

Managers, Coaches and Committee Members Agreement

Declaration

I have read and understood the contents of the above agreement and am prepared to abide by the principles set out:

Signatures

Chairman .....

Vice Chairman .....

Secretary .....

Vice Secretary .....

Child Welfare Officer /Treasurer .....

Vice Treasurer .....

Development Officer .....

Manager

Coach/Assistant Manager

Coaching Academy .....

Under 7s .....

Under 7s .....

Under 8s .....

Under 8s .....

Under 9s .....

Under 9s .....

Under 9s .....

Under 10s .....

Under 10s .....

Under 10s .....

Under 11s .....

Under 11s .....

Under 13s .....

Under 14s .....

# **Pex Hill Junior Football Club (Updated August, 2008)**

## **Managers, Coaches and Committee Members Agreement**

### **1 Purpose**

The purpose of this Agreement is to set out in writing the key roles and responsibilities of all individuals actively involved in the running of Pex Hill Junior Football Club.

The Agreement should be read in conjunction with the club's constitution and code of conduct. All managers, coaches and committee members are required to sign the Agreement as a commitment to the principles set out.

This agreement is a fundamental part of the Club's stated ambition to secure and maintain FA Charter Mark status.

### **2 Definitions**

'The Club' refers to Pex Hill Junior Football Club. The day to day running of the club is carried out by the Management Committee.

'The Management Committee' consists of the seven officers (Chairman, Secretary and Treasurer, plus their vices and the Development Officer) and the Manager and Coach of each team.

### **3 Detail of Agreement**

#### **i) Team/Squad Selection**

Managers are solely responsible for the identification of the individual players and the number of players within their squad. They are also responsible for team selection for matches and the use of substitutes during those matches.

The club supports the principle of attempting to be successful in all competitions but also expects managers to be sensitive to the needs and feelings of players, potential players and their families when making squad and team selections.

#### **ii) Kit/Equipment**

During each summer, the Management Committee will meet to review the kit and equipment needs of each squad for the coming season. Each manager will produce a realistic written list of requirements, based on the condition, suitability and availability of any existing kit and equipment.

The Management Committee will attempt to support all reasonable requests for kit and equipment based on the above criteria and the position of the Club's finances.

Each manager will keep an up to date list of all kit and equipment that has been issued. Each manager will be responsible for the return of kits from players, as and when required. The cost of replacement must be collected from any player failing to return items of kit.

#### **iii) Player Registration**

Each manager will keep an up to date Club registration form for each of his/her

squad members and any players who train with the squad. The manager will also ensure that league registration requirements are met and under no circumstances are unregistered players to be allowed to play in league competitions.

**iv) Training**

Managers and coaches will organise appropriate training sessions and venues throughout the year for their squads. These are likely to be on a minimum of a weekly basis and will only not take place due to holidays, sickness, lack of player availability or exceptional circumstances.

**v) Coaching Qualifications**

The Club expects all managers and coaches to obtain the minimum coaching qualifications identified by the league and FA. The cost of such courses will be met by the Club.

Managers and coaches are also expected to gain a knowledge of basic first aid through these or other courses.

**vi) Pitches**

The Management Committee will work with all managers and coaches to identify and secure the use of appropriate pitches. Whilst the responsibility for the appropriate use and condition of the pitch will rest with the individual manager and coach, the Management Committee encourages all concerned to take collective responsibility for the Club's requirements for periodic pitch preparation, based on the availability of individuals and appropriate equipment.

**vii) Subscriptions (subs)**

Managers will be responsible for the collection of all subs from players. The Club will identify and periodically revise the level of subs to be paid by players. The collected subs will be paid to the Treasurer or Vice-Treasurer on a monthly basis throughout the year. The subs will be recorded on the required club form which will also be handed over to the Treasurer/Vice-Treasurer.

Regular summary sheets will be issued showing the overall status of each squads' subscription payments.

**viii) Sponsorship**

The Club encourages the securing of sponsorship for individual squads or the club in general. All sponsorship funding (or payment in kind) must be formally recorded through the Club's accounts/records.

The Management Committee would usually expect to support the use of sponsorship gained by a manager, coach or age group parent for that age group squad.

**ix) Expenses**

Every member of the Management Committee is eligible to claim reasonable expenses arising from club business. Typically this might include telephone costs, postage and other miscellaneous costs.

The claiming of expenses will be by individual choice. The Club will accept quarterly or annual claims in an appropriate form. The Management

Committee may consider setting an appropriate annual level for certain expenses. (eg. Use of telephone.)

x) **Gifts for Players**

As the subscriptions are the property of the Club, and in order to provide a consistent approach, any proposals to provide gifts/events for players in a particular squad must be declared at a Management Committee meeting. Such proposals may include Christmas or Easter presents, club shirts for attendance at presentation events or holding celebratory meals.

The Management Committee will take a favourable view of such issues, particularly taking into account the varying needs of different age group squads. The Management Committee expect even proposed gifts or events financed from outside of club funds to be reported to an appropriate meeting to avoid confusion and misinterpretation with other squads' players and their families.

xi) **Club Trophies**

The Club will provide annual trophies for every registered member of each of its squads, including pre-league players. The type of trophies awarded will be consistent across all age groups.

The Club will ensure annual league trophies are also available for the appropriate squads.

xii) **Committee Meetings.**

Regular Management Committee meetings will be held to conduct the business of the club and for managers and coaches to receive updated information from the league and FA.

The manager and/or coach (assistant manager) for each squad and the Committee officers are expected to attend each Committee meeting. Every effort will be made to ensure meetings are held at a mutually agreeable time and date.

Each squad must be represented by a minimum of the manager or coach/assistant manager.

xiii) **Child Protection, Equal Opportunities and Anti-Discriminatory Policies.**

In line with the Club's constitution and code of conduct, all Management committee members and those recognised as assisting in the running of each squad must adhere to the Club's requirements in respect of the above. No Pex Hill team will be entered into any league/cup competition unless all relevant Criminal Records Bureau (CRB) checks have been successfully completed.

xiv) **Expectations regarding general behaviour.**

All members of the Management Committee are expected to set high standards of behaviour in carrying out the business of the Club. Particular attention should be given to the principle of collective responsibility in keeping with the size and status of the Club.

xv) **Football Association (FA) Fines for disciplinary matters.**

All members of the Management Committee, including squad representatives, accept that any individuals whose actions lead to league/FA disciplinary fines are personally responsible for paying these fines, be they a Committee member, player or parent.

**xvi) Sanctions for breaches of the Agreement.**

In signing a copy of this Agreement, all members of the Management Committee are showing a commitment to the principles laid out.

Any breaches of the terms of this Agreement will, in the first instance, be discussed in a mature and open way by the Management Committee. If appropriate, the matter may be referred to the Annual General Meeting/a General Meeting of the Club. Significant breaches of the Agreement may necessitate the involvement of the league and/or the FA.