**MANAGERS CONTRACT OF RESPONSIBILITES**

**Being a team manager is not just a case of turning up on Sunday morning and hoping to see your team win. There are certain obligations which go with the privilege.**

**Please read the list below and only sign if you are prepared to abide by the club rules and codes of conduct.**

**1. Managers must remember that winning at all costs is not what this club is all about. The main emphasis should be on having fun.**

**2. Maintain records of team members and notify the Secretary of any changes. Make sure that all your players are legal and correctly registered.**

**3. Treat players fairly in all aspects of the game, subbing each child equally regardless of ability. Keep a record as it may be inspected at any time.**

**4. On match days if you are first game please be at the pitch 30 mins before kick off to put up goals etc. If you are the last game you must take down goals etc and return them to their relevant storage area.**

**5. Attend meetings when requested with at least 2 weeks’ notice. If you are unable to attend notify the Secretary. If you have an assistant then where possible the assistant should attend in your place.**

**6. CRBs to be completed on all managers and if you have someone who assists you they to need to have a CRB completed.**

**7. Ensure all players are correctly dressed on matches days and wearing the correct footwear and shin pads. No Hoodies. If a hoodie is worn under a team top then the hood must be tucked in under the team top. The wearing of shin pads and correct footwear also applies to training sessions.**

**8. Encourage your team during match play. Direct them if needed but please never shout anything in front of the children such as using swear words or anything deemed unsportsman or negative.**

**9. Never enter into confrontations with another manager, linesmen, parents, referee or committee member. This will be deemed as dissent and dealt with accordingly. Any issues should be directed to the league rep away from children’s ears. Remember we lead by example and the children look to us for guidance and support and trust us. So for one of us to behave inappropriately would destroy all that.**

**10. Educate your parents in the club concept. Our ethos is football for all and for all to be treated equally while having fun. Any misconduct by parents will be dealt with in the same manner as players and managers as per the rules.**

**11. All communication received via email, text or voicemail should be replied to as soon as possible. Communication is a two way street. The Secretary spends a lot of time in the background working on the club and your response when requested makes The Secretaries work easier as they work on a restricted timescale. The Secretary does their best to keep you all informed so please work with the secretary and reply to all contact received. Your input is important.**

**12. With regards to Whatsapp groups the Secretary has formed per league or any that have been formed amongst your selves please use these appropriately. Friendly Banter is good but there is a limit to not go beyond. Keep the banter friendly pertaining to football and never go beyond by being personal.**

 **13. Whatsapp groups for teams must now have either the Chairman, Vice Chairman or Secretary added to them. This is for monitoring purposes and to answer any questions parent’s may have that you cannot answer and it also enables us to respond to difficult parent’s which makes your life easier and deflects flak from you.**

**14. All teams must inform the Secretary of the location and days and times of their training sessions. These are subject to spot checks.**

**15. Ensure when your match is completed that all rubbish manager side is cleared up and disposed of in the first available bin. Please also check parent’s side or designate a parent to supervise their side with clearing litter. A new fine system has been introduced by the council and any fines received will be passed to the teams.**

**I have read the above and agree by the rules and concept of the club during my term as Manager/Assistant.**

**Print name.................................................................**

**Signature................................................................... Date...................................................**

**Position held.............................................................**

**Team & League................................................................................................................................**