

GUIDELINES FOR TEACHERS IN CHARGE OF SCHOOL TEAMS

1. Introduction

Matches between individual schools are the basis of The English Schools' Football Association programme. The Association appreciates the enormous amount of time and energy devoted by members of staff to such games.

The following guidelines are recommended in the hope that they will help teachers, particularly those new to the Association's activities, provide a professional approach so that matches are well organised and meaningful to pupils at a time when there are many competing interests for them.

2. All inter-school games

- a) Play regular matches. Too many schools now play matches in September and October and in March and April with no attempt made to organise anything in between. Apart from leading to an unbalanced programme, many players have other matches, particularly at the end of the season and this can lead to serious "over-play". Only by providing regular football can schools really deserve the loyalty of their pupils
- b) Give plenty of notice to pupils of where and when a match is to be played. Pupils have other interests, jobs and responsibilities and parents need to know the likely time of arrival home or, for away games, back to school
- c) Confirm details of the games with opponents. Check team colours and if there is a clash, settle which side changes (usually the away side). If messages are left, ensure that they cannot be misinterpreted
- d) Check team attendance at school on day prior to the game and on day of the game. Ensure every player has kit available, knows the kick-off or travel time and venue. Team captains or other team members can be involved in this task
- e) For away matches, ensure transport is booked. If school minibus is being used, check that it is not being used by another school group or outside organisation. For home matches, ensure caretaking and other staff are aware of match arrangements and changing accommodation requirements
- f) Make sure that two footballs are available plus practice balls if possible. Make someone responsible for practice balls once game has started
- g) Have a first aid kit available on the touch line and ensure that there is access to a telephone
- h) Ensure that your team is smartly turned out with matching shirts, shorts and socks
- i) If possible, obtain a qualified referee or another member of staff so that you can watch the game and encourage your side. Ensure that the referee is properly dressed, if not in referee's kit at least in a smart tracksuit or similar attire. If you have to referee, do not coach your own side while refereeing. Pupils qualified as referees should not be asked to referee games unless the players are **two years younger** and every support must be given to the referee
- j) Welcome your opponents if you are the home side. Pupils can be involved in this by such acts as showing opponents to dressing rooms. A drink at the end of a match costs little and is generally welcomed.
- k) Ensure that spectators are adequately supervised
- l) Ensure a prompt start to the game

3. Competition Games

In addition to the points listed:

- a) Keep strictly to the limit dates laid down. The effects of playing the match late may reach far beyond the Competition concerned. Do not postpone a match unnecessarily; the absence of one player, however outstanding, should not be an excuse for postponement

- b) Be aware of the Rules of the Competition – length of match, extra time, replay/penalties. Make sure all involved, including the referee, are aware of which Competition the match is a part.
- c) If a neutral referee is appointed or obtained:
 - Confirm match details several days in advance
 - Ensure he is aware of the Competition rules
 - Welcome the referee and provide separate changing accommodation if possible
 - Offer the referee expenses
- d) Ensure that the result of the match is notified to the appropriate person on the day of the match

BE ENTHUSIASTIC There are many boys for whom playing for a school team is the summit of their football ambition. Matches mean something to them, make sure the organisation matches this.

4. Standards

- a) The ESFA has always been proud of the high standards that have always been the traditions of schools' football. All schools have a responsibility to ensure that these standards are maintained and enhanced. Should, however, indiscipline occur on or off the field of play, referees must report incidents to the local Schools' FA, the County Schools' FA or to the ESFA if the game is a national competition game.
- b) Code of Conduct – Ensure that all players are aware of the ESFA Code of Conduct. *See appendix – please display this Code of Conduct prominently in the changing rooms.

5. Non-Teachers

All teams must be under the ultimate control of either:

- I.** A practising teacher, recognised as such by the Department of Education and Skills or
- II.** A retired teacher, or present or past employee of the Education Service who has received direct approval, in writing from the appropriate local or county schools' football association to undertake such responsibilities

Any other person assisting with or coaching a team must operate in the presence of a person who is qualified in **(i)** or **(ii)** above: Non-teachers must be made aware of the fact that the English Schools' FA does not provide insurance cover for non-teacher participation.