**Statement of expectations**

**What you as a manager/coach can expect the Club to do for you**

* Organise and pay for the DBS process for you (**mandatory before you can coach or manage u18s and below age groups unsupervised**)
* Provide support with your training session plans, methods and any challenging issues you may face
* Organise the Club’s annual league affiliation so your team can participate in the league
* Organise fixtures and the booking of pitches for your team
* Once cleared through the DBS process and after an initial one month probation fund the FA introduction to football qualification and associated courses for you; and the FA Level 2 qualification and associated courses if you already have Level 1 or Introduction to Football and want to progress to FA Level 2.
* Pay travel and other necessary expenses for all Tulse Hill JFC related journeys and events
* Provide a robust safeguarding process for the welfare of the children in your team
* Provide training equipment for your team
* Provide a manager/coach’s kit consisting of T-Shirt, Pants, Polo Shirt, Tracksuit top and a Coat/Jacket

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**What the Club can expect you to do as a manager/coach**

**Generally**

* Promote and be an ambassador for the Club
* Complete, sign and return to club secretary club documents G, M, N & P
* Develop as a coach by completing the FA playmaker on line course; complete the FA introduction to Football course, Safeguarding Course, 1st Aid in Football Course. This will be renewed as & when required (Most courses last for three years
* The Club will pay for coaching qualifications/FA Badges on the understanding that the recipient would coach at Tulse Hill JFC for a period of two years
* Take responsibility for registering players for your team on the Club Loveadmin site and the Tandridge League website via Ourkidssports and arranging for all necessary forms to be completed and submitted to the relevant Tandridge League Registration Secretary.
* Take responsibility for all parents of players, to register & agree to signing the Parents’ Code of Conduct, and enforce it both at training and on match days
* Wear the THJFC manager/coach’s kit at all training sessions and at all matches
* Attend all formal meetings of club officials and provide a representative when unable to.

**Training Sessions**

* Liaise with the Head of Coaching, as required, about session plans and methods
* Commit to the club’s training sessions
* Prepare a session plan for each training session
* Start and finish each training session on time
* Attend regular, (fortnightly e.g. monthly) short meetings after training sessions to debrief with the Head of Coaching

**Match day BEFORE MATCH**

* Arrive in good time
* Organise, or delegate, the setting up of the pitch for a home match (goals, flags, Respect barriers etc)
* Provide an Assistant Referee who has been briefed on the behaviour expected of an official
* Welcome the opposition
* Welcome the referee and, where appropriate, pay them the agreed match fee prior to Kick Off
* Organise, or delegate to a coach, the preparation of your players for the match

**DURING MATCH**

* Be the focal point for your team during the match – encourage and praise all the children
* Leave coaching to the period before the match or to the half time interval
* Manage parents’ expectations at training and during matches
* Address any issues of inappropriate behaviour by players or their family/friends
* Manage substitutions and ensure the welfare of players

**AFTER THE MATCH**

* Win or lose, ensure that that your team thanks the opposition appropriately
* Thank the referee and other officials
* Organise, or delegate, the taking down of the pitch fixtures if a home match and the collection and storage of equipment
* Leave the ground as you found it, collect and dispose of rubbish and discarded drinks
* Complete and submit the match card promptly via email or post
* Must enter match details on to the Ourkidssports web site before 6pm
* Complete and submit any match reports, as necessary (match officials, incidents etc)

**MANAGER/COACH** (Signature)………………………. (Print Name)……………………………. Date……………….

**ON BEHALF OF THE CLUB** (Signature)……………………… (Print Name)…………………………… Date……………….