

NORTHWICH UNITED FC



# COACHES' HANDBOOK

Women & Girls Football

Season 2026/2027

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*Our Game Too!*

# WELCOME

Welcome to Northwich United FC.

This club was created with one simple belief: that every woman and girl in Northwich deserves the opportunity to play football in a safe, inclusive and supportive environment.

Our ambition is to build the leading community football club for women and girls across Northwich and the surrounding areas. We want to create pathways from grassroots to adult football, developing players, coaches and volunteers along the way.

We are building a circular, sustainable community where everyone contributes, everyone grows, and everyone belongs.

As a coach or volunteer representing Northwich United FC, you are an ambassador for our club. We expect the highest standards of behaviour, communication and professionalism from everyone who wears our badge.

This handbook is your operational guide. It sets out how we do things at Northwich United and the standards we expect. Please read it, understand it, and commit to it.

Thank you for giving your time to women's and girls' football.

*Our Game Too.*

# ABOUT NORTHWICH UNITED FC

## OUR VISION

To create the leading community football club for women and girls across Northwich by providing opportunities for every player regardless of ability or background.

## OUR MISSION

To provide:

- ✓ Safe football
- ✓ Inclusive football
- ✓ Affordable football
- ✓ Competitive football
- ✓ Community football

"Football for everyone. Always."

# OUR VALUES

## RESPECT

Everyone matters.

## INTEGRITY

Do the right thing.

## DEVELOPMENT

Never stop learning.

## TEAMWORK

Together we achieve more.

## INCLUSION

Football for everyone.

## PROFESSIONALISM

Represent the badge with pride.

# CLUB STRUCTURE

Club football leadership sits with the Sporting Director; safeguarding remains a separate welfare function.



# ROLES & RESPONSIBILITIES

## WOMEN'S FIRST TEAM MANAGER

Leads the day-to-day management of the Women's First Team, implementing the club's agreed football philosophy and working with the Sporting Director.

## COACH

Plans and delivers training sessions, develops players and applies the club's agreed coaching framework.

## TEAM SECRETARY

Manages administration, registrations, fixtures and communications.

## SPORTING DIRECTOR

Sets the club-wide football philosophy, playing principles, coaching framework and player development pathway.

## ASSISTANT MANAGER

Supports the manager in all duties. Leads in the manager's absence.

## GOALKEEPER COACH

Specialist coaching for goalkeepers. Works alongside the coaching team.

## MATCHDAY VOLUNTEER

Supports matchday operations including setup, hospitality and safety.

## WORKING TOGETHER

Managers and coaches manage their teams day-to-day within the football structure established by the Sporting Director.

# STANDARDS EXPECTED

Every coach and volunteer must demonstrate the highest standards in:

- Professional appearance
- Communication
- Attendance
- Timekeeping
- Behaviour
- Body language
- Language
- Social media
- Confidentiality
- Safeguarding
- Respect

"You represent the badge at all times."

# COACHING PHILOSOPHY

## THE NORTHWICH UNITED WAY

The Sporting Director sets the club-wide football philosophy; coaches and managers bring it to life through their teams.

BRAVE FOOTBALL

POSITIVE FOOTBALL

ENJOYABLE FOOTBALL

INTELLIGENT FOOTBALL

Every coach should:

- ✓ Develop players before results
- ✓ Encourage decision making
- ✓ Create confident footballers
- ✓ Promote enjoyment

# TRAINING STANDARDS

Effective preparation maximises limited training time. All sessions should follow the structure below:

1. Arrival

2. Equipment check

3. Dynamic Risk Assessment

4. Warm Up (10 mins)

5. Session Focus (20 mins)

6. Game Time (15 mins)

7. Cool Down

8. Reflection

## SESSION PREPARATION

- Pre-plan 9–12 sessions per season to ensure continuity and progression
- Prepare a variety of engaging warm-ups that encourage early communication and movement
- Maintain consistency in drills — avoid introducing new exercises every session
- Familiar routines reduce explanation time and maximise player development
- Apply the 10-20-15 structure: 10 mins warm-up, 20 mins session focus, 15 mins game

For sessions longer than one hour, maintain the same structure but extend the Session Focus and Game Time proportionally to accommodate the additional time available.

# MATCHDAY STANDARDS

## PRE-MATCH

- Changing rooms prepared
- Warm up planned
- Player welfare checked
- Officials greeted
- Parents briefed
- Supporters welcomed

## AFTER MATCH

- Respect line
- Changing rooms tidied
- Debrief with players

# DYNAMIC RISK ASSESSMENT

Complete before every session and match.

✓ Pitch safe

✓ Goals secured

✓ Weather suitable

✓ Equipment checked

✓ Players fit

✓ Medical information available

✓ First Aid Kit present

✓ Emergency vehicle access

# SAFEGUARDING

Based on FA Safeguarding Guidance

Responsibilities

Reporting

Boundaries

Photography

Changing rooms

Transport

One-to-one situations

Whistleblowing

Club Welfare Officer: Michaela Thompson | Emergency Contact: 07702797542

Cheshire FA Safeguarding Team | NSPCC Helpline: 0808 800 5000

# INJURY PROCEDURE

If a player is injured:

1. Assess

2. Treat

3. Record

4. Inform

5. Refer

6. Review

7. Return to Play

## CONCUSSION GUIDANCE

"If in doubt... Sit them out."

# FIRST AID

Every coach receives:

✓ First Aid Kit

✓ Ice packs

✓ Gloves

✓ Accident forms

✓ Emergency numbers

✓ Defibrillator guidance

# WEATHER GUIDANCE

## HOT WEATHER

- Hydration breaks every 20 minutes
- Sun cream applied before sessions
- Rest breaks in shade
- Reduce intensity in extreme heat
- Monitor players for heat exhaustion

## COLD WEATHER & LIGHTNING

- Appropriate clothing layers
- Warm up extended in cold conditions
- Lightning: abandon session immediately
- 30-minute rule after last lightning
- Record abandoned sessions

# TRAVEL GUIDANCE

Based on FA Guidance Note 5.4

- Who drives?
- Emergency contacts
- Car sharing
- Away games
- Hotels
- Minibuses
- Player collection

# EQUALITY, DIVERSITY & INCLUSION

Everyone welcome.

ZERO TOLERANCE: Racism | Homophobia | Sexism | Bullying | Harassment

# SOCIAL MEDIA

## DO

- ✓ Promote players
- ✓ Celebrate achievements
- ✓ Promote sponsors
- ✓ Support the club

## DON'T

- Criticise referees
- Argue online
- Share confidential information
- Post inappropriate content

# CLUB CLOTHING

Expected attire when representing Northwich United FC:

- Branded clothing at all times
- Professional appearance maintained
- Club colours worn on matchdays

IMPORTANT: Coaches are expected to maintain a professional appearance and neutral, appropriate body language at all times. Gestures or postures that could be perceived as inappropriate are not permitted whilst training, playing, or representing Northwich United FC. Repeated or deliberate breaches may lead to disciplinary action.

# COMMUNICATION STANDARDS

|           |              |                         |         |
|-----------|--------------|-------------------------|---------|
| WhatsApp  | Club Connect | Email                   | Parents |
| Committee | Players      | Emergency communication |         |

# EQUIPMENT PROCEDURES

- Who signs equipment out

- Ball inventory

- Training bibs

- First Aid Kits

- Matchday bags

- Goals

- Storage

# MATCHDAY CHECKLIST

## BEFORE LEAVING

- Kit bag packed
- First Aid Kit
- Match balls
- Corner flags
- Team sheet prepared

## BEFORE KICK OFF

- Pitch inspection
- Goals checked
- Officials greeted
- Team talk delivered

## HALF TIME

- Player welfare check
- Tactical adjustments
- Hydration

## AFTER MATCH

- Equipment returned
- Injury forms completed
- Scores submitted
- Changing rooms checked

# COACH DEVELOPMENT

## FA QUALIFICATIONS

All coaches are encouraged to progress through the FA coaching pathway, with development supported by the Sporting Director and Phase Leads.

## CPD

Continuous Professional Development through workshops, FA learning, club sessions and coaching opportunities.

## MENTORING

Experienced coaches can be supported through mentoring and guidance from senior coaches, Phase Leads and the Sporting Director.

## OBSERVATIONS

Regular session observations with constructive feedback, aligned to the club's agreed coaching framework.

## ANNUAL REVIEW

Yearly review of coaching performance, goals and individual development needs.

# FORMS

The following forms are available separately and will be shared at your request:

1. Dynamic Risk Assessment

2. Injury Report

3. Incident Report

4. Safeguarding Concern Form

5. Near Miss Report

6. Return to Play Form

7. Matchday Checklist

8. Equipment Register

9. Training Attendance Register

10. Player Welfare Concern Form

# APPENDIX

## EMERGENCY CONTACTS

Club Welfare Officer, First Aiders, Committee Chair, Local Hospital A&E

## FA CONTACTS

The Football Association: [www.thefa.com](http://www.thefa.com) | Safeguarding: 0800 169 1863

## CHESHIRE FA

Cheshire FA: [www.cheshirefa.com](http://www.cheshirefa.com) | 0161 275 1011

## USEFUL WEBSITES

CPSU, NSPCC, Ann Craft Trust, UK Coaching, FA Learning

## CLUB CONTACTS

Chair, Secretary, Welfare Officer, Treasurer, Social Media

FOOTBALL LEADERSHIP: Sporting Director | SAFEGUARDING: Club Welfare Officer | TEAM DELIVERY: Managers & Coaches

# DECLARATION

I confirm that I have read, understood and agree to comply with the contents of this Coaches' Handbook. I understand my responsibilities as a representative of Northwich United FC and will uphold the standards, values and expectations set out within this document.

Manager Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Coach Name: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_

"Our Game Too!"