**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 with your training session plans and methods
* 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 six months’ probation, 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 for your annual membership of the Surrey FA which entitles you to attend their monthly training sessions for managers/coaches
* Pay travel expenses for all Tulse Hill JFC related journeys
* Provide a robust safeguarding process for the children in your team’s welfare
* Provide training equipment for your team
* Provide a team strip and a manager/coach’s top/tops

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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 attending courses (including Surrey FA-organised monthly training sessions for coaches/managers) and earning qualifications (Level 1 as a minimum within your first year with the Club)
* Take responsibility for signing players for your team and arranging for the necessary forms to be completed and submitted to club 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 top at training and at 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 training sessions
* Prepare a session plan for each training session one month’s session in advance
* Start and finish each training session on time
* Attend regular,(fortnightly) short meetings after training sessions to debrief with the Head of Coaching

**Match day**

**BEFORE MATCH**

* Arrive in good time
* Organise, or preferably delegate, the setting up of the pitch for a home match (goals, flags, Respect barriers etc)
* Provide a linesman who has been briefed on the behaviour expected of an official
* Welcome the opposition
* Welcome the referee and pay him/her the match fee due from us prior to match commencing
* Organise, or delegate to coach, the preparation of your players for the match

**DURING MATCH**

* Be the focal point for your team during the match – encourage
* Leave coaching to the period before the match or to the half time interval
* 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, or preferably delegate, the taking down of the pitch if a home match and the collection and storage of equipment
* Leave the ground as you found it
* 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……………….