



NEW COACH PACK

2026 / 27 SEASON

A practical guide for coaches joining Winwick Spartans FC

OUR COACHING PROMISE

Put the player first. Keep them safe. Help them improve. Create an environment where they enjoy football.

■ DEVELOP • ENCOURAGE • RESPECT • ENJOY ■



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Use this pack as a quick reference throughout the season. Keep it with your team information and revisit it whenever you need a reminder.

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IMPORTANT

This pack is a coaching guide, not a replacement for current FA, league, venue or Winwick Spartans FC policies. Always follow the club's latest procedures.



01 • WELCOME & CLUB PHILOSOPHY

Welcome to Winwick Spartans FC. Thank you for giving your time to our players. Grassroots football depends on volunteers, and we want new coaches to feel supported, prepared and confident.

Our philosophy

Develop the player, not just the result. We want our teams to be brave, positive and willing to play football. Winning is part of football, but youth development should remain at the heart of what we do.

Our players should be encouraged to:

- Enjoy coming to football.
- Feel safe, valued and included.
- Try things without fear of mistakes.
- Develop technical skills and football understanding.
- Communicate and work as a team.
- Respect teammates, opponents and referees.
- Become confident, independent decision-makers.

The Spartans Five

RESPECT	LISTEN	TRY	BE BRAVE	ENJOY
COACHING MINDSET				
Players remember how you made them feel. Be positive, patient and consistent. Encourage decisions. Allow mistakes. Coach the whole player.				

02 • FIRST-DAY CHECKLIST

Complete these checks before the season gets busy.

Coach & club setup

- Complete all required club/FA coaching and safeguarding requirements.
- Know your club contact and safeguarding contact.
- Know your age group, league and fixture arrangements.
- Know your training venue, day and time.
- Know where equipment is stored and how to access it.
- Know the process for reporting injuries, incidents and safeguarding concerns.



Team setup

- Have access to the appropriate player/team information.
- Introduce yourself and the coaching team to parents.
- Explain communication arrangements.
- Set simple player and parent expectations.
- Check kit and equipment.
- Know how matchday administration is completed.

First training session

- Arrive early and check the area is safe.
- Have a simple session plan ready.
- Welcome every player by name where possible.
- Explain the five team standards.
- Keep players active — avoid long queues.
- Finish with a short positive review.

03 • TRAINING SESSION TEMPLATE

TODAY'S OBJECTIVE		
What is the one thing I want the players to understand or improve today?		
Arrival / Ball Mastery	5–10 mins	Players arrive, get a ball and begin moving.
Technical Practice	10 mins	Introduce the key skill: passing, receiving, dribbling, defending, finishing, etc.
Main Practice	15–20 mins	Create realistic decisions and lots of touches.
Game	15–25 mins	Transfer the theme into a small-sided game.
Review	2–5 mins	Ask players what they noticed and learned.

Training reminders

- Keep players moving. More touches = more learning opportunities.
- Avoid long queues.
- Use demonstrations as well as explanations.



- Don't coach every second — let players solve problems.
- Praise effort, good decisions and improvement.
- Adapt the practice if it is too easy, too difficult or unsafe.

Coach questions

“What did you see?” • “Where could you go next?” • “What other option did you have?” • “How could we create more space?”

End-of-session review

- What went well?
- What didn't work?
- Which players need extra support?
- What should we work on next time?

04 • MATCHDAY CHECKLIST

Matchday should be organised, calm and positive. **Player registration and Match Day App administration are essential responsibilities.** Prepare as much as possible before kick-off.

BEFORE KICK-OFF — PLAYER REGISTRATION CHECK

- Confirm fixture, venue, Kit, Ref and kick-off time for home games by contacting opposition.



- Check player availability and the players who are taking part and fill in team sheet, get opposition manager to sign the sheet once checked



warrington team
sheet.pdf



- Check the Player ID for every player in the Match Day App before the game starts.
- Make sure every player taking part is correctly registered and eligible to play for Winwick Spartans FC.
- If a Player ID is missing/incorrect or registration is not showing correctly, DO NOT allow the player to play until the issue has been checked and confirmed.
- Contact the appropriate club/league official if there is any registration or eligibility problem.
- Bring match kit, balls, bibs and required equipment.
- Bring first aid equipment as required by club procedure.
- Check the pitch and surrounding area for obvious hazards.

PLAYER ID & REGISTRATION — MUST NOT BE MISSED

Before kick-off, check the Player IDs for all players who are playing. This confirms that the players taking part are registered correctly and eligible for the fixture. **If you are unsure about a player, stop and get advice before allowing them to play.**

DURING THE MATCH

- Encourage rather than shout constantly.
- Coach the players, not the referee.
- Do not argue with opposition coaches or parents.
- Give players opportunities to make decisions.
- Use positive, age-appropriate language.
- Remember that mistakes are part of development.

AFTER THE MATCH — MATCH DAY APP

- Enter the final match result/score in the Match Day App as soon as possible after the game.
- Check that the score/result has been entered correctly.
- Complete any other required matchday information before the deadline.
- Check equipment, ensure the equipment has also been put back in the container in the correct place and leave the area tidy.
- Give players a brief positive review.
- Raise incidents through the correct club process.

IMPORTANT

Matchday administration is not optional. Failing to complete required information, or allowing an unregistered/ineligible player to play, can cause problems for the club including competition penalties or fines. **If you are unsure, ask a club official before the match rather than guessing.**

05 • PARENT MEETING TEMPLATE

A short parent meeting at the start of the season can prevent many problems later. Keep it friendly, clear and consistent.



Suggested agenda

- Welcome and introductions.
- Your coaching approach and club philosophy.
- Training arrangements and what players need.
- Matchday arrangements and punctuality.
- Communication — where and when to contact you.
- Positive touchline behaviour.
- Player development and mistakes.
- Safeguarding and welfare.
- Questions and how concerns should be raised.

READY-TO-USE OPENING

“Thanks everyone for coming. Our main aim this season is for the children to enjoy football, develop and feel confident. We want them to be brave and learn from mistakes. I'll always be happy to discuss footballing concerns, but I ask that conversations happen calmly and away from the children.”

Parent expectations

- Support all players positively.
- Respect referees and opposition.
- Allow the coach to coach.
- Avoid tactical instructions from the touchline.
- Raise concerns privately rather than during a match.
- Remember the children are here to enjoy football.

If a parent raises a concern

Listen first. Stay calm. Avoid arguing on the touchline. If necessary say: **“I understand you want to discuss this. Let's have a chat away from the children after the game/training.”** Involve the appropriate club person when needed.

06 • SAFEGUARDING & PLAYER WELFARE

Safeguarding is everyone's responsibility. Follow the club's current safeguarding procedures and never assume a concern is “not serious enough” to report.



If a player tells you something concerning

- Listen calmly and take them seriously.
- Do not promise to keep it secret.
- Do not investigate or ask unnecessary questions.
- Record the concern accurately as soon as possible.
- Report it through the club's safeguarding process without delay.
- If there is immediate danger, follow emergency procedures and contact the appropriate emergency service.

Look out for changes

- Sudden changes in mood or behaviour.
- A player becoming unusually quiet, withdrawn or distressed.
- Repeated exclusion or bullying.
- A child appearing frightened of making mistakes.
- Anything a player says that causes you concern about their welfare.

IMPORTANT

You are not expected to investigate a safeguarding concern yourself. Your responsibility is to recognise, respond appropriately, record and report.

Professional boundaries

- Use club-approved communication channels.
- Keep communication with children appropriate and transparent.
- Follow club guidance on photographs, video and social media.
- Never use humiliation, threats, abusive language or intimidation as coaching tools.

07 • EMERGENCY & INJURY PROCEDURE

Player safety comes first. Follow Winwick Spartans FC's current emergency and first-aid procedures at all times.

Before training or a match

- Know where the first aid kit is.
- Know who the qualified first aider is, where applicable.
- Know how emergency access works at the venue.
- Have relevant emergency contact information available through the club's approved process.



- Check the playing area for hazards.

If a player is injured

- Stop play if necessary and make the area safe.
- Stay calm and assess the situation within your level of competence.
- Get the designated first aider when required.
- Do not provide treatment beyond your training/competence.
- For serious injury or suspected emergency, follow emergency procedures and seek medical help.
- Inform the parent/carers through the correct club process.
- Record/report the incident as required.

EMERGENCY

If a situation is life-threatening or requires urgent medical assistance, call the emergency services and follow their instructions. Make sure someone is available to direct responders to the correct location.

Weather & facility safety

Consider heat, cold, storms, ice, poor visibility and unsafe pitches. In hot conditions provide regular drinks and breaks and reduce intensity. If conditions become unsafe, stop the activity and follow venue/club guidance.

08 • “WHAT DO I DO IF...?”

Keep this page handy. When in doubt: stay calm, follow club procedures and ask for help.

Situation	First response
Player ID is missing or incorrect	Do not let the player play until their registration/eligibility has been confirmed. Contact the appropriate club/league official.
A player is not showing as registered	Do not allow them to take part. Check the Match Day App and contact the appropriate club/league official before kick-off.
I forgot to enter the match result	Complete the final score/result in the Match Day App as soon as possible and check it is correct. If the deadline has passed, tell a club official.
A player is repeatedly disruptive	Stay calm, remind them of the standard, explain the expected behaviour and follow the club process if it continues.
A player calls another child rubbish	Stop the behaviour. Explain that teammates have different strengths and disrespect is not acceptable.
A parent is angry on the touchline	Do not argue. Ask to speak privately after the game and involve the club if necessary.
A player makes a mistake	Encourage them. Ask what they saw or what they could try next time.



A child discloses something worrying	Listen, don't promise secrecy, don't investigate, record and report through safeguarding procedures.
A serious injury occurs	Stop play, get the appropriate first aider, follow emergency procedures and seek medical help when required.
You don't know what to do	ASK. Contact the appropriate club person rather than guessing.
You cannot attend training/match	Tell the club/team contact as early as possible and ask for support with cover.
Weather becomes unsafe	Stop the activity and follow venue/club guidance. Player safety comes first.

MATCHDAY GOLDEN RULE

CHECK PLAYER IDs AND REGISTRATION BEFORE KICK-OFF • ENTER THE FINAL RESULT AFTER THE MATCH.

09 • COACH'S SEASON PLANNER

Fill this in when you take over your team and keep it with your coaching notes.

Team information

Age group	_____
Team name	_____
Training day/time	_____
Training venue	_____
League	_____
Coach / assistant	_____
Club contact	_____
Safeguarding contact	_____

My coaching goals

- Create a positive team environment.
- Give every player meaningful coaching and encouragement.
- Develop technical skills and football understanding.
- Encourage players to make decisions.
- Build confidence and teamwork.
- Communicate well with parents and club officials.



- Continue developing my own coaching knowledge.

Season review questions

- Are the players enjoying training?
- Are they getting enough touches and decisions?
- Are they becoming more confident?
- Are they working together?
- What is improving?
- What should we work on next?

10 • CLUB CONTACTS DIRECTORY

Club Chairman

Name: Terry Phone: 07824831120 Email: t.dunn@jjhbuilders.co.uk

Secretary

Name: _____ Phone: _____

Email: _____

Assistant Secretary

Name: John Phone: 07970110186 Email: johnodonnell81@yahoo.co.uk

Head Coach

Name: Nicki Phone: 07724216324 Email: nickih3@hotmail.co.uk

Club Welfare Officer

Name: Helen Phone: 07557796685 Email: helenmercercer22@gmail.com

Treasurer

Name: Natalie Phone: 07921398256 Email: natalieIn@hotmail.co.uk

Fixtures / Refs Secretary

Name: John Phone: 07970110186 Email: johnodonnell81@yahoo.co.uk

Kit / Equipment Contact

Name: Sadie Phone: 07403551289 Email:

Social Media

Name: Lewis Phone: 07411583181 Email: lewiscanegibson@gmail.com

and

Name: Alex Phone: 07515506640

Email: winwickathleticfootballclub@outlook.com

11 • EMERGENCY CONTACTS & INCIDENT REFERENCE

Emergency Services (999)

No Emergency (111)

Defibrillator Location: **Yellow box at the side of the leisure centre by the main entrance**

First Aid Kit Location: **Every coach should have their own**

Assembly Point: **Car Park entrance**

A FINAL WORD FROM WINWICK SPARTANS

Develop • Encourage • Respect • Enjoy

Thank you for giving your time to our players and our club. Your commitment makes grassroots football possible.

OUR PROMISE TO OUR COACHES

We will support you, help you learn, and work with you to create the best possible environment for our players.

Remember: You don't have to know everything. You do need to put the players first, keep learning and ask for help when you need it.

WINWICK SPARTANS FC • EST. 2026