



# Winnersh Rangers FC

## Team Manager / Coach Roles & Responsibilities

### Overview

Winnersh Rangers run sides in local leagues within Berkshire, Hampshire and the surrounding areas.

All activities not directly associated with arranging or managing games for that team are co-ordinated by the members of the club's appointed committee. That administration will provide:

- Affiliation to the Berks & Bucks FA, league entries and entry for cup competitions (where appropriate) but not tournaments
- Pitches and training facilities - these will also be booked and paid for by the club
- Provision of kit and equipment (including man of the match awards)
- Management of all funds
- Management of fund raising activities
- Club newsletters

### Qualifications

It is the Club Committee's role to appoint managers and coaches. It is expected that team managers will have the following qualifications:

- Managers of teams need not have previous experience of managing a side, but should have some experience of playing FA organised football to a reasonable level. Alternatively they should appoint an assistant manager or coach with this experience.
- If not already qualified, managers will be required to attend an FA coaching course. The club will arrange and book the course at a convenient date on behalf of the manager. The club will fund 50% for Level 1 and Level 2 FA accredited coaching courses with the manager coaches funding the other 50%.
- As part of the Level 1 course, managers /coaches will receive First Aid and Safeguarding Children accreditations. These generally remain valid for 3 years and must be renewed at expiry (renewals will be funded by the club). There must be one person in attendance at any training or match with these accreditations.
- All club volunteers (including managers, coaches or anyone else working with children) must be checked against the national Criminal Record Bureau (CRB). This must be renewed on a 3 year basis and the club will fund this check and any renewals.

## Roles & Responsibilities

It is always the manager's responsibility to ensure that the following tasks and roles are performed either by themselves or being their delegated coach or team administrator. The club's code of conduct, child protection policies and equality policy must be adhered to at all times by all people undertaking activities on behalf of the Club. Each Team can only have one Manager.

### 1. General

- Register all players with the appropriate league authority prior to the start of the season (full details are usually available on the appropriate league websites)
- Ensure all club subscription requirements are communicated to parents/guardians of all children and that all team members are paid up club members.
- Ensure the Subscription Secretary is provided with all Member details at the beginning of each season and that any updates are advised on a timely basis.
- Comply to all Club policies (as posted on the club website) and ensure all parents/guardians and players are also aware of their responsibilities as a Club member
- Provide communication (email or hard copy) such as Club newsletters to club members
- Promote club events and fund raising activities
- Be responsible for seeking new players for their side as necessary and ensuring new members are inducted into the club. The club will assist managers in this endeavour via community advertising and other campaigns within schools.
- Arrange training sessions (the club will co-ordinate all venues and timins on behalf of all club teams). The manager is responsible for ensuring that training exercises are appropriately planned and executed and that the integrity and rules of the training facility are observed (this task may be delegated to an appointed qualified coach).
- Define and clearly communicate team policy on selection, substitution and MOTM selection (see guidelines below)
- Attend local FA or league meetings where appropriate.
- Attend club manager's meetings as scheduled (at least once a year)
- Request kit and equipment from Kit & Equipment Manager on annual basis. Note, all kit and equipment **MUST** be purchased through the club to conform with club standards. Refunds for kit and equipment not purchased through the club will be at the club's discretion.
- Managers can obtain sponsorship for their teams (in the absence of a Club sponsor) but need to get committee approval in all instances
- Ensuring all club property (playing kit, goals etc) are cared for at all times, cleaned and stored as appropriate
- Comply to Café Duty rota by organising parents/guardians to man the café as requested.
- Be responsible for all children in the care of the manager / coach at training and matches and ensuring all children are collected by a parent /guardian at the end of the session or match
- Ensure all team kit/equipment is clean (this can be organised by the manager or delegated to each parent)
- Ensure the goal bags and kit room generally is maintained in a clean and tidy manner. The kit room should be locked on all occasions.

- Comply to training facility rules and regulations. Generally on astro surfaces this mean flat soled boots, only using football goals, no chewing gum, climbing exterior fences). It should be noted that floodlit astro training facilities are both difficult to find and expensive and therefore nothing should be done to jeopardise the club's relationship with the hirers. Any indiscretions in relation to this will be taken very seriously by the committee
- Each manager is exempt from paying a subscription fee (for one child) to cover match day costs (washing costs, fruit juice, referee fees etc). If these costs exceed the subscription fee, then an expense claim can be made to the Club Treasurer. This has to detail all costs exceeding the subscription fee.

### *Match Day Responsibilities*

Managers are responsible for setting up the match and welcoming opposing team managers. This includes:

- Arranging and communicating time and venue of matches with opposing team managers and match referees (this may also need co-ordinating with other managers where pitches are shared). All pitch allocations will be communicated by the club's Fixture & Pitches secretary
- Setting up the pitch with goals, corner flags and spectator lines before the game and removing them at the end of the match.
- Ensuring the pitch is in a playable condition and that all dangerous items (e.g bottles, animal excrement) are removed from the pitch.
- Make sure players are properly attired in club kit and. All players must wear shin pads and all jewellery should be removed.
- At Under 9 level and below, managers must make sure that they provide a referee for all home games. If nobody else is available, then the team manager must referee the match.
- At Under 10s and above, managers must ensure that an official referee (preferably FA qualified) is appointed for all home games. Referee contacts can be provided by the Referees Secretary.
- Comply to the FA Respect Campaign and ensure all parents/guardian and players know their responsibilities. The manager is responsible not only for their own conduct but anyone associated with the team.
- Welcome the match referee and pay the appropriate fee (this should be paid 50:50 with the opposition unless agreement is made that the home team pays with the opposition manager).
- Make sure the players observe the FA guidelines on sportsmanship and Fair Play.
- Uphold the FA's Child Protection policies
- Ensure that the Winnersh Rangers' Code of Conduct is observed
- Provide drinks for players, and make sure they are available at half time and at the finish of the match.
- Ensure that playing injuries, however minor, are dealt with speedily and effectively using club first aid facilities. This includes support for injured players of opposing sides.
- Applaud and thank the opposition for their contribution to the game.
- Check that players waiting to play, or leaving the game are suitably and warmly dressed.
- At the end of the game, arrange for a 'player of the match' trophy or prize to be awarded to a suitable recipient and applaud the players' efforts.
- Report match result to appropriate league authority and complete and submit any required match result cards to that authority in a timely manner. Any fines received by the club for repeated non compliance will be passed on to the manager to pay.

## Selection & Substitution Guidelines

- If a team operates with a squad size which does not allow all players a fair amount of playing time, then it may be appropriate to have a squad rotation whereby one or two players miss a match on an agreed schedule
- Each player attending a match should be given a fair amount of playing time (at least 15 minutes - to be agreed)
- Any grievances should be managed initially by the team manager or escalated to the Manager's Liaison Officer. Only in exceptional circumstances should the club's grievance policy be used.

## Transfer Guidelines

- Teams need to comply to league transfer policies and pay the appropriate fees
- Transfer of players between Winnersh teams need to be communicated to and approved by the Manager Liaison Officer

## Transport Guidelines

- Before transporting any children in your vehicle, make sure you have the explicit permission of the child's parent or guardian.
- You should never transport anyone else's child in your vehicle alone.
- Always make sure all children are accounted for at the end of any training session or match before you leave the premises.