**Statement of expectations**

**What you as a manager/coach can expect the Club to do for you**

* Organise and pay for the DBS process for you (**mandatory before you can coach or manage u16s and below age groups unsupervised**)
* Provide support for your session plans, methods and any challenging issues you may face
* Organise the Club’s annual league affiliation so your team can participate in the league
* Organise fixtures and the booking of pitches for your team
* Once cleared through the DBS process and after an initial one month, fund the FA Level 1 qualification and associated courses for you; and the FA Level 2 qualification and associated courses if you already have Level 1 and want to progress to Level 2
* Pay the club’s annual membership of the Surrey Football Coaches Association which entitles you to attend their regular CPD training sessions and events for managers/coaches
* Pay travel and other necessary expenses for all Tulse Hill JFC related journeys and events
* Provide a robust safeguarding process for the welfare of the children in your team
* Provide training equipment for your team
* Provide a team matchday and training strip and a manager/coach’s kit

Including T-Shirt, Polo shirt, tracksuit and coat

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**What the Club can expect you to do as a manager/coach**

**Generally**

* Promote and be an ambassador for the Club
* Follow the Club Constitution and Rules
* Develop as a coach by earning FA Level 1 in Coaching Football as a minimum within your first year, and embracing CPD opportunities, e.g. with Surrey Football Coaches Association and other organised training sessions
* The Club will pay for coaching qualifications/FA Badges on the understanding that the recipient would coach at Tulse Hill JFC for a period of two years
* Take responsibility for signing players for your team and arranging for the necessary forms to be completed and submitted to club Registration Secretary
* Take responsibility for all parents of players signing and returning the Parents’ Code of Conduct, and enforce it both at training and on match days
* Wear the THJFC manager/coach’s kit at all training sessions and at all matches
* Attend all formal meetings of club officials and provide a representative when unable to

**Training Sessions**

* Liaise with the Head of Coaching, as required, about session plans and methods
* Commit to the club’s training sessions
* Prepare a session plan for each training session
* Start and finish each training session on time
* Attend regular bi-monthly meetings to debrief the Head of Coaching

**Match day**

**BEFORE MATCH**

* Arrive in good time
* Organise the setting up of the pitch for a home match (goals, flags, Respect barriers etc)
* Provide an Assistant Referee who has been briefed on the behaviour expected of an official
* Welcome the opposition
* Welcome the referee and, where appropriate, pay them the Club match fee prior to Kick Off
* Organise, or delegate to a coach, the preparation of your players for the match

**DURING MATCH**

* Be the focal point for your team during the match – encourage and praise all the children
* Leave coaching to the period before the match or to the half time interval
* Manage parents’ expectations at training and during matches
* Address any issues of inappropriate behaviour by players or their family/friends
* Manage substitutions and ensure the welfare of players

**AFTER THE MATCH**

* Win or lose, ensure that that your team thanks the opposition appropriately
* Thank the referee and other officials
* Organise taking down, collection and storage of equipment after home match
* Leave the ground as you found it, collect and dispose of rubbish and discarded drinks
* Complete and submit the match card promptly
* Enter match details on to the ourkidssports web site before 6pm
* Complete and submit any match reports, as necessary (match officials, incidents etc)
* Pass match/training subs to the Club officer responsible

**MANAGER/COACH** (Signature) ….…………………………… (Print Name) …………………………. Date …………….

**ON BEHALF OF THE CLUB** (Signature) ……………………… (Print Name) …………………………. Date …………….