



ALLEXTION & NEW PARKS FOOTBALL CLUB



CHARTER STANDARD
COMMUNITY CLUB

Football Team Manager Role, Responsibilities & Duties Version 1.1

Published: February 2022

Review date: February 2023

Prepared by: Carl Ewen

Endorsed by the Executive Committee on 07/02/2022

Allextion & New Parks Football Club

Managers Role, Responsibilities & Duties

Job Title	Football Team Manager
Salary	Voluntary Role
Hours Of Work	Minimum Requirement is: To provide 1 hour's training per week with team. Game Day – including pre & post-match duties
Responsible to	Director of Football – Day to day football Executive Committee - overall
Overall purpose of the Role	<ul style="list-style-type: none"> • To manage all on and off field football activities for the team to ensure that all players and staff are provided with coaching and support to enable them to compete and perform at the highest level. • You will embrace the Clubs DNA, our golden thread. This encompasses who we are, how we play, the future Allextion Player, how we coach & how we support, based on the “4 corner approach”. • To be part of the management team reporting to the Executive Committee demonstrating a positive attitude and to be approachable.
Summary of Duties and Responsibilities	<ul style="list-style-type: none"> • Demonstrate and uphold the values, ethos, and standards of Allextion & New Parks Football Club, which is known and respected for football within the local community and further afield. • Lead by example and promote/adhere to the Clubs' guidelines/policies with particular attention to the Club's Code of Conduct, FA Respect guidelines & safeguarding • To act in the best faith in respect to the Clubs' policies & procedures. To ensure that we deliver a friendly & safe environment for all players. Help and encourage all individuals associated with Allextion & New Parks Football Club achieve and maintain high /good standards of behaviour. • To attend all training sessions and matches played by the team. • Implement a training programme & ensure a high standard of coaching delivery across the team considering current good practice. • To play matches aligned to the team from the relevant league and cup competitions, communicating within opposing team managers to arrange times, places & kit requirements. • You have a duty to provide the Club with details of any tournament, game, or any other event outside of any league or cup competition that you wish to participate in. Authorisation is not automatically granted. Please allow 7 days for any requests to be approved.

<p>Summary of Duties and Responsibilities Continued.</p>	<ul style="list-style-type: none"> ● To ensure all players go through the “onboarding policy”, therefore registered, signing on fee and ID provided, financial contributions are paid and up to date, along with ensuring that each player has the appropriate kit, as per the Club’s kit policy. ● You will promote the use of electronic payments for signing on fees and/or monthly contributions and direct any cash receipts to the counter in the Club House. ● You must NOT engage in receiving cash payments from any player or parent/guardian for whatever reason. ● You must be committed to further enhance the team to become trusted and reputable people. ● To work collaboratively with colleagues at the Club to develop talented players to progress through the pathway. ● To have a strong interest in supporting and assisting in the development of the Club ● To co-operate with the Club’s Communication and Media Officer to promote the Club. ● You must attend an annual appraisal with Director of Football, review requirements for next season, including personal development & complete a Season Planner. You are required to attend ad-hoc meetings as requested. ● This document is a guide only and should not be regarded as exclusive or exhaustive. ● It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the Club. ● You may be required to undertake any other duties as may be responsibly Requested.
<p>General</p>	<ul style="list-style-type: none"> ● You will be expected to carry out your responsibilities with due regard to the Allexton & New Parks Football Club policies and procedures, in particular Health & Safety, Financial Authorisation, Confidentiality, Safeguarding Children, Anti Bullying and GDPR. ● You must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive relations throughout the Club and beyond.
<p>Qualifications</p>	<ul style="list-style-type: none"> ● FA Safeguarding Children* ● Emergency First Aid certificate* ● Enhanced DBS Disclosure* ● Level 1 or equivalent FA coaching qualification minimum <p>*These 3 qualifications <u>cannot</u> expire; you can apply prior to expiration to ensure continuity. Please contact Maurice Allen should you experience issues.</p>

<p>Expectation</p>	<ul style="list-style-type: none"> ● You can expect to be treated fairly in line with all policies and guidance. ● You will be able to share views, opinions, and ideas in a polite and reasonable manner. You will be heard and understood, and the Club expect the same in return. ● You can expect a friendly and positive environment, a Club that wants to grow, provide grassroots football, alongside individuals who support the ethos and values of the football Club.
<p>Administrative Duties</p>	<p>Managers/coaches are:</p> <ul style="list-style-type: none"> ● Generally, to familiarise themselves with the rules & regulations of the competition in which they participate. ● To notify the opposition of matchday arrangements ● Arrange for team lists to be submitted to match officials ● Arrange for payment of match officials from pre-organised source ● Submit results by SMS as directed by leagues and FA within the requisite timescales ● Submit score card online to FULL TIME, within requisite timescales ● Liaise with the Football Secretary with regards to players that wish to play for the team ● Notify the Football Secretary of any player that leaves the Club ● Notify the Football Secretary of any untoward or negative incidents <p>Leagues and FAs issue fine for breach of the above and other instances. Any team that is continually acquiring such fines will be liable to scrutiny and the relevant manager called to account. - This may result in the Team Manager being asked to contribute financially towards the fines.</p>
<p>Dress Code</p>	<p>At all times, when on Club business, the coaches and managers should dress accordingly relevant to a sports coach. This will mean clothing provided free of charge by the Club.</p> <p>Industrial or business wear is not appropriate at any time.</p> <p>You will adhere to and support the Clubs' kit policy.</p>