



**Forth Valley Football Development Association
Youth Development League**



**YOUTH HAND BOOK
SEASON 2009-2010**



Forth Valley Football Development Association Youth Development League



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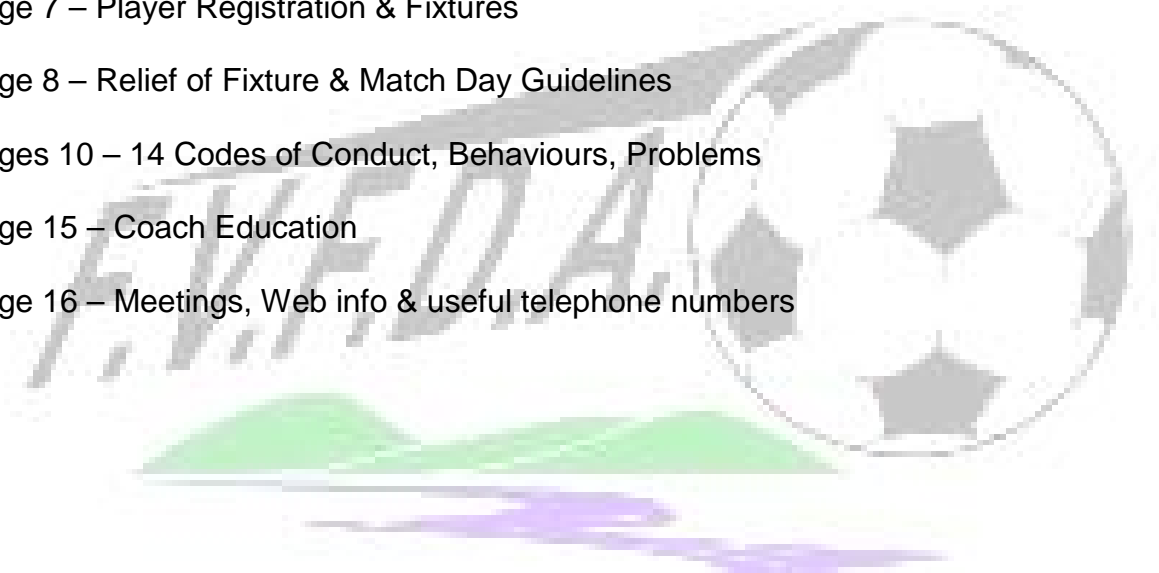
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www.forthvalley.leaguerepublic.com



Forth Valley Football Development Association Youth Development League



Introduction

Various FVFDA documents can be viewed / downloaded from the Association web site:

www.forthvalley.leaguerepublic.com

The Forth Valley Football Development Association is committed towards providing opportunities for children and youths to participate in football in an environment that fosters fair play, participation and player and coach development. The aim of the youth programme will be to:

- Change youth football.
- Prevent the loss of players and coaches to the game.
- Establish challenging sustainable leagues.
- Create an environment that facilitates continued development.

This booklet is produced as part of the Forth Valley Football Development Association (Youth Section) strategy to ensure that you have awareness and knowledge of the league's aims, ethos, code of conduct and match rules.

The Aims

The aim of the association is as follows:

- To encourage the participation in and enjoyment of youth football for all, irrespective of race, colour or religion.
- To promote the ethos of co-operation, respect for others, loyalty, self discipline and the need for teamwork.
- To develop the skills and fitness of youths playing football, irrespective of ability, through a modified game.
- To provide a positive developmental environment for youths to play football.
- To promote sportsmanship and fair play in youth footballers.
- To foster personal responsibility by all players, coaches and parents.

The Forth Valley Football Development Association shall endeavour to promote these values and will work closely with any other organisations that have similar aims.



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Age Groups

The Forth Valley Football Development Association recommends that all youths play at an age group appropriate to their physical development and ability. The safety of players and their opponents however must be the over-riding consideration when deciding which age group is most appropriate for players to play in. The Association strongly recommends that clubs ensure all children are playing at an appropriate level. The following guidance is given by the Forth Valley Football Development Association age groups:

- Teams will be formed according to the players' year of birth.
- Coaches may decide, subject to a player's development and ability, to play some players above* the appropriate year of birth.
- *In making this decision, coaches must ensure that these players do not play in a league where, due to their physical size and development, they put either themselves and/or other players at an unacceptably high risk of physical injury.

13's Age Group (players born on or after 01.01.97)

14's Age Group (players born on or after 01.01.96)

15's Age Group (players born on or after 01.01.95)

16's Age Group (players born on or after 01.01.94)

17's Age Group (players born on or after 01.01.93)

19's Age Group (players born on or after 01.01.91)

Any abuse of the above guidelines for the sole purpose of gaining an advantage will be viewed very seriously by the Committee and may result in the expulsion of the team and the coach from the league.

The Association's disciplinary committee will deal with all matters on a monthly basis. SYFA guide lines will always be adhered to. For a copy of the SYFA Guide lines/procedures please visit www.scottishyouthfa.co.uk

***NOTE**

Teams registering as full members of the Scottish Youth Football Association are not permitted to include overage players under SYFA Rules and Constitution.



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The Season

The league season commences on Tuesday 18th August 2009 running through to June 2010,

The format of the season for youth age groups will be as follows:

13's Age Group

1st 8 games of the season

11-a-side Development League

N.B. Results will not be recorded at this stage.

Remainder of season

11-a-side Development League, Results will be recorded. Each team will play each other once.

14's Age Group

1st 5 games of the season

11-a-side Development League –

N.B. Results will not be recorded at this stage.

Remainder of the season

11-a-side Development League – Results will be recorded

15's, 16s, 17s & 19s Age Groups

Full competition for the duration of the season.

SYFA Challenge Cup, Regional cup and local cups etc, Dates TBC

Full list of holiday dates and league diary can be found

@ www.forthvalley.leaguerepublic.com



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The Rules

All Age Groups

- The matches will normally be played on a Saturday morning, and must start at the times given on the fixture list. Only with the agreement of both coaches, the FVFDA co-ordinator and the assigned referee will matches take place at any other time.
- Rolling substitution is allowed (5 from 5) and substituted players can return to the field again as a substitute for another player. In fixtures played out with the FVFDA, 3 from 5 named substitutes may be applicable.
- *A maximum of 16 players can be used for competitive games.*
- Team coaches will substitute players demonstrating unacceptable behaviour.
- A player who has been sent from the field of play by an official shall not play any further part in the game. The Association will deal with any serious incidents of foul play. Match bans will be handed out.
- Both teams and coaches will line up in the centre of the pitch and shake hands with all opposition players after the fixture has ended. The code of conduct issued by both the FVFDA and SYFA must be adhered to at all times.
- All FVFDA cup ties will be played to finish on the day of the match. In the event of a draw after normal time, extra time will be played (10 minutes each way 13s to 16s, 15 minutes each way 17s & 19s). If the match is still drawn after extra time, penalty kicks will be taken to decide the winner.

13's and 14's

- **Game Time:** Each game shall consist of 3 x 25-minute periods. In the event of weather or pitch conditions providing an advantage the third period maybe split into two halves. Agreement should be reached, where possible, before the start of the match. The referees' decision is final. **Note:** In the event of a significant deterioration of conditions during a match the referee will make a decision on how many periods should be played. The referee's decision is final.
- All team squad members must be involved at some stage for at least 1 period. Each player should receive equal playing time over the course of a season.
- A size 4 ball will be used at 13's and a size 5 ball at 14's.

15's and 16's

- **Game Time:** Each game shall consist of 2 x 40-minute periods.
- A size 5 ball will be used at 15's & 16's

17's and 19s

- **Game Time:** Each game shall consist of 2 x 45-minute periods
- A size 5 ball will be used at 17's & 19s

A full list of rules can be found at www.forthvalley.leaguerepublic.com



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Registration of Players

- All players at youth level (13`s – 19s) must be individually registered with the SYFA. All players must also be registered with the FVFDA before the first fixture of the season using the FVFDA Player Registration Form available from the website.
- Teams must provide official FVFDA team lines for both the match official and the opposing team. This should detail the players' name, DOB and current registration situation (for 17`s & 19s additional information is required. (Both copies of team lines will be handed to the match referee before Kick-Off. If playing a trialist (League fixtures only) full details including address must be included. Team lines are available from the downloads page on the Association web site.
- Clubs can play up to a maximum of 4 trialists in any one-league game. Trialists can play up to a maximum of 4 games for any one club in any season. After this the player must register with the SYFA and the Forth Valley Football Development Association.
- Teams are not permitted to play trialists in cup ties or the end of season Regional Finals.
- The deadline for signing players during the season will be 31st March 2010. Players not registered by this date will not be eligible to play in the FVFDA/ Regional Finals and are eligible to play in league fixtures only.
- Players are only permitted to train with the team, which they are registered to.

Fixtures

- All league fixtures scheduled **must** be fulfilled by the end of season date set down by the co-ordinator. In the event of cancellation for whatever reason the home team will be responsible for informing the FVFDA Co-ordinator who will re-arrange the game date.
- Teams who call off fixtures at short notice for any reason other than weather conditions, may forfeit the points to their opponent.
- If the home team fixture has to be called off due to frost / water logged pitch etc, the travelling team official(s) should be notified by the home team and offered the opportunity to inspect the pitch. If the referee is called to inspect the pitch, both teams will pay 25% each of the match fees to the referee. If the fixture has to be called off, it is the **home team's responsibility** to notify the co-ordinator.
- Both teams are responsible for the payment of the Match referees fee 50% each. Fees will be reviewed annually (or as required) by the FVFDA executive committee.
- Friendly match permit. An FVFDA permit is required by the home team if the team who they are playing is not an FVFDA member. Forms can be found on the FVFDA web site. If an FVFDA member team is playing a team who is not an SYFA member, a permit will be required from the SYFA. This can be found on the SYFA web site.

The Association league secretary must be informed of all friendly matches between FVFDA teams.

If you require further information, please contact the Association secretary for guidance.

League points for match results will be used to determine league table positions. Goal difference will not be used. In the result of teams being tied on points at the end of season, a play off will determine final placing if required. Normal SYFA rules will apply to play off fixtures. (IE: extra time and penalties if required)



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Relief of Fixture (Free Week)

Please note that all requests to postpone a fixture must be made at least **14 days** in advance of the scheduled fixture.

It may not be possible to offer teams a postponement should they be scheduled to participate in the **Scottish Cup or Regional Cup** on the date requested.

Clubs are allowed to request up to **3** postponements in any season.

Teams must apply even if a fixture is not scheduled. Fixtures may be changed at short notice.

Postponed matches do not count as fixtures for player or club official disciplinary suspensions.

No relief of fixture will be given for fixtures scheduled after 1st May.

Match Day Routines and Guidelines

Team coaches are asked to ensure that the following procedures are followed at all Forth Valley Football Development Association league games:

- The home team is responsible for contacting their opponents and the match referee at the beginning of the week to arrange necessary details. Make sure you confirm **ALL NECESSARY MATCH DETAILS INCLUDING VENUE, KICK OFF TIME AND TEAM COLOURS**. If you have not been contacted by your opponents by Wednesday, please inform the FVFDA Coordinator.
- In the event any of the team being unable to fulfil the fixture, contact must be made with your opponents at the earliest opportunity.
- In the event of a pitch inspection being required, it is the home team's responsibility to arrange for this to be done. Your opponents must be contacted and advised not to travel until the outcome of the inspection is known. Teams who fail to adhere to this procedure may be liable for their opponent's expenses.
- Each team must provide 2 team lines (one for the referee and one for the opposition)
- The home team is responsible for providing the referee with a misconduct form.
- **After the match the home team should phone, text or email in the result immediately to the designated league contact.** The referee will be responsible for collecting team sheets and completing a full match report of the game.
- The opposing team should arrive in good time for the fixture.
- All portable goals should be firmly anchored using the pins supplied for this purpose.
- Inspect pitch and remove hazardous objects.
- Games are played with the recognised ball size and type for that age group.
- Ensure all equipment is properly dismantled and stored, and that changing facilities are cleared.
- Remember to advise the match referee if the match is off.



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- Common sense should be applied if after starting a game the weather becomes inclement (game abandoned or shortened).
- Abandoned Fixtures: Results will not be recorded until an outcome has been decided the league disciplinary committee.
- Should any teams require a relief of fixture during the playing season, this should be submitted to the co-ordinator with a minimum of two weeks notice. Relief of Fixture will be limited to 3 games per season.
- Should any player be cautioned/sent off*, that player shall be eligible to continue to play in the next fixture* until officially notified by the disciplinary committee of the outcome and any penalty.





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Code of Conduct

One of the key elements crucial to the success of the Forth Valley Football Development Association's leagues and festivals is the conduct of players, coaches, adults and others associated with the teams. Players are accustomed to playing in a non-threatening environment so therefore it is essential that there is no complacency. Clubs are instructed to ensure that all individuals associated with their teams are aware of the high expectations of the joint associations in terms of personal conduct.

This league is about the education of all players, coaches and adults in football development. Please be patient.

Adult Code of Conduct

DO:

- Be patient and supportive.
- Highlight good play from both teams.
- Emphasise good behaviour.
- Exercise self-control when a goal is scored or lost.

DO NOT:

- Emphasise results.
- Criticise mistakes.
- Complain about the referee.
- Use technical terms when issuing instructions.

Player Code of Conduct

DO:

- Enjoy the game and be competitive.
- Shake hands after the game.
- Use your skills
- Play fairly and encourage your team-mates.
- Behave well at all times.
- Accept the decisions of the referee.



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DO NOT:

- Make fun of your opponents.
- Argue with the referee.
- Criticise other players when they make a mistake.
- Use bad language on team-mates or opponents.
- Be un-sporting when you celebrate goals.

Touchline Behaviour

Touchline Behaviour (i.e. team coaches, parents and supporters)

- Never address opposing teams' players or management in a negative or aggressive manner.
- Never criticise match referees or speak to him/her in a negative or aggressive manner.
- Never berate your own players.
- If a coach or associated adult from any club breaches either of the above conditions it may result in the loss of point(s) and the issue of fines or bonds via the disciplinary process.
- If the behaviour is repeated throughout the match it will result in the loss of *three* points.

Players' Behaviour

Criteria for disciplinary action against players during competition games will be as follows:

- Responsibility is, in the first instance, on the team coaches to automatically substitute players displaying unacceptable behaviour.
- If any player repeatedly commits what would be classed as a bookable offence, the match referee may ask for that player to be replaced.(13`s and 14`s non competitive stage only)
- Any player who commits an offence serious enough to warrant a sending off should be immediately removed from the field of play and **not** replaced.

At the end of the game the match referee should complete in full the revised misconduct form and details of any points deducted should be provided in the available space. Match referees should not be challenged under any circumstances over deducted points. Any queries should be addressed to the co-ordinator in writing.



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Golden Rules for Players dealing with Match Referees

- First and last, there would be no organised football without the referee; and if he or she has an enjoyable time, so will you.
- Like you, the referee might make the odd mistake. If you accept the decisions without fuss, you can be sure the supervisor will make fewer mistakes.
- If you commit a foul, say “Sorry!” to your opponent and or the referee. Remember that a football match **should** be competitive **and** sporting.
- When an opponent commits a foul, let the referee decide on any Yellow or Red card – without your advice.
- Scottish football is admired, rightly, for its honesty. So, if you are fouled, avoid any unnecessary dramatics and aerobatics. “Simulation” is just jargon for **cheating**
- Let one recent football “custom” influence your entire attitude to the great game. That is, when someone has been injured, the player in possession of the ball – whether team-mate or opponent – knocks the ball “dead” so that the injured player can receive attention.
- No matter the result, thank the referee at the end of the game.
- If you follow this advice, maybe we could manage without referees..... well, on second thoughts!

Yellow Card Offences

- Unsporting behaviour
- Dissent by word or action
- Persistent infringement of the laws
- Delaying the start of play
- Failing to move back at a free-kick or corner
- Entering or re-entering the pitch without referee’s permission
- Deliberately leaving the pitch without the referee’s permission

Red Card Offences

- Serious foul play
- Violent conduct
- Spitting at an opponent **or any other person**
- Denying the opposing team a goal or an obvious scoring **opportunity** by deliberately handling the ball (goalkeepers may do so within the penalty box)
- Denying an obvious goal scoring opportunity to an opponent moving towards your goal by an offence punishable by a **free-kick** or penalty
- Using offensive, **insulting or abusive** language and or gestures
- Receiving a second yellow card



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Dealing with Problems

Most Forth Valley Football Development Association events will pass without any incidents. However, it is inevitable that there can be problems. The Forth Valley Football Development Association offers the following guidelines to deal with situations that may arise:

- Keep calm, stick to the facts and do not become involved in heated arguments with council staff.
- Advise the relevant Fixture Secretary or Youth Representative if it is urgent and they will contact the council by letter and/or telephone.

Problems with opposing coaches...

- Remember that your first duty is to the youths.
- Keep calm and make a polite request for moderation of behaviour. If this is not successful, calmly end the game and take the youths away from the pitch. The match referee will inform the co-ordinator.
- Do not become involved in any form of abusive behaviour.

Problems with parents from your own club...

- Remember your first duty is to the youths.
- Keep calm and make a polite request for moderation of behaviour.
- If this is not successful ask the parent to leave the playing fields.
- If this is not successful, calmly end the game and take the youths away from the pitch. Take action from within your own club. The match referee will report the matter back to the co-ordinator / league secretary.
- Do not become involved in any form of abusive behaviour.

Problems with parents from your opponents club...

- Remember that your first duty is to the youths.
- Keep calm and make a polite request for moderation of behaviour.
- If this is not successful, calmly end the game and take the youths away from the pitch. The match referee will report the matter to the co-ordinator / league secretary.
- Do not become involved in any form of abusive behaviour.

Problems with your players...

- Remember that your first duty is to the youths.
- Issue a firm but controlled warning to the offending player.



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- If the player persists then he/she should be immediately substituted and take no further part in the match/session depending on the severity of the offence. Take action from within your own club.
- Do not become involved in any form of abusive behaviour.

Problems with players from opposing teams...

- Remember that your first duty is to the youths.
- Issue a firm but controlled warning to the offending player. Advise the opposing coach/match supervisor of the problem.
- If this is not successful, calmly end the game and take the youths away from the pitch. The match supervisor/referee will report the matter to the Youth Representative.
- Do not become involved in any form of abusive behaviour.

THE POLICE SHOULD BE CALLED IF ANY PERSON PERSISTS WITH ABUSIVE OR THREATENING BEHAVIOUR IN SPITE OF APPEALS FROM OTHERS PRESENT.

SYFA Policy in Dealing with Youths

The Scottish Youth Football Association acknowledges its responsibility towards all youngsters attracted to the game of football.

If you are a coach, the following should be adhered to when dealing with young players:

- Promote fun and enjoyment.
- Set examples of good behaviour by not smoking, drinking or using foul and abusive language.
- Have realistic ambitions for the youths.
- Be aware of issues such as overuse, types of injury, maturation rate.
- Help to provide appropriate dress and equipment.
- Praise the efforts of your team and opponents.
- Make children aware of healthy lifestyles e.g. eating habits, sleep and activity.
- Take the stress out of the game, encourage fair play and skill development.
- Positively encourage: never ridicule or shout at the youths.

Coaches should avoid any situation that may lead to accusations of abuse. These include;

- Being left alone with a child or children, particularly within changing rooms. Encourage an open environment and enlist the help of parents or others
- With mixed teams there should always be a male and female in attendance
- Avoid unnecessary physical contact when demonstrating
- It is unwise to spend time alone with children/youths anywhere: e.g. the car, the changing room, walking home

If these circumstances are unavoidable, they should only occur with parental or carers consent. It would be expected of caring coaches that circumstances involving horseplay, sexual remarks or suggestions, inappropriate language, touching, or any other activity which society regards as unacceptable when dealing with children/youths, should be avoided.



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Coach Education and Development

Coach Education and Development will be an integral part of the yearly programme of activities. In conjunction with the SFA Football Development Officers, a comprehensive programme will be on offer.

Scottish FA Coaching Awards

Level	Children (Under 12's)	Youth (12-18 yrs)
<u>Level 5</u>		Youth Licence Diploma
<u>Level 4</u>	Working with Children Licence Diploma	Youth Level 4 Award
<u>Level 3</u>	Coaching in the game Certificate	Coaching in the game Certificate
<u>Level 2</u>	Coaching Young Footballers Certificate	Coaching Youth Footballers Certificate
<u>Level 1</u>	Early Touches Certificate	Developmental Activities Certificate

Physical Preparation Course under 12's

Physical Preparation course (12-18yrs)

Please note that Certificate courses are not qualifications in their own right and that certificates are given for attendance only. Each certificate is an integral component of a full licence diploma award.

It is recommended that would-be coaches follow the coaching pathway best suited to their needs, e.g. a coach working with primary age children would begin with an Early Touches Certificate Course, followed by the Coaching Young Footballers certificate. Where as those coaching secondary children would begin with Development Activities Certificate, moving onto Level 2 of the Youth pathway thereafter.

Details of courses and in-service sessions, can be found www.forthvalley.leaguerepublic.com



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In Case of Emergency

- Every club at each venue is expected to carry a first aid kit with them at all times. Know also where the first aid kit and telephone are located at each venue.
- Know and observe the SFA Child Protection Guidelines. All coaches are now required by the SYFA to be disclosure screened.
- Carry emergency contact numbers for the youths at all matches.

Meetings

- It is mandatory that clubs attend the quarterly meetings held by the FVFDA. Failure for a club to be represented will result in that club being fined.
- The Association AGM will be held during the month of June each year.

The Forth Valley Football Development Association on the Web

Information about the **Forth Valley Football Development Association** can be found on the www.forthvalley.leaguerepublic.com website. The pages contain the fixtures and news items relevant to the clubs in the association.

Useful Telephone Numbers

Position	Name	Tel Number	E-Mail address
Chairman	Robert McMinn	07766 022421	robert.mcminn@btinternet.com
Secretary	Michael Lennon	07767 231220 01324 570787	mlennon10hp@aol.com michael@piv-online.com
Discipline Chairman	Ian Carruth	07960 663469	ian.carruth@rolls-royce.com
Treasurer	T.B.C.		
Regional Representatives	Robert McMinn Ian Carruth	07766 022421 07960 663469	robert.mcminn@btinternet.com ian.carruth@rolls-royce.com
Childrens Representative	Greig Strang	07905 534711	greigstrang@tiscali.co.uk
Youth Representative	Raymond Dormer	07799 036365	raymond@stirlingcityfootballclub.co.uk
Executive Member	Douglas Gray	07500 838003	d.gray1@btopenworld.com



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Age Group Representatives

Under 9's	Robert Miller	07779 404911	robertmiller25@blueyonder.co.uk
Under 10's	??		
Under 11's	Clare Stevenson	07526 575169	clare-stevenson@talktalk.net
Under 12's	Frank McCallum	07930 610047	castleviewfc@aol.com
Under 13's	Craig Lauder	07990 780325	craigum442@yahoo.co.uk
Under 14's	Jim Anderson	07812 978545	jim.anderson@city-holdings.co.uk
Under 15's	Stephen Morrison	07825 760389	stephen.g.morrison@hotmail.co.uk
Under 16's	Billie Christie	07958 558439	wchristie@talktalk.net
Under 17's	David Graham	07808 899104	davidgra@myway.com
Under 19's	John Flaherty	07709 662240	johnflaherty23@talktalk.net

Football Development Officers

Alan Morgan	07717 544741	morgana@sportcentral.org.uk
Scott Kinross	01786 448308	kinross@activestirling.org.uk
Steven Ferguson	07812 607427	stevenferguson@clacks.gov.uk