



CHARTER STANDARD CLUB



**Respect**

## Grampound Football Club

### THE ROLE OF CLUB OFFICIALS INVOLVED IN TEAM AFFAIRS AT GRAMPOUND FOOTBALL CLUB

Updated November 2014

The club delegates 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 ethos, atmosphere and team spirit, and in the recruitment, retention and development of players.

#### 1. Responsibility

- a. 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.
- b. 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.

- c. Any person appointed as an assistant becomes a member of the club and the codes of conduct apply to them also.

#### 2. Team Captain

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.

#### 3. Weekly Routine

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

#### 4. Training

Managers should attend training sessions whenever possible although it is accepted that personal and professional responsibilities will need to take precedence. 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.

## 5. Team Selection

- a. Under normal circumstances players selected for matches should be notified at training or by telephone on the day following training. Emails and text messages cannot be guaranteed to be read but may be acceptable if the individual player is happy to receive them. After face-to-face conversations, a telephone call is the best mechanism for communicating with players.
- b. 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.
- c. Managers should also inform players of meeting times and places and notify players of the expected dress code for the squad. Managers should, of course, set an example in terms of punctuality and dress.
- d. Managers will select starting teams and substitutes from the players available to them.
- e. **Under normal circumstances these tasks should not be delegated to assistants.**

## 6. Other Means of Communication

Please see the Policies published regarding the use of websites, social networking, text messaging and emails. The club accepts that new methods of communication, including social media, are continually evolving. The club has maintained a website for over a decade and is aware of the need to move with the times. All club officials are, however, warned as to the unexpected experiences of receivers of information through routes such as Facebook, especially as club officials are always thought to be stating club policy. It is very easy to post comments that irritate readers without meaning to and to get replies that do the same. Therefore, if club officials use Facebook it should be used carefully and for publishing factual information only (eg squad details, meeting times) and not opinion. Starting lineups should not be published before the match if managers hope to get a full squad to matches on a regular basis.

## 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 on Saturday morning. 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 and checking whether the player has fulfilled all obligations to his previous club (F.A. Rule 19(b)). It is fine for the manager to carry out this task but it is essential that players are asked to confirm that they have no debts etc at other clubs. The Club Secretary must be contacted if a player transfers and if there is any doubt about the registration or suspension status of a player.
- 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 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**

- a. Managers should complete the club's match account form after each game (copy attached). This may be delegated to a responsible regular team member approved by the club committee to manage the team's finances.
- b. Completed sheets and cash balance should be passed to the Treasurer every month.
- c. After home games, managers should arrange for a scratch card to be circulated as a fundraiser. Profit from this should also be recorded after each match.

## **10. Disciplinary Issues**

Cautions, sendings-off and suspensions are notified to the Club Secretary by the County FA. The Club Secretary will notify the Treasurer, the player's normal manager and the player himself via the manager. It is the club's policy that administration fees and fines will be paid by the player concerned. Amounts owing and paid should be recorded on the club's match account forms.

## **11. Selection and cooperation between managers**

- a. It is expected that club 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).
- b. 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.
- c. 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.*")

## 12. Match Day Tasks and Organisation

	Home Matches	Away Matches
<b>Before the match</b>	Arrange for the marking of the pitch etc. Ensure that 3 good matchballs are available.	Ensure that the location of the ground is known.
	Collect and take to the match the correct kit and equipment. Kit required :-playing kit, 3 match balls, warm-up balls, first-aid kit, cones, warm-up shirts, pump, water bottles, spare keeper's gloves, teamsheet book, League handbook, keys to changing rooms and storage.	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. Kit required :-playing kit, , warm-up balls, first-aid kit, cones, warm-up shirts, pump, water bottles, spare keeper's gloves, teamsheet book, League handbook.
	Carry out all tasks necessary for a well-organised match, eg ensuring team is at ground at the designated time.	Carry out all tasks necessary for a well-organised match, eg ensuring team is at meeting place at the designated time.
	Organise players to erect/check 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.	Give the names of the substitutes to the referee.
	Organise warm-up and team talk.	Organise warm-up and team talk.
<b>During play</b>	Ensure that the changing rooms are locked and <b><i>all internal doors are closed.</i></b>	Be responsible for changing room keys.
<b>After the match</b>	Complete the teamsheet and present to the referee for signing.	Complete the teamsheet and present to the referee for signing.
	Thank and pay the referee.	
	De-brief team. Collect match fees from players. Collect any outstanding fines from players. Complete the team's match account form to show match-by match income and expenditure so that records and cash can be passed to the treasurer at regular intervals (see above).	De-brief team. Collect match fees from players. Collect any outstanding fines from players. Complete the team's match account form to show match-by match income and expenditure so that records and cash can be passed to the treasurer at regular intervals (see above).
	Insist that the squad accept hospitality at the Dolphin Inn. If necessary, explain to players why it is important they participate.	Insist that the squad accept hospitality offered by the hosts. If necessary, explain to players why it is important they participate.
	Invite opposition and referee for hospitality.	
	Ask the opposition manager for the name(s) of their scorer(s).	Give the opposition manager the names of our scorer(s).
	Ensure that changing rooms are swept, lights are switched off, nets etc are all put away in store and both changing rooms and store are tidy and locked.	
	Raise additional club funds through a scratch card during hospitality.	
	Telephone in the result to the league before 6pm. (Mike Newcombe 01726 64092 for result and scorers of both sides). A short verbal report is also welcomed by the league.	
	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.	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.	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.	Arrange for used kit to be washed.