



## Guidelines for Managers

This document is intended to give guidance to new and current managers to help you as you manage your team within the rules of the Club.

1. Matches
  - a. You must take a first aid kit to all matches and training sessions
  - b. You must not take the boys to a match unless you or are accompanied by:
    - i. Someone who has passed the level 1 coaching course or has been sanctioned by the committee of the club
    - ii. Someone who has had CRB clearance through the club
2. You should read and be sure you understand the following policies, found on the Worplesdon Rangers web site
  - a. Club Officials code of conduct <http://www.worplesdonrangers.org/official.htm>
  - b. Equity Policy <http://www.worplesdonrangers.org/equity.htm>
  - c. Child Protection Policy the main themes of which are
    - i. To bring any issues to Club staffs' attention.
    - ii. By staying out of the players changing area unless accompanied by another adult.
    - iii. By notifying the Club of any inappropriate behaviour from spectators or other adults.
    - iv. By refraining from putting additional emotional pressures on players with regard to their performance.
3. Be sure you understand the process of reporting match results to the league. You can contact another manager for information on this point.  
<http://www.worplesdonrangers.org/contacts.htm>
4. As a manager you are required to attend the Managers meetings that the club holds 2 – 3 times per season. Dates for these meetings can be found at  
<http://www.worplesdonrangers.org/diary.htm>
5. Administration
  - a. Other established managers can help you with items of administration, Coming to the Managers Meeting will help a lot, but you can always ask for help at any time.
  - b. The committee has an ambition for every team to appoint a team rep from among the parents. This person would help with match day admin, and also represent the team on the committee. Please help us with this by actively seeking to recruit someone. It will help you a lot and assist with communication.
  - c. Any parents or adults helping with the team need to be notified to the committee as they will need to be registered and be CRB checked. This is a Child protection issue and is a requirement under our Charter Status so must be taken seriously.
  - d. It is a requirement under our Charter status that we maintain a register of all players. As coach you are responsible for providing an updated record to the club secretary. You can contact him via:  
<http://www.worplesdonrangers.org/contacts.htm>

The children's safety is paramount, and should overrule all other considerations. These guidelines are in place following recommendations from the F.A. and other bodies. They are here to protect the children and the adults supervising them.