

BROADSTONE FOOTBALL CLUB - MANAGERS' GUIDELINES

Personal conduct (Managers, assistants, coaches)

- do not use bad language
- generally encourage rather than criticise players
- greet the opposing manager and referee before the match
- shake the hand of the opposing manager, referee and linesmen after the match, regardless of result and decisions given!

Sportmanship

- encourage good conduct/sportmanship of assistant(s)/coach(es) and all parents
- encourage good sportmanship on the part of all players in all situations
- ensure that bad/foul language is not used by players, and take a firm line with offenders
- ensure players do not become involved in unsavoury verbal exchanges with the opposition and officials
- discourage dissent, particularly towards officials
- captain to shake the hand of the opposing captain at the toss-up
- encourage team to knock ball out of play if an opponent is badly injured
- encourage own team to throw ball in to opposition in event they have deliberately put the ball out of play because of an injury to one of your players
- players to give three cheers to opponents at end of game, regardless of result
- each player to shake the hand of his nearest opponent at end of game
- captain to thank, and shake the hand of, the referee and both linesmen at the end of the game

Match Administration/Organisation

- pitches for all home matches (including friendlies) to be booked by Club Secretary (or Club Chairman in absentia); never direct with the council
- advise details of next match, meeting arrangements, etc., well in advance to all players (including those not selected to play)
- Dorset teams: advise opposition manager/secretary details of home matches (venue/kick off time/colours) by no later than prior Tuesday evening
- arrange change of strip if colour clash (normally responsibility of away team)
- details of appointed referee to be ascertained, or referee to be found/nominated if not appointed
- re-confirm venue/kick-off time etc. to appointed referees no later than prior Thursday evening
- endeavour to nominate own linesman well before kick-off, and advise referee
- maintain record of score, and goal scorers, and clarify final result with both referee and opposition manager
- Telephone result of all matches (home and away) by 5.30 p.m. to:
 - Club Secretary (all teams)
 - Club Press & Results Officer (including scorers - all teams, regardless of result!)
 - Dorset League Secretary (Dorset teams - home games only)
- accurately and fully complete result sheet/card for all official fixtures, and post first class next day (Dorset teams), or deliver same day to Club Secretary (B'mth teams)
- **Cancellation of home games:** matches may only be called off for one of the following reasons:
 - unplayable pitch (to be sanctioned by the referee or by an Officer of the Club or their nominee)
 - as agreed by the League Secretary (this would normally require at least 14 days notice, to be submitted via the Club Secretary)
 - less than seven players available on the day (advise, and obtain permission, of Club Secretary (or Club Chairman in absentia) as soon as evident; full details of unavailable players to be logged)
- as soon as cancellation is confirmed, League Secretary to be informed (liaise with Club Sec/Chairman regarding this action), and inform opposing manager (or club secretary as appropriate), referee and all own players
- if match postponed after council office hours, standard council cancellation form to be completed and to be posted in letter-box of pavilion as soon as possible
- ensure match ball for home games ready and properly inflated; provide to referee as soon as possible
- provide own linesman with a flag
- ensure nets and corner flags available, and erect in good time for home games

- advise referee names of substitutes prior to kick off, if asked
- ensure referee's permission is obtained before players leave/re-enter the field of play and/or substitutions are made
- advise referee in the event substitutions are made at half time
- in the case of home cup matches against distant opposition (typically Hampshire Cup), consider using the pavilion and providing tea after the game (ask each player to bring a "plate for two")
- also consider providing a memento (plaque/pennant to be obtained from Club Officer) to Cup opposition from outside of your league

Team appearance

- always use changing rooms when available
- all players to appear smart at all times, with clean kit, including boots
- all players to use shin guards and sock ties (not sellotape); applies also to training
- shirts are to be tucked in at all times
- boxer shorts are not to be worn during games; cycling shorts must match colour of football shorts
- no jewellery (including ear-rings/studs) or watches are to be worn on the field of play (including training). Jewellery that cannot be removed must be taped
- the team is to run out onto the pitch prior to the start of a game, together as a unit, all wearing Club rain-jackets
- check regularly for worn studs, and ensure these are replaced where necessary
- monitor condition of kit and consider repair/application for replacement
- ensure players remove/clean their boots outside pavilions/changing rooms after games

Finances

- if possible nominate someone to take responsibility for collection of match fees
- match fees collected for each eleven a-side match should equate to eleven times individual fee (pro-rata for mini-soccer). Managers to decide how to charge substitutes/substituted players
- standard (unjustified) weekly expenses of £2 may be claimed to cover incidental costs such as refreshments /postage/ 'phone calls
- other minor purchases (e.g. first aid replenishment) should be itemised, and receipts provided where possible
- prior permission must be sought for major purchases (e.g. kit, balls, training aids etc), from the Kit & Equipment Officer, who will in turn seek the permission of the General Committee as appropriate
- the log provided for recording receipts and expenses is to be completed regularly, and handed to the Club Treasurer at the end of each calendar month
- net receipts to correspond to the log, are to be banked promptly, using the paying in slips provided

Club Rules/Policies

- each manager is to hold a copy of the current Club Rulebook
- each manager is expected to attend the AGM, any EGM's and any Team Managers' Meetings, and should submit their apology to the Club Secretary if not available
- managers should liaise with their "Managers' Representative" with regard to communication to/from the General Committee, and must respond to "actions" on the GC meeting minutes
- all new team strips including sponsors' name/logo must have the prior approval of the General Committee, even if to be fully paid for by the sponsor, and must conform to the standard Club colours (currently orange shirts, black shorts and orange socks).
- entry into "external competitions" (including six a-sides and indoor soccer) is to be self funded by the participating team (application can be made to the Club Treasurer for "advance payments")

Other matters

- it is suggested a method of monitoring player performances is devised early in the season for the purpose of end of season awards
- maintain an inventory of all kit and equipment held by the team, and take care to avoid loss (particularly footballs)
- ensure footballs are cleaned, dried and partially deflated after use; store in an airy place
- draw up a roster of parents to wash the kit

- collect all kit in at the end of each game, and have washed as one lot (care with water temperature; do not iron!)
- do not be afraid to ask for parental support as regards to putting up/taking down nets, transport, etc.