

Sandbach United New Manager Information

Managers Responsibilities

- All managers will be appointed by Head of Football.
- A Team Manager may look to appoint their own Assistant Manager, however this must be approved by Head of Football prior to any formal appointment.
- New managers must complete an induction meeting with Head of Football. This will take place at our Hind Heath facility prior to their first match or training session. The aim is to familiarise you with the facility and go through all policies and procedures relating to the club.
- Managers and coaches must hold a minimum of Level 1 Coaching in Football qualification, a current DBS and Emergency First Aid certificate. All coaching courses will be reimbursed with prior agreement of Head of Football.
- It is a manager's responsibility to ensure that membership and subscription payments are made on time. They should also ensure that all players follow the appropriate policies and procedures. These will be explained during your induction meeting.
- Managers must ensure that all players have emergency contact details and notes of any medical conditions at training sessions and matches. If necessary, this information should be shared amongst the team so that all parents/players are aware, eg. Nut allergy. This information should also be provided to the Club Welfare Officer.
- About the above, any player with a pre-determined medical issue should have their medication (epi-pen, inhaler) with them always. If a player attends a match or training session without their medication then will not be allowed to take part.
- Attendance records should be kept by team managers and forwarded to Head of Football monthly. A typical example can be found in the templates folder on the club website.
- Managers are responsible that the FA respect code of conduct is followed by players, parents, managers and coaches. Copies of the FA's respect documents can be found on the club website.



Age group funds

Any monies raised by way of sponsorship or donation for each team must be kept in their teams age group funds which is co-ordinated by the Treasurer. Any other expenditure must be approved by the Treasurer to ascertain that funds are available.

Referee's fees

Mid Cheshire league rules state that it is the responsibility of the home team to pay the referee; this is normally £20 per match. A float may be requested from the treasurer and records of all charges must be kept and fed back to the treasurer at the end of the season. In the Cheshire Girls League, the referees fee is split 50/50 between the two teams. The same rules apply to requesting a float.

Communication

The preferred option of communication is via the club website and team app. Please discourage the use of social media as this can be seen by people outside of the team group. The club has a social media policy that must be adhered too, this can be found on the club website.

Sponsorship

The commercial manager would be made aware of any sponsorship to ensure club guidelines are followed and ensure that all money is paid into your teams age group funds. Sponsors should not attempt to pay our suppliers directly.

Playing kits and training wear

The club are a Nike club partner and are under a contract with Nike. As such, all playing kit and team/training wear should be purchased through our online shop from our approved retailer. If you have any question or queries the you should contact our Commercial Manager.

Training Equipment

Trainings equipment is ordered through the facility and order forms should be completed and e-mailed to Dan Allman who will process them for you. If you require additional equipment outside of the usual allocation, you will need to purchase this using your teams age group funds or your own personal funds.

Emergency Aid

A first aid kit is supplied to each team and any required top ups can be collected at monthly managers meetings or by contacting the managers rep. There is an accident book in reception which must be completed in the event of an accident. An example accident report form can be found in the templates folder. In case of a head injury, this should be reported separately using a card, this is provided by Dan Allman.

Disclosure Barring Service (DBS)

All managers, assistants, coaches or "helpers" at any training session or match must have an up to date DBS. Ratio of players to coaches should be 16 to 1. At least one Level 1 qualified coach must oversee each training session or match. Once on-line DBS check has been completed and the coach/helper has



been verified by the Head of Football, the relevant league registration of official form will be completed and only then will a green armband and match officials card be supplied.

Football Development Policy

A copy of the football development policy is available in the documents folder, please direct any feedback to Oliver Byron (Head of Football).

Membership and Subscriptions

These should be paid in full at the time of signing on. Any staggered or agreed payments must be agreed with Treasurer. It is the responsibility of the manager to assist the treasurer in collecting these payments should the player/parent default.

Match Day Procedure

Mid Cheshire Youth League require the home manager to contact away managers 3 days prior to the fixture. This is to confirm venue and team colours. If a referee is not allocated for a 9v9 game onwards then it is the responsibility of the home team to supply one. In a 5v5 or 7v7 game, officiating is divided between both clubs.

Disciplinary Committee

If any player, manager or parent is in breach of the club or league rules then a meeting will be held by the disciplinary committee. The committee is headed by Andrew Garvie and two additional members of the clubs executive committee. If you wish to raise a grievance please do so via the club secretary with a copy sent to the chairman.

Medals

End of season medals are provided free of charge by the club. In the early years, a player's medal is normally provided for every player. There will also be trophies provided for Managers player of the year, players, players of the year and most improved player of the year. Details of the numbers of medals provided by age group and match format will be provided by the Commercial Manager prior to the end of each season.

Fair Play Trophy

The league also provides a fair play trophy for each age group within the league. This is voted for by the managers of each team. The secretary will ask for you to provide your vote when this has been requested by the league.

