



## 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 and retention of players.

### Responsibility

Managers are appointed by the club committee and on occasions will report to this committee about their activities. Managers become committee members upon appointment. Managers should note that the club has adopted the FA's Codes of Conduct and that the *Code of Conduct for Coaches* applies to their activities. The club expects managers to lead their teams by example.

### 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.

### Team Captain

At the start of the season the manager should select a regular player to be his team captain. On the field of play the captain has responsibility for the team's discipline alongside the manager and should support the manager in his activities.

### Weekly Routine

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

### 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 players and systems.

### Team Selection

- Under normal circumstances players selected for matches should be notified at training or by telephone on the day following training.
- Personal contact either directly or by telephone is the trustworthy means of establishing the availability of players. Emails and text messages cannot be guaranteed to be read and should not be regarded as a reliable mechanism for contacting anyone.
- It will be normal for a manager to know his squad by Thursday at the latest for a weekend match.
- Managers should also inform players of meeting times and places and notify players of his expected dress code for his squad. Managers should, of course, set an example in terms of punctuality and dress.
- Managers will select starting teams and substitutes from the players available to them.
- **Under normal circumstances these tasks should not be delegated to assistants.**

### 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 also essential that other club officials are able to contact managers on the Friday evening and Saturday morning before a match.

### Matchdays

As well as organising their team, managers should

- arrange for the marking of the pitch before a home match.
- arrange for equipment and clean kit to be collected and taken to the match.
- organise players to erect goal nets (home matches) and carry out other tasks necessary for a well-organised match.
- collect match fees from players.
- after the match, complete the teamsheet, present to the referee for signing and at home matches pay the referee.
- invite the opposition team for hospitality (home matches) and ensure his squad accept hospitality (both home and away matches).
- after home matches ensure that changing rooms are clean, that lights are switched off and the building is secure.
- telephone in the result to the league after the match (home matches), and to the league secretary with a brief report if possible. These tasks may be delegated to the assistant or another responsible person if appropriate.
- post the completed teamsheet to the league secretary as soon as possible.
- pass details of team, scorers etc, together with a brief match report and his nominated man-of-the-match to the club website manager so that the website may be updated.
- arrange for used kit to be washed

### **Player Recruitment and Retention**

- 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.
- Upon the recruitment of a player, the club secretary should be contacted to facilitate signing on 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)).
- Player retention is important but sometimes difficult to manage. The club, however, cannot afford to lose **any** players and in the reserve team some form of player rotation will therefore be necessary. This is left to the managers' discretion and good sense.
- ***The club never has enough players.***

### **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.*")

### **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.

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

### **Delegation**

Many of the tasks above, with the exception of notifying players, can be delegated to an assistant, to the team captain or other responsible people.