes of conduct and adhere to them at all times.



**RESPECT**

# Setting the Standard at Hilton Harriers FC

## 1. Make Football Fun

Ensure training sessions and matchdays are enjoyable, positive, and inclusive for all players.

## 2. Plan for All Abilities

Adapt training to suit the different needs and skill levels in your squad — every player should feel valued and challenged.

## 3. Stay Qualified and Compliant

Make sure you — and all officials involved with your team (assistant coaches, helpers) — have completed and renewed all required FA qualifications and safeguarding training.

## 4. Promote Respect

Always follow the FA Respect programme — and help your players and their parents understand and uphold these standards too. (*More info in the [Club Handbook](#)*).

## 5. Stay Connected

Read all communications from the club. Important updates are shared monthly in the **Managers' Newsletter** and through the **All Managers WhatsApp Group**.

## 6. Know the Key Processes

Be familiar with:

- Player registrations
- Kit and equipment ordering

## 7. Expense reimbursement procedures

## 8. Celebrate Your Team

Share team news, achievements, or match photos with our Socials Lead, **Gabbie Young** (contact via the All Managers WhatsApp Group), so we can spotlight your team on the club's **Facebook and Instagram**.

## 1. Don't prioritise winning over development

Results matter — but never more than player enjoyment, learning, and wellbeing.

## 2. Don't ignore poor behaviour

Whether it's a player, parent, or coach — deal with inappropriate conduct early and through the correct club channels. Don't let things slide.

## 3. Don't run unplanned or unsafe sessions

Sessions should be structured, age-appropriate, and safe — every time. Don't guess it on the day.

## 4. Don't coach alone

Always ensure a second adult is always present during training and matches. This is vital for safeguarding and support.

## 5. Don't let qualifications lapse

Outdated or missing FA certificates (e.g. Safeguarding, DBS, First Aid) may put players at risk — and jeopardise your ability to manage.

## 6. Don't go off-grid

Failing to read club updates, respond in WhatsApp, or check your email can lead to missed deadlines, clashes, or confusion.

## 7. Don't purchase kit or equipment without following process

Always go through the proper channels for ordering kit or claiming reimbursement — don't assume personal purchases will be covered.

## 8. Don't take photos or videos without consent

Always follow club and FA guidelines around media — especially involving children — and never post without permission.

## 9. Don't forget your role as a role model

Players (and parents) are watching how you act. Stay composed, respectful, and fair — even in challenging moments.

## 10. Don't forget you're part of something bigger

You represent Hilton Harriers FC — every email, every touchline comment, every decision reflects our club values.



# Club Structure

# The Committee

The club is governed by a management committee that meet the 2nd Monday of each calendar month and circulation of minutes are distributed to members and stakeholders of the club. Additional to this we have an AGM meeting annually around each June. If you would like to get involved further with the club, please contact the club secretary as there are always vital roles in the club that are requiring your support.



**Club Chairperson:** Mr Martin Walker  
**Email:** [chairmanhiltonharriers@gmail.com](mailto:chairmanhiltonharriers@gmail.com)  
The Chairpersons role is to ensure the club is run efficiently and appropriately managed. They provide leadership and direction in all areas of the club including; leading club meetings and being an advocate of the football club for the local community.



**Club Secretary:** Miss Sarah Chandler  
**Email:** [Hiltonharriers@gmail.com](mailto:Hiltonharriers@gmail.com)  
The Secretary is one of the most prominent roles in the club. They are the main point of contact for team managers, clubs and leagues. The Secretary looks after the administrative duties for the club, including; producing agendas and record minutes for meetings, hold an up-to-date database of teams/managers/coaches/grounds/leagues /training arrangements, ensure representation at league meetings, league and player registration.



**Lead Welfare Officer:** Mrs Claire Ecclestone  
**Email:** [welfareofficerhiltonharriers@gmail.com](mailto:welfareofficerhiltonharriers@gmail.com)  
**Tel:** 07734 468 372  
The Welfare officer's role is to oversee any Safeguarding issues. The Welfare officer manages and reports concerns regarding children and they ensure clarity about the clubs responsibilities when running activities for children and young people. This includes; ensuring all members of the club understand their safeguarding responsibilities, update the safeguarding children, anti-bullying and equality policies, work with the league and County FA Welfare Officers, promote the FA's Respect programme.  
**All child welfare queries should be directed immediately to our Child Welfare Officer.**



**Club Treasurer:** Mr Scott Clacher  
**Email:** [scottclacher@hotmail.co.uk](mailto:scottclacher@hotmail.co.uk)  
The Club Treasurer deals with all the club's finances. They create annual income and expenditure sheets, an annual overall balance sheet and ensure all payments and fines are paid on time and recorded. They will also be expected to try to raise funds for the club.



**Club Development Lead:** Mr Kevin Rigby  
**Email:** [clubdevelopmenthiltonharriers@gmail.com](mailto:clubdevelopmenthiltonharriers@gmail.com)  
Responsible for driving the Hilton Sports Village Project



**Fixtures Secretary:** Mr Rich Young  
**Email:** [richdyoung@googlemail.com](mailto:richdyoung@googlemail.com)  
Responsible for organising fixtures throughout the season at Back Lane & The Mease, while working closely with the Club Secretary and League Coordinators (Slide 22) to keep the club running smoothly.

# Stay Connected with the Club and your team

## Managers/Coaches meetings

- The club holds **Managers Meetings twice a year**, typically in **October** and **March**. Attendance is **mandatory for all Team Managers**. These meetings provide a valuable opportunity to connect with other managers and coaches and to receive updates directly from the committee.
- The **Annual General Meeting (AGM)** is held at the end of the **Summer Term**. This meeting elects committee members and presents the annual report and financial statement.
- Nominations must be proposed and seconded by current members and require the nominee's consent.
- Nominations can be submitted anytime before the AGM by writing to the Club Secretary.

## Club Communications

The club shares updates via the **'All Managers' WhatsApp group** and an email distribution list. Please ensure the following steps are completed:

- Provide your email address to the Club Secretary.
- Once onboarded, Team Managers will be added to the 'All Managers' WhatsApp Group. This group is strictly for Team Managers—please share relevant updates with your team officials as needed.
- In addition to the **All Managers WhatsApp Group**, we also have:
  - Location-based groups (e.g. The Mease, Back Lane) these provide updates on fixtures, pitch conditions, access codes and emergency access procedures (managed by Richard Young)
  - League-specific groups (e.g. BJFL, YEL). These are managed by the HHFC League Coordinators. (see slide in deck for owners)
- The club also issues club updates through HHFC Facebook – Please share your team news and success stories with our Social Lead Gabs

## Team Communications

**WhatsApp** - We recommend creating a WhatsApp group that includes all parents. This is a quick and effective way to share updates and key information

- ⚠ Important: You must never have a private group or one-to-one chat with any player under 18. Parents must always be included to ensure safeguarding for both you and the player.

**Spond** - is a free app designed to simplify team management. It can help you:

- Automate availability requests for training, matches, and tournaments
- Send reminder messages to those who haven't responded
- Share team sheets for upcoming fixtures
- Run Player of the Match polls after games

# Leagues and Cups

## Leagues

All age groups (except those in the Saturday Club) are entered into age-appropriate leagues.

- The Foundation Phase (U7–U12) is non-competitive—scores and tables are not published. The focus is on player development, not match outcomes.
- The Youth Development Phase (U13–U17) introduces competition. Leagues place teams in appropriate divisions and may move teams to ensure matches remain balanced and developmental.

Current leagues by age and category:

- Burton Junior Football League (U7–U12 and U15)
- Derby City Football League (U16)
- Nottinghamshire Girls & Ladies League
- Staffordshire Girls & Ladies League
- Young Elizabethan League (U13–U15)
- East Midlands Veterans League (Vets)
- Derbyshire Girls & Ladies League

Teams may move between leagues during the off-season. To request a league change, contact the Club Secretary at [hiltonharriers@gmail.com](mailto:hiltonharriers@gmail.com) with your reasoning. This will be reviewed at a committee meeting and voted on by members.

## Cup Competitions

Most (but not all) leagues offer a cup competition. Teams are usually entered by default each season unless the Team Manager opts out by informing the Club Secretary. Please consult your League Coordinator for details on which leagues/age groups participate in cup competitions.

# Coaches Qualifications & Safeguarding Checks

All officials joining the club must have the relevant qualifications and safeguarding checks carried out based on the role.

All E-Learning Modules are to be completed at the start of onboarding and refreshed by the deadline. Under no circumstances, can any volunteer who hasn't completed the process can be working with players on pitch side or at training.

Each team must have a minimum of two coaches that have completed the **mandatory training** outlined below.

## **Mandatory for all coaches**

- DBS (Disclosure & Barring Services) Check (£10) - *Note: Unfortunately, a DBS from another setting is not acceptable – it must be an FA approved DBS specifically for Hilton Harriers Football Club.* <http://wholegame.thefa.com>
- Introduction to First Aid in Football (£30) <https://learn.EnglandFootball.com/courses/medical/introduction-to-first-aid-in-football>
- Safeguarding Course (£30) <https://learn.EnglandFootball.com/courses/safeguarding/safeguarding-children-course>
- All the following course must be paid for by the coach and will be reimbursed upon completion. Introduction to Coaching Football (£100) <https://learn.EnglandFootball.com/courses/football/introduction-to-coaching-football>

## **Additional Requirements for coaches and players aged 16+**

- Player Welfare (free) <https://learn.EnglandFootball.com/courses/safeguarding/player-welfare-in-open-age-football>

## **Course Payments and Reclaiming –**

- Each coach is required to pay for the above courses and will be reimbursed once all three of them have been completed. The club expenses claim form can be found [here](#)

## **Need Help?**

- Full onboarding and reimbursement instructions can be found on the Hilton Harriers FC website – [How can I join HHFC?](#)



# Building Your Team

# Recruiting Players

As a community-focused grassroots football club, our mission is simple:

**To give as many children and adults as possible the opportunity to enjoy and grow through football.**

We offer flexible membership options: Training Only or Training + Matches

There's **no maximum squad size**, but please be mindful that larger squads can impact individual game time. Ensure you adhere to **FA guidelines** on adult-to-child ratios and always have **a minimum of 2 qualified coaches** present at both training sessions and matches.

**Need help attracting players?** If you're looking to grow your team, **Gabbie Young** (available via the All Managers WhatsApp group) can support you by promoting your squad on our social media platforms. You can also reach out to the **Club Secretary** for additional assistance.

## Trial Sessions for New Players

To help new players settle in:

- We offer **one months free training sessions** at our Etwall facility.
- This allows both players and coaches to get to know each other before committing.

If a player decides to join:

- They must be **fully registered** with the club (see Club Secretary).
- Parents/carers will need to sign up via **TeamFeePay**, our online finance portal.

## Club Fees

- **Annual Registration:** £20.00
- **Monthly Subscription:** Varies by age group, spread evenly over 12 months

It's important to explain to parents that:

- Spreading fees over 12 months helps keep individual payments lower.
- The monthly fee covers **everything**, including: Match day costs, Training at Etwall (10 months), League & competition entry, Training kits, match kits, Insurance, football equipment, Social events, presentations, medals & trophies

# Player Registration – Quick Guide (Managers)

Two key platforms • High-level process • Links to detailed guides

## The 2 Key Platforms

### The FA Club Portal (FA Portal)

Official system for registration & eligibility

- Holds FAN, player details, photo & consent
- Used by HHFC to register players with the league
- Golden rule: If it's not confirmed in FA, the player cannot play

### Team Fee Pay

Club platform for subscriptions & payments

- Manages team fees and payment tracking
- Does NOT register a player with the FA or league
- Linked to registration, but handled separately

## Process & Key Links

### Registration – At a Glance

- 1) Parent expresses interest ([HHFC enquiry form](#))
- 2) Manager confirms squad space + age eligibility
- 3) Parent completes FA registration + consent (via FA email link)
- 4) Registration Lead checks + submits to league
- 5) Manager is notified when player is cleared to play

### Key Documents

- Parents Guide – [HHFC Player Registration](#)
- Managers Checklist – [HHFC Player Registration](#)
- Player Registration Lead – [Role & Responsibilities](#)

# Squad Size

There's **no maximum squad size**, but please be mindful that larger squads can impact individual game time. Ensure you adhere to **FA guidelines** on adult-to-child ratios and always have **a minimum of 2 qualified coaches** present at both training sessions and matches.

## Squad Sizes

Player registration rules vary by league and age group.

- You **can** have more players than the match squad limit if they're **'training only'**
- Training Only players pay a reduced annual fee and they receive a training top, but not a match kit

Age	Format	Minimum Squad Size	Recommended Squad Size
U7/U8	5 v 5	5	8-10
U9/U10	7 v 7	7	10-14
U11/U12	9 v 9	9	12-18
U13+	11 v 11	11	14-22

Adult to Player coverage	
4-8 years old	1 adult to every 6 players
9-12 years old	1 adult to every 8 players
13-18 years old	1 adult to every 10 players

# Player Leaving Policy

🏆 When a player decides to leave Hilton Harriers FC, it's important that the process is handled consistently, respectfully, and in line with club policy.

## 1. Notification

- The player or parent/carer should inform the team manager of their intention to leave.
- The manager should acknowledge this politely and thank them for being part of HHFC.

## 2. Kit Return

- The manager should remind the player/parent that the playing kit belongs to the club and must be returned in reasonable condition before the transfer or departure is completed.
- No kit should be reissued to another player until it has been checked and approved for reuse.

## 3. Team Fee Pay

- Once the kit has been returned the player/parent should request the player's removal on TFP

## 4. Club Confirmation

- Once the manager confirms that the kit has been returned the Treasurer will then approve the Team Fee Pay leave request

# Kit Provision & Sponsorship Guidance

## Club Kit

HHFC provides each registered player with:

- A Home Kit (supplied every two years)
- A Training Top (all players, including training-only players)
  - Note: training only players will not receive match kit

## Team Sponsorship

We strongly encourage managers to **secure a sponsor** for their team. In return, the sponsor's **logo will appear on the Home 'orange' shirt** or relevant training/off-field apparel.

## Important:

- Sponsors must not purchase the kit directly
- Instead, they donate this money to the club which then purchases the kit. This ensures the kit remains club property and can be reused/repurposed for younger age groups.

## Sponsorship Amounts

- £300-500 for young age groups
- £500-700 for older age groups (to cover larger squad sizes and kit sizes). Any additional contributions may fund: rain jackets, hoodies, tracksuits etc. [Hilton Harriers Archives - Tag Sportswear](#)

All Sponsors **must** sign the **HHFC Sponsorship Agreement** ([located here](#)) which outlines investment level, image rights and the key benefits to sponsor. For sponsorship enquiries, contact Jenean West HHFC Partnerships Lead [partnershipshiltonharriers@gmail.com](mailto:partnershipshiltonharriers@gmail.com) or via the WhatsApp All Managers Group

## Coaches Kit

Three club officials for each team will receive:

- A training top (F2002893-1659) and bottoms (shorts or tech trousers).
- A warm winter coat – choose from Helsinki, Oslo or Stockholm
- Additional coaches kits can be purchased either through sponsorship or personally by the coach.

## Kit Ordering Process

Please refer to the following slide for the full ordering process and access the Kit Order Form posted in the Managers WhatsApp Grp

**Note:** Hilton Harriers FC have an exclusive agreement with TAG Sportswear to provide Hilton Harriers FC on and off field sportswear. Under no circumstances can teams purchase any items from other manufacturers

For any questions related kit procurement please connect with Dave Dawson our Procurement Manager via HHFC AllManagers WhatsApp Group





**Club Kit** - HHFC provides each registered player with:

- ✓ A Home Kit (supplied every two years)
- ✓ A Training Top (all players, including training-only players)

**Sponsoring Opportunity - Team Kit**

A company or organisation name on the front of shirt

**Investment Required**

- £300-500 for young age groups
- £500-700 for older age groups



**Coaches Kit** - Three club officials for each team will receive:

- ✓ A training top (F2002893-1659) and bottoms (shorts or tech trousers).
- ✓ A warm winter coat – choose from Helsinki, Oslo or Stockholm
- ✓ Additional coaches kits can be purchased either through sponsorship or personally by the coach.

**Sponsoring Opportunity - Coaches Kit**

A company or organisation name on the front or back of coaches training top and Winter Coat

**Investment Required**

- Sponsor to cover the cost



**General Off-Field Clothing** – All other off-field clothing - rain jackets, hoodies, tracksuits etc can be purchased either by parents or via a sponsor covering 100% of cost

**Very Important !!**

- ✓ All Sponsors must sign the HHFC Sponsorship Agreement ([located here](#)) which outlines investment level, image rights and the key benefits to sponsor.
- ✓ Sponsors must make sponsorship payments directly to the club.

For sponsorship enquiries, contact Jenean West HHFC Partnerships Lead [partnershipshiltonharriers@gmail.com](mailto:partnershipshiltonharriers@gmail.com) or via the WhatsAppAll Managers Group

# Kit ordering process

The process for ordering Home Kit, Players Off-field and Coaches Kit is explained below.

## 1. Collate Order

Complete the Excel spreadsheet located in the All Managers WhatsApp Grp

- Home Kit
- Players off-field
- Coaches Kit

If you have a sponsor, please include their details in section 3, so an invoice can be created for them, and provide a vector file of their logo, if you have any issue with this please contact Dan at TAG who can support, [dan@tagsportswear.co.uk](mailto:dan@tagsportswear.co.uk).



## 2. Email to TAG

The completed form should be emailed to [dan@tagsportswear.co.uk](mailto:dan@tagsportswear.co.uk) into the email chain.



## 3. Order Check

TAG will then email you a Sales quote, please check through this carefully to ensure all items, sizes, initials and sponsor details are correct. Then confirm this via email reply to TAG.



## 4. Graphics Check

TAG will then email you a copy of the graphics, which shows sponsor logo etc., and ask for payment. Please double check everything is correct and then reply and cc Scott Clatcher [scottclacher@hotmail.co.uk](mailto:scottclacher@hotmail.co.uk) so he can authorise payment.



## 5. Delivery

Once the order has been made and it will either be delivered to you or be available for collection from TAG in Burton \*insert address\*.

# Standard set of training equipment

HHFC will provide each team with a standard set of training equipment, which is listed below.

- Training Balls (1 per player +2 spares)
- Match Balls (2)
- Ball Bag
- Kit Bag
- Pump
- Bibs and Bib bag
- Captains Armband
- Whistle
- Goalie Gloves
- Cones Small (Large Cones are Available)
- Flat Markers (Small Flats are Available)
- 1st Aid Bag
- 1st Aid Refill
- Officials Flags (if needed)

Hilton Harriers have a purchasing framework agreement in place with Networld Sports for all sports equipment [Net World Sports | Shop The Best Sports Equipment & Gear](#)

Orders less than £15 can be ordered directly from Networld Sports and claimed via the expenses process

For any equipment orders over £15 are to be ordered via the [Purchase Order Form](#) (and please make yourselves familiar with the [Purchase Order Policy doc](#)) and sent to the Secretary & Treasurer for approval. Once approved, the club have an agreement with Net World Sports as our preferred supplier, please see the [catalogue](#)

For any questions related kit procurement please connect with Dave Dawson our Procurement Manager via HHFC AllManagers WhatsApp Group



# Training and Development

# Planning your Training

There are many different approaches to training and developing your players, each with their own pros and cons. The most important thing is to make sure that your sessions are fun and enjoyable for everyone, age-appropriate and have a high amount of ball rolling time. For the Foundation phase (5-11 year olds) should be focusing on the fundamental movements of football. Whilst older age groups may want to start include fitness elements into your training sessions. Below are some resources you could use as a starting point when thinking about how best to develop your team.

## FA 4-corner model

<https://learn.Englandfootball.com/articles-and-resources/coaching/resources/2022/the-fa-4-corner-model>

The Four Corner Model facilitates this process by breaking down player development and session design into four key categories:

- Technical and tactical
- Psychological
- Physical
- Social

As coaches, we should aim to consider all four components when working with our players. The FA 4 corner long-term player development model is designed to promote well-rounded coaching; whereby no single aspect of a player's development is over-emphasized or neglected.



## England DNA Age-phase guidelines

<https://www.thefa.com/bootroom/resources/england-dna/the-future-england-player/age-phase-priorities>

The priorities outlined here are a set of guiding principles for coaches to focus on in each of the age-phases.

- Foundation Phase – 5-11 years
- Youth Development Phase – 12-16 years
- Professional Development Phase – 17-21 years

Each phase is broken down into 3 sections; in possession, out of possession and transition. On the website you can find session plans, coaching articles, coaching courses and interviews.

IN POSSESSION	OUT OF POSSESSION	TRANSITION IN/OUT
STAY ON THE BALL, MASTER THE BALL	POSITIVE AND ENTHUSIASTIC DEFENDING	INSTINCTIVE DECISION-MAKING
EXCITE WITH THE BALL AND SEEK CREATIVE SOLUTIONS	INTELLIGENT DEFENDING	POSITIVE AND INTELLIGENT ATTACKING REACTIONS
CONNECT AND COMBINE CREATIVELY WITH OTHERS	MASTER A VARIETY OF DEFENSIVE TECHNIQUES AND ROLES	POSITIVE AND INTELLIGENT DEFENDING REACTIONS

# Handy Tips

- Involve a ball wherever possible (aim for 70% ball rolling time)
- Keep the sessions fun
- Use activities that are easy to understand (especially for younger age groups). If it takes more than 2 minutes to explain – it's too complex.
- Pick a primary theme for a training session e.g Passing, creating space, or dribbling etc. Don't try and train multiple themes in the same session.
- Don't be afraid to reuse your training sessions; changing the focus/theme if you need to. Activities that are familiar to players means less time explaining, more time playing.
- Think of ways to progress an activity;
  - if it's too easy, have a way to make it more difficult (make area bigger, use weaker foot, add extra cones, add more players etc).
- For more skilled players, can you make it harder to help challenge them?
- For less skilled players, how can you simplify it? If it's too hard, they won't have fun.
- Share your session plans with your coaches ahead of time so that they can help support the players during the session and help you to set up the pitch for the activities.

# Training Pitches

Training takes place at Etwall Leisure Centre Tuesday-Friday. Each team is allocated a pitch and time, see the schedule below for 2025-26 season. *Note: The club **do not cover training costs in June and July**, we feel it is important that players, coaches and parents are given a break to recharge ahead of the following season. If you decide you would like to train during these months you can use The Mease , Back Lane (provided no pitch improvement works are being undertaken) free of charge or Etwall Leisure Centre, however this would need to be funded by yourself or parental contribution.*

Any questions relating to HHFC Training Coordinator Etwall Andy Mellors on the HHFC All Managers WhatsApp Group

## HHFC - Etwall Training Schedule 2025/26



	Tuesday				Wednesday				Thursday			
	Pitch 1	Pitch 2	Pitch 3		Pitch 1	Pitch 2	Pitch 3		Pitch 1	Pitch 2	Pitch 3	Sports Hall
6-7pm	U7 Roma & Milan	U8 Tornados & U8 Hurricanes	U11 Girls	6-7pm	All-Inclusive	U12 Girls	U12 Fire & Blaze	6-7pm	U9 Tigers	U9 Panthers	U10 Bulls & Blaze	All-Inclusive
Manager	Richard Young	Jitesh Chavda	Richard Griffin	Manager	Kevin Harlow	Simon Hadfield	Scott Clacher Simon Bullock	Manager	Micheal Wheat	Liam Seeds	Arran Huskinson David Blomley	Kevin Harlow
7-8pm	U11 Knights	U11 Warriors	TAKEN BY OTHERS	7-8pm	U14 Girls	U13 Girls Tigress & Lionesses	U15 & U16 Girls	7-8pm	U13 Cobras	U14 Bears	U15 Tornado	
Manager	Andrew Yeates	David Wilson		Manager	Morgan Cross	Jonathan Minshull / Chris Swan	Simon Webb	Manager	Micheal Bedford	Stephen Stubleby	Richard Hague	
8-9pm	Vets		U13 Viper	8-9pm	Ladies	U18 Girls	U16 Boys	8-9pm	Just Play	U14 Bucks	U15 Storm	
Manager	Andy Walker		Matthew Ufton	Manager	Russell Gray	Kevin Phillips	Ian Carnwell	Manager	John Majka	Carl Brazier	Richard Bell	

**Location for Training:** **Etwall Leisure Centre, Etwall, Derby, DE65 6HZ. Free Carparking Available on site**

**Spectator Area:** For safeguarding reason, no parents are allowed access to the 3G pitch. Parents and Carers can observe training from behind the 3G fence. If a parent would like to speak to an official then they must wait until all players have left the facilities.



### **Equipment:**

All stipulated by Etwall Leisure Centre training facility. This helps to maintain the high quality of the 3G pitch and safeguard the player from injuries which can be a result of inappropriate equipment and adverse weather conditions.

Parents must provide the children with the basic minimum requirement below;

Shin Pads

Suitable Football Boots (please refer to photo below)

Water Bottle

Medical Provisions (e.g. Inhaler)

Hilton Harriers Training Top, Shorts/Trousers and Jacket  
Gloves / Hat (optional)

Sport Base Layers (optional)

Goal Keeper Gloves

# FOOTWEAR GUIDE

FOR THE 3G ARTIFICIAL TURF PITCH



## PERMITTED FOOTWEAR:



### Artificial Ground (AG) RECOMMENDED

Specifically designed for extra abrasion, these boots usually feature more numerous and densely concentrated studs that vary in height and may be hollowed out.



### Firm Ground (FG) RECOMMENDED

Sole plates feature moulded studs which are evenly dispersed across the foot to offer enhanced traction and comfort.



### Hard Ground (HG) RECOMMENDED

Sole plates utilise a harder Thermoplastic polyurethanes compound for enhanced durability and typically feature multiple slightly shorter, evenly dispersed studs for optimal pressure distribution.



### Turf Trainer (TF) ONLY WHEN DRY

Otherwise known as Astro's, they feature a solid rubber outsole with numerous, small multidirectional lugs spread across the sole, which offer limited grip in wet conditions.

## FORBIDDEN FOOTWEAR:



### Soft Ground (SG) TEAR THE SURFACE

Sole features removable, replaceable screw-in studs and typically come in a six-stud configuration, with four at the forefoot and two at the heel.



### Soft Ground Pro (SGP) TEAR THE SURFACE

Also known as Hybrid or Mixed Stud, the sole plate comprises of a combination of conical screw-in studs and moulded studs, which are most commonly bladed.



### Blades CAN CAUSE INJURY

Sole plates feature multiple straight slightly shorter, evenly dispersed studs that can restrict movement and turning which could cause injury.



### Flat Sole (Indoor) NO GRIP & FLATTEN SURFACE

Sole made up of non-marking materials such as moulded gum rubber and feature pivot points, flex grooves and herringbone patterns.

PLEASE ENSURE THAT ALL PLAYERS, COACHES & MATCH OFFICIALS WEAR THE APPROPRIATE FOOTWEAR AS OUR 3G MANAGER CARRY'S OUT RANDOM 'SPOT CHECKS AND ANYONE FOUND TO BE IN BREACH WILL BE ASKED TO LEAVE THE PLAYING SURFACE. THIS IS NON NEGOTIABLE AND COULD ULTIMATELY EFFECT ANY FUTURE BOOKING AT THE FACILITY.

# Manager & Coach Development

## Coaching Courses & CPD

We ask that all Managers (and at least 1 other team coach) undertake the FA Introduction to Football course (previously known as FA Level 1). The course provides guidance for planning your training sessions and developing players.

The FA Bootroom (<https://thebootroom.thefa.com>) is a great source for coach development. Many courses are online and free of charge. Where a cost is involved, the club will usually reimburse any manager or coach. Please speak with the Club Secretary to confirm reimbursement before signing up for a fee-paying course.

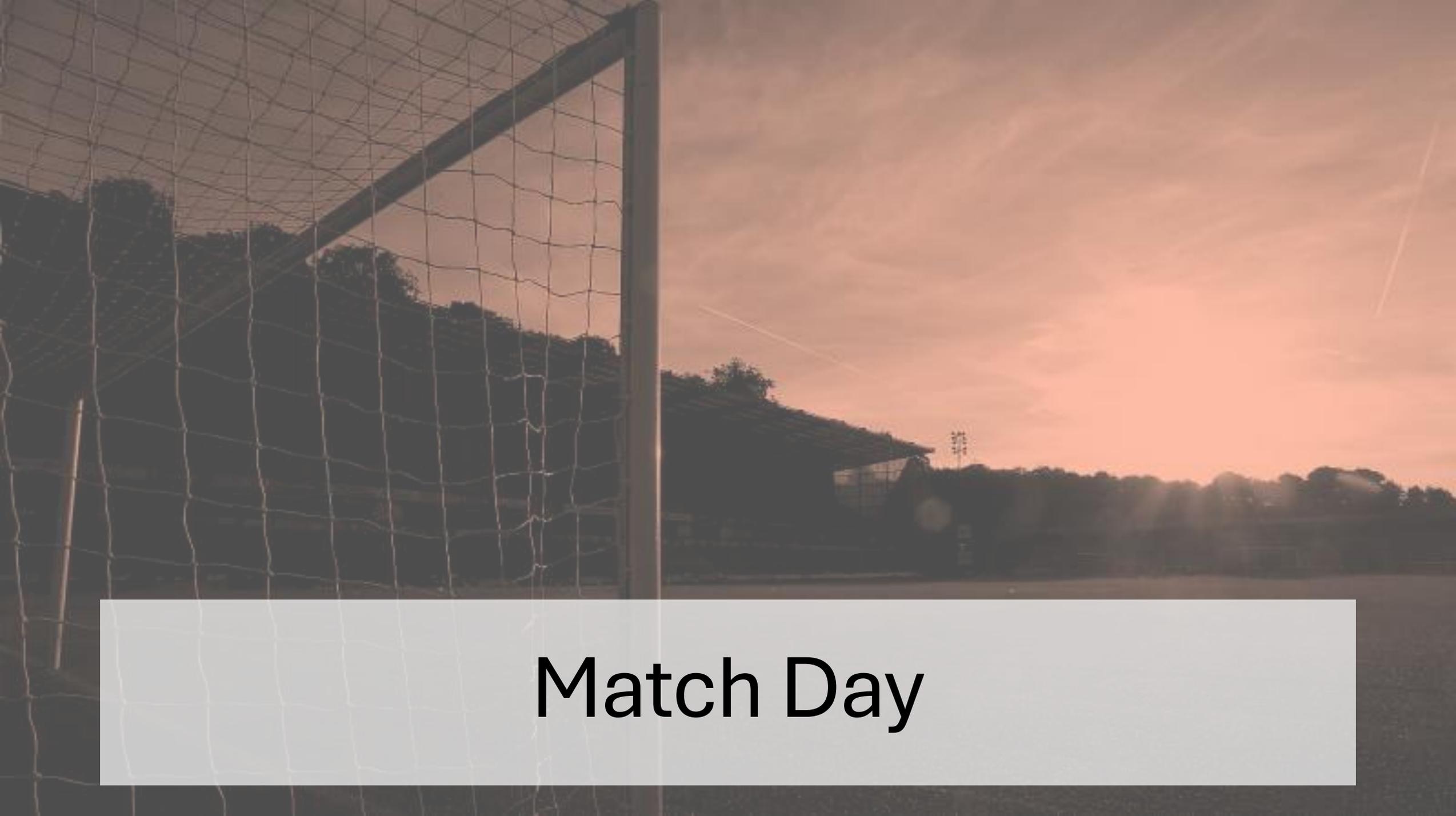
Derbyshire FA also offer a range of coach CPD events throughout the year, follow the link below to see what is on offer.

<https://www.derbyshirefa.com/coaches/development-and-courses>

## Support within the club

Within the club we have many coaches with considerable experience coaching within grassroots football. If you wish to have some additional support, please contact the Club Secretary who will put you in touch with the relevant coaches.





**Match Day**

# League Fixtures

During the season, your league will arrange fixtures for your team, from September to April/May. These are published on The FA system known as “Full Time”. You can also see details on The FA mobile app called “Matchday”. Throughout the season you may have weekends where you don’t have a game, you are free to organise a friendly on the dates however this would have to be self-funded and will not be reimbursed by the club.

Please make sure you know who your League Coordinators are – they are incredibly helpful and not only arrange your fixtures but can help if you have any queries.

## League coordinators



**Burton Junior  
Football League**

*Rich Bell*



**Derby City Juniors  
Football League**

*Ian Carnwell*



**Young Elizabethan  
League**

*Rich Young*



**Derbyshire Girls and  
Ladies League**

*Chris Swan*



**Nottinghamshire  
Girls and Ladies  
League**

*Chris Swan*

## Home Fixtures

If you play in a league which has 'home' and 'away' fixtures your home fixtures will take place at one of the 3 venues listed below. At The Mease and Back Lane you will be responsible for setting up and removing at the end of the match the goals and corner flags. You will also be added to two WhatsApp groups (Back Lane or The Mease) which will be used to share weekly updates regarding what pitch and kick off time for all games that week.



**Location:**  
The Mease  
Pavilion (Club  
House), Hilton,  
Derbyshire,  
DE65 5LS



**Location:**  
Back Lane,  
Hilton,  
Derbyshire,  
DE65 5GJ



**Location:**  
The Racecourse, St  
Marks Road,  
Chaddesden,  
Derbyshire, DE21  
6AL

## Rearranging Fixtures

The leagues only have limited acceptable reasons for games not to go ahead, and if a game is to be rearranged, there is a minimum notice period so please communicate with the relevant league coordinator as soon as possible. League charges can be made if you cannot fulfil the game without notice, therefore every effort should be made to ensure all matches go ahead as scheduled. The are rules governing minimum player numbers needed for a game to go ahead and if you can field the minimum number of players your game should proceed, please see the table opposite.

## Friendlies and Tournaments

Friendlies and tournaments predominantly occur in the off-season or during pre-season. HHFC will cover the costs of tournament registration in June, July and August and friendly costs will be covered during August provided they take place at The Mease, Back Lane or Etwall Leisure Centre.

*Note - we ask that you ensure that anyone taking part in a friendly or tournament is registered with HHFC for insurance purposes.*

Format	Minimum players needed
5 v 5	4 players
7 v 7	5 players
9 v 9	6 players
11 v 11	7 players

## Team selection

As Manager, it is your role to select the match day playing squad. Make sure the team know the selection in plenty of time ahead of the game. Give all players the same opportunity, regardless of ability and avoid selecting stronger players more often in order to win a game. All players need game-time to help them improve.

*Note – Manager discretion is used when deciding whether to select players who regularly miss, or do not fully engage in training sessions. If you choose not to select a player for these reasons, please speak to the player and parents to explain why, and look for ways to encourage player engagement. It is important that this is not used as a way to not select "weaker" player.*

## Match Day Squad

The size of your matchday squad is entirely your decision however please bear in mind the implications on each player's game time when selecting larger squads, ideally all players should be getting at least 50% game time. The table opposite has some guidance on optimal squad sizes for the different formats.

*Note: All Managers must take with them an up to date FA Squad List as this shows all registered and eligible players. If a manager does not have a copy they are to contact the Club Secretary who will provide one to them. This must be on them at all times as they also include emergency contact details of the players parents/guardians.*

Format	Optimal Squad Size
5 v 5	8 players
7 v 7	10 players
9 v 9	13 players
11 v 11	16 players

## **Referees and Match Officials**

Each league will have a referee coordinator who will assign match officials for each fixture. If the league cannot allocate for a fixture it is the managers responsibility to arrange one, this will shown on the FA Fulltime App, the club has a good relationship with a few local refs and the committee will support as much as they can so, please speak to us. From U11's upwards each team will have to provide a linesman for each fixture. Parents can be used as officials and do not need to have been DBS checked or hold a formal officiating qualification, additionally coaches can also be used but the Team Manager cannot. Anyone officiating a match (whether qualified or otherwise) has the same powers to apply the laws of the game (which includes issuing warnings and cards).

It is helpful to identify a few willing volunteers that you can call upon as needed.

## **Referee Fees**

It is the managers responsibility to pay the referee fees for all home games, please speak to your league coordinator to find out how much this should be for your league/age group. To be reimbursed please complete the officials expenses claim form and email to the Club Treasurer (treasurerhiltonharriers@gmail.com), this should be done on a weekly, monthly or maximum bi-monthly basis.

## **Pitch Bookings**

The fixtures secretary is responsible for allocating pitches at The Mease and Back Lane for all teams.

Kick off times and pitch allocation will be communicated to you via WhatsApp every Monday, if the kick off time needs to be moved you will be notified well in advance of the match taking place.

We have a lot of teams playing at The Mease this season so we won't be able to guarantee 10:30am Kick-offs for every team so please support us with any movements.

## **Recording Results**

It is mandatory for all teams to submit a match report to the league, even those playing in non-competitive leagues where results and league tables are not published (U7-U11's). This can be done via the Full Time system and requires the match result as well as scores for respect (overall behaviour of both teams), pitch condition and referee performance. This is not an onerous task and should only take a couple of minutes.



# Managing the Match

## Setup

As well as managing the team on the day, Home match days will involve some pitch set up for those playing at The Mease of Back Lane. Before the match you will need to provide a warm-up for your players and conduct a team talk to outline positions and roles so they are ready to play.

## Match Day – Supporting Your Players

You will play a huge part in creating an enjoyable match day experience for all players, match officials and spectators. Most importantly you will be a positive role model that your players will remember well into adulthood. Below are some examples of how you can create a positive atmosphere in and around your team.

- Create good team spirit by making sure everyone has a part to play, aim to give all players at least 50% game time.
- Have a plan for how you are going to use your substitutes, this can often be preplanned to a degree especially if you are managing a team in the foundation phase (5-11 years).
- To aid the development of your players you could set team or individual targets, remember the score line is the most basic measurement of development.
- Try to keep instructions to a minimum during the game, letting the players take ownership of decision making on the field allows them to make mistakes and learn from them. Instead offer plenty of encouragement for the things they have done well. Pre-match, half time and post-match are a great time for giving more detailed instructions that the players can then try and implement.
- Try to use simple language, especially with younger players who often won't understand common technical football terms. Even with older players advanced technical coaching terms can confuse them if they haven't been introduced or explained previously in training.
- Try and relax and enjoy the game, players will feed off your emotions so try to be positive at all times.
- Remember don't shout at match officials, children could copy your behaviour.
- Emphasise the importance of effort rather than just ability. \*Include quote Hard work beats talent when talent doesn't work hard.\*
- Post match you could ask the players for their view of the match.
- If you want to focus on area to develop from a particular game consider doing this during the following training session when everyone's emotions will have settled and the process can be a lot more constructive.

These players are starting on their football journey; remember how much you enjoy the game and pass it on to them!

## Engaging with Parents

Parental support is crucial for your team and communicating frequently with them is always helpful. The more information you can share with parents regarding what you are looking for from the players and what the aims are for the upcoming session/match/season the easier it will be for your players as they will be getting a consistent message.

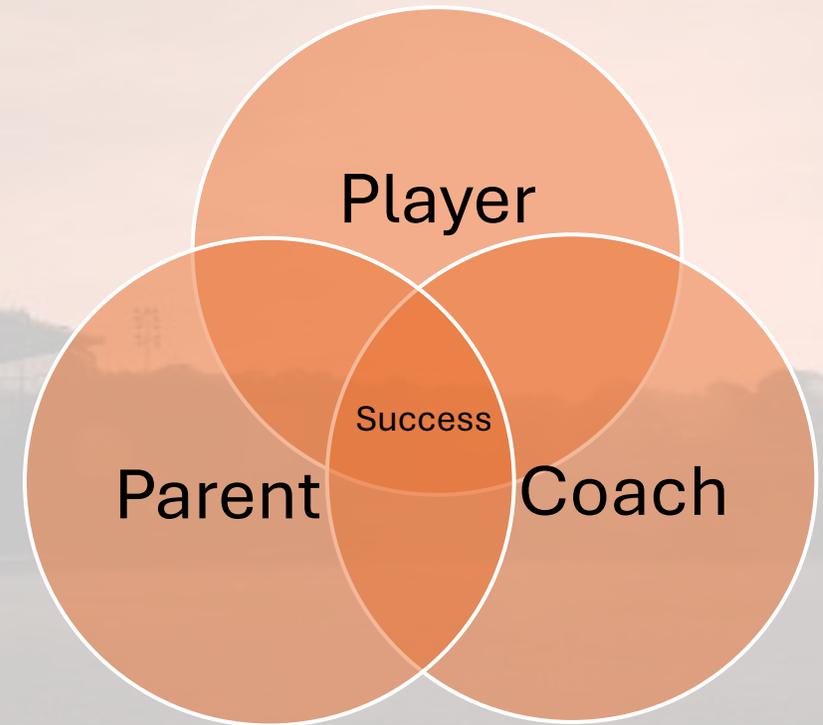
Some parents want their child to have a hobby that they enjoy others want to push and encourage their children to be the best they can be; both of which are perfectly acceptable. However it is important for everyone to understand why young players want to play the game. Here are the top six reasons that were given when the FA asked young players throughout the country

- Trying my hardest is more important than winning.
- I love playing football because it's fun
- It helps keep me fit and healthy.
- I like meeting new friends through football.
- It's a really good game and I love it.
- I like playing with my friends.

Notice that “winning the game” is not one of the top reasons that they play.

## Match Day Tips for Parents

- Do offer praise, encouragement and applause – for both sides.
- Do stand in the designated area for spectators.
- Praise for effort and attitude not just talent.
- Focus on the process not the result.
- Focus on your child's enjoyment.
- Don't issue instructions from the touchline.
- Don't follow your son/daughter up and down the touchline.
- Avoid pressuring your child about winning or losing.





# The FA & Hilton Harriers FC Systems

# Systems

There are a number of different systems that you will interact with throughout your role, below is a brief explanation of each one.



## Hilton Harriers Website

<https://www.hiltonharriers.co.uk/>

Our website provides information about the club and houses all the important documents you may need whilst in your role as team manager.

## WhatsApp Groups

HHFC has a Hilton Harriers All Managers Whatsapp group that you should be added to.



You should also ensure the relevant league coordinator has added to the Hilton Harriers league Whatsapp group for the league your team will be playing in.

### League coordinators

Rich Bell – Burton Junior Football League

Rich Young – Young Elizabethan League

Chris Swan – Nottinghamshire Girls and Ladies League and Derbyshire Girls and Ladies League

Ian Carnwell – Derby City Juniors Football League



[https://app.teamfeepay.com/action\\_login](https://app.teamfeepay.com/action_login)

Teamfeepay is the platform the club use to collect subs money efficiently and effectively from players and parents. All players **MUST** be signed up to Teamfeepay and must join via the site even if only for a trial. The manager should advise the player which team they are being registered for and then share the link with the player to join that team, this can be found by clicking the button at the top of your team page in Teamfeepay.

The player must then select the payment plan that they are joining. Full subs are £20 per month, training only is £11 per month. The club also offer a one-month free trial for players to assess suitability.

Subs payments are taken on the 1st of each calendar month and work on a 12-month rolling cycle.

Each player also pays an annual £20 registration fee every June or when they sign up to the club. The club offer a sibling discount of 50% off the annual registration fee if an older sibling already plays for the club **and the same email address is used to register the additional player(s).**

The club encourages you to ask parents to download the Teamfeepay app to ensure they are up to date and in control of their account and payment information.



## FA Full-Time

<https://fulltime.thefa.com/home/index.html>

The FA Full-Time system is provided by the FA and helps manage various aspects of football leagues, including fixtures, results, league tables, player registration, and more. It is linked to the FA's Clubs Portal, Club Registration System and FA Matchday App.

To gain access into Full-Time you MUST be designated as a Manager or Team Secretary for your team. You must ensure that your email address and mobile phone number are included in your profile on WGS. If you need to add this please log on to WGS using your FA Number (FAN) and Password.



## The FA Clubs Portal

<https://clubs.thefa.com>

The Clubs Portal is a new addition to the FA suite of tools. The portal gives managers access to see their registered team and download Squad Lists. The Squad list should be kept up to date and a copy taken to each Match as it shows all eligible players. Any manager or referee can request to view your squad list.



## The FA Matchday App

<https://clubs.thefa.com>

The FA's official Matchday app has been developed specifically to automate everything around your football life – whether you're a player, club secretary, manager or coach.

All managers can use this app and leagues will be encouraging managers to use this for submitting results and retrieving squad lists for the season. Having a mobile app makes it far easier to do this pitch side than having to log in to full-time.

Parents can also use this app. The Club Secretary or Membership Secretary must link the parent to the player for the parents to have access.

# The Player Registration Process

## Step 1

### Create an account

If the player is over 16 they can create their own account, then move to step 3.

If they are under 16 their parent/guardian must create an account.

Use the link below for more detailed instructions.

<https://help.thefa.com/support/solutions/articles/7000069372-how-do-i-create-a-fan->

## Step 2

### Add your son/daughter to your account

Once logged in to their account the parent/guardian can then link the child to their account.

Use the link below for more detailed instructions.

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001065386-adding-a-youth-to-your-fa-account>

## Step 3

### Provide the following details to the team manager

- Name of Child
- Surname of Child
- Date of Birth
- FAN Number

The manager must then pass these details on to the Club Secretary, who will add the player to our club.

*Note: a player cannot participate in any match games until the player has been fully registered with the appropriate league. Once the league has approved the player, the Club Secretary will inform you directly.*



# Club Calendar

# Club Calendar

Although dates each year change slightly, there is a degree of predictability to each season. The following shares some key dates and events throughout the season, together with details about how Team Managers and Coaches are asked to support them.

## Managers/Coaches meetings

- The club have Managers Meetings twice a year normally in October and March. Dates will be issued on the date and time, it is Mandatory for all Team Managers to attend as a minimum, we would encourage all officials to attend these as it's a great opportunity to meet with other managers and coaches and to hear updates direct from the committee.
- The Annual General Meeting (AGM) will be held each year at the end of the Summer Term to elect the members of the Committee and for presentation of the annual report and statement of accounts and any other business. Nominations shall be proposed and seconded by existing members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting (AGM), by notification in writing to the Club Secretary.

## Training Calendar

The club allows for pre-season training for all teams throughout August. This is entirely optional, but if you wish to run pre-season sessions, they will need to book these directly for Etwall Leisure centre through Kirsty Wood (kirstywood@everyoneactive.com), these will then be added to the club invoice.

Regular season training usually starts in the first full week of September, and the pitch is booked for every week until the end of May. Often teams have short breaks during the school holidays, this is to be decided by the manager of each team. If you decide to have a break, please let the Club Secretary (hiltonharriers@gmail.com) know as soon as possible so they can cancel the session and not incur costs.

## Club Meetings

The club have an AGM twice a year normally in October and March. We encourage you to attend these as it's a great opportunity to meet with other managers and coaches and to hear updates direct from the committee.

## Presentations

Presentations are held at the end of each season often during May/June, you are encouraged to use The Mease Pavilion for this as there is no charge to the club but are free to go elsewhere. Each team is provided with 3 engraved trophies, managers are free to decide what these are awarded for, U7-U10's players are all also awarded a participation trophy. The club also provides a budget of £20 per player towards any entertainment, activities or food during the presentation. This is to be paid for by the manager and then claimed back by completing the Officials Expenses Claim Form.