



**GUIDANCE & HELP
FOR MANAGERS**

St Albans City Youth FC Guidance & Help for Managers



The following Guide has been created to enable Managers & Coaches to

1. Understand the Structure of the Club.
2. Identify the person responsible within the Club for specific matters and how to contact that person?

This guide is not intended to be a 'Who's Who' of City Youth but rather a reference document to sign post Managers and Coaches who have specific questions or issues or who are looking for assistance on general matters that relate to the Club.

1.The Club's Structure

St Albans City Youth is an FA accredited Charter Standard Community Football Club with over 80 teams, in excess of 1,100 players and more than 200 volunteer managers, coaches and parental helpers working in various capacities. The Club is a single entity made up of 3 distinct sections: Disability, Girls and Boys. Through our work in the Community the Club also runs outreach programmes in 16 schools across the district. The Club also has a well-established and hugely successful Saturday Soccer School and holds Holiday Camps and various other Community Projects throughout the year.

The Club is a Registered Charity (no. 1089343) is run by a Management Committee overseen by an 11 strong board of Trustees*. The Club also employs 3 full-time staff** and a number of Community and Sessional Coaches who deliver a wide range of Community projects.

2.Who is responsible within the Club for which area/activity and how do I contact that person?

Ian Woods* (Club Secretary, Club Welfare Officer, COVID-19 Officer)
ian829.woods@btinternet.com

Ian has a huge portfolio of responsibilities within the Club. These include but are not limited to

- Football Matters

As Club Secretary Ian is responsible for and organises all Football related activity. This includes but are not limited to; all County FA Liaison, League Affiliation, Pitch Allocation, liaison with the bodies who provide our pitches, representing the Club on Governance Matters, Disciplinary issues & fines.



St Albans City Youth FC Guidance & Help for Managers



- Club Welfare Officer

As CWO Ian is the initial point of escalation for Managers, Coaches, players and parents who wish to raise concerns regarding to Player's Welfare and Safeguarding. Ian's alternates as CWO are Mervyn Morgan (mervyn@cityyouthfc.com) and Chris Samways (chris.samways@cityyouthfc.com).

- COVID-19 Officer

As COVID-19 Officer Ian has overall responsibility to the Club's procedures for and response to the pandemic. On day to day matters Andy Lawrence*, Chair of the COVID-19 Committee (andrewlawrence169@btinternet.com) or Steve Neville (steve@spnict.com) should be contacted.

- Replacement and 2nd Hand kits

Geoff Watts* (Chairman) geoffwwatts@hotmail.com

- Management Committee

Geoff Chairs the Club Management Committee and all meetings below Trustee level.

- Head of the Boy's Section

Geoff is also the Head of the Boy's Section within the Club with a broad remit. Non-Welfare related issues within the Boy's Section that need explanation or escalation beyond 'Team/Squad' level should be referred to Geoff.

Sarah Kropman* (Head of the Girls' Section) sarah.kropman@hotmail.co.uk

- Head of the Girls' Section

Sarah has a very broad remit and is the point of escalation for all issues within the Girls' section not covered by the other Officers of the Club. Sarah liaises with other Officers to ensure the efficient and smooth running of the section.

Tracy Light (Inclusive Section Co-ordinator) Tracy@tjmarketing.co.uk

- Head of the Inclusive Section

Tracy has a very broad remit within the Inclusive Section including governance, recruitment and coaching provision and is the point of escalation for all issues within the section. Tracy liaises with other Officers to ensure the efficient and smooth running of the section.



St Albans City Youth FC Guidance & Help for Managers



Chris Samways (Disability Section) chris.samways@cityyouthfc.com

- Head Coach Adult Inclusive Section

Working alongside Tracy Light, Chris leads the Adult squads in our Inclusive Section.

Robert Baker* (Treasurer) treasurer@cityyouthfc.com

- Treasurer

Robert has a broad remit with regards to the Club's financial Matters. These include but are not limited to:

- Oversight of Player Registrations and related payments
- Managers' Expenses
- Invoices and related Payments
- Preparation of financial statements and reporting of them
- Payroll
- Gift Aid
- Support for those in Financial Difficulty Policy

Steve Mann** (Commercial Manager) steve.mann@cityyouthfc.com 07741 450660

- Commercial Manager

Steve has a broad remit with regards to the Club's Commercial, Fundraising and Grant Funding matters. These include but are not limited to:

- Arranging Club Partnership/Sponsorship agreements for the Club as a whole
- Applying for Grants from funding bodies
- Organising and arranging Club Events
- Sponsorship of Club Events
- The facilitation of and liaising with individual team Sponsors
- Promoting our family of Sponsors both internally and externally
- Liaising with 3rd party vendors over contracts, SLAs and delivery
- The expansion of the Club's commercial activities
- Overall responsibility for the policies for and delivery of new Playing Kit, Teamwear and Equipment

Steve's Line Manager is Trustee Brian Pyke* brian.pyke@btinternet.com



St Albans City Youth FC Guidance & Help for Managers



Charlie Boswell** (Football Development Manager) charlie.boswell@cityyouthfc.com
07731 837913

- Football Development Manager

Charlie has a broad remit with regards to the Club's Coaching, Community and Development matters. These include but are not limited to:

- Establishing, developing and overseeing the delivery of our Schools based Curriculum Projects
- Establishing, developing and overseeing the delivery of our Extra Curriculum Projects such as Saturday Soccer School, Holiday Camps and other Community Projects
- Line managing Community and Sessional Coaches
- Overseeing all Coach Development across the Club
- Managing the development and facilitation of the Club's Coaching syllabus
- Acting as a first point of contact for Coaches with relation to questions and advice on football coaching related issues.
- Managing the Club's Equipment Ordering Process

Charlie's Line Manager is Trustee Andy Lawrence* andrewlawrence169@btinternet.com

Anthony Gosling** (Football Development Officer) anthony.gosling@cityyouthfc.com
07801245988

- Football Development Officer

Anthony has a broad remit with regards to the Club's Coaching, Accreditation and Development matters. These include but are not limited to:

- Ensuring all Coaches, Managers and Volunteers are compliant with all regulatory requirements including DBS renewals
- Producing, monitoring and liaising with Managers & Coaches over the Club's training schedule and training facilities.
- Monitoring and facilitating Player Registrations
- Arranging, advertising and liaising with Managers/Coaches/Volunteers with regards to Coaching courses and CPD.
- Developing and facilitating the Club's Coaching syllabus and liaising with Coaches and Managers.



St Albans City Youth FC Guidance & Help for Managers



- Club Affiliation
- Arranging and supporting the Club's Community projects.
- Managing the Club's Kit Ordering Process

Anthony's Line Manager is Trustee Andy Lawrence* andrewlawrence169@btinternet.com

Terry Edwards (Club Press Officer) press@cityyouthfc.com

- Press Officer

Terry should be contacted on all Press related matters including all Match Reports.

* Denotes Trustee

* *Denotes full-time Club employee

* **Denotes part-time Club employee



