



VERWOOD TOWN YOUTH FOOTBALL CLUB

Recruitment Policy and Guidance

1. Introduction

- 1.1. The Verwood Town Youth Football Club Recruitment Policy has been designed to inform all parties of the recruitment process from start to finish.

2. Applications

- 2.1. All new Managers to complete Club application form (Annex A) and provide reference's which may be called on by the Club in determining the applicant's suitability.

3. Interviewing

- 3.1. All potential managers to be interviewed by 2 current members of the Verwood Town Youth F.C. Management Committee.
- 3.2. The applicant shall be given a copy of the on-boarding protocol (Annex B) and shall discuss the items within with the interview panel to ascertain suitability. The applicant must agree, if successful, to abide by the terms set out in this guidance in addition to the matters below.

4. On-Boarding – Vetting

- 4.1. All new Managers to comply with the Club's Child Protection policy, which will include the applicant's agreement in providing information for use by the Club, which will be used for vetting purposes with external organisations.
- 4.2. Once appointed the committee reserve the right to continually monitor the conduct and outcomes of the Manager or Coach in the execution of their duties. The Manager must comply with all reasonable requests from the committee in terms of approaches or style direction where the committee deem the approach or behaviour of the Manager / Coach to fall short of VTFC standards.

5. On-Boarding – Managers Compliance

- 5.1. Managers to receive a copy of and to agree to abide by the constitution of the club and any proposals approved by the General Management Committee.
- 5.2. This includes assuming responsibility for all team matters such as team selection, general administration, finance, organising regular training sessions throughout the season and entering the team into either the Bournemouth Youth Football League, the Dorset Youth Football League or the New Forest League.
- 5.3. Managers to understand and affirm commitment to all aspects of the F.A. Charter including obtaining the necessary personal qualifications within the first season of management.
- 5.4. Also Managers are to ensure any supporting coaches or helpers obtain the necessary qualifications if deemed necessary within the terms of the Charter.
 - a) Coaches / Helpers must have a minimum of; CRC check, First Aid, Safeguarding to support training. No one is permitted to help training or match day without these qualifications.
- 5.5. Managers to confirm commitment to attend, wherever possible, General Management Committee and Team Managers' Meetings as scheduled, plus the Annual General Meeting. Also to provide support to events and activities as approved by the General Management Committee.

Annex A) To VTFC Recruiting Policy - VTFC Application Form



Name		Age Group of interest (circle)	U5, U6, U7, U8, U9, U10, U11, U12, U13, U14, U15, U16, U17, U18
Address		Role Applied for (circle)	Manager Helper Admin Committee
Phone No			
E-Mail			

Why Do you want to get involved with VTFC?	
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What experience do you have in working with children (any football experience)?	
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What is your view on competitive matches and games – win at all costs or inclusive? Explain your view and why you believe this.	
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What will you do to ensure that your team is inclusive, and competitive?	
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How will you support FA training events, training with your team and match day commitments?	
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Anything else we should consider as part of your application?	
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Once complete – e-mail to youth_chairman@vtyfc.co.uk



VERWOOD TOWN YOUTH FOOTBALL CLUB

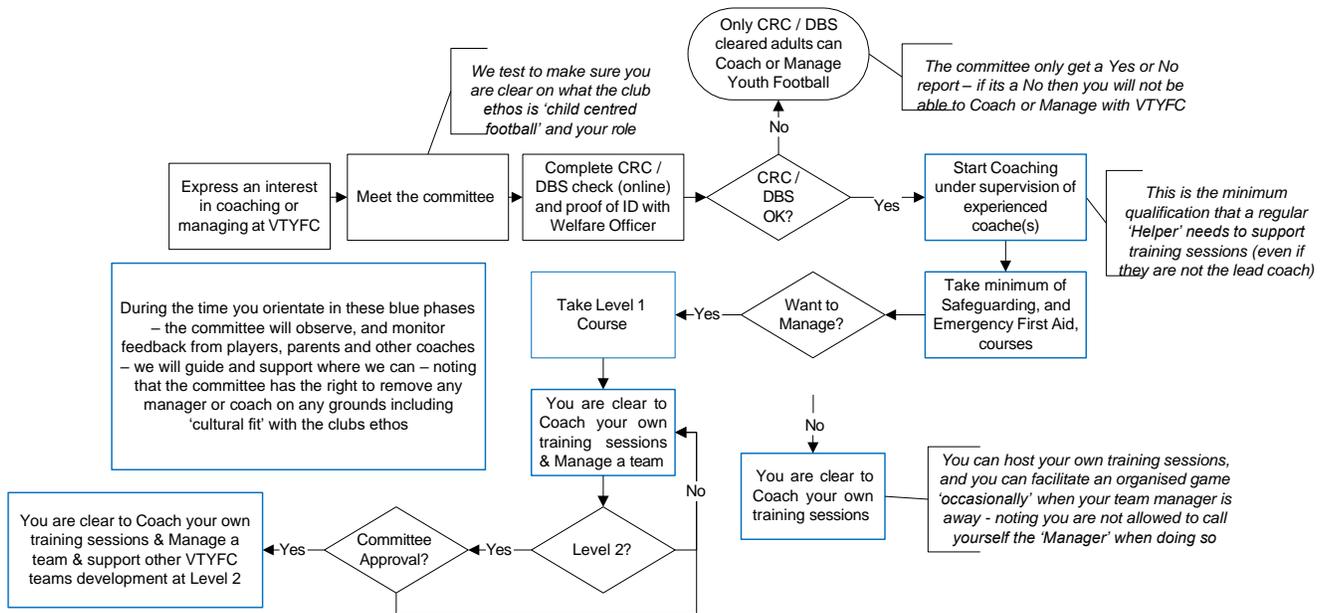
New Joiners Protocol (Guidance for new managers, coaches, and committee)

1. Introduction

- 1.1. This guidance is for new coaches (those who would like to qualify to teach VTYFC age groups how to play football) and Managers (those who coach, but would also like to qualify to host matches home and away, in friendly or league or cup match satiations) it is also helpful as guidance for the committee to ensure that new coaches and managers are supported, and monitored suitably.

2. Joining VTYFC as a Coach or Manager

- 2.1. New Coaches and Managers are often keen and willing parents of children playing in an age group. When a new coach or manager indicates they would like to help then the coach, manager or committee member overseeing that team should make them aware of the process below (2.7).
- 2.2. **Meeting the committee** is important for the club to test the experience and willingness of the volunteer and to make them aware of the duties and process ahead. The committee reserves the right not to advance anyone who is unwilling or uneasy with the process, or who on interview, they assess as not being a good fit for the club, or the age group concerned.
- 2.3. Each volunteer must **pass a DBS screening check** with our welfare officer. This is an online process that takes a week or so, and a physical document check with our welfare officer. The volunteer gets a full report to their home address, and the club is notified Yes, or No, as the outcome (no details are provided to the club).
- 2.3.1. If it's a No, then the volunteer may not coach or manage a team.
- 2.3.2. If it's a Yes then the committee may advance the volunteer to the next phase. At this stage the volunteer must complete the FA Safeguarding Children module before they can join in with training sessions under supervision of experienced and qualified coaches.
- 2.4. **Minimum Qualifications to coach** a team – you need to take a club funded; Emergency First Aid Course, and a Safeguarding Course. Both provided and certified by the FA. Non-FA courses, even if current, will not be relevant for this purpose as all volunteers must have the official FA course credentials to coach.
- 2.5. **Managers** – in order to manage a team on match days volunteers must be Level 1 Qualified. This is an FA coaching course which covers; safeguarding, first aid, and a range of coaching skills and games. The course is funded by the club and volunteers offer their time to attend. Volunteers must pass this to host a team at any game (friendly, league, or cup) as it is a hallmark of our Charter Standard Club status. Some leagues are bringing in Managers ID badges to be worn pitch side so all present can see who is qualified and who is not.
- 2.5.1. VTYFC cannot allow any team to be managed by someone who is not Level 1 Qualified (noting that if they are undergoing qualifications then exceptions can be agreed).
- 2.6. **Advanced Coaching** – The Charter Standard requires that for every four teams we have in our club, we need one Level 2 Qualified Coach. This is the next level of coaching course and is expensive, so we are interested in offering it to our Level 1 coaches who demonstrate a commitment to the club and who will commit to sharing their experience with other age groups and teams within VTYFC.
- 2.7. An overview of the process is set out below for guidance:



3. Costs of FA Training and benefits to VTYFC

- 3.1. The FA courses and certifications all come at a cost to the club. VTYFC expects to get a return on their investment in a volunteer which mirrors the level of financial cost to sponsor a volunteer on their courses.
- 3.2. In the event that the volunteer studies at Level 1 or 2 the club reserve the right to ask the volunteer to sign up to a 'learning agreement' which underlines their commitment to the club for a short period of time following completion of the course.
- 3.3. The volunteer (at the discretion of the committee) may be required to repay the costs (or a pro-rata sum reflecting loss of benefit to the club) of training in the event that they:
 - 3.3.1. Fail to attend a course on which they are booked on, without a reasonable excuse; or
 - 3.3.2. Following Level 1 qualification, leaves VTYFC within one year of completion; or
 - 3.3.3. Following Level 2 qualification, leaves VTYFC within two years of completion.

4. Monitoring volunteers progress

- 4.1. The committee shall monitor the progress of new volunteers as they settle into the club – they shall make informal enquires of players, parents and coaches to see how the new volunteers are doing over the first six months of becoming a coach / manager.
 - 4.1.1. The committee has years of football coaching and management experience, and can support orientation where volunteers need guidance during these tricky times – the committee will find it much easier to support new volunteers who ask for help before issues arise.
 - 4.1.2. If the committee discover that feedback is negative (or causes concern), then the committee may intervene with a range of responses including; supporting corrective action and supervision, or in some cases asking the volunteer to step down from their position within this six month period of monitoring. (some examples of undesired behaviour are outlined below in Annex A) for information).

- 4.1.3. If the committee discover that feedback is positive, then the committee may feedback the affirmation to the volunteer and support their progress as necessary.

5. Ongoing monitoring

- 5.1. After the probationary monitoring period above has ended, the committee may at any time thereafter receive feedback, and formal complaints about a coach or manager. Where this is the case, the committee shall review the issues presented, and in discussion with the coach / manager, make a determination as to the outcome of the issues presented.
- 5.1.1. The committee reserves the right to take any action they deem appropriate as a result of their enquiries following feedback or complaints.
- 5.1.2. Most complaints can be easily addressed, but some, particularly those that impact the reputation of the club, may result in the committee asking the coach / manager concerned to step down from their role.

Annex A – Examples of undesired Coach / Manager behaviour

For the avoidance of doubt, below are examples of behaviour which the committee would expect to generate negative feedback, or complaints (informal or formal) – this is not an exclusive list. Other behaviour not listed below may equally offend, this is for guidance only.

These (and other) behaviours are known to erode trust and confidence, causing players to leave the club.

- Swearing at or around children
- Smoking at training or matches
- Vaping at training or matches
- Drinking at training or matches
- Aggressive behaviour towards anyone
- Confrontational behaviour towards anyone
- Excessive touchline coaching (shouting)
- Undermining match officials
- Inappropriate posts in team or club Social Media
- Forming inappropriate relationships with team members
- Being over-familiar with team members (treating children as adult 'mates')
- Starting 1 on 1 social media discussions with children (not via parents)
- Belittling or ridiculing team members
- Poor organisational management of training or matches (dates, times, locations, fees, kit etc.)
- Unfair distribution of playing time (for those attending a match / tournament)
- Unfair bias in rostering a team sheet
- Dismissive / rude to parents suggestions or questions – (irrespective of whether or not justified)
- Unfocussed training sessions that do not develop or test players to their capability
- Lateness to training or matches
- Being careless or disorganised with match subs (including paying them into the Treasurer late)

The list could go on – but you get the point... Please use common sense and remember that our volunteers represent VTYFC at training and matches – The committee will support any volunteer who is in the right, and where their behaviour merits us doing so.