



CHESTERFIELD TOWN FOOTBALL CLUB

MANAGER'S ROLES AND RESPONSIBILITIES 2024/2025

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Review June 2025

Club Governance - All Chesterfield Town FC Managers will be required to in respect of the club;

1. Attend at least 80% of all Club meetings throughout the year (June to April).
 - Reward for attendance of meetings will be £25 per meeting towards the annual team tournament money
2. If the Manager is unable to attend, he / she will
 - a. Send apologies to the Club Secretary
 - b. Send a representative.
3. Attend the relevant League meetings where required by the Club Secretary.
4. Commit to the organisation of Club events (End of Season Presentations, Tournaments, Charity Day etc.)
5. Keep the Club Secretary and Club Welfare Officer updated with any changes in Officials personal details and any new officials to their teams.
6. Hold a copy of the Club's Constitution, Rules and Safeguarding Policy Documents and be aware of their contents.
7. Ensure they and ALL their coaches / assistants have the necessary F.A. CRB Checks & other relevant F.A. Qualifications.
8. Provide a Team Income & Expenditure balance to the Club Treasurer Monthly & submit annual accounts by the 30th June every year.
9. Carry out any necessary tasks associated with the post, setting an example to all and always positively promote the Club.
10. Be aware they are responsible for the actions and conduct of all their supporters, officials and players.
11. Friendlies arranged on council pitches MUST be pre-agreed by the council. Please notify the club secretary who will contact the council.
12. As a Chesterfield Town Manager is it your responsibility to ensure the contents of the handbook and all clubs policies and procedures are adhered to by yourselves, assistants, players and parents
13. Any equipment requests must be email to the club secretary who will seek the agreement of the committee and will communicate with you at the earliest opportunity

Team Governance - All Chesterfield Town FC Managers will be required to in respect of the team;

14. Recruit players and play matches in accordance with the Football Association's Rules
15. Adhere to the guidelines set out in the F.A. Youth Review for the relevant age group.
16. Hold regular training sessions to develop players.
17. Ensure that ALL parents of players under the age of 18 years-old have signed to say they have seen
 - A) Club Safeguarding Policy
 - B) Club Fees Policy
 - C) Code of Conduct
 - D) Social Media Policy
 - E) Key Safeguarding Points and Club Rules
 - F) Whistleblowing Policy
 - G) Complaints Process
18. Ensure any breaches to the Code of Conduct are reported to the Club Welfare Officer.
19. Ensure they and ALL their coaches / assistants have or are working towards a minimum F.A. Level 1 Coaching qualification or equivalent.
20. Ensure that the playing kit is in the Club colours of White shirts, Black shorts and Black socks for ALL home matches and an alternative colour for clashes when playing away; all shirts to contain the club badge.
21. Ensure that in Youth and Junior Football the player's names or initials are not visible on any item of kit, including tracksuits
22. Take responsibility for managing team expenses by;
 - a. Recording all financial transactions in the form of an Income and Expenditure log, including the retention of all receipts.
 - b. Collect annual player memberships and forward them to the Club Treasurer.
 - c. Collect player subscriptions, organise raffles and fundraising as necessary.
 - d. Pay in subs to the central bank account on time

- e. Pay the referee expenses for home matches.
 - f. Ensure that all team and player fines are paid promptly to the Club Treasurer.
23. Have a copy of and be fully aware of the relevant League Rules.
24. Ensure that ALL fully completed player registration forms are with the relevant League Registrars in accordance with the League Rules.
25. Ensure all training sessions;
- a. Are notified to players (and parents for junior soccer)
 - b. Are pre-planned with the appropriate equipment
 - c. Conducted In a suitable and safe environment
 - d. All players and coaching staff are suitably dressed
 - e. Have a qualified first aider and a well-stocked first aid kit available at all times.
26. Ensure that their team does not play 11-a-side games in the month of June.
27. Ensure that any trophies are returned as requested in accordance with League rules.

Player Governance - All Chesterfield Town FC Managers will be required to in respect of the players;

28. Keep an up to date record of ALL players registered, including full name, address, telephone number, email address and / or parent's email address if under 18 and date of birth. A copy of the same record including any changes should be deposited with the Club Secretary.
29. Be aware of any illness or medical conditions that a player might have.
30. Always establish that registered players are in the correct age group and that they are not currently registered with another club in the same league.
31. Do not encourage players registered with other teams in the same League to join until the end of the playing season on the 31st May.
32. Be aware of player's holiday arrangements and the League rules on match postponements due to insufficient player availability.
33. Ensure each player receives the following pitch time:
- a. For U7-U11 Equal playing time in every game
 - b. For u12-u16 Equal playing time over the season

Match-day Responsibilities - All Chesterfield Town FC Managers will be required to;

34. Ensure opponents and the referee are notified in accordance with League Rules when
- a. Playing at home.
 - b. Postponing a fixture.
35. Ensure all players (parents for junior soccer) are aware of match kick-off times and venue's if playing an away fixture
36. Ensure that the following is always available;
- a. First aid kit
 - b. League handbook
 - c. Registration cards
37. When playing a home fixture;
- a. Ensure playing equipment (portable goals, goal nets, corner flags and respect barriers) are used correctly
 - b. Ensure all playing equipment is locked away after the match in a tidy and responsible manner.
 - c. Clean and lock the changing rooms / premises where required.
 - d. Referee expenses are paid.
38. Ensure the match result is;
- Notified to the relevant League in accordance with their rules and ensure match cards (if required) are fully completed and sent to meet League deadlines

I agree to adhere to the Manager's Roles and Responsibilities with the understanding that any failure to meet these may ultimately result in my exclusion as a Manager for any Chesterfield Town FC team.

Signed: _____ Name: _____