



TEAM MANAGERS

ROLE & RESPONSIBILITIES

ROLE

1. To ensure the health, safety, security and well being of all players, parents and supporters and to run the age group in accordance with the constitution, policies, procedures and charters of the Club, and further to act without fear or favour or discrimination of any kind.
 - 1.1. The health, safety and welfare of young players in the care of the manager are paramount.
2. To abide by the rules and regulations of the FA, the County FA and the league in which the Team participates
3. To be responsible for the behaviour of players, parents and supporters

DUTIES & RESPONSIBILITIES

Training

4. To organise and supervise training activities that are both developmental and fun
5. To prepare training plans and maintain equipment and training aids in good order
6. To regularly assess individuals' needs and provide support as and when needed
7. To ensure every player has the suitable training kit for the weather conditions and adequate playing equipment and that appropriate footwear and shin pads are worn at all times



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Match Days

8. To select the team and provide tactical analysis and active coaching and support during games
9. To ensure every player has the requisite playing kit and equipment and that appropriate footwear and shin pads are worn at all times
10. To make substitutions as and when required ensuring always that all players have an equal chance to participate in every game for which they are selected

Administration

11. To ensure league registration forms, passports and Club registration forms are completed, and presented to the relevant authorities
12. To maintain an up to date register of all players and to inform the League and Club of any changes, including providing the forms mentioned above.
13. To keep passports in good order and available for scrutiny by those officials entitled to review same
14. To complete the match report form and ensure the away teams form is also completed properly.
15. To phone in results to the League Divisional secretary
16. To collect match and training fees and be responsible for the safe custody of all monies collected on behalf of the Club and hand to the Treasurer
17. To phone the appointed referee and provide details of the game, the opponents and the venue and if necessary provide directions



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- 17.1. If the appointed referee has to cancel it is the Managers responsibility to find a replacement
- 17.2. If the appointed referee fails to appear for whatever reason it is the Managers responsibility to find a replacement from amongst those attending the game; games cannot be cancelled or postponed because the referee does not show up
18. To phone the away team and provide them with details of the kick off, the venue and directions as necessary
19. To welcome the away team and officials, including the referee and show them the facilities and changing arrangements
20. To ensure goal nets (and corner posts) are put up and taken down, that they are safe and secure at all times and that all pegs and equipment are returned to the store in good order
21. To ensure changing rooms are left in a clean and tidy condition
22. To ensure that the ground and in particular the pitch where the game has been played are left in a clean and tidy condition and all litter is collected and placed in the bins provided
23. To be accountable for all the kit and playing equipment provided by the club and ensure they are kept in good order
24. To attend the monthly Club meeting, the AGM and any ad hoc or disciplinary meetings
25. To represent the interests and wishes of the age group at Club meetings and to participate fully in discussions
26. To act as a conduit between the Management Committee and players and parents to inform them of decisions made and advise them of other issues and developments within the Club



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27. To actively support and promote fund raising activities of the Club and to ensure the Age Group is represented on the Fund Raising Committee
28. To open up the Clubhouse, if first to arrive and to close up and secure if last to leave

QUALIFICATIONS & EXPERIENCE

29. To have, or achieve within 12 months of appointment the following minimum levels of qualifications and to maintain these qualifications for the duration of the appointment:
 - 29.1. FA Level 1 Coaching Certificate
 - 29.2. Emergency First Aid Certificate
 - 29.3. Child Protection Certificate
30. In addition every manager and coach shall submit to a CRB check (Criminal Records Bureau) and obtain clearance from that authority
31. To attend and participate in any training sessions organised by the Club to promote coach and managers own development
32. To submit to a twelve month probation period before any appointment is confirmed
 - 32.1. Confirmation will be dependant upon obtaining the requisite qualifications and having satisfied the Officers of the Club that they are a fit and proper person to be placed in charge of young players