

Managers Guide

WHO WE ARE!



Club Overview

Established in 1972, Cottingham Rangers AFC is a well-established grassroots club with over 35 teams competing across local leagues for boys, girls, men, and women.

The club offers a **Mini Academy** for boys aged 4–6 and a dedicated **Girls' Academy** for ages 6–8, providing a fun and supportive introduction to football.

Cottingham Rangers is affiliated with the **East Riding County Football Association** and proudly holds **FA Charter Standard Club** status, demonstrating its commitment to high standards in coaching, welfare, and club management.

FA Affiliation Number: W-ER1-417

Club Mission, Vision and Values

Our Mission

To provide a safe, inclusive, and inspiring environment where children and young people can enjoy football, develop their skills, and grow as confident individuals both on and off the pitch.

Our Vision

To be a leading grassroots football club recognised for our commitment to player development, community engagement, and the promotion of positive values in sport. We aim to offer opportunities for all, regardless of background or ability, and to foster a lifelong love for the game.

Our Values

- **Respect** – We treat everyone with fairness, kindness, and dignity, both on and off the field.
- **Teamwork** – We work together, support one another, and celebrate collective success.
- **Inclusion** – We provide equal opportunities for all players, coaches, and volunteers to participate and thrive.
- **Enjoyment** – We create a fun and positive atmosphere where football is a source of joy and growth.
- **Development** – We focus on long-term personal and sporting development, not just results.
- **Community** – We are proud to serve and represent our local community and aim to make a positive impact through football.

These values underpin everything we do and guide our behaviour, decisions, and direction as a club. All managers, coaches, players, and parents are expected to uphold them at all times.

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MANAGERS

The team manager plays a vital role in the success and smooth running of a grassroots football team. As the main point of contact for players, parents, coaches, and the club committee, the manager is responsible for creating an organised, supportive, and enjoyable environment for everyone involved.

The manager is expected to work closely with coaches and volunteers to ensure the team operates smoothly and efficiently. Where possible, the role of manager can be shared with other coaches or team volunteers, allowing responsibilities to be distributed across one or more people. This collaborative approach helps lighten the load and ensures the team is well-supported throughout the season.

Key Responsibilities

- Organising friendlies and matchday logistics
- Communicating clearly with parents, players, coaches, and opposition teams
- Ensuring players are registered and eligible to play
- Promoting and upholding the club's values, codes of conduct, and safeguarding policies
- Managing attendance and availability for matches and training
- Supporting the development and wellbeing of all players
- Representing the team at club meetings or league forums as needed

A good manager is approachable, well-organised, and calm under pressure. Most importantly, they help create a positive football experience that players will remember for life.

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ADMIN

Admin and Communication

Clear, timely communication and good organisation are essential for running a successful grassroots team. As team manager, you are responsible for ensuring players, parents, coaches, and the club are kept informed and that all necessary admin tasks are completed accurately and on time.

Communication with Parents and Players

- 360Player is the club's official operating platform, and all team-related communication must be carried out through the app.
 - <https://learn.360player.com/courses/communication>
- Share key information in advance: training times, match details, venues, kick-off times, kit colours, and any changes.
 - <https://learn.360player.com/courses/calendar>
- Maintain a calm, respectful tone at all times, even when dealing with late cancellations or difficult situations.
- Ensure parents are informed about club expectations, including player behaviour, attendance, and safeguarding protocols.

Team Admin Responsibilities

- **Player Registration:** Ensure all players are correctly registered with the club and the league before the season starts. Check for photo ID and parent consent forms.
- **Availability Tracking:** Keep an up-to-date record of player availability for training and matches.
- **Matchday Records:** Submit team sheets if required by the league, track scores, goals, and player appearances. cancellations or difficult situations.
- **Injury Records:** Log any injuries and notify the club's Welfare Officer or relevant contact as appropriate.
- **Attendance Monitoring:** Keep records of who attends training and matches. This helps with player development tracking and safeguarding.

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Policies and Procedures

Cottingham Rangers AFC is committed to upholding high standards across all areas of the club. Our policies and procedures are in place to ensure the safety, fairness, and wellbeing of every player, volunteer, coach, and parent involved in our teams.

As a team manager, you are expected to be familiar with these policies and ensure they are followed throughout the season. If you are ever unsure about how to handle a situation, please speak to the Club Secretary or Welfare Officer for guidance.

Safeguarding and Child Protection

We follow **The FA's Safeguarding Children Policy** and require all volunteers in contact with children to complete DBS checks and safeguarding training. Any concerns must be reported to the **Club Welfare Officer** immediately.

Equality, Diversity & Inclusion

Cottingham Rangers is an inclusive club. We are committed to providing a welcoming environment for players of all backgrounds, abilities, genders, and ethnicities. Discrimination of any kind will not be tolerated.

Anti-Bullying Policy

We operate a zero-tolerance policy on bullying. This includes verbal, physical, emotional, and online bullying. Any concerns should be raised with the team manager or Club Welfare Officer.

Health & Safety

Managers are responsible for checking the safety of pitches, equipment, and surroundings before every session or match. Any accidents or injuries must be logged and reported to the Club Secretary or Welfare Officer.

First Aid and Emergency Procedures

All teams must carry a stocked first aid kit at every training session and match. Any serious injury or incident must be reported using the club's **Injury Report Form** and escalated if necessary.

Poor Practice and Whistleblowing

If you observe behaviour that doesn't align with the club's code of conduct or FA standards, you have a duty to speak up. The club supports a whistleblowing policy that protects those who raise concerns in good faith.

Changing Room Policy

Children must not be left unsupervised in changing areas. Managers and coaches should follow FA guidance when using shared or public facilities, especially in mixed-gender settings.

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Policies and Procedures Continued

Data Protection (GDPR)

All personal data (e.g. medical info, contact details) must be stored securely and only shared with those who need access. We follow the principles of GDPR and The FA's data handling guidelines.

Communication and Social Media

All communication with parents and players must be appropriate, respectful, and preferably via approved club channels (e.g. **360Player app**). Coaches and managers must not engage in private messaging with players under 18. Any club-related social media must reflect our values and be used responsibly.

Transport Policy

The club does not encourage coaches or volunteers to transport players unless agreed in advance with parents/guardians. Managers must ensure that players are never left alone after training or matches.

Thunder & Lightning Policy

The safety of players, coaches, and spectators is our highest priority. Please follow these rules at all times:

- Immediate Suspension
 - If thunder is heard or lightning is seen, training or matches must be stopped immediately.
 - Everyone should leave the pitch and move to a safe indoor area (clubhouse, changing rooms, or cars).
- 30–30 Rule
 - If the time between seeing lightning and hearing thunder is 30 seconds or less, the storm is too close and activities must not continue.
- 30-Minute Rule
 - Do not resume activity until 30 minutes after the last sound of thunder or flash of lightning.
- No Shelter Under Trees or Structures
 - Avoid dugouts, metal fences, goals, and open fields.
 - Safest places are enclosed buildings or vehicles.
- Coach/Manager Responsibility
 - Team officials must make the call to stop play/training and ensure all players are safe.

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Kit and Equipment

What's Provided by the Club

- Training and matchday footballs
- Kit bag (includes first aid kit, cones, and bibs)
- Each player receives a full training kit
- Players selected for matchday squads will be provided with a matchday kit
- Each coach/manager will receive a club-branded top and coat

How to Order New Kit or Equipment

All equipment can be ordered through the club's website by following these simple steps:

1. Go to <https://www.cottinghamrangers.co.uk/>
2. Log in using your personal username and password
3. Navigate to the [Club Shop](#)
4. Select the items you need
5. Proceed to checkout
6. For team-related items (e.g. replacement training balls), choose **Cash on Delivery**
7. For all other purchases, please pay using a **credit or debit card**

Kit Return

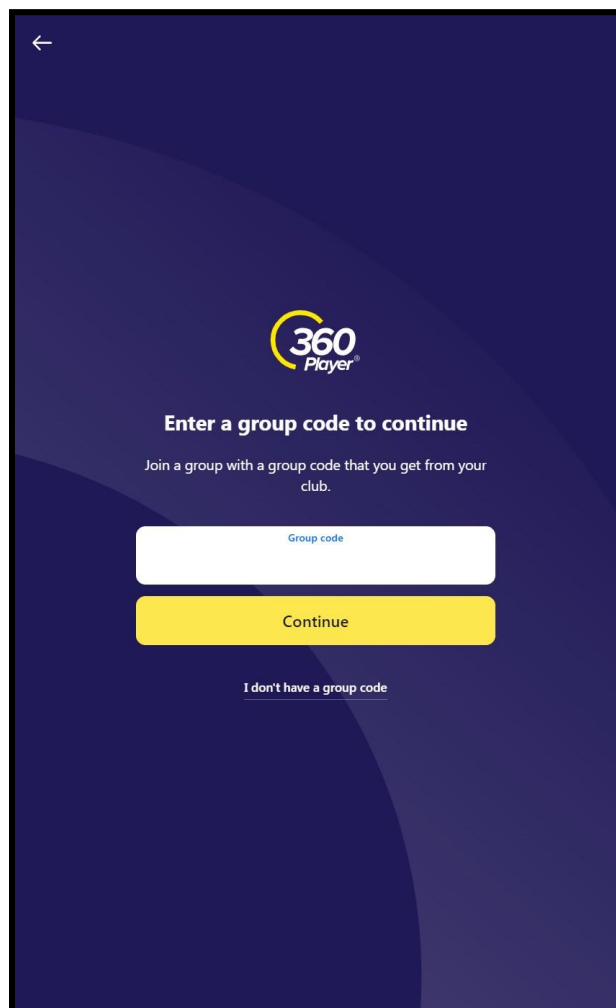
It is the manager's responsibility to ensure that any training or matchday kit is returned to the club if a player leaves or outgrows their current kit. In the event that a team folds, all club-issued equipment — including the kit bag, first aid kit, cones, bibs, and training or match balls — must be returned in full to the club.

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Coach Registration

Create Your Coach Account

- Download 360Player from the **App Store** or **Google Play**
- Select '**Create Account**'
- Enter the group code – **KZVL7K**
- Confirm this is the correct group code you want to join, and press continue.
- Select **I'm a coach or staff**, and press continue.
- Once complete, you will be pending approval till and admin accepts you. After acceptance, please view the wall post and complete the E-Learning tasks.

A screenshot of the 360Player app's registration screen. The background is dark blue with a subtle wave pattern. At the top left is a back arrow. In the center is the 360Player logo. Below it, the text 'Enter a group code to continue' is displayed. Underneath is a smaller line of text: 'Join a group with a group code that you get from your club.' There is a white rectangular input field for the group code, with the placeholder text 'Group code' in small blue letters. Below the input field is a prominent yellow button with the word 'Continue' in black. At the bottom, there is a link that says 'I don't have a group code'.

If you have a child who is also a member of the club, you can create their account later after you understand the basics of the platform.

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Player Registration

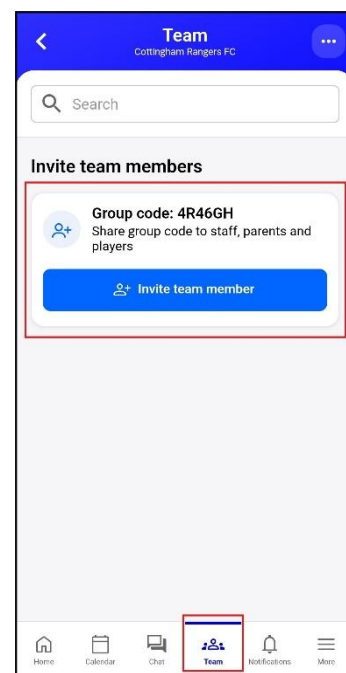
Invite Parent/Guardian

- In the 360Player select you team
- Select Invite team member
- Select '**Share Invite link**' or '**Copy invite code: xxxxx**'
- Send the code the code to the parent.

**** if the player is under the age of 18, a PARENT or GUARDIAN must complete the signup process for the child ****

Only **ONE** parent should create an account for a child.

Other Parents or Guardians can connect later.

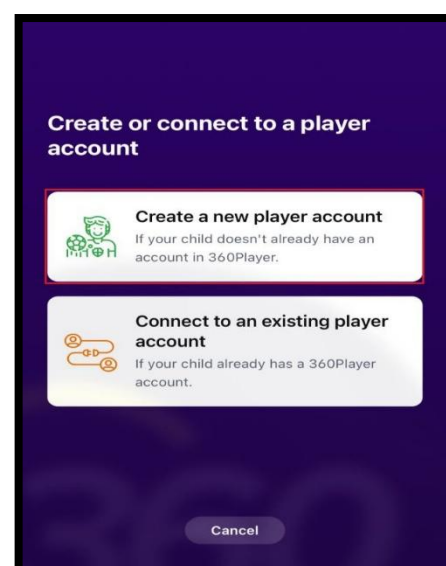


Parent Account Creation Process

- PARENT/GUARDIAN Download 360Player (App Store/Google Play)
- Select '**Create Account**'
- Enter the group code – **See Invite Parent/Guardian section above**
- Confirm this is the correct group you want to join and press **continue**
- Select '**I'm a parent to a player**' and press **continue**
- Fill in the details as yourself (The Parent) and press **continue**
- Confirm you are a parent to a player and press **continue**
- Select '**sign up with email**'
- Fill in the email and password details, press '**create account**'

Parent to Create the Player Account

- Select '**Create a new player account**'
- Enter your child's details and press **continue**
- Enter your child's email and password (this email will need to be different to your parent account email) or create a player account without a login
- Select take me to my new team and fill in the additional, club-specific information (Pay attention to **Subscription Options** and **Payment Date Selection** as these indicate to the club how and when to charge.



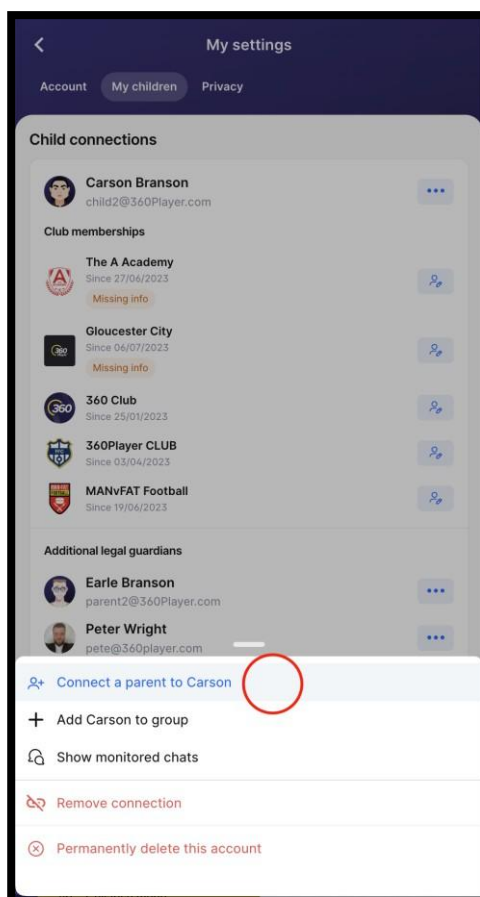
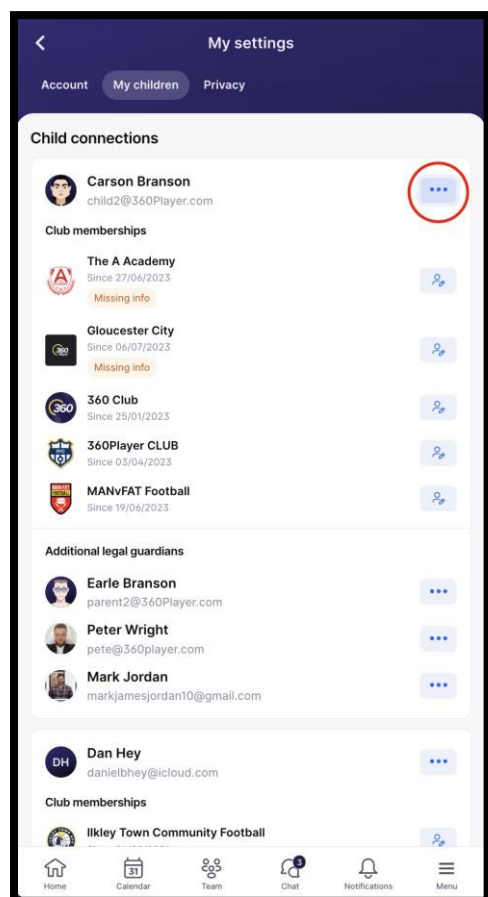
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Player Registration Continued

Connecting additional Parent/Guardians/Family member accounts

- After you have signed up Parent 1 and the child, please navigate to the '**Menu**' button on the bottom right of the screen.
- Select '**Account Settings**'
- Tab across at the top to the '**My Children**' tab
- Select the three dots next to the player's name and then '**Connect a parent to** _____',
- Generate an invite link and send it to the additional members of the family
- Additional family member clicks on the invite link and creates their additional family member account.

Please note: Once a player has been registered with your team, you must inform the club so that their subscription and league registration can be processed.

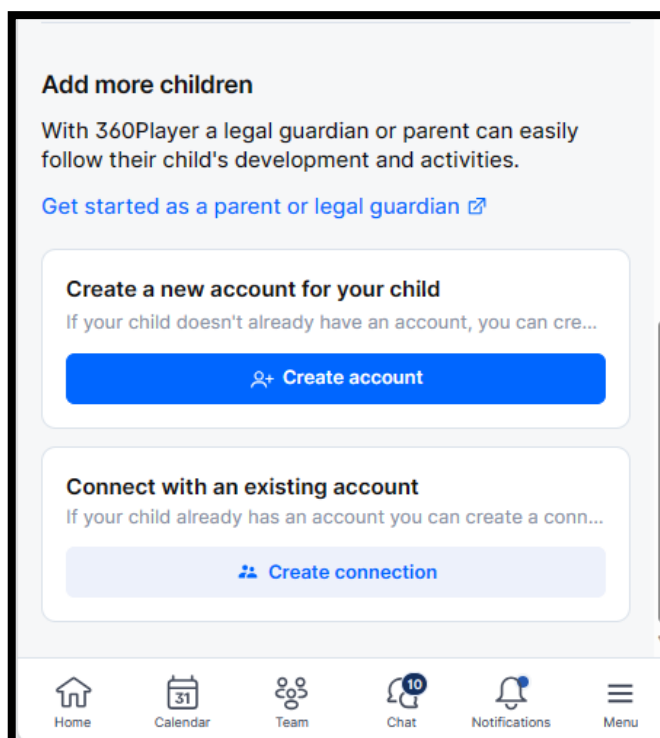


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Player Registration Continued

Add additional players

- Select the '**menu**' button in the bottom right corner
- Select '**Account Settings**'
- Tab over to the '**my children**' tab
- Scroll to the bottom and select '**Create Account**'
- Enter the relevant group code
- Enter the additional child's information and continue
- Decide whether you are solely managing their account or not, and then press **continue**
- If you are creating an email and password for your child, make sure it is different to any emails used before
- Fill in the additional information



Add more children

With 360Player a legal guardian or parent can easily follow their child's development and activities.

[Get started as a parent or legal guardian](#)

Create a new account for your child

If your child doesn't already have an account, you can cre...

[+ Create account](#)

Connect with an existing account

If your child already has an account you can create a conn...

[+ Create connection](#)

Home Calendar Team Chat Notifications Menu

Additional information

When completing your child's profile, please ensure that *all* fields are fully completed. Pay particular attention to the following sections:

Cottingham Rangers Subscription Options

This field tells the club how much will be paid each month in subscriptions. Please select the option that best matches your child's participation:

- **Monthly Subs – GBP 25.00**
For players who will train *and* play matches.
- **Monthly Subs Additional Child – GBP 14.00**
For players who have a sibling already registered with Cottingham Rangers. These players may train and/or play matches.
- **Under 6 Academy and Training Only – GBP 17.00**
For players who will attend training sessions only.

Payment Date Selection

This field indicates your preferred date for monthly subscription payments to be collected by Cottingham Rangers. Please choose one of the following options:

- **1st of the month**
- **15th of the month**

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Training

Player Registration Continued

Training sessions are essential for building skills, teamwork, fitness, and confidence. Managers should work with coaches to ensure that sessions are well-planned, inclusive, and aligned with the club's player development philosophy.

Planning and Structure

- Each session should have a clear objective and be tailored to the age and ability of the group.
- Include warm-ups, skill development, small-sided games, and cool downs.
- More resources can be found here:

<https://learn.englishfootball.com/articles-and-resources/coaching/>

Attendance and Communication

- Use 360Player App to track availability and communicate training times and changes.
- Record attendance to help player monitoring and safeguarding.

Equipment and Safety

- Arrive early to set up safely. Check the playing area for hazards.
- Ensure all players wear shin pads and are dressed appropriately for the weather. Players must remove jewellery, such as, ear rings, before taking part in any training session.
- Carry a first aid kit at all sessions
- Cones, bibs, and footballs should be counted in and out of every session.
- Heading is allowed in training for players aged 12 and over.

Player Inclusion and Development

- Involve every player equally, regardless of ability and experience.
- Rotate positions and roles to aid all-round development.
- Make training fun and engaging, with plenty of ball contact and active participation.

Dealing with Absences

- Encourage consistent attendance, but be understanding of other commitments.
- If a player is regularly missing training without notice, follow up with parents in a supportive manner.

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Fixtures

Fixtures and Competitions

Competitive fixtures are an exciting part of grassroots football, providing players with opportunities to learn, grow, and test themselves. As a manager, your role is to ensure that fixtures are organised efficiently, players are prepared, and matchdays run smoothly.

Fixture Management

- Fixtures are scheduled by the league, but managers may need to liaise with opposition teams to confirm kick-off times, venues, and referee arrangements.
- Use **FA Full-Time**, your league contacts, and the **360Player App** to manage and communicate fixture information with players and parents.
- Always double-check pitch availability and weather conditions in advance.
- For home games, contact the opposition manager and the referee by Tuesday or Wednesday in the week before the match.

Match Day Duties

- Arrive early to inspect the pitch and prepare your team
- Ensure players have the correct kit and are wearing shin pads.
- Bring the team kit bag, first aid kit, match balls, and team sheet (if required).
- Greet the opposition and referee with respect and ensure both teams observe the **Respect handshake**.
- Promote positive behaviour from the touchline and remind parents of their role as supporters, not coaches.
- Ensure the referee is paid the agreed fee promptly, either before or immediately after the match.

Reporting Results

- Submit results, scorers, and any disciplinary notes promptly via your league's reporting system.
On matchday, the FA will send a text message requesting the final score.
- Ensure matchday records are up to date, especially in leagues where appearances are tracked.
Please ensure all matchday statistics are accurately recorded using the Matchday app and Full-Time system for the girls and the Papionne game card for the boys.

Cup Games and Friendlies

- Cup fixtures often have different rules—always check competition guidelines.
- Managers can arrange friendlies during free weekends or off-season
- All friendlies must be sanctioned by both the home and away team.

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End of Season

The end of the season is an important time to reflect, celebrate, and begin preparations for the next campaign. As a manager, your role is to ensure that all administrative, equipment, and player-related matters are finalised in a smooth and organised way.

Presentation and Celebration

- Collaborate with the club and parents to organise a team presentation or celebration event. The club will make a financial contribution per player towards end-of-season costs and will provide funding for up to three awards per team. The exact contribution amount will be confirmed and communicated to managers closer to the time. Any additional awards or rewards will be at the team's own expense.
- Recognise each player's contribution, improvement, or attitude—not just top performers.
- Suggested awards include:
 - Player of the season
 - Most Improved Player
 - Players' Player
 - Manager's Award
- Ensure awards reflect the club's values of inclusion, effort, and development.

Kit and Equipment Return

- Collect all matchday and training kits from players who
 - Leaving the club
 - Moving up to a new age group (if kits will be replaced)
- Check the condition of items and report anything damaged or missing.

Feedback and Player Development

- Provide feedback to players and parents on progress and areas to work on.
- Encourage players to stay active during the off-season.
- Identify players who may benefit from additional support, or changes in playing level.

Transition to New Age Groups

- Work with the club's age group coordinators to manage any transitions:
 - Players moving up to new formats (e.g. 5v5 to 7v7)
 - Changes in pitch size, ball size, or rules
- Ensure all players are prepared for the new challenges and expectations.

Managers Guide

Registration for Next Season

From June 1st, once the season ends, all players are no longer affiliated with the league and may join other teams without a formal transfer request. This section outlines the process for re-registering both the team and its players for the new season. Managers are expected to:

- Support the club's player registration process.
- Confirm which players are continuing.
- Ensure contact and medical details are up to date.
- Handle with new player recruitment if needed.

360 Player

- Register all new players on 360Player as per the instructions in this guide, and notify the club once complete.
- Inform the club if a player moves between the match squad and training-only status so their subscription can be adjusted accordingly.
- Ensure all player photographs are kept up to date and reflect their current appearance.
- If a player leaves, remove them from your team list on 360Player and inform the club.
- Monitor any overdue subscriptions and follow up promptly. Failure to resolve outstanding payments will delay the player's registration process and may result in them not being registered in time for the new season.

The FA Club Portal

- All players must be added or updated on the FA's Club Portal. This process will be managed by the club.
- Players who are new to football must create a FAN number (FA Number) via the FA website before they can be registered.

Pappione

- Once all players are listed on the FA Club Portal and player registration is open, add them to Pappione using the information from the FA Club Portal team list.
- Update each player's profile with their photograph — note that the image must be identical to the one uploaded on the FA Club Portal.
- When all details are complete for a player, send a signature request. This will generate an email to the parent/guardian for their electronic signature.
- Once signed, the information is automatically returned to the FA for verification.

Invoice

- Registering a player incurs a fee. The club covers the initial registration cost, including insurance, and invoices this amount to parents via 360Player. Payment will be requested on either 1st August or 15th August, depending on the bill payer's chosen date.



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Players Leaving

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Pitch bookings

- Any pitch bookings should be made directly with the Facilities Manager.
- All home league matches are automatically scheduled and booked by the Facilities Manager.
- Training pitches are also automatically booked by the Facilities Manager.
- Training pitch allocations may change at the end of each season. Any requests for changes to training slots must be submitted to the Facilities Manager.
- The gate code for the day of your booking will be posted in the Pitch Management group on 360Player.
- All booked pitches — whether for training, friendlies, or league matches — will be added to both the club calendar and the relevant team calendar. This allows teams to easily invite players to these events.

Claim Expenses

Expenses for referees fees can be claimed through the club's website by following these simple steps:

1. Go to <https://www.cottinghamrangers.co.uk/>
2. Log in using your personal username and password
3. Navigate to the [Club Shop](#)
4. Select Referee and enter in the expenses.
5. Proceed to checkout
6. Choose **Cash on Delivery**.
7. For all other expenses, claim via email to: accounts@cottinghamrangers.co.uk

Christmas Party

- Collaborate with the club and parents to organise a team Christmas celebration event. The club will provide a financial contribution per player to support the event.

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Links

- FA Club Portal - <https://clubs.thefa.com/>
- 360Player App - <https://app.360player.com/organization/55647>
- 360Player resources - <https://learn.360player.com/courses>
- FA Account - <https://myaccount.thefa.com/>
- Full Time website - <https://fulltime-admin.thefa.com/>
- Match Day App
 - Android - https://play.google.com/store/apps/details?id=com.thefa.matchdayapp&hl=en_GB
 - Apple - <https://apps.apple.com/gb/app/matchday-by-england-football/id1401913451>
- Girls League Only
 - League App - <https://erg.papionne.com/>
 - League Homepage - <https://www.ergfl.co.uk/home/>
 - League Fixtures - <https://fulltime.thefa.com/index.html?selectedSeason=896056102&selectedFixtureGroupAgeGroup=0&selectedDivision=131179075&selectedCompetition=0#tab-4>
 - Sanction Friendlies - https://forms.office.com/pages/responsepage.aspx?id=kCXJRcbM-UaA_5I2e3eOWv6-dX6HY1NuVAnpFGE_C1UNzZIOTIBWFY2MVJTS1hGMINJNVZMRTdFMi4u
- Boys League Only
 - League App - <https://league.papionne.com/login>
 - League Fixtures - <https://fulltime.thefa.com/fixtures.html?league=512250017>
 - Sanction Friendlies - <https://www.eastridingfa.com/rules-and-regulations/sanctioning>

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End of Season Pre-Season Checklist

End-of-Season (May – June)

- Submit reports of any damaged or missing equipment.
- Hold end-of-season presentation (club provides contribution + 3 awards).
- Provide constructive feedback to players and parents.
- Confirm returning players for next season.
- Thank parents, volunteers, and club officials.

Transition (June - July)

- Player affiliation ends on **June 1st** – players are free to move without transfers.
- Keep parents updated about re-registration and next season's plans.
- Identify and welcome new players (share joining info).
- Update player photographs for registrations.
- Support age group transitions (e.g. 5v5 → 7v7, 7v7 → 9v9).
- Encourage players to remain active over the summer.

Pre-Season (July - August)

- Register players on **FA Club Portal** and **Pappione** (with signed parent forms).
- Add/update players on **360Player**.
- Confirm subscription payments are set up via 360Player.
- Check DBS, safeguarding, and first aid are valid for all staff/volunteers.
- Confirm training pitch allocation with Facilities Manager.
- Arrange pre-season friendlies (opposition, pitch, referee).
- Distribute kits and confirm sizes.
- Hold a parent/player meeting to set expectations and share season plans.
- Launch pre-season training programme.

👉 **Tip for Managers:** Keeping this cycle in mind ensures nothing gets missed, and sets the team up for a smooth start each season.

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Contacts

- Mike Ward, Chairman
mike.ward@cottinghamrangers.co.uk
- Brian Serajuddy, Vice Chairman
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- Caroline O'Neill, Player Registration Officer
caroline.oneill@cottinghamrangers.co.uk
- Dan Robinson, Groundsman/Facilities
dan.robinson@cottinghamrangers.co.uk
- Danielle Hendrix, Kit Manager
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- Caron Robertson, Welfare
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- Rachel Hardwick, Treasurer
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