



**KEW PARK
RANGERS**

Managers' Guide

Session guidelines

1 Number of players per coach

Under normal circumstances there should be a maximum of 10 players per coach/adult.

2 Pre-session routine

Attendance

Ask parents to let you know when players will not be available for training to allow for session planning to take place. Make sure you have enough coaches and helpers to manage the session.

Organisation

Session plans should be prepared by the coaches leading the sessions and given to other coaches/parents. It is important that the coaching is unified amongst coaches for that age group. Split players up as numbers dictate. Ensure equipment is clean and counted before session.

Register

Appoint 1 or 2 coaches/parents to take a register each week based on a pre-prepared list of those expected to attend. All players should be directed to these adults before taking part in any activity. To help with this it may make sense to keep footballs in a bag until the majority of the players have arrived and been registered. Parents should be clearly advised of who will be taking the register and should deliver their child to that person unless prior arrangements have been made.

While this is going on other coaches should be setting up the area for the planned routines.

Arrival time

Both of the above points require coaches to arrive before their players. This should be at least 10 minutes before the session is due to start.

3 Session plan guidelines and Running the session

Warm up

This is vital for all children from age 10 upwards, but useful for all players to get them into the habit. (also see Warm Up, Cool Down pages)

- a** Warm up should start with simple mobility work, jogging, skipping, jumping etc, followed by static stretches to major muscle groups for about 10 seconds each. This should be followed by more mobility at a higher pace, perhaps a game related to the topic of the training session, with finally more stretches held for 15-20 seconds each.
- b** Work on a theme for each session with possible progression over a number of weeks. Always start with technique, working towards the aim of using that in a game related situation.
- c** Remember kids get bored, work on variety and progression, but be careful not to progress too quickly.
- d** Consider splitting big groups into smaller groups, maybe 10 players per group. You could have each group working on a different aspect with movement round during the session to provide the variety.
- e** Consider use of small-sided games (SSG) to finish the session rather than 7v7 or 11v11. 3v3, 4v4 or 5v5 games allow all players to get more touches of the ball and learn more about playing in a football match.

f Encourage use of technique in SSG by rewarding execution, for example, if session was based on passing you could give a goal for every 5 passes completed.

g Always have question & answer sessions with the players at the end of a topic, there may be 2 or 3 during one session, this is vital for you to get feedback and to make sure the players have picked up the correct points.

4 Finishing a session

Cool down

Once children reach the age of 10 it is widely recommended that a cool down is included as part of the session. This should include mobility similar to the first part of the warm up but at a slower pace followed by static stretches held for 15-20 seconds on all major muscle groups.

(also see Warm Up, Cool Down pages)

Equipment

Make sure all equipment is gathered in and accounted for; players can be used to help with this.

Register

All players should wait with the person(s) responsible for the register until their parents collect them. If a child has permission to make their own way home they should let the person responsible for the register know before they leave.

Parents

Make sure parents are aware of the procedures for collecting children, or that they must give permission to the coach for their child to leave on their own.

Review

Analyse the session with all coaches with a view to planning the next session. Consider using a self-assessment process to identify positive and negative aspects of the session that can be used or corrected for future sessions.

Next Session

Use the feedback from players, coaches and self-assessment to plan the next session, working to progress from previous session.

New coaches/helpers

Many of the KPR Colts/Juniors teams and the parents involved in the coaching and management of these teams are new with less experience of running organised coaching sessions and matches than those involved in the Rangers teams.

Please note the overall responsibility for the management of the Colts/Juniors teams rests with the Managers/Coaches responsible for the Rangers teams. With this in mind we would encourage all those responsible for Rangers teams to consider how they can help the Colts/Juniors teams. This may require involvement in planning or running training sessions from time to time as well as ensuring they have the correct equipment and are aware of the clubs policies, procedures and events.

Reasons for warming up

- 1 Physical preparation for the activity:
 - a Stretching muscles
 - b Increasing heart rate
 - c Increase flexibility
- 2 Mental preparation for the activity.
- 3 Avoid potential injury.

Some Warm Up do's and don'ts

- 1 Don't perform static stretches without first getting muscles warm
- 2 Don't stretch to the point of pain
- 3 Do encourage players to avoid powerful kicking before warming up
- 4 Do warm up with players
- 5 Do plan the warm up as part of your session

Under 10 years old

For children under 10 years old a warm up is still a vital part of any training program or pre-game routine to both physically and mentally prepare the players for the session ahead. Whilst muscle stretching may not be as important as with older groups, it is a good idea to form habits that the players will stick to as they get older. The warm up should take 10-15 minutes at the start of the training session and should be made of the following aspects.

- 1 Light jogging with mobility exercises; side skips, and forward skips, heels up, knees up, touching ground, small jumps throughout. Keep pace relatively slow and do for up to 5 minutes, depending on fitness level of group.

Note: This can be done by having players in a straight line, in pairs or in a suitable way that allows the coach complete control of the group during the warm up.

- 2 Static stretching – hold lower body stretches for approx 5-10 seconds each at this age.

The following should be done:

- a Roll ankles – 5 times each way
- b Calf stretch
- c Hamstring stretch
- d Quad stretch – make sure the player uses correct arm to hold leg, so if stretching left leg, they must use left arm to hold leg
- e Groin/adductor stretch
- f Roll hips
- g Stretch arms – up, out and to side, holding each time
- h Neck – very gently from side to side and back to front.

Do not roll neck.

- 3 Faster paced mobility with dynamic movements – this will involve the players jogging faster with more football related dynamic movements included. These may be kicking, jumping as if to head a ball, lunging etc. Pace should be picked up towards the end of a 2-3 minutes session close, with a sprint over 40-yards to finish

- 4 Fun game – to complete the warm up a short 5-minute game that encourages all the players to move around can be introduced. Preferably this should include the use of footballs.

Some examples may be:

- a **King of the Ring** – each player dribbles a ball inside a circle, with one nominated player trying to get all the balls out of the circle. Last player with ball in circle is King of the Ring.
- b **The Terminator** – same as above but in a 20x20 square.
- c **With a Little Help** – same as above except once the player's ball has

been kicked out they help to get others out.

d Take, Jacket, Spud – players have a ball each. One player without the ball shouts "Take" (they take ball from other player), "Jacket" (player rolls ball behind for other player to collect) or "Spud" (player without ball opens legs for other player to play ball through and collect).

e Anything else that can be related to the planned session.

Above all a routine like the ones above will help get control of the group and get them ready for a fruitful session. Before a game this will have the players up to match pace and ready to go.

Over 10 years old

Here the warm up takes more significance for the players. From age 10 players risk injury if a warm up is not carried out in the correct manner. The make up of the ideal warm up is very similar to that as for U10s, taking 15 minutes minimum, as follows.

1 Light jogging with mobility exercises; side skips, and forward skips, heels up, knees up, touching ground, small jumps throughout. Keep pace relatively slow and do for up to 5 minutes, depending on fitness level of group.

Note: This can be done by having players in a straight line, in pairs or in other suitable way that allows the coach complete control of the group during the warm up.

2 Static stretching – hold lower body stretches for approx 10 seconds each at this age.

The following should be done:

a Roll ankles – 5 times each way

b Calf stretch

c Hamstring stretch

d Quad stretch – make sure the player uses correct arm to hold leg, so if stretching left leg, they must use left arm to hold leg

e Groin/adductor stretch

f Roll hips

g Stretch arms – up, out and to side, holding each time

h Neck – very gently from side to side and back to front.

Do not roll neck.

3 Faster paced mobility with dynamic movements – this will involve the players jogging faster with more football related dynamic movements included. These may be kicking, jumping as if to head a ball, lunging etc. Pace should be picked up towards the end of a 2-3 minutes session, close with a 40-yard sprint to finish.

4 Static stretching – repeat 2 above hold for 15 seconds minimum.

5 Fun game – to complete the warm a short 5-minute game that encourages all the players to move around can be introduced. Preferably this should include the use of footballs. Some examples maybe:

a King of the Ring – each player dribbles a ball inside a circle, with one nominated player trying to get all the balls out the circle. Last player with ball in circle is King of the Ring.

b The Terminator – same as above but in a 20x20 square.

c With a Little Help – same as above except once the players ball has

been kicked out they help to get others out.

d Take, Jacket, Spud – players have a ball each. One player without the ball shouts "Take" (they take ball from other player), "Jacket" (player rolls ball behind for other player to collect) or "Spud" (player without ball opens legs for other player to play ball through and collect).

e Anything else that can be related to the planned session.

6 Static stretching – a final course holding for up to 20 seconds each stretch.

Notice the extra static stretching included here to encourage muscle readiness and increased flexibility. It is important to increase the length of each group of static stretching to allow the muscle groups to react correctly.

Note: if the planned session involves increased upper body activity, (eg heading or goalkeeping) then extra warm up time should be spent on upper body stretches and exercises. This may include having the fun game involve a throwing and catching exercise.

Cool downs

The cool down is just as important as the warm up for your player's fitness and well being. Players who do cool downs will increase their flexibility, especially as they get older. The cool down can take as little as 5 minutes and can be used to de-brief players at the end of a session or game. An ideal cool down for players of any age would be:

1 Light jogging with mobility exercises; side skips, and forward skips, heels up, knees up, touching ground, small jumps throughout. Pace should be slower than with warm-up ending in a walking pace with players shaking legs and arms.

Note: This can be done by having players in a straight line, in pairs or in other suitable way that allows the coach complete control of the group during the warm up.

2 Static stretching – hold lower body stretches for approx 20 seconds each.

The following should be done:

a Roll ankles – 5 times each way

b Calf stretch

c Hamstring stretch

d Quad stretch – make sure the player uses correct arm to hold leg, so if stretching left leg, they must use left arm to hold leg

e Groin/adductor stretch

f Roll hips

g Stretch arms – up, out and to side, holding each time

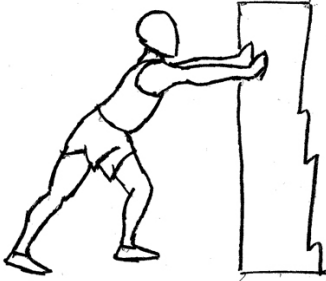
h Neck – very gently from side to side and back to front.

Do not roll neck.

Conclusion

Warming up and cooling down should be an integral part of all training sessions and matches. It is worth checking out what works best for you in terms of time and facilities, but make sure the players are getting what they need to be ready for what you are asking them to do.

Static Stretches examples



Calf Stretch

This can be done with 2 players pushing against each other, which is good to encourage teamwork. Be aware, especially with younger players, that there will be a temptation to try and push each other over.



Hamstring Stretch

The decision on lifting toe is down to the individual.



Quad stretch

Make sure player uses correct arm to hold leg, it should be the same side to avoid twisting the muscle during stretch. To stretch a little further on this the player can lean forward if required.



Groin Stretch

Do this in both directions, players can push down as far as they are comfortable

Dietary information for young football players

Basic information

A balanced diet is, of course, best at all times; do avoid an excess of convenience foods, fried foods, crisps, sweets, fizzy drinks etc.

Avoid eating the main evening meal any closer than 2 hours before bed.

Snacks can be okay, but should ideally be fruit, cereal bars, nuts* or seeds.

Breakfast

Generally regarded as the most important meal of the da. This could include any of the following: porridge, cereal (minimal sugar), toast with low fat spread, fruit, cereal bars.

On training and match days, try to eat breakfast about 2 hours before start if possible, or as far from the start of exercise as possible.

Lunch and Dinner

Anything from the following: pasta, grilled fish or grilled; chicken/beef/pork/lamb with salad; potatoes, mashed, baked or roasted; vegetables, steamed if possible. Avoid fried food, or excess use of oils and butter. Again, dinner should be eaten at least 2 hours before bed.

Snacking

Snacks between meals can be good, as eating small amounts of food regularly can be better than occasional large meals. Snacks should be fruit, raw vegetables, cereal bars, nuts*/seeds etc.

8 Avoid excess sweets and crisps.

Soccer Weekend Routine

Thursday

Dinner

Heavily complex carbohydrate based meal, such as pasta, baked potato, salad etc. at least 2 hours before bed.

Friday

Breakfast

Porridge, cereal (minimal sugar), toast with low fat spread, fruit, cereal bars.

Lunch

If possible pasta or other carbohydrate based meal; an important meal.

Dinner

Again carbohydrate based, but not too much. Beans on toast would be pretty good, again at least 2 hours before bed.

Saturday

Breakfast

If possible at least 2 hours before training – cereal, porridge, toast etc. If 2 hours is not possible, then a cereal bar or 2 as early as possible. Straight after training players should be encouraged to get approx 50g of carbs on board. This again could be cereal bars, bananas etc. This speeds up the recovery of the muscles.

Lunch

Again this is very important; complex carbohydrate packed lunch again – baked potatoes, beans, pasta, anything that will give them the fuel they need for the game the next day. It has to be sufficient to replace lost energy and provide the basis for the Sunday's energy.

Dinner

Something relatively light. Maybe salad with some grilled meat, again a few hours before bed if possible

Sunday

This should essentially be the same routine as the Saturday.

It is worth stressing that if players don't replace energy after the game on Sundays, school performance is likely to suffer on the Monday.

During games

Anything that players eat at halftime will have little physical affect on their energy levels since the body cannot digest it quick enough. There is often however a physiological effect with some players who get a rush from eating something. Simple carbohdrates like sugar-based products can have a quick effect, but they last a short time and generally leave an individual with less energy than before they ate the product. Wine gums or Jelly Babies are pretty good, but only a few.

A carbohydrate based drink, like Lucozade sport or Science in Sport GO, may work, since it's in liquid form and does get into the system pretty quick. These can also be used before games after a warm up to replace energy used in a warm up. But do avoid fizzy drinks.

***NB. Care should be taken with any products containing nuts in case of allergies.**

Match day preparation

1 Make sure that you are familiar with the Rules of the League and Cup competitions. Ignorance of the Rules is no excuse. Every person concerned with running a team or club should have a copy of the WSYL Handbook and have read it.

2 Ensure that you give 5 day's notice of matches to your opponents and the referee. Always acknowledge receipt of match notifications either by telephone, email or letter.

Failure to notify with at least 5 days notice will result in a fine.

3 Check the colour of your opponent's playing kit to ensure that there is no clash of colours.

4 Remember that players must be registered with the League 7 days prior to the match. A player cannot play if s/he is not in possession of an ID card. If the other team has forgotten their ID cards, there is a form that must be filled in and sent to the League

Tip: Check the ID cards properly, not everyone is as honest as you.

5 Home or away, talk to the opposition coach and the referee and establish you are all playing to the same rules. With younger groups there is generally a liberal interpretation of the rules to allow the game to flow. Otherwise you may find the entire match time turns into throw-in practice.

Common sense should prevail.

6 Be courteous to Referees. Despite your opinion of their capability, you cannot play football without them.

Match day at home

7 Arrive in plenty of time, it is your responsibility to check the pitch, put up the nets and flagpoles. Your opponents

should arrive 30 minutes before kick off.

8 If you think that your pitch is unfit for play, warn your opponents and the Referee in advance and arrange for an inspection to be made.

Away days

9 Arrive 30 minutes before KO. This gives you time to find your opposite number and the pitch, check the pitch and nets and give your team a warm up session.

After the match

10 Line up your team on the half way line and shake hands with the opposition. Whatever the result we are all ambassadors of the club.

Sportsmanship and courtesy are important to KPR.

11 Remember all match results (league, cup and other competitions) must be phoned into the Results Line 09063 100854 before 6.00pm on the day of the match. Full details of how to use this are in the WSYL Handbook.

Failure to do so will result in a fine.

Tip: Get into the habit of phoning in as soon as you get in from the game.

12 There is a result card which details your team and the result. This must be filled in and sent to the address on the card or, better, via the WSYL website www.wsyl.org.uk to be received not later than 4 days after the match.

Using the WSYL website (Submit results page) is easy and the League will expect all results in this form soon.

Failure to do so will result in a fine.

Tip: Don't forget to save your email acknowledgment, it may be useful in an appeal.

Fines

13 All fines payable to the League will be sent to the Club Secretary and then forwarded to the manager concerned and should be paid immediately by him/her, or their second in command. All fines should be paid direct to the person mentioned in the notification and remember fines not paid in 14 days are doubled and, if not paid in 28 days, the Club is automatically suspended. Any disagreement over the fine can be dealt with on Appeal through Rob Sheldon, but after the fine has been paid. Fines can be refunded by the league.

NB. KPR will only pay your first fine. Any more and the responsibility is yours, and remember the fines double if not paid in time.

Fixture completion, Postponements and Re-arrangements

14 Check your match dates against the school holidays and with parents, or you may find you are going into a match with half your team at grannies or away in far flung places!

If this looks like happening ask the Fixtures Secretary to re-arrange the match, but you must give 28 days notice. You have been warned. But take care that this does not cause a problem towards the end of the season, particularly as Richmond Council tend to finish the season early, so that no pitches are available.

15 If you have a free Sunday bring matches forward in consultation with your opponents and the Fixture Secretary. Alternatively, you may be able to play on a Saturday, am or pm, or even in the evening (light permitting) to avoid a backlog.

Tip: Remember that only the Fixture Secretary can postpone matches.

16 If there are any changes concerning the playing of matches in respect of venue, time of kick off, change of date, then not only your opponents must be advised but also the Referee, the Fixture Secretary and the Referees Secretary (if involved).

This must be done no less than 5 days before the match.

Failure to do so will result in a fine.

17 If there are no free dates left towards the end of the season a "double header" may be played. The minimum time should be played for both halves in each game, eg. each half in an U-11 double header will be 20 minutes each way. A double header consists of 4 halves of football. Both games are two totally different games, they just happen to be played one after another. Full details are in the WSYL Handbook.

Tip: Try to avoid double headers if at all possible.

18 League Officers can only help if you help them. Do not telephone after 10pm. Do not telephone and "bend their ear", and try not to pester them with trivial problems that you are quite capable of sorting out for yourself.

Tip: Become "friends" with your Fixture Secretary, and confirm agreements with them and opponents by email in case of any need in subsequent appeal.

Results and tables

These can be accessed through our own website. Please use it:

www.kewparkrangers.co.uk

Dealing with trouble on or off the pitch

Occasionally one hears about, or even encounters, some pretty dire behaviour involving players, parents or even coaches.

This sort of bad behaviour is not helped by the role models that we see every week, either at matches or on the TV. As coaches we all have to be very conscious of how children can be affected, how they can copy their heroes, and how problems on and off the pitch can escalate into trouble, sometimes serious.

We have a duty to protect our charges and to encourage sportsmanship and good discipline.

The FA and WSYL/SCGL have both stated a desire to rid the game of the elements that, through either physical or verbal abuse, cause offence and suffering. Indeed the WSYL/SCGL and SCFA have introduced a short mini soccer refereeing course, and it is the intention that each game will be refereed by someone with at least this basic training. (The home side being expected to supply the referee but if not, the visiting side will be asked if they have an accredited ref who will then officiate.)

It is important to remember that most clubs and coaches are reasonable and incidents are not common. However, we need to know how to deal with people who do not necessarily agree with the referee, coaches, supporting parents or ourselves. These guidelines are relevant to both mini (7-a-side) soccer and 11-a-side, but you may find them useful whatever the size of game.

As coach:

- 1** Remember that as the coach in charge of a team, home or away, you are the representative of the club and your first duty is to ensure the well-being of your players.
- 2** Be as consistently courteous as possible towards all players, coaches, parents and officials (this is not always as easy as it sounds).
- 3** Try not to be officious. However, rules and regulations do exist, and can be found both on the KPR and WSYL/SCGL websites. Make sure you're familiar with them.
- 4** Do not engage with opposition parents who are being over-reactive or abusive. If there is someone who is behaving in a way that you consider constitutes an abusive, threatening or aggressive manner, talk quietly and responsibly to the coach in charge. He is in the same position as you, and should respond as you would be expected to do, by asking the person to calm down.
- 5** If you are approached by an aggressive parent or coach, do not get involved; walk away rather than get into an argument.
- 6** Generally it is recommended that each team takes one side of the pitch from which to support their team; try to encourage the opposition to stick with this. You may need to ask the other coach to recall a helper if he is marching up and down your side.
- 7** You have the right to report events

you think are against the spirit of the game; the WSYL/SCGL take these reports very seriously.

8 Do not hesitate to act.

These problems will not go away if we ignore them or regard them just as one-offs. Remember the league is on your side.

In the extreme, if you consider the situation to be dangerous in any way, you can stop the match and withdraw your players for their own safety.

As referee:

1 On the pitch you should encourage good sportsmanship. Obviously fouls need to be dealt with, but don't forget also that swearing is abuse and spitting is a serious offence. If you find you have a persistent fouler or abuser, stop the game and talk quietly and calmly to the player, asking them to stop. If the behaviour continues, stop the game and talk to the coach in charge, perhaps suggesting he makes a substitution before the player gets into trouble. You have the power to show a yellow card or even a red card to a player who will not moderate their behaviour.

2 If you find you are being abused or over-criticised by a coach, find an appropriate moment when the ball is out of play and ask them to tone down their language. If they are constantly criticising your decisions, tell them they are setting a bad example to the players and must stop. Remember you can ask a coach to leave the area if they refuse to respond adequately.

3 If you have a parent behaving in an unacceptable manner, talk to the coach not to the parent. It is the coach's responsibility to control the supporters.

4 After the match if you feel disturbed by any behaviour; report it to the WSYL/SCGL.

5 Do not forget you have the authority to abandon a match. Although the threat should be enough to calm down most situations, if you have had enough do not hesitate!

The only way we can clean up the game is by setting an example. The general consensus among managers seems to be that we, as coaches, can help make the game more enjoyable for all concerned, although occasionally we may have to make difficult decisions. We should not lose sight of the fact that we are trying to make the game enjoyable for the children.

Kew Park Rangers

Contacts

General KPR enquiries:

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Toby Seth (Financial) 020 8876 3375

General FA enquiries 020 7745 4909

West Surrey Youth League 020 8391 1347

Surrey County Girls League 020 8764 7695

Local Police 020 8247 7258/07979 660 476

CRB Check Line 0800 085 0506

Child Protection Helpline 080 800 5000

Deaf Users Textphone 0800 056 0566