

### **TEAM MANAGERS RESPONSIBILITIES.**

The Team Managers first priority is to promote the Aims of the Club.

The Team Manager should encourage and uphold the laws of the game in association with the FA. <http://www.thefa.com/TheFA/RulesAndRegulations/FIFALawsOfTheGame/>

The Team Manager is to ensure players complete the relevant registration forms (F.A. and Club) and said forms are forwarded to the Club Secretary.

The Team Manager is to ensure that every player completes a medical record form and that these forms are available in an emergency (at training and matches).

The Team Manager is not to utilise any player until he receives assurance from the Club Secretary that the player has been registered with the relevant Football Association. This applies to any match, be it league, cup or friendly.

The Team Manager is to ensure each of their players is provided with a copy of their responsibilities towards the Club and that the player understands said responsibilities. The Team Manager or deputy is to attend monthly Club meetings.

Team managers are the first line of discipline within the Club and are responsible for disciplinary matters within their teams. Managers may exercise their disciplinary power only in respect of suspension of individual players from training and/or play. Managers are not empowered to impose financial penalties.

All managers are to record any accidents/incidents – these can be recorded in the managers factfile book or on a simple spreadsheet. In addition this information should be fed to the Secretary for club records.

Correctly completed Match Cards must be delivered to the Nominated Point on the day of the match or no later than Sunday 8pm. This can be either by e-mail or through the Treasurers door. Administration fines resulting from late, non-submission or incorrectly completed Cards will be recovered from the appropriate team.

### **FINANCES**

Team Managers are required to collect and record Player weekly subscriptions. All subscriptions to be paid to the Club Treasurer on a monthly basis, preferably at each monthly meeting.

Any fines paid by the Club in the weeks leading up to a meeting, relevant to the Team/Player will be passed to Team Manager at each monthly meeting as appropriate. These fines are to be repaid to the Club no later than the next meeting.

ANNEX E TO  
CLUB RULES  
DATED 7 Jul 03  
Revised 7 Jul 08

Team Managers, where appropriate, will be given a bill for training costs as and when received from the District Council. These costs are to be repaid to the Club no later than the next meeting.

Finances are to be detailed in Managers receipt book as follows:  
Date Opposition Name Home or Away Subs Collected Deductions

The Treasurer will sign the Managers receipt book as receiving.

No deductions are allowed from Subscriptions without prior permission of the committee, with the exception of Referee Fee (Treasurer requires a receipt from referee or referee to sign your receipt book) and oranges up to a maximum of £3.00 (Treasurer requires a receipt).

Any Team Funds collected either by sponsorship, match day raffles or fund raising of any kind is to be controlled by the Team Manager or their recognised assistant.

Requests for financial assistance of any kind is to be made in writing to the committee.

Receipts will be required to cover any financial assistance given.

Managers are to ensure that Players do not fall behind in the payment of subscriptions. Each Manager must ensure that any Player who is more than four weeks in arrears with subscriptions does not play for the team until such time as the outstanding subscriptions are brought completely up to date. Managers must inform the Club of any player in such a position at the next monthly meeting.