



TEAM RESPONSIBILITIES

As a team, it is at your discretion who carries out these activities whether it be the Manager, Team Rep or Coach.

You are responsible for the following.

PRE SEASON

- ❖ Ensuring all parents/carers receive a Player Registration Form (PRF), shortly after the AGM each year
- ❖ Clear, regular communication with parents/carers
- ❖ Using the Club and League websites as a first port of call for any queries
- ❖ Encouraging parents to use the Club Website for dates/information
- ❖ Collecting and checking PRF and monies so that all is in order to hand over to the Membership Secretary
- ❖ Obtaining a new photo of your players at the end of the season ready for League registration over the summer
- ❖ Providing the Club Secretary with any information required to register players with Leagues
- ❖ Ensuring all qualified Coaches renew their licensed coaches club membership before the start of the season and conduct the appropriate amount of CPD during the season
- ❖ Attending League pre-season meetings, if requested to do
- ❖ Confirm volunteers for the following season to the Club Secretary.

SEASON START

- ❖ Producing and maintaining an up to date Team Player Master List (TPML) for the Club Secretary, retaining a copy in the Managers' bag or in soft copy in case of emergencies
- ❖ Ensuring sufficient players are registered to fulfill initial matches, alternatively giving the Club Secretary at least 2 weeks' notice to cancel the initial match of the season.

DURING THE SEASON

- ❖ Collecting match fees on match days
- ❖ Clear, regular communication with parents/carers
- ❖ Using the Club and League websites as a first port of call for any queries
- ❖ Encouraging parents to use the Club Website for dates/information etc
- ❖ Sending an attendance sheet to the Treasurer at the end of each month, and paying match fees into the Club bank account



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- ❖ Notifying the Club Secretary of any disciplinary charges incurred by players during matches
- ❖ Ensuring match cards are exchanged with opposition Managers before each match
- ❖ Ensuring that the team has a representative at each Committee Meeting and the annual AGM
- ❖ Carrying out requested training/ DBS checks in a timely manner
- ❖ Completing an Injury form and submitting to the Child Welfare Officer whenever an injury requires treatment from the medical bag (during matches or training)
- ❖ Ensuring all equipment is maintained and clean and stored properly during the season
- ❖ Maintaining and replacing equipment within the first aid kit. Any purchases should be sent to the Treasurer with receipts for reimbursement
- ❖ Avoiding fines wherever possible by following correct League and Club rules
- ❖ Familiarising yourself with League rules each season
- ❖ Notifying the Club Secretary of any new volunteers as soon as possible and ensuring that the volunteers complete a Volunteer Form (available on the Club website) which should then be submitted to the Club Secretary
- ❖ Reporting any child welfare/safeguarding concerns immediately to the Child Welfare Officer
- ❖ Notifying the Club Secretary of any players leaving the Club within the season
- ❖ Taking responsibility for opening up/closing up training and match venues and leaving them in a tidy state, in accordance with User Agreements where applicable.



Surrey County FA



CHARTER STANDARD CLUB