



Poppleton Junior Football Club

Purpose

The purpose of this document is to assist those who volunteer as a Team Manager at Poppleton Junior Football Club [The Club]. Specifically this document will detail the responsibilities of the Team Manager to the Club organisation, the parents/carers, and most importantly the children.

Team Manager's Responsibilities

1. Interface to the Club

The Team Manager plays an important role in communicating in the Club, this communication takes many forms but the primary communication method is email. If you do not have an email address then you will find it difficult to fully participate in communications. This communication is two way; the Club need to get information to you, for example League and fixture information, coach training opportunities, events etc and you need to contact the Club committee members, for example to request new equipment, report issues etc.

The team manager is responsible for

1. Providing the primary point of contact between members of the Club organisation , team and parents
2. Attending the AGM and Managers meetings, sending a deputy if they cannot attend or formally registering apologies if unable to attend
3. Attendance at the AGM is mandatory unless apologies are previously accepted
4. Assisting the Club in the collection of membership fees and membership forms
5. Positively promoting and assisting in the support of fund raising activities within the Club
6. Responding to Club emails in a timely manner
7. Ensuring that all team officials are CRB checked and that adequate CRB checked supervision is available at all times
8. Ensuring any equipment requirements are registered with the Club in a timely manner
9. Reporting any areas of concern, breaches of rules to the Club Disciplinary sub Committee
10. Reporting any football disciplinary issues to the Club Secretary (ie booking/sending-off)
11. Following the Club Disciplinary Policy [Stages 1-5] in partnership with the Disciplinary Committee in the event of any serious issues arising.

12. Ensuring that the club are informed of any changes to the team Management and/or assistants (coaches) structure as soon as possible

2. Duty of Care

We all have a legal duty of care to the parents/carers and the children under our supervision

The team manager is responsible for

1. Ensuring they and any member of their team structure understand their responsibilities in line with the latest Club (to be published) and FA guidance.
2. [The FA Child Protection Policy](#)
3. Ensuring that all team officials are CRB checked and that adequate CRB checked supervision is available at all times
4. Ensuring that a safety check of the playing surface is performed before each training session and match
5. Ensuring that all equipment used in coaching sessions and at matches is safe and fit for purpose
6. Reporting to the club any areas of concern that may breach our duty of care
7. Ensuring all team management members have read and subscribe to the relevant code of conduct
8. Ensuring the players have read and subscribe to the players code of conduct
9. Ensuring that an attendance record is kept up to date at all times for both coaching and matches
10. Ensuring all players are correctly registered prior to their attendance in games
11. Ensuring that the 'No pay – No play' rule is strictly enforced at the date to be agreed with the Executive – currently 1 November of each season.

3. Communication to Parents

1. It is important that all parents receive, in a timely manner, information about training, matches and any other Club activities. Timely information ensures parents are able to schedule activities in advance.
2. Parents should be given a complete fixture list and be informed of the training arrangements
3. Parents should be given copies of the Parents code of conduct and the manager should confirm they have read it

4. Competition administration requirements

1. There are requirements in competitions that you will need to follow. These are set out in the competition rules.
2. It is the team managers' responsibility to ensure that the rules of the competition are followed

3. If you do not know the rules of the competition then ask the Club secretary. These normally concern things like registration rules; result reporting, match confirmation etc
4. It is not acceptable for the club to pay fines for the late arrival of these types of administration items; if you have any difficulties complying with the competition requirements then it's the team managers' responsibility to inform the club
5. All fines incurred must be settled in full within 30 days with the Club Treasurer.

5. Training/Coaching

Team managers are responsible for

1. Ensuring that all equipment used during training is returned to its storage location
2. Ensuring that after the session all items & litter are removed from the training area
3. Ensuring coaching sessions are planned and delivered in a safe structured environment and is at the appropriate level for the age group concerned
4. Becoming members and encouraging others to become members of the NRCFA Coaching association. This is funded by the club
5. Attending and encouraging attendance at Coach training events

6. Kits

Team managers are responsible for

1. Accepting the kit at the beginning of the season
2. Ensuring a list is kept that details which player has which kit
3. Recovering that kit at the end of the season
4. Identifying any kit defects so that new items can be purchased by the club
5. Passing the kit on to the new manager of the age group at the end of the season

7. Balls

The Club will supply training balls to each team. It is the responsibility of the Team Manager to secure and maintain the balls.

Two match balls will be provided to each team. It is the responsibility of the Team Manager to secure and maintain the balls.

8. Match Days

The team manager is responsible for

1. Ensuring that the game is confirmed with the opposing manager & referee in line with the competition rules

2. Organising the referee if one not appointed. The club will not normally pay for non-appointed referees, If you wish the club to pay for a non-appointed referee please agree it in advance
3. Making sure that the facilities are unlocked as required – Changing room & toilets
4. Organising the assembly of the goals, nets & corner flags as required
5. Doing an equipment and safety check on the playing area before the game commences
6. Ensuring that the players over 10 years of age warm up prior to the match. This may involve a combination of stretching, jogging and exercises or small team exercises using a ball.
7. The behaviour of Club Officials, Parents and Players during the game
8. Ensuring that payment is made to the referee as required
9. Ensuring that all items are returned in good condition to their allocated storage area
10. Ensuring that if you have used the changing rooms that are swept and in the same condition you found them in
11. Ensuring that if they are the last manager to leave the ground, that all the doors and gates are locked

SignedPrint Name

Team:

Date: