

Tarleton Corinthians Football Club



Managers' Handbook 2023/24 Season

Tarleton Corinthians is a Development Level Charter Standard Club with teams playing in a number of different leagues. The idea of this manual is to help you to understand how the club has been run and what our philosophy is.

Thank you!

Thank you for volunteering to help us! Tarleton Corinthians is a big club, run entirely by volunteers. No member of our club is paid for their work; the groundsman, club executive committee, café staff or managers. There is a phenomenal amount of work to be done and we appreciate you joining us!

As a Charter Standard Club, we must look after the children in our care. All players, parents, coaches and managers must abide by our codes of conduct (which are the standard FA codes). Managers must also complete a criminal records check (DBS) and must agree, within the first year of management, to undertake an FA coaching course, Introduction to Coaching Football. This includes first aid and child safeguarding courses which must be renewed every 3 years. The club will pay for the course and the fees associated with DBS checks and renewals. Should you wish to undertake the FA's level 2 course the club will pay half the fee upfront & the remainder on completion of the course. However, should the coach leave within the first 3 years of completion, then the club will be reimbursed on a sliding scale basis:-

Within 12 months of course completion - Full amount to be reimbursed to the club

Within 24 months of course completion - Half of the costs to be reimbursed to the club

Within 36 months of course completion - One Third of the costs to be reimbursed to the club

Teams

Currently we have teams playing in the following leagues;

Mid Lancs Colts for Under 7s to Under 10s, playing 5 and 7 a side football.

Under 7s and 8s play on Saturdays at the Penwortham Holme 'Central Venue', with morning fixtures.

Under 9s play home & away on a Saturday

Under 10s play home and away on a Sunday

Poulton & District League Our Junior Girls teams currently play in this league on a Sunday

Central Lancs league plays on Sundays with teams from Under 11s to Under 16s. At U11 and U12, teams play at 9 a side, the 11 aside from u13s upwards.

All matches are played home and away.

North Valley & Burnley Unity League - U17/U18 Girls Team on a Sunday

Mid Lancs League is an open age league, playing Saturdays, home and away

Lancashire Sunday Football League league is a Sunday league with sections for Under 18s and open age players. All matches are 11am kick-off.

At a junior level, our aim is to provide opportunities in sport for children; this means that our focus at the 5 and 7 a side level is to enable as many children as possible to enjoy playing football. We do not support the idea of a first and second team, believing that children develop at different rates and that, when we can, we will allow everyone to play. To that end, we do not allow movement from one team to another without the approval of the executive committee.

Facilities

We have fabulous facilities at Tarleton; we are widely recognised as having amongst the best in the area. The whole site is either owned or leased by Tarleton Parish Council, to whom we pay rent. The pavilion and 'main field' are owned by TPC, the 'back field' and 'new field' are leased on a 25-year lease from April 2008. Tarleton Cricket Club also use the site, resulting in a sharing of the main field and a cricket wicket on the back field. The parish council is currently in the process of renegotiating the lease on the site, with the intention of expanding the grounds.

We currently have the following pitches;

3 x full size pitches:- 1x on the main field, 1x on the new field & 1x on the back field.

1x Youth 11v11:- on the back field

1 x 9 a side pitch on the main field

2 x 7 a side pitches:- 1x on the back field and 1x on the new field

2 x 5 a side pitch (Summer Only)

Because of weather conditions, pitch work, overuse etc, not all of the pitches are available at any one time. Therefore, when you have a match scheduled or arrange to play a friendly, please contact Ryan Teale & John Cookson to check which pitch he wants you to use. The selection of pitches is entirely under their control and teams must be aware that their decision is final; the selection is made on what is best for the club. We expect all teams to abide by this decision, therefore.

In the event of bad weather, the pitches available will be decided by John Cookson & in his absence Ryan Teale. Priority will be given to the older team which plays at the given kick off time.

Please look after our facility; do not allow players to go into the main room in studs, always leave the changing rooms in a decent condition and, for the sake of safety, do not allow juniors to touch the mechanism for the roller shutter doors on the storage room. On the subject of equipment, only those who work on the grounds may use the equipment (tractors, line marking etc).

Kits

We ask that managers and parents look for sponsors for new kits

Most kits are sent home with individual players for them (or their parents) to wash. Some senior teams have their kits washed. We ask that managers call at John and Betty Parkinson's house to pick up those kits which are sent for washing.

Finances

The club currently pays £1500 a year to Tarleton Parish Council and usually, between £10k and £20k on keeping the pitches in such good condition. Each year we pay for winter training venues (in total around £20k), leagues fees, coaching courses, DBS checks, new goalposts, balls and bibs!

Although all of our costs have been rising, the cost of winter training facilities is our biggest outlay. We have to pay over £40 per hour for, in some cases, only one 7 a side team to train. Whilst we do realise that all teams cannot cover their costs, we do need to keep a steady revenue. Subs for training and matches are £19.99 per month for any player who is signed for a team. This is collected every month through TeamFeePay. The annual cost is just under £240 per player per year. Subs must be collected for 12 months of the year so that we can cover our shortfall on winter training.

The subs taken do not include paying for a substantial number of friendlies or tournaments. The limit has been set by the exec committee at £100 per team per year.

Referees fees are paid directly to the manager of the team, they can then pay referees on the day. Helen will send £100 per team at the start of the season, please send a list of what that money has been spent on (how many matches, how much per match etc) to Helen before asking for a further amount.

Behaviour

We hope that you will have a great time running a football team and that all of your experiences will be pleasant. We DO NOT believe that this means winning every match, but that all the team gets something from their experiences. Whilst it is great to win, we hope that all players will be given a fair chance to play, particularly at 5 and 7 a side level.

We hope that your relationships with the children, parents, opposition and referees will be positive. The reality is sometimes not like that. If you have any problems, we hope that you will feel able to approach any member of the exec committee to discuss them.

In the past, we have had occasions when people (particularly parents) have failed to abide by their codes of conduct. The club's first action, having been alerted to the problem, is usually to write to the people concerned and ask that they modify their behaviour. On any further occasions we will ask that they do not attend in future.

Training

You will be provided with the equipment necessary to run your team. With so many teams, it is necessary to work in the best interests of the club and organise things centrally. This means, for example, not too many teams training together at Carr Lane in the summer to avoid overcrowding and clashes with night matches and cricket matches.

Sometime before the start of the season you will be emailed a list of the winter training venues which have been booked by the club. The club will then decide who gets what on the basis of what has been asked for. This decision will give priority to the younger teams (not the 'Ants', who have no match commitments). Please, if you are unhappy with what you have been allocated, try to negotiate with the other managers!

Summer training will be allocated through discussions with others wishing to train at the same time. Please, if possible, try to organise your summer friendlies on the night and time of your training. This will reduce the overcrowding which we have experienced in the past, especially when the drainage work carried out over the summer puts some pitches out of action. Please note that the club cannot afford to pay for summer training at venues other than Carr Lane; should you wish to train elsewhere then the costs will have to be met by the parents on top of their monthly subs to the club.

For your safety, we don't allow any matches to be played on any 3G pitches which aren't sanctioned by the FA (Full list can be provided). The rules about this are unusual (you are allowed to train on such pitches but any matches, including friendlies, are banned) but our insurances are invalid if matches are played on these pitches. Some of our most local facilities aren't sanctioned, so please check.

Meetings

This coming season, we have set dates for managers' meetings for 7:30pm as follows;

Monday 28th August

Tuesday 24th October

Wednesday 20th December

Thursday 22rd February

We have altered the day of the week so that no particular teams are training for more than one meeting night. We ask that EVERY team sends a representative to each meeting. This includes senior teams. League meeting attendance will also be shared out between exec and team officials.

Finally

Please make sure that you are familiar with the league rules. Contact details, reporting times, referees' details and the like are very important. The Mid Lancs Colts & The Central Lancs League insists that all new managers attend a meeting prior to the start of the season. The others do not, so it is vital that you know how things work. Cup rules, in particular, always cause problems. The registration period before a player can appear in a league cup is different to league matches, please don't get caught out and disqualified!

Managers are responsible for sending in all results, team sheets etc. This coming season, we have decided that no exec team members will report results for teams etc. Now that all results are reported online, we don't feel that this is an unreasonable request. Every season we get fines like confetti when managers fail to report results in on time or to fill in the team sheets correctly. Please, if you are unsure what or when to do things, ask the manager of the team who did it last year, they can be contacted via the TCFC managers' WhatsApp group.

All teams from U12s can be entered into the Lancashire FA cups for their age group. The entry requirements are different again, so please take care to enter only those players allowed!

As one final point, we would like to thank you again for helping us; the above may sound daunting and does not cover exhaustively 'the way things work' but we have tried to give a general overview of the club policies.

Tarleton Corinthians Exec Committee;

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| Chairman | Betty Parkinson |
| Vice Chairman | Steve Hicks |
| Secretary | Ryan Teale |
| Groundsman | John Cookson |
| Treasurer | Helen Dicker |
| Welfare Officer | Rob Mayor |
| Committee member | Jason Smith |
| Committee member | Jon Gautrey |