



# Volunteer Induction Pack



## Contents

Welcome	Safeguarding	About Us	Match Day	Finance	Contacts
Conduct	Parents	Training	Presentation	First Aid	FAQ

# Halas Hawks

# Junior Football Club

in partnership with Halesowen Town FC

# *Volunteer*

# *Induction*

# *Pack*



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## WELCOME

Welcome to Halas Hawks Junior Football Club!

Firstly, I would like to say thank you for giving up your time to help run a team for our club. I am sure that you will thoroughly enjoy your time with us and will gain a great deal of fulfillment from volunteering in your local community.

As a club, we value all of our volunteers and will do everything we can to support them. This document is the first opportunity we have to do this and I hope you will find the contents useful. It should be your first port of call, should you have any queries.

You are now part of one of the largest sports clubs in the local area and have a key role to play in the development of our young players, not just on the pitch, but off the pitch too. You are a role model. Never underestimate the impact you will have; children copy what they see.

Your journey begins here.

Rob Hickman  
Chairman  
Halas Hawks JFC



rus  
@RusSmith0907

The more I do with @HalasHawks the more I really like their ethos. #fun #enjoyment first. We sometimes forget they are children not MOTD

03/02/2014 19:23 from Dudley, Dudley

**Volunteers are not paid**  
- not because they are worthless, but  
because they are priceless



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**At Halas Hawks, we take safeguarding seriously.**

Our Safeguarding Officer is:

Geoff Ingram	07762 759005 G_K_Ingram@hotmail.com
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**ALL** safeguarding concerns should be reported to Geoff straight away.

Key Definitions		
<u>'Child'</u> or <u>'Young Person'</u>	<u>'Abuse'</u>	<u>'Harm'</u>
"anyone who has not yet reached their 18th birthday"	"a violation of an individual's human or civil rights by any other person or persons and, for the purposes of safeguarding children, shall include physical abuse, emotional abuse, sexual abuse, neglect and bullying."	"Ill treatment and forms of ill treatment (including sexual abuse and forms <b>of</b> ill-treatment which are not physical) and also the impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development."

Key Information		
<u>DBS (Disclosure and Barring Service)</u>	<u>Website / Social Media</u>	<u>Who is responsible?</u>
Anyone who stands on the officials side of the pitch (linesman excluded) will be expected to complete a DBS check.	Players under the age of 16 should not be identified on any website or social media platform.	Safeguarding is the responsibility of <b><u>EVERYONE</u></b> .

We have adopted the FA's 'Safeguarding Children Policy and Procedures'.

Please see Appendix



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### About Halas Hawks...

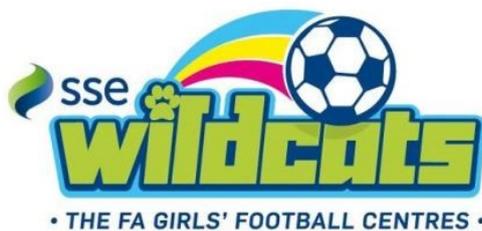
We are a Junior Football Club, based in the Halesowen area.	We were established in 1980	We are a Charter Standard Community Club—the pinnacle of the FA's Charter Standard scheme.	Our teams play on the Stourbridge League, Central Warwickshire League, West Mercian League, Birmingham County FA League and the Worcestershire FA Veterans League
We are an SSE FA Wildcats Football Centre	We currently have 27 teams (boys, girls, ladies and veterans)	The club is run by a Senior Club Committee and a Main Club Committee	
The Senior Club Committee consists of the Chairman, Vice-Chairman, Secretary, Treasurer and Club Welfare Officer.	The Main Club Committee consists of the Senior Club Committee and all team managers.	We are officially linked to Halesowen Town Football Club.	All teams play in blue and red kit.

### County Affiliation Numbers...

Boys	Girls	Ladies	Veterans
T-BIR4459	T-BIR3336	T-BIR3335	T-WOR0787

### Senior Club Committee...

<b>Chairman</b>	<b>Vice-Chairman</b>	<b>Secretary</b>	<b>Treasurer</b>	<b>Club Welfare Officer</b>
Rob Hickman	Pete Wilkes	Bob Hickman	Brian Wilkes	Geoff Ingram



**CHARTER STANDARD COMMUNITY CLUB**



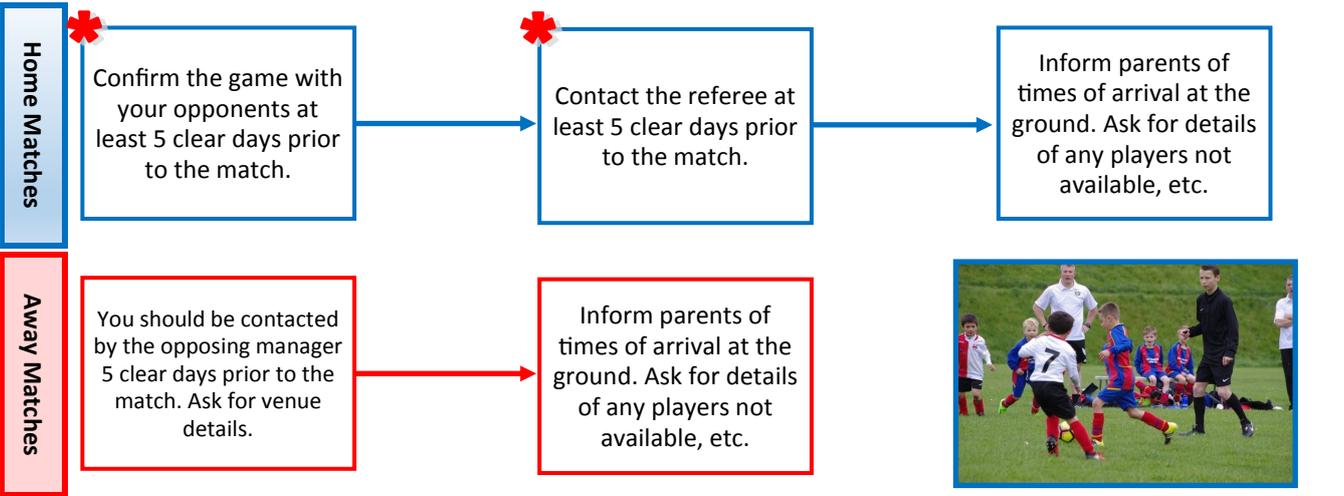
# Volunteer Induction Pack



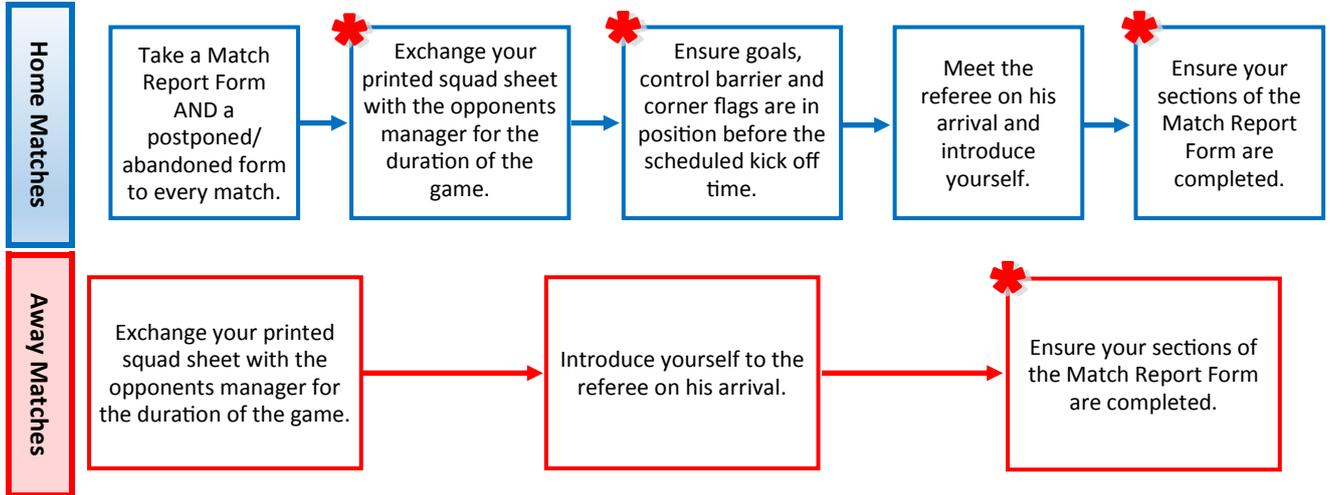
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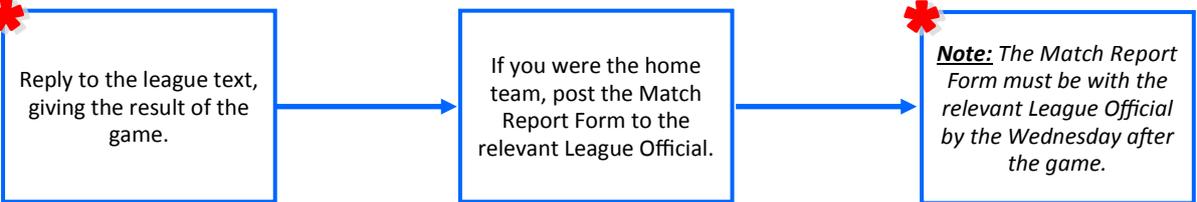
### Pre-Match Day



### Match Day



### After the match



**\* Failure to do so, may result in a league fine**



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“Bah, humbug!”

Brian Wilkes—Club Treasurer

### Why is your team finance important?

Keeping accurate records of your finances is vital. It can prevent awkward questions being asked by parents, as to how funds, mostly provided by them, have been spent.

Being organized with your finances, and having a fundraising programme, means you will be able to provide your players with the necessary equipment, and a few luxuries along the way!

### What do our club rules say about it?

Each team should appoint a treasurer, whose job it is to collect money from parents and use this for legitimate payments during the season.

Each team should open a bank account with two signatories, one of whom being the treasurer.

The manager, or Assistant Manager, should not have any involvement with this account.

### What will we need to pay for?

Referee's fees on match day.

New equipment: balls, cones, bibs, etc.

Training venue hire.

Subs to the club.

Pitch fees.

New kit, training gear, etc.

Fundraising prizes / tea coffee, etc.

**NOTE: In a team's first season, the club will fund new kit, equipment, pitch fees, FA Affiliation and Insurance**

### Ok, so how do you raise money to fund all of this?

- Subs—parents should pay a weekly sum towards team funds. This is usually around £5, but can be any amount agreed. Where possible try to get parents to pay this as a monthly standing order into the team's bank account as this will enable easy collection of funds
- Fundraising at home games. Sell tea and coffee or organise a small raffle for a bottle of wine or box of chocolates among all the parents watching the game.
- Some teams choose to charge players a signing on fee at the start of each season. This can be any amount agreed. NOTE: This is not mandatory as it is not in the club rules.
- Sponsorship. Approach local businesses. Most sponsors will want to see some evidence of their sponsorship so will often provide funds to purchase playing kit, training tops or rain jackets with the name of their company embroidered on it.

The first season is an ideal opportunity to build up the team's funds.

### Important:

- The club's financial year runs from the 1st August to the 31st July
- Each team are required to submit their balance sheet by the 31st July
- Each team is required to submit their income, outgoings and balance on a monthly basis. Details on how to do this will be provided.
- Each team should use the format provided by the club.
- Club finances will be shared at the AGM in September of each year.



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Your key club contacts are:

Bob Hickman	Club Secretary	07758 202035
Geoff Ingram	Safeguarding	07762 759005

Any general queries should initially be directed to the Club Secretary, who will decide on the correct course of action / advice and deal with it accordingly.

**ALL** safeguarding issues / concerns should be forwarded straight to the Club Safeguarding Officer.

A full list of club contacts can be found on our website:

[www.halashawks.co.uk/club-contacts](http://www.halashawks.co.uk/club-contacts)

### Useful websites:

	Halas Hawks JFC	<a href="http://www.halashawks.co.uk">www.halashawks.co.uk</a>
	Halesowen Town FC	<a href="http://www.ht-fc.co.uk">www.ht-fc.co.uk</a>
	Stourbridge and District Youth Football League	<a href="http://www.sdyfl.org">www.sdyfl.org</a>
	Birmingham County FA	<a href="http://www.birminghamfa.com">www.birminghamfa.com</a>
	The FA	<a href="http://www.thefa.com">www.thefa.com</a>
	Central Warwickshire Girls Football League	<a href="http://www.cwyfl.org.uk">www.cwyfl.org.uk</a>
	Worcestershire FA	<a href="http://www.worcestershirefa.com">www.worcestershirefa.com</a>



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### Our Expectations...

As a club, we have an outstanding reputation in the local community, and even further afield.  
 We pride ourselves on this and have high expectations of anyone involved with our club.

If anyone associated with our club, does not conduct themselves appropriately, we will take action to address the issue, and have done so in the past.

<b>Managers / Volunteers</b>	<p><b>Managers should:</b></p> <ul style="list-style-type: none"> <li>• be a positive role model. The behaviour of the parents and players will often reflect the behaviour of the manager</li> <li>• conduct themselves appropriately before, during and after the match</li> <li>• not question the decision of the match officials under any circumstances</li> <li>• maintain a balance between competitiveness and fair playing time for the players (age dependent)</li> <li>• be a positive representative of Halas Hawks Junior Football Club</li> <li>• refrain from posting inappropriate comments on any social media platform</li> </ul>
<b>Players</b>	<p><b>Players should:</b></p> <ul style="list-style-type: none"> <li>• conduct themselves appropriately before, during and after the match</li> <li>• always respect the decision of the match officials</li> <li>• always respect their opponents and team mates</li> <li>• try their hardest at all times</li> <li>• refrain from posting inappropriate comments on any social media platform</li> </ul>
<b>Parents</b>	<p><b>Parents should:</b></p> <ul style="list-style-type: none"> <li>• conduct themselves appropriately before, during and after the match</li> <li>• always respect the decision of the match officials</li> <li>• always respect the opposing team and all applaud all good play</li> <li>• remain behind the crowd barrier at all times during the match</li> <li>• refrain from coaching the players</li> <li>• refrain from posting inappropriate comments on any social media platform</li> </ul> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Check out:  <a href="http://www.thefa.com/my-football/football-volunteers/helpforparents/respect/parentguide">www.thefa.com/my-football/football-volunteers/helpforparents/respect/parentguide</a>            For the FA Parents' Guide.</p> </div>

“Don't worry that children never listen to you; worry that they are always watching you!”  
*Robert Fulghum*



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Parents play a prominent role in helping to support the manager throughout the season. During training and on a match day, the Manager's focus should be on the players.

Parents can support in the following ways:

Role	Description
<b>Equipment</b>	<ul style="list-style-type: none"> <li>Putting up and taking down goals, crowd barriers and corner flags</li> <li>Parents may be able to store equipment, e.g. balls</li> </ul>
<b>Team admin</b>	<ul style="list-style-type: none"> <li>Liaising with the opposition on match day and completing the match report form</li> <li>Sending the match report form to the League's Match Report Form Secretary</li> <li>Texting in the score after the game</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>Setting up a bank account</li> <li>Keeping accurate records of income and outgoings</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>Sell refreshments at home matches</li> <li>Taking a raffle around at home matches</li> <li>Organizing fundraising events</li> </ul>
<b>Match official</b>	<ul style="list-style-type: none"> <li>Running the line on match day</li> </ul>
<b>Volunteer</b>	<ul style="list-style-type: none"> <li>Assistant manager or team coach</li> </ul>

**Respect**  
**GAMER GARY**  
 Wants to control his kids just like his game console  
 #touchlinetype

**Respect**  
**INFALLIBLE IAN**  
 He's never got a decision wrong from the touchline - why can't these amateurs get it right?  
 #touchlinetype

**Respect**  
**HARPY HELEN**  
 It's her job to shout abuse at the opposition  
 #touchlinetype

**Respect**  
**AGENT ALAN**  
 His boy is destined to be a pro, don't get in his way  
 #touchlinetype



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Whilst not a necessity, it is the norm for teams to train once a week, in addition to match day.

### Things you may need to think about...

#### Where?

#### When?

#### How much?

It depends on the time of year.

During longer daylight hours, most teams train outdoors for free, giving them the opportunity to build up funds.

During the winter months, it is usual for teams to move to an indoor or floodlit venue.

Some teams choose to train on Saturday mornings throughout the year.

FREE—if you choose to train on park land, e.g. Homer Hill.

Prices vary if you choose an indoor or floodlit venue.

Some venues offer discounts for Halas Hawks Teams.

### Some useful venues...

Venue	Location	Description	Number
<b>Power League</b>	Halesowen / Cradley	3G Astro	01384 266000
<b>Goals</b>	Blackheath	3G Astro	0121 561 3000
<b>Windsor High School</b>	Halesowen	Indoor sportshall	0121 550 1452
<b>Earls High School</b>	Halesowen	Sand based Astro	01384 816105
<b>Leasowes High School</b>	Halesowen	4G Astro / indoor sportshall	01384 816285
<b>Four Dwellings High School</b>	Quinton	4G Astro / indoor sportshall	0121 566 6666
<b>Redhill High School</b>	Stourbridge	3G Astro	01384 816355
<b>Thorns High School</b>	Quarry Bank	4G Astro	01384 816225

*“You can’t just give someone a creativity injection. You have to create an environment for curiosity and a way to encourage people and get the best out of them.”*

Ken Robinson  
University of Birmingham



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## End of Season Presentation

Key information...		
This is the end of season presentation, where all of our trams come together to celebrate playing for our club.	The Presentation is held in June. Managers are given plenty of notice of the actual date!	The event takes place at West Bromwich Albion, in their Richardson Suite.
The day is split into 3 separate sittings. Where possible, we try to accommodate siblings in the same sitting.	Managers and players are expected to wear white shirts and are provided with a club tie.  Female players are expected to wear club polo shirts.	Every player is presented with a trophy to thank them for representing our club.
Every player is presented with a Club Handbook. This contains an individual write up for every player in the club.	Each team may also present Special Awards. 5 & 7 a side teams = Players' Player 9 a side teams = Players' Player & Manager's Player 11 a side Teams = Players' Player, Manager's Player and Team Achievement Award.	The Player's Player trophy is voted for by the players.  The Manager's Player trophy is voted for by the Management team for that team.  Team Achievement can be awarded for any suitable reason, e.g. attitude, attending every training session, etc.

To prepare for the day, you will need to:		
Provide Brian Wilkes with your squad names, when requested	Provide Brian Wilkes with your special trophy winners, when requested	Make sure you have a white shirt to wear on the day
Write a short description of your season, for the Club Handbook.	Write a short report for each player, for the Club Handbook.	Prepare a list of thank yous to read out on the day.



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### First aid provision is an absolute necessity!

<b>ALL</b> teams are expected to have a qualified first aider at matches and training sessions.	The designated first aider must undertake the FA's Level 1 Introduction to First Aid in Football (IFAIF) course.	The IFAIF forms part of the FA Level 1 Coaching Award.
We regularly organise IFAIF events for our coaches, to ensure their first aid qualification is up to date.	<b>ALL</b> teams are expected to have a fully stocked first aid kit at matches and training sessions.	The designated first aider does not have to be the team manager.

### Is your first aid kit fit for purpose?

Your first aid kit should be kept stocked up and should include:

Rubber gloves (several pairs)	Alcohol free cleansing wipes	A triangular bandage
Microporous tape	Spray bottle	Bandages
Waterproof plasters	Ice / cold packs	Non adherent dressings
First aid scissors	Foil blanket	Bags for disposing of used items

### Non-essential items

The following are non-essential, but may be useful:

Nail clippers	Paracetamol / ibuprofen / Calpol <i>(seek parent's permission)</i>	For girls/ladies teams, a selection of sanitary towels
Freeze spray	Heat spray / rub	Vaseline
Hair bobbles, for players with long hair		

### IMPORTANT INFORMATION...

All injuries that require the player to be taken to hospital should be reported to the Club Secretary as soon as possible.	The Club hold a central accident book. All serious injuries that require the player to be taken to hospital must be entered. Contact the Club Secretary for assistance.	The club holds insurance for injuries that require the player to be taken to hospital, or for a loss of income.
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**The player's wellbeing MUST take priority over finishing training or matches at ALL times!**

### Where do I buy first aid equipment from?

Local pound shops are a good place to buy equipment.	<a href="http://www.discountfootballkits.com">www.discountfootballkits.com</a>	<a href="http://www.firstaid4sport.co.uk">www.firstaid4sport.co.uk</a>
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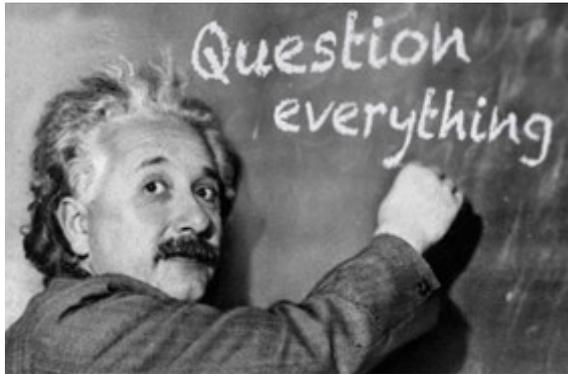


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# FAQ

Question	Answer
When do I need to contact the opposition and referee?	For home games, 5 clear days before the match. For away games, this will be done by the opposition manager.
How do I report the score of out match?	If you play in the Stourbridge League, reply to the text sent out by the league. If you play in a different league, check their guidelines.
If my game is postponed, what do I have to do?	Ensure you send a postponed form to the relevant League Official.
Do I have to pay the referee if the match is postponed?	The referee is paid half of the usual fee if he / she turns up and calls off the game. If the game is called off in advance, the referee is not paid. Check the guidance from each league.
How do I sign a player once the season has commenced?	This may differ, depending on which league your team plays in. Forms can usually be downloaded from the relevant league's website.
What is the procedure for an emergency signing?	
Up to what age can girls play in the same team as boys?	Girls and boys can play in mixed teams up to the age of 16.
How much should I charge in subs?	This is decided by each individual team. A weekly charge of £5 is common. Good practice would be to discuss this with your parents.
What costs will the team need to cover during the season?	During your first year together, the club will fund the team. This is a good opportunity to raise funds for future years. Following this, the main outgoings are subs to the main club, referee fees, training facility hire, new equipment.
How can we raise funds?	There are various ways that teams can raise additional funds. Some sell raffle tickets or refreshments at home matches. Some hold Christmas raffles and other hold one off events, such as bag packs at a local supermarket. A good idea is to talk to fellow managers within the club about things that have worked for their teams.
What equipment do the club provide to new teams?	Playing kit, balls, bibs, cones, first aid kit.
Do I need a qualification to manage a team?	One official for each team must hold the FA Level 1 Coaching Award. This is a requirement to maintain our Charter Standard Community Club status.