



BILBROOK JUNIOR FOOTBALL CLUB

<http://www.bilbrookjuniorfc.co.uk/>



Points for Squad Managers and assistants

At the AGM in 1995, it was stated that: 'All new managers must be proposed, seconded and approved (by a simple majority) by existing members of the Committee.'

The **Club Constitution and Rule Book** states that:-

- The Managers shall be responsible to the Committee on all matters directly concerning the Club's playing activities, including relations with other Clubs and other teams within our Club. (Rule 19).
- Each Manager must ensure that the Club's Playing Rules are adhered to.
- Each Manager is responsible for the behaviour of all their squad members and supporters.
- All Club members must endeavour to conduct themselves at all events organised by the Club in a manner likely to bring credit to the Club and themselves (F).
- Members are expected to play the game in a truly sporting manner and uphold the tradition of the Club (see rule2).
- Bad behaviour or language may result in a fine or match suspension (C).
- If the Club should be fined as a result of a referee's report on a Bilbrook player (or spectator), the playing member (or spectator) will be required to reimburse the Club for the fine so charged, and additionally may be subject to additional disciplinary action (D).
- Club colours are red and black shirts, vertically and alternately striped, with black shorts and black socks with red tops (Rule 3).
- All members are expected to maintain club property in good condition. All Club property issued to a member remains the property of the Club and must be returned in the event of the member leaving the Club, or at the Team manager's discretion.

Additional responsibilities:-

- ◆ Timely collection of annual Membership fees and monthly subscriptions (and weekly subscriptions from training members).
- ◆ Completion of any monthly return required by the Treasurer, and handing this return and the monies involved to the Treasurer at or before the monthly meeting (i.e. when requested).
- ◆ Ensure that each Club meeting is attended by a team representative and that any information from the Committee is disseminated to all squad members and parents/ guardians.
- ◆ Sponsored kit or equipment is the property of Bilbrook Junior F.C. and should be handed to the Club Kit Officer when no longer needed by the original team that received same.
- ◆ Advertising/supporting all Club social events.
- ◆ Checking first aid kit and arranging necessary replenishment.
- ◆ Completion of league registration forms by the required date(s).
- ◆ Collecting any fines from the player (or players or spectators) involved, ensuring the relevant form is completed accurately and the return of this form and any fee or fine involved to the Secretary by the required date.
- ◆ Accurate completion of any competition match form.
- ◆ Complying with all league/competition/FA regulations.

Before, during and after a match.

- ◆ Take first aid kit
- ◆ Home game :- confirm match with opposition (by Monday for Sunday matches)
Ensure opposition know location of ground and team colours, time of kick off.
- ◆ Home game: contact referees appointments officer on Tuesday for confirmation of referee for a weekend game.
- ◆ Home game: nets, corner flags – goalposts if necessary.
- ◆ Enter players' names and registration numbers (excluding substitutes) on the match form before the game; also enter fixture details (competition, home and away teams).
- ◆ Hand registration cards and match form to the opposition manager/secretary before the game starts and ensure opponents' registration cards are received (check cards to players).
- ◆ Home game: give match ball to referee.
- ◆ Inform referee of substitute's names and indicate who will act as linesman for your team (unless 3 officials have been appointed).
- ◆ Ensure spectators & players act in the 'correct' manner before, during & after every game.
- ◆ At the end of the game enter the substitutes names & registration numbers onto the form for those substitutes who played, indicate goal scorers, exchange registration cards, ensure the referee completes the match form, complete the referees marks, ensure forms are signed where relevant & to return the match report form to the club house for committee members to post or post the completed form to league Match Report Form Secretary by Monday first post. (Sunday games). All errors are the responsibility of the team manager and any fines concerning the match report form will be the paid by that team. Any emergency registrations must be handed to the secretary to send to the league on the day of the game, whether home or away.
- ◆ Write match report and deliver / phone / e-mail to the Club Press Officer by the required time.
- ◆ Home game: ensure all litter is collected from the playing areas and placed in the receptacles provided.
- ◆ Home game: remove nets, corner flags (dismantle goalposts if relevant, and store safely).
- ◆ Home game: clean changing room area (including referees room, if relevant).
- ◆ Home game: If last to leave the pitches 'over the road' ensure the gates are shut and the doorway back into the clubhouse side is firmly shut & bolted.

Home game: if last to leave the premises, ensure Clubhouse is locked and alarmed and the barrier gate is closed and locked (or the chain wrapped around to look as if it is locked)