



Dear prospective manager/coach/volunteer,

On behalf of Northbank FC, one of Carlisle's largest and most successful amateur football clubs, I would like to invite you to look through the enclosed document which aims to give you an insight into our club and the roles and tasks of coaches. Also enclosed are our club policies on Child Welfare, Anti-Bullying, Respect Code of Conduct.

Volunteering at our club is highly rewarding for both coaches and players and we hope that you will consider joining us.

Should you decide you wish to join our club as either the coach of a new team, an assistant of an existing team, or behind the scenes on our club committee, please complete and return to us the slip below in the pre-paid envelope. A member of the Club Committee will then be in touch to discuss the next step in the process.

With thanks

Ian Monkhouse
Treasurer of Northbank FC.

I _____ would like to be involved with Northbank FC as a new coach /assistant coach to an existing team (delete as appropriate). I can be contacted by telephone on _____ or by email at _____.



Please return to Caroline Lightfoot, Northbank FC, 16 Kirkstead Road, Carlisle, CA2 7RD. 01228 538579

CLUB HISTORY



Northbank FC, now one of Carlisle's biggest and most successful amateur football clubs was formed 36 years ago in 1970, with the club's first team joining the Carlisle and District League in 1975.

The club now provide coaching and the opportunity to play football to young people, boys and girls from the age of six to eighteen.

Today, Northbank's boys and girls youth teams play in The Longhorn Hardware Youth League.

Our senior first team play in the First Division of The Wade Associates Northern Alliance, which mainly consists of North-Eastern teams.

The seniors have gained many accolades, including becoming Northern Counties Champions in 2001/2002 and retaining this title in the 2002/2003 season. Their greatest achievement to date occurred in 2003 when the team beat Carlisle United FC at Brunton Park to win the Cumberland Senior Cup.

Currently the club is at the 'Development' Level of the FA's Charter Standard Scheme. The scheme is a best practice guide that sets standards of coaching, administration and child protection for clubs working with young people. This year, the focus is to move up to the next level, becoming a Charter Standard 'Community' Club. 'Community' Clubs are those which have a high quality, multi-team (minimum of 10 teams) set up with excellent social links with schools as well as providing excellent training and playing opportunities for all.

If you wish to find out any more information about our club such as our teams, sponsors and events or website address is www.northbankfc.co.uk



POSITIONS AVAILABLE AT NORTHBANK FC



There are many roles for volunteers at our club.

COACHES/MANAGERS

Each year there are more and more children becoming interested in sport and looking for a team to join to play football. We look for roughly 1 - 2 new managers/coaches each season to organise weekly training and matches and take on the duties of running a team. Further details about this role can be found on the next few pages.

ASSISTANT COACHES/MANAGERS

Our existing coaches also welcome support and help from volunteers. Helping to set up training sessions and assisting at matches are some of the tasks which we hope you can get involved with.

ADMINISTRATION/FUNDRAISING

Running such a large and successful football club requires a lot of support from our committee members. We have regular meetings to discuss fundraising ideas, grants available and other matters arising relating to the league in which all the teams play in. If you feel you could spare some time to research grants available to us, or bring fresh fundraising ideas to the club, or even take the minutes at our monthly meetings, we'd love to hear from you.



REQUIREMENTS TO COACH A TEAM



All coaches of teams are required to complete their Level One FA Coaching Badge. The Cumberland FA run Level One Courses throughout the year at different venues in Carlisle, Penrith and in the West. Northbank FC will pay for any coach to complete this coaching badge in return for 3 years service at the club. If the coach leaves before the end of this period, the coach must reimburse the club.

An emergency first aid course is also included in the Level One Badge. Once you have completed the course you will receive an FA certificate to coach valid for 3 years and a Emergency First Aid Certificate valid for the same period.

All coaches and volunteers with any team are required, by law to complete a Criminal Records Bureau (CRB) check. A CRB application form is enclosed in this pack and once completed, our Club Child Protection Officer Steve Hannah will be in touch to arrange to verify the document. The cost of the CRB check is £12 which is not club subsidised and can be paid by cheque payable to 'FACRB'.

FINDING NEW PLAYERS

Teams and coaches normally within our club move up the age groups together. Finding new players to set up a new team can be difficult but many coaches have found their own strategies for doing this. To get new players you could:

- Ask schools to put your posters up and give out flyers in their registers
- Put posters up in shops (eg Tesco, Asda etc) and Brownies/Girl Guides/Scouts
- Give taster coaching sessions at Brownies/Scouts/Girl Guides
- Organise a 'fun day' and advertise it on CFM/in the newspaper to get new players
- Put an advert in the News and Star Junior Section (in the paper every Wednesday)
- Advertise on the Longhorn Youth League website (www.longhorn-youthleague.co.uk)



ONCE YOU HAVE YOUR PLAYERS



1. ORGANISE WEEKLY TRAINING SESSIONS

If you wish to come to watch any training sessions already being carried out, please contact Caroline Lightfoot on 01228 538579 who will help to arrange you to come down to watch/take part.

When undertaking your Level One Coaching Badge you will be provided with a coaching manual with different ideas for training. The website www.footy4kids.co.uk also has lots of free coaching plans which are sectioned by age group.

Teams in our club train at different venues in the summer. Bitts Park, St Aidans Field and Melbourne Park are free venues meaning your subs can be saved to pay for winter indoor training.

In the winter, again our teams train at different venues which each manager has to organise. St Aidans Astroturf, St James Church Hall, Newtown School Hall, Sheepmount Astroturf, St Johns Hall, St Martins and William Howard School at Brampton are just some of the venues we use. It is important to start looking for winter training facilities as soon as possible as they are booked up many months in advance.

A first aid kit must be taken to all games and training sessions. A list of the contents of this kit is enclosed as recommended by the Football Association.

2. SUBS

All coaches charge subs for training. It is up to you how much you charge for training and whether you do this on a weekly or monthly basis but do not make it too little an amount as it has to cover your winter training costs, your trophies for your end of year presentation night and any extra equipment you may need.

You will need to set up a bank account for your team and normally will need a letter from our club to verify that we wish for you to do this. Teams are currently using Abbey, The Cumberland Building Society and Barclays Bank for their accounts.

3. MEMBERSHIP FEES

As of last year the club introduced a membership scheme for all players. A set fee to each player is charged for them to be affiliated with the club. This money then pays for a season ticket at the Sheepmount for your team (for your matches), insurance for players and League fees. The club will give you copies of these forms to distribute and hand back in with the money.

4. REGISTER YOUR TEAM

All teams have to register with the Longhorn Youth League, the league in which all junior teams play in. As the club normally send these forms in all together, a member of the club will be in touch to help you complete this.

5. REGISTER YOUR PLAYERS

All players also have to be registered with the league. A form is enclosed for you to copy for your players. Please note that all details must be completed on these as failure to do so will result in them being returned to you. You may wish to keep a copy of all your registration forms so that you know if any of your players have any allergies/illnesses and so that you have emergency contact numbers for all players.

6. STRIPS

Our clubs colours are red & white. Many teams in our club pass their old strips on to younger teams however if you can find a sponsor to advertise on your strip for a fee, you will be able to buy a new one.

7. MATCHES

The Longhorn Youth League organises our matches. You will be give a list of matches and you may have a set day to play at weekends dependant on your age group. We use Sheepmount as our home pitch. If it is your home game, you must have your match organised and have informed the manager of the team you are playing by the Wednesday of that week. To book a pitch, ring Sheepmount on 01228 625599.

For all matches, you are required to complete a teamsheet (a copy enclosed) stating your players, goal scorers, and man of the match/girl of the game. Your copy must be signed by yourself and the other manager. You must then phone your match result in by 6pm on the day of the game. Your result can also be phoned (again with goal scorers and man of the match) to Bill Martin on 01228 598647 and then your result will appear in the News and Star on a Wednesday in the centre junior section. Finally, your copy of your team sheet must be sent to Doreen Stockdale (address on the teamsheet) within 72 hours of the game. Failure to do so will result in a fine from the league.

OTHER REQUIREMENTS AS A COACH/MANAGER

As well as organising training and matches all club managers in Northbank are required to attend monthly Northbank meetings held at the Conservative Club on Spencer Street, usually every 1st Sunday of the month from 6pm - 7pm. Here we discuss how to raise money for club funds, events which we hold such as our Sporting Dinner, Tournaments and Golf Days and any matters arising affecting any team.

The Longhorn Youth League also requires all managers of every club to attend their quarterly meetings usually held at Carlisle United on a Thursday.

Please note that if you cannot attend any of either meeting, you must inform the club or league and try to send a representative such as a parent.

