

COACHES **WORMLEY WAY**



Wormley Rovers Youth FC



November 2025

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Setting up a grassroots football team (U7-U18)

There are a number of points to consider when setting up a team at Wormley, but also there are a number of mandatory requirements set out by the FA, Herts FA, the Mid Herts League (boys/mixed) and the HGFPL (girls). For ease of reference, these have been categorised into clear groupings.

Minimum requirements (see pg13 for the **Coach Certification Requirements**)

1. At least one parent/volunteer (the Manager) within the age group needs to complete the FA Level 1 course (<https://learn.EnglandFootball.com/courses/football/introduction-to-coaching-football>). The club will refund half of the cost upon completion and receipt of certification from the FA
 - a. As the FA Level 1 accredited parent for the age group, this person will be listed within the club and the league directory as the main point of contact for the age group team (aka Manager).
2. Each team requires a minimum of 2 coaches, and all coaches need to complete the Wormley new coach form (ask Club Secretary for a copy), the FA Safeguarding course (Link to course [HERE](#)), the FA First aid course (Link to course [HERE](#)) and get full DBS clearance through Wormley Welfare.
 - a. The DBS checks process will be facilitated by the Wormley Welfare team.
 - b. It is the responsibility of all coaches to ensure their documentation is up to date. To check, login to your WGS (whole game system) and ensure you have your relevant qualifications e.g. safeguarding children, first aid and valid DBS checks all still in date.
Any issues please contact the committee welfare offices on 07931763065 or Wormleywelfare@gmail.com
3. All players are required to pay a club association fee every season through their own team administrator. For players with older siblings registered and playing at Wormley the cost is £65, and for players with no siblings it is £130. These fees are not for funding the age group but supporting the upkeep of our club.

Timings and player eligibility

Both leagues; Mid Herts League (MHL) and Hertfordshire Girls Football Partnership League (HGFPL) season starts in early September every year, running up to early May.

For a player to be considered into an age group they need to be under the relevant age before 1st September. As an example: for the Under 7s age group in the season starting 9th September 2023, all eligible players need to be younger than 7 years old on 1st September 2023 but players can turn 7 straight after or during the season. Players can "play up" into an older age group but cannot "play down" into an age group of younger players.



Season 2023-24 eligibility guide

| Age Group | Born on or after | Age Group | Born on or after |
|-----------|------------------|-----------|------------------|
| U18 | 1 Sep '05 | U12 | 1 Sep '11 |
| U17 | 1 Sep '06 | U11 | 1 Sep '12 |
| U16 | 1 Sep '07 | U10 | 1 Sep '13 |
| U15 | 1 Sep '08 | U9 | 1 Sep '14 |
| U14 | 1 Sep '09 | U8 | 1 Sep '15 |
| U13 | 1 Sep '10 | U7 | 1 Sep '16 |

Player registration

All Wormley players need to complete the WRFC new season registration form. This covers important safeguarding requirements that all parents must agree and adhere to on behalf of their player. Please contact the Club secretary for the live link to the WRFC registration form.

All Wormley players must be registered with the Herts FA and their relevant league (MHL or HGFPL). For registration with the either league, all new players into the club must provide a profile picture and a picture of their passport /birth certificate as proof of ID. This needs to be sent to the Club Secretary.

All Wormley players need to have a FAN number with the Herts FA.

Link to FA guidelines [HERE](#)

Coaching

Wormley is a community club not an academy. "The Wormley Way" is our code of conduct for both coaches and parents. Our objective is for all children to have fun and enjoy football in an inclusive and family environment.

Expectation is for all coaches to embrace "The Wormley Way" and run their teams always putting the wellness of all children first. Ask the Club Secretary or Welfare Officers for a copy of The Wormley Way if you haven't received one already.

All coaches are volunteers, parents/carers of a player in the team, and no one should expect to have all the answers to running a grassroots football team. A good coach has the patience and resilience to understand the children are playing football because they love it and not because they are working on a path towards professional football (although some might have the skills and mindset to aspire to that)



Everyone is expected to get involved to the best of their abilities when running the team.

For those parents volunteering as coaches, once their safeguarding credentials are set, they can interact formally (as coaches) with the players. All other parents should not participate actively in coaching or running the team on game day unless they have had the relevant safeguarding checks completed by Wormley Welfare.

During games, parents are encouraged to help set up of goals, respect barriers and step forward to be the designated lines person or match delegate. Getting involved in helping out on game day will ensure the coaches are getting the players ready for the game and not worrying about the goals being ready.

DBS Checks

Every coach and helper over the age of 16 must have a valid DBS check, first aid, and safeguarding certificate. This must be in place by 31ST July preceding the upcoming season. Failure to have these in place by the deadline, results in us reporting you to the FA, immediate suspension from coaching and potentially, team suspended from play until all outstanding matters are resolved.

Training

The team should train at least once a week.

Parents should agree on a day and time in the week that is suitable to most.

Preferably the training session should not be on Friday afternoon since games for teams up to U12s boys and all girls games are played on a Saturday.

1. For winter training, from October to April, it is advisable that teams find an artificial grass ground. Most Wormley teams use the Broxbourne Senior School astro-turf pitches which need to be booked through Wormley's pitch master (Jamie Nicholson 07766758239)
2. Training should be planned in advance. Ideally the coaches should turn up to training with a prepared plan and not improvise on the spot! Players need structure in order to stay focused and engaged, especially the younger ones.

Naming the teams

All teams play for Wormley Rovers Youth. If there is more than one team in an age group, team names follow the following structure.

Reds Blacks Whites Greys

Please do not deviate from the above.



Age Group Size

Whilst as a community club we endeavour to provide opportunities for football to as many children as we can, we are limited by facilities (pitches and training) and how many volunteers we can rely on. The club therefore has in place a maximum amount of teams per age group to ensure as follows:

5/7 aside – (upto and including u10 boys/upto and including u11 girls) maximum 4 teams

9 aside – (u11, u12 boys/u12 & u13 girls) maximum 3 teams

11 aside – (u13 boys and above, u14 girls and above) maximum 2 teams

Whilst teams are to adhere to this, care needs to be taken by each coach and age group when deciding on how big a squad to create for each age group. As a community club we should not be in a position where we have to ask children to leave the club because of the maximum team limitations. This ought not to be an issue given that for example 4 teams with a squad of 9 players for under 7s will result in a total players 36 at that age group. When moving to 9 aside, this allows for 3 teams of 12, and then for 11 aside.

Running the team

There is a considerable amount of admin in running the team and we strongly advise that you identify a parent (other than a coach) to be in charge of the various aspects involved with managing the team off the pitch.

League information

At the start of the season the club will share whatever info the league have sent out and will support you with understanding how to use the tools provided by the league for setting up game times and scores.

Communication

Each age group must nominate an 'Age Group Representative' who will be the dedicated point of contact for the committee and will be responsible for cascading information from the committee to coaches in the age group.

It is strongly encouraged that you create a WhatsApp chat channel for the team with all the parents involved so you can post team related info in a single place.

Only the clubs official social media can be used by Wormley Rovers teams. This is to ensure the safeguarding of the children and compliance with FA rules. Reminder that social media platforms should not be used to post anything (specially player pictures) unless it has been approved in advance by the committee.

Finances

There are some financial implications in running an Under 18s football team such as referee fees for home games, fees incurred for misconduct or not adhering to league rules, payment for training, equipment etc.

It is advised that all age groups:

1. Set up an account with a retail bank for the purpose of managing teams or set up a cash account under the name of the designated admin person for the team and use it solely for team related expenses. (Metro Bank offers a basic cash account with little admin required to set up).
2. A coach **must not** use their own personal account for the purposes of running the team.
3. Parents must agree a subs fee payable monthly by every player throughout the duration of the season (usual amount is around £20 per month per player).
4. Sponsorship is strongly encouraged and there is a Wormley sponsor pack available as standard reference guide. Please contact the Club Secretary for more information. Any sponsorship moneys should be used towards kits and equipment to start with. Sponsors must be appropriate for children and should be approved by the committee. For example businesses promoting the sale of alcohol, cigarettes and tattoos are not permitted.

Important: subs should be held in a dedicated account with two signatories for each account and the signatories should not live under the same roof. Note: Teams are not for profit and funds accumulated should be spent within the current season. Coaches should be ready to show balances to the Wormley Committee upon request.

Kits

All Wormley teams are expected to wear the same home kit (see example). Teams can choose whichever away kit they prefer. Please contact ORC in Nazeing for support, they are the clubs kit purveyors. In line with FA rules players names or nicknames must not be added to any Wormley kits including training kits/tracksuits etc... Initials are permitted.





Fixtures

We do not reverse play cancelled games unless it is a semi final or title decider.

Each pitch has a dedicated WhatsApp group for organisation of games on any particular date. It is the responsibility of those coaches to liaise on pitch schedules to avoid errors and clashes in kick off times.

Match delegate

Each team must have a match delegate present at both home and away games to enforce the respect barriers and ensure all spectators are adhering to the 'Spectator and Parents/Carers' code of conduct. Not having a representative, could result in a fine from the FA.

Checklist

- ☐ All coaches have completed the WRFC New Coach registration form
- ☐ All coaches have completed the FA Safeguarding course
- ☐ All coaches have completed the FA First Aid course
- ☐ At least one coach has completed the FA level 1 course
- ☐ All players have completed the WRFC registration form
- ☐ All new players into the club have submitted a profile picture and a picture of their passport which has been sent to the club secretary for registration into the relevant league.
- ☐ The team has identified a parent volunteer as administrator
- ☐ The team has set up an independent bank account



- ☐ The parents have agreed the monthly subs
- ☐ The team has a relevant chat channel
- ☐ All players have paid the WRFC season subscription fee (£120 or £65 if siblings at club)
- ☐ Home kit has been ordered through ORC
- ☐ Training time slot allocation has been confirmed with WRFC pitch master

Incidents and Injuries

All coaches are expected to complete the '[Wormley Rovers Youth Football Club Incident & Injuries](#)' form for all incidents and injuries. **These must be reported to welfare within 24hours of the incident/injury occurring.**

This includes injuries of concern and any incident that impacts games, e.g. coaches/parents/children's inappropriate behaviour, incidents with referees, inappropriate language etc. essentially any incident that is a cause for concern and especially anything that warrants a report to the FA. If in doubt, please report.

We ask you to use your judgement and training when deciding what to report, for example it's not necessary to report every niggles but injuries of concern must be reported. Including any incidents between children or involving parents or even third parties that could impact or potentially impact a child's safety. If you are not sure please err on the side of caution.

Any issues please contact the committee welfare offices on 07931763065 or Wormleywelfare@gmail.com

New signings

Up until 31st December will pay the full registration fee unless otherwise agreed with the chairman. From 1 January, it reduces to 50%.

Leavers

If a player wishes to leave our club during the season, they are entitled to a 50% refund on their club registration fees (£120 or £65 if older siblings) ...if they leave before 31st Dec.

Any player leaving after 01 Jan will not get a refund on their club subscription.

Refund of team subs is not a club matter and must be addressed by each team based on their own agreement with parents every season.



Photography/Filming

When registering with the club each parent will be asked to provide their consent for their child to be photographed for use on the clubs website and social media. It is the responsibility of each coach to be aware of any child where consent has not been provided.

Whilst photography and filming of matches is permitted (for example as a coaching aid) this must be done in line with FA guidance and coaches are not permitted to publish videos/photos, for example on social media. You should give advance notice to opposition teams before filming games, as they may, for example, have a vulnerable child playing for them.

<file:///C:/Users/KP3/Downloads/8-3-photographing-and-filming-children-colour-version.pdf>

Medical Conditions

It is the responsibility of each coach to obtain details of the medical conditions of each child in your team in advance of any training or matches. These can be obtained from the Club Secretary if you do not already have them.

Team Equipment

Balls & match delegate bib

Each team is given 2 match balls and a match delegate bib from the league. It is the coaches responsibility to have these ready at each game.

Equipment bins

Each pitch has an allocated bin (pitch numbers are found on the side of the bin) All bins are equipped with:

- Spectator boundary rope and poles (Respect barrier)

- Goal nets (and instructions)
- Corner Flags

Please ensure your bin is always fully equipped. Bins should be placed on coaches' side of the pitch to avoid damage and prevent them being used for litter. Bins should be packed away and stored correctly in the youth container. Please store them to the sides, to avoid blocking other bins or the door. If you are missing anything, report to Jamie @44 7766 758 239 or Sonny @44 7957 992 283, who will help to replace the item. Do not take from other bins without requesting first.

Please ensure that the container is locked after use.

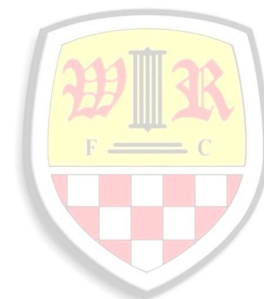
When playing at home it is the responsibility of coaches to ensure goals are set up, taken down and returned at each game. Please use the instructions provided in your equipment bin for set up/dismantling. If any damage occurs, please report to Sonny @44 7957 992 283 immediately.

First Aid

All coaches must have a stocked first aid kit for every match.

Important Contacts

| | | | |
|------------------------------------|----------------|------------------------------|-----------------|
| Chairman | Kyle Phillips | Secretary | Jose Calero |
| Vice chair Boys Football | Richard Davis | Treasurer | Eve Donaldson |
| Vice chair - Girls Football | Stuart Yates | Grounds Maintenance | Dan Tomlin |
| Welfare | Stacey Duffy | Girls Football/Events | Lucy Farley |
| Welfare | Sarah Davis | Social Media/Events | Mikki Filocco. |
| Equipment | Sonny McAnulty | Coach liaison | Simon White |
| | | Club GM | Jamie Nicholson |
| | | Boys Football | Stu Gosling |



Welfare Contacts

Any issues please contact the committee welfare offices on 07931763065 or Wormleywelfare@gmail.com

Fixture Secretaries

| | | | |
|-----------------------|------------------|--------------|------------------|
| U7 Fixture Secretary | Abigail Rawling | 07747 484635 | u7@midherts.com |
| U8 Fixture Secretary | Louise Bates | 07811 692361 | u8@midherts.com |
| U9 Fixture Secretary | Lauren Morgan | 07701 328795 | u9@midherts.com |
| U10 Fixture Secretary | David Williams | 07905 557535 | u10@midherts.com |
| U11 Fixture Secretary | Caroline Maguire | 07889 379188 | u11@midherts.com |



Declaration

I hereby confirm that I have read and understood, the Coaches Wormley Way and will adhere to all policies and procedures.

Signed

Print Name

Team

Date





COACH CERTIFICATION REQUIREMENTS



THE RULES HAVE NOT CHANGED BUT THE FA IS MORE DILIGENT THAN EVER IN CHECKING CERTIFICATIONS. COACHES, TEAMS AND CLUBS ARE GETTING FINED OR SUSPENDED FOR NON-COMPLIANCE.

ALL WORMLEY TEAMS MUST FOLLOW THESE STANDARDS

ONE COACH PER TEAM MUST HAVE ALL THE CERTIFICATES – ALL OTHERS INVOLVED MUST HAVE AT LEAST SAFEGUARDING CERT AND A DBS.

| CERTIFICATES REQUIRED DEPENDING ON ROLE. <i>Anyone directly involved on training or match day!</i> | COACH / MANAGER | ASSISTANT COACH | ANY OTHER VOLUNTEER |
|---|---|---|---|
| DBS (through Wormley) |  |  |  |
| Safeguarding Children Training |  |  |  |
| Introduction to First Aid in Football (IFAiF) |  | STRONGLY ADVISED | |
| Introduction to Coaching Football |  | | |

EVERY WORMLEY TEAM MUST HAVE TWO CERTIFIED COACHES AT TRAINING AND MATCH DAY - IT'S ON YOU TO STAY ON TOP OF THESE REQUIREMENTS.

