



## CHESTERFIELD TOWN FOOTBALL CLUB MANAGER'S ROLES AND RESPONSIBILITIES

### Club Governance

All Chesterfield Town Managers will be required to in respect of the club;

1. Attend at least 75% of all Club meetings throughout the year (June to May).
2. If the Manager is unable to attend, he/she will
  - a. Send apologies to the Club Secretary
  - b. Send a representative.
3. Attend the relevant League meetings where required by the Club Secretary.
4. Commit to the organisation of Club events (End of Season Presentations, Tournaments, Charity Day etc)
5. Keep the Club Co-Coordinator and Club Welfare Officer updated with any changes in Officials personal details.
6. Hold a copy of the Club's Constitution, Rules and Child Protection Documents and be aware of their contents.
7. Ensure they and their coaches/assistants have the necessary FA CRB Checks & other relevant FA Qualifications.
8. Provide a Team Income & Expenditure balance to the Club Treasurer quarterly & submit annual accounts by the 30<sup>th</sup> June every year.
9. Carry out any necessary tasks associated with the post, setting an example to all and always positively promote the Club.
10. Be aware they are responsible for the actions and conduct of all their supporters, officials and players.
11. Notify the Club Secretary about all friendly fixtures & any over sea's tournaments / trips.

### Team Governance

All Chesterfield Town Managers will be required to in respect of the team;

12. Recruit players and play matches in accordance with the Football Association's Rules
13. Adhere to the guidelines set out in the F.A. Youth Review for the relevant age group.
14. Hold regular training sessions to develop players.
15. Ensure that all parents of players under the age of 18 years-old have signed to say they have seen
  - a. Club's Child Protection Policy
  - b. Club's Codes of Conduct
  - c. FA Respect Code of Conduct
  - d. Consent to emergency treatment & first aid
  - f. Consent to photography / video
16. Ensure any breaches to the Code of Conduct are reported to the Child Welfare Complaints Officer.
17. Ensure they and their coaches/assistants have, or are working towards the FA Level 1 Coaching qualification
18. Ensure that the playing kit is in the Club colours of white shirts, black shorts and black socks for home matches and an alternative dark blue shirt for colour clashes when playing away; all shirts to contain the club badge and preferably be of 'Nike' make
19. Ensure that in Youth and Junior Football the player's names or initials are not visible on any item of kit, including tracksuits
20. Take responsibility for managing team expenses by;
  - a. Recording all financial transactions in the form an Income and Expenditure log, including the retention of all receipts.
  - b. Collect annual player memberships and forward them to the Club Treasurer.
  - c. Collect weekly player subscriptions, organise raffles and fundraising as necessary.
  - d. Pay training ground hire on-time
  - e. Pay the referee expenses for home matches.
  - f. Ensure that all team and player fines are paid promptly to the Club Treasurer.
21. Have a copy of and be fully aware of the League Rules.
22. Ensure that all fully completed player registration forms are with the relevant League Registrars in accordance with the League Rules.
23. Ensure all training sessions;
  - a. Are notified to players (and parents for junior soccer)
  - b. Are pre-planned with the appropriate equipment
  - c. Conducted In a suitable and safe environment

- d. All players and coaching staff are suitably dressed
  - e. Have a qualified first aider and a well stocked first aid kit available at all times.
24. Ensure that their team does not play 11-a-side games in the month of June.
  25. Ensure that any trophies are returned as requested in accordance with League rules.
  26. Provide the Website/Publicity Officer with a team photo, team profile, season's fixtures (when known) and dates of any re-arranged matches.

**Player Governance**

All Chesterfield Town Managers will be required to in respect of the players;

27. Keep an up to date record of all players registered, including full name, address, telephone number, email address and/or parent's email address if under 18 and date of birth. A copy of the same record including any changes should be deposited with the Club Secretary.
28. Be aware of any illness or medical conditions that a player might have.
29. Always establish that registered players are in the correct age group and that they are not currently registered with another club in the same league.
30. Do not encourage players registered with other teams in the same League to join until the end of the playing season on the 31st May.
31. Be aware of player's holiday arrangements and the League rules on match postponements due to insufficient player availability.
32. Ensure each player receives the following
  - a. Minimum 30% of pitch time for every match
  - b. Average 50% of pitch time over the course of the season.

**Match-day Responsibilities**

All Chesterfield Town Managers will be required to;

33. Ensure opponents and the referee are notified in accordance with League Rules when
  - a. Playing at home.
  - b. Postponing a fixture.
34. Ensure all players (parents for junior soccer) are aware of match kick-off times and venue's if playing an away fixture
35. Ensure that the following is always available;
  - a. First aid kit
  - b. League handbook
  - c. Player and officials registration cards
36. When playing a home fixture;
  - a. Ensure playing equipment (portable goals (where used), goal nets, corner flags and respect barriers) are used correctly
  - b. Ensure all playing equipment is locked away after the match in a tidy and responsible manner.
  - c. Clean and lock the changing rooms/premises where required.
  - d. Referee expenses are paid.
37. Ensure the match result is;
  - a. Notified to the relevant League in accordance with their rules and ensure match cards (if required) are fully completed and sent to meet League deadlines
  - b. Emailed or Text to Website/Publicity Officer on the day of the match (by 18:00 for Sunday fixtures). Include goal-scorers and player of the match accolades if appropriate.

I agree to adhere to the Manager's Roles and Responsibilities with the understanding that any failure to meet these may ultimately result in my exclusion as a Manager for any Chesterfield Town team.

<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	