



Anchorians Football Club

Team Managers/Coaches

Role, Responsibility and Rules & Regulations



- As a club representative club clothing must be worn on a match & training days.
- Where applicable League ID cards must be worn on a match day
- To ensure that all competition and FA rules and regulations are abided by.
- Hold a Respect & codes of conduct briefing with your team's players & parents/supporters, enlisting the help of the club Welfare Officer if required.
- Conduct a training session at least once a week
 - As per FA safeguarding policy, under no circumstances should you or any parent take part in a youth training session match with your team.
 - Please note if a participant is injured as a result of not adhering to this rule, it will not be covered by the clubs insurance.
 - All helpers or assistant coaches that you use, must be agreed with the clubs committee in advance and must have CRB checks done. Ideally before they start helping/coaching
 - Failure to complete the CRB check will result in that person not being able to assist you.
- Organisation of match day game:
 - If at home:
 - Refer to the weekly fixture schedule issued by the fixture secretary that will confirm your kick off time, Pitch No and Referee.
 - If applicable inform opposing team of kick off time, by 9pm Tuesday evening including facilities available to them at our club (toilets, changing rooms etc.) & your team colours in writing.
 - Ensure you receive written communication back from opponents
 - Communicate to parents & players about details of match
 - Check goals meet the FA Goalpost safety guidelines
 - Undertake a pitch inspection to ensure it is fit for purpose, also due to inclement weather. Ensure that you have done it in the correct timeframe allowing you time to inform your opponents before they have set off on their journey to Anchorians
 - Set up of pitch on match day: goals, goal nets, corner flags (no slalom poles are to be used) & respect barriers
 - Ensuring match day paperwork is filled out and returned correctly
 - League appointed match officials are offered refreshments at half time.
 - Referee fee is collected from the Club Treasurer at your training session (if applicable).
 - The fee is paid directly to the referee after the game (if applicable).
 - Reporting match result to the club secretaries or relevant appointed official in the allotted timeframe.
 - If away:
 - If applicable communicate in writing back to opponents of match details upon receipt.
 - Communicate to parents & players about details of match: time, venue, directions etc.
 - Ensuring match day paperwork is filled out and returned correctly
- Ensure that no litter or mess is left by the team whether at matches or training.



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- Appoint a parent representative to your team (Seniors, 2 player representatives instead, one of which can be the captain)
- Emergency health forms are filled out by each player, copies to be kept with the manager & taken with you to each game/training session along with your first aid kit. The club welfare officer will have a copy of these via club membership form.
- Supply the club secretary with contact details for all players, using the club registration forms.
- If you are approached by a parent from another Anchorians team about their child transfer to your team, please inform a committee member in the first instance. Do not engage in any further conversations, until the committee have informed you to do so.
- Any required expenditure needs to be put in writing to the Club Treasurer and Chairman for approval before purchase is made. With any approved purchases receipts must be kept and handed to the Treasurer, who will reimburse you. (please note failure to provide a receipt may mean the club not reimbursing you for the expenditure)
- League paperwork requirements are met: match day cards, player registration, referee score card etc.
 - If the club is levied with fines by the league for any incorrect paperwork submission, or breaches of league or FA rules by me or my team's player's parents/spectators, the manager may incur these charges.
- Away kits are funded by the team obtaining a sponsor; these must be on a white shirt, with the rest of the colours and design of the kit down to you.
 - Away/training kits are to be used for that purpose only, home shirts must be worn at home games(unless you are playing another Anchorians team)
- Keep track of club issued kit & ensure its return when a player leaves the club or when requested back from a player.
 - This may mean arranging a convenient time for you to collect the kit from a player/players parents.
- Any club clothing issued to you, that is lost must be replaced by you at your cost.
- Inform the club secretary immediately if the following takes place that involves any Anchorians team, its manager(s), coaches, player(s), parents/carers or supporters on a match day:
 - A verbal or physical altercation with the opposing team's Manager(s), coach, parent(s), player(s) or supporter(s)
 - A verbal or physical altercation with any match official or linesman, that results in the referee stopping play & speaking to the team manager or individual about their conduct.
 - The issuing of any Red or Yellow cards
 - Serious injuries that may happen to ours or our opponents players
 - Ensure that the Anchorians accident/incident form is filled out for any of the above and sent to the Club Secretary & Welfare officer on the day that the accident/incident taken place.
- Team photo, the sponsorship secretary will liaise with you and CK Portraits to arrange your team photo.
 - Every team must have a photo taken at least once every 2 seasons.



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- Sponsors
 - If your team has a sponsor, please ensure you keep them up to date with what is happening with the team, match reports, photos etc...
 - Where applicable some sponsors may have banners they have produced in-conjunction with the club, which need to be displayed on a match day.
- Team equipment (including medical kit) must be ordered through the Treasurer or Chairman.
- Equipment taken from football store cupboard/sheds is put back in correct place.
- Training goals if used are carried correctly and not to be dragged across the ground and must be treated with the upmost care. They must be returned back to the compound after use and stored so not impact the association & member clubs facilities or impede vehicle access.
 - You must check the equipment & goals have been returned correctly if your players/parents have undertaken this task for you.
- Attendance at managers meetings when requested, apologies must be given to club secretary in advance of the meeting if unable to attend.
 - If you are unable to attend either the parent or player rep or another member of the teams coaching staff should attend in your place.
 - Failure to have representation for your team in 2 consecutive meetings will result in you attending a meeting with the Club Management Committee.
- Help promote & support the annual tournament, social events & presentation nights.
- Communicate with committee & other managers when required & in desired timeframe
- Required qualifications are attained and kept up to date.
- Our FA mentor will hold coaches' sessions that you and your coaches must attend as part of your training and development if required.
 - Any course that the club full or part fund for me must be attended, failure to attend (or finish the course), unless notice of cancellation is given in the desired cancellation timeframe prior to the course taking place, will result in me or my parent/carer being liable to pay any cancellation fee, the full cost of the course and reimburse the club with the funding they have paid towards the course.
 - If you choose to stop coaching or leave the club within 1 calendar year of final qualification of a course(s), you will be liable to pay back the full cost of the course(s) or the funding the club has contributed towards the course, to the club.
- If you wish to step down from your role or leave the club, all equipment issued to you must be returned. Confirmation of your decision must be put in writing to the club Chairman, relevant Vice Chairman & Club Secretary.



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- Anchorians code of conduct for managers & coaches is followed at all times, as detailed below:

On and off the field, I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match official's decision
- Ensure that the parents/carers & spectators adhere to the FA respect campaign and the codes of conduct they have signed.
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.
- Never smoke or consume alcohol in & around the field of play.
- Never engage in conversation with players/parents from other Anchorians teams, about joining your team.
- Not to engage in any chat or comments on any social networking site that could be deemed detrimental to the club, our players, match officials, other clubs & their players.

When working with players, I will:

- Follow the Anchorians Football Club ethos, every player plays, no matter their ability
- Remember that players play for Fun & Enjoyment
- Place the well-being, safety & enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under 18 understand these expectations
- Not shout or bellow at players constantly
- Never engage in or tolerate any form of bullying
- Not show unacceptable favouritism to any individual player.
- Never punish or belittle a player for losing a match or making mistakes.
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age & maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.
- Ensure every player plays and has equal match time.

I understand that if I do not sign up to & undertake the roles, responsibilities & follow the code of conduct any/all of the following actions may be taken by the Anchorians football club, County FA, league or The FA:

- Required to meet with the Anchorians Football Club Committee
- Required to meet with the club, league or County Welfare Officer
- Monitored by another club coach
- Required to attend an FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the Anchorians Football Club.

In addition:

- My FACA (FA Coaches Association) membership may be withdrawn.



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Roles & Responsibilities & Rules & Regulations Declaration Form

The rules & regulations govern: the high standard of conduct expected by everyone connected with the club, this is to ensure that we as a club provide a fun & safe environment for our players to participate in. These rules & regulations act as a contract between the Managers/Assistant Managers/Coaches and Anchorians Football Club that works together as one club. Before signing, please make sure you have read and understood our rules and regulations.

Any questions about the rules and regulations should be directed to the Chairman, Vice Chairmen or Club Secretaries.

By signing you are agreeing to abide by the rules and regulations of Anchorians Football Club.

Carefully detach this page and return it to a club committee member.

The rules and regulations are to be kept by you.

Manager/Assistant Manager/Coach

I hereby agree to the rules above and will behave in a manner that is expected of me whilst being a Manager/Assistant Manager/Coach for Anchorians Football Club.

Signed.....

Print Name.....

Date.....