



The Role of Managers at Grampound Football Club

The club delegates complete and absolute responsibility for all team matters to its managers, who are the key people in determining the playing fortunes of the club, in the maintenance of club atmosphere and team spirit, and in the recruitment, retention and development of players.

1. Responsibility

Managers are appointed by the club committee and on occasions will report to this committee about their activities and at the end of the season prior to the Annual General Meeting. Once appointed, managers become full members of the committee for the period of their tenure.

Managers should note that the club has adopted the FA's Respect Codes of Conduct and that the *Respect Code of Conduct for Coaches* applies to their activities. The club expects managers to lead their teams by example.

2. Assistants

Managers may, if they wish, appoint assistants without further referral to the committee. The committee must, however, be notified of any appointment and assistants must be or become members of the club.

3. Team Captain

At the start of the season the manager should select a regular player to be his team captain. The team captain, on the field of play, has responsibility for the team's discipline alongside the manager.

4. Weekly Routine

The club will expect the managers to carry out their responsibilities in a professional, planned manner.

5. Training

Managers should attend training sessions except in exceptional circumstances. Activities at training will be organised or directed by the club's managers. Training is a structured time where managers are able to watch players and discuss selections. It is also expected that managers, where possible, attend and watch club matches when their team has no fixture in order to observe other players and systems.

6. Team Selection

- a. Under normal circumstances players selected for matches should be notified at training or by telephone on the day following training.
- b. Emails and text messages cannot be guaranteed to be read and should not be regarded as a reliable means of contact. After face-to-face, a telephone call is the best mechanism for communicating with players.
- c. It will be normal for a manager to know his squad by Thursday at the latest for a weekend match, although it must be accepted that first team call-ups can adversely affect the reserve team squad.
- d. Managers should also inform players of meeting times and places and notify players of his expected dress code for the squad. Managers should, of course, set an example in terms of punctuality and dress.
- e. Managers will select starting teams and substitutes from the players available to them.
- f. **Under normal circumstances these tasks should not be delegated to assistants.**

7. Availability for contact

Players reporting injury, unavailability or other problems will normally do so between Thursday morning and Saturday lunchtime. Managers must, therefore, be contactable during these times and at least during the evenings, and it is essential that other club officers are able to contact managers on the Friday evening and Saturday before a match.

8. Player Recruitment, Retention and Development

- a. A key function of the club's managers is to recruit and develop players of all standards and no opportunity should be missed to encourage players to join the club.
- b. Upon the recruitment of a player, the club secretary should be contacted to facilitate signing for the club in the various competitions and checking whether the player has fulfilled all obligations to his previous club (F.A. Rule 19(b)).
- c. Player retention is important but sometimes difficult to manage, especially for the reserve team manager whenever there is a surplus of players. The club, however, cannot afford to lose **any** players and some form of player rotation may therefore be necessary, and this is left to the managers' discretion and good sense. **The club never has enough players on its books.**
- d. Developing the game of players is vitally important and managers should aim to improve every player in their squad every season. Good managers will seek advice in this if necessary.

9. Money

Managers should pass all money collected to the club treasurer at the end of each month with documentation accounting for all income and expenditure. See also 10. below.

The manager should pass to the treasurer the name of any player he considers to be defaulting on payment of match fees or fines, to be considered at the next committee meeting.

10. Selection and cooperation between managers

It is expected that managers will cooperate to give the best outcomes for the club. This means that an important function of the reserve team is to develop young players, to give them good habits and to improve their game, and to give matches to first team players who need them (eg following injury, suspension etc etc). It will be normal practice for a player dropped from the first team squad to be spoken to by the first team manager and to start the next match for the reserves rather than be a reserve team substitute. Managers should be aware of Article 10c of the club's constitution ("*All players are to be considered to be members of the First Team squad and the First Team Manager shall have first call on all players.*")

9. Match Days

On match days, as well as organising their team, managers should carry out the following:-

	Tasks at all matches	
		Additional tasks at home matches
Before the match		Arrange for the marking of the pitch. Ensure that 2 good matchballs are available.
	Collect and take to the match the correct kit and equipment. The club secretary will inform the manager if a change from normal colours is required at an away match.	
	Carry out all tasks necessary for a well-organised match, eg ensuring team is at ground at the designated time.	
		Organise players to erect goal nets and put out corner flags.
		Welcome the opposition and match official(s), showing them where the changing facilities are. Give a matchball to the referee.
	Give the names of the substitutes to the referee.	
During play		Ensure that the changing rooms are locked
After the match	Complete the teamsheet and present to the referee for signing.	
		Thank and pay the referee.
	Collect match fees from players. Collect outstanding fines from players. Keep an account of match-by match income and expenditure so that records and cash can be passed to the treasurer at regular intervals (see 11. below).	
	Insist that the squad accept hospitality, home and away. Explain to players why it is important they participate.	
		Invite opposition and referee for hospitality.
	At away matches, give the opposition manager the names of our scorer(s).	Ask the opposition manager for the name(s) of their scorer(s).
		Ensure that changing rooms are swept and clean, lights are switched off, nets etc are all put away in store and both changing rooms and store are secure.
		Telephone the result to the league before 6pm, or to the league secretary with a brief report (Mike Newcombe 01726 64092 for result, scorers and report or Keith Franks 01803 317610 for result and scorers only).
	Post the completed teamsheet to the league secretary (Mr M Newcombe, 12 Polkyth Road, St Austell, PL25 4LW) as soon as possible after the game.	
	Pass details of team, scorers etc, together with a brief match report and his nominated man-of-the-match to the club website manager (awebb@grampoundafc.co.uk) so that the website may be updated immediately after the match.	
Arrange for used kit to be washed.		

11. Delegation

Many of the tasks in this document, with the exception of notifying players, can be delegated to an assistant, to the team captain or other responsible individuals.