



## Fareham Town Youth Football Club Responsibilities of a Manager



### 1. Overview

Fareham Town Youth Football Club, as a grassroots organisation, relies entirely on volunteers to complete its day to day business. It is recognised that managers give up their spare time which is greatly appreciated and without this the club would not survive. However, there are a lot of responsibilities to undertake, including the safeguarding of children and adhering to the rules of The Football Association (FA) and affiliate leagues. This document is designed to make it clear what these responsibilities are.

### 2. Basic requirements to be a manager

Once a manager has been appointed by the committee, these requirements must be met by the end of that current season, to be able to meet our Charter Standard requirements:

- Have a valid Criminal Record Check (CRC). This **must** be in place before a manager can undertake sole supervision of the children.
- Achieve the Level 1 Certificate of coaching
- Achieve the FA First Aid course (part of the level 1 course).
- Complete the FA Safeguarding course (part of the level 1 course).
- Once all the above is completed, join the FA Licenced Coaches Club. This is free and also a requirement of the FA for the club to retain its charter standard status.

Failure to do so may result in that manager being unable to take charge of a team the following season.

### 3. Additional responsibilities

As a manager, it is expected that you cover the below as additional responsibilities:

- Complete the league admin requirements to be able to field an eligible squad. This will likely be in the form of administering the team on The FA Whole Game System (FA WGS).
- Be the liaison between the treasurer and parents when subs are overdue.

These roles can be delegated to a parent however this must be notified to the committee and approved.

### 4. Playing Kit

At present, the club does not have anybody in a role who can source funding to purchase kit. If there is no kit available then it is your responsibility to find a sponsor to cover costs, although the club will support where it can.

If a playing kit is no longer required, due to being outgrown or a new kit being sourced, then the kit must be returned to the club. It will then be recycled to teams who require it.

## **5. Coaching Courses**

It is part of our long term strategy and club interests to keep managers at the club for as long as possible. This works two ways, the manager/coach is expected to be proactive in their continued development as a coach however the club needs to offer financial support to cover the cost of those courses. It has been decided by the committee that all managers/coaches will fund any courses they need to attend upfront. Refunds can be sought upon completion of the course.

Level 1 Course (Managers) – 100% refund upon completion of the course.

Level 1 Course (Assistants) – 50% refund upon completion of the course and the final 50% after 12 months.

Level 2 Course (Managers/Assistants) – 50% refund upon completion of the course and the final 50% after 12 months.

Managers/coaches wishing to undergo a course are to let the treasurer know so the club can oversee the cost of these courses.

## **6. Costs**

The only expense that managers should occur (U11 and above), with the exception of courses, is the payment of referees which are set at a standard rate of £25 which includes expenses. Receipts should be kept and reimbursement sought via the club treasurer.

Nobody is to purchase additional training/equipment kit or book facilities without permission from the club treasurer.

## **7. Club Discipline**

Any breach of club regulations may incur a club sanction/s. Please refer to the club discipline policy for further information.

## **8. Training**

Summer training commences from 1<sup>st</sup> April to 30<sup>th</sup> September. Ideally, Cams will be the preferred choice and a slot must be booked with the fixture secretary.

Winter training commences from 1<sup>st</sup> October to 31<sup>st</sup> March. It is the managers responsibility to book this with a suitable facility provider however support can be offered by the club if a manager is unable to find a venue.

Summer and winter training dates may vary due to circumstances such as weather. The committee will advise as and when this changes.

## **9. Training Preparation**

Checks should be undertaken to ensure that:

- The pitch or indoor sports hall is checked for items or obstructions which will harm any player, official or spectator.
- Any grass pitch is checked for holes and these are covered before use if by doing so makes the pitch safe and playable.

- The goal posts are secure and safe.
- Changing facilities, if available, are safe and secure.
- Toilet facilities are available and safe and secure.

## **10. Fixture Preparation**

In addition to the above, additional checks need to be undertaken for fixtures:

- If played at Cams, the traffic cones (located by mini soccer goals) must be distributed along the road by the pitches (football side, not rugby). This is to avoid parking on the road which causes traffic congestion and health and safety issues.
- The respect barrier is set up and positioned a safe distance from the pitch.
- The corners flags are in place and secure.
- A respect steward (designated parent wearing a hi-vis jacket) is in place. This is mandatory in the PYFL for U7 to U13 but is recommended as best practice across all age groups in all leagues. Contact the committee if you do not have a hi-vis jacket.
- Complete pre-match admin (eg team sheets)
- Complete post match admin (eg fixture results via full time)