



Amaranth Football Club

Managers Quick Guide
2019/20

Registration, Membership and fees

All players must be **registered** through the club process only. Registration is completed electronically.

The club will create and manage the reg fee and subscriptions via Direct Debit however where these are unpaid, Managers are responsible for collecting the **registration fee** and **monthly player subscriptions**. Subscriptions must be paid by Direct Debit. Failure to pay could result in a membership being suspended and the player unable to participate in matches.

If players are unable to afford their subscriptions, application must be made to the Senior Committee for a **Hardship Case**. Where possible and appropriate, the Senior Committee can agree to waive fees for a short period of time to help families that are struggling financially.

It is the responsibility to ensure all managers to ensure their own and their coaches **qualifications and training** remains up to date and valid. Managers and coaches of Junior (u18) players should have a minimum of a valid FA Level 1, Emergency First Aid and Child Welfare. No person should assist in coaching without a DBS check and a Level 1 coach present.

All players, parents and supporters should be encouraged to **register on our website**, www.amarantafc.co.uk. Registrations to our website is free.

Players **under the age of 13** should not register on our website. Access can be gained through a parents profile.


No players should train or play for Amaranth without completing the registration process. It is important we have **medical details and emergency contact** information for any player of the club.

If a **player leaves the club**, you must inform the secretary so their details can be removed from our records. You should also arrange to remove access to our website and ensure any kit or equipment is returned.

If a player wants to **transfer** to a new club, Amaranth Football Club has the right to refuse this until any outstanding fees are paid.

Amaranth FC Emergency Action Plan 2013/14 Season.

Our Emergency Action Plan is an essential list of items required for each team for both home and away games as well as all training sessions. Remember you must put safety first!

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- Make sure you have the Local hospital telephone numbers close to the venue of the game.
 - First aid kit is equipped correctly. You should only carry and use medical items that you have been trained to use.
 - Mobile phone(s) available or awareness of the nearest landline number.
 - List of all players medical conditions.
 - List of emergency contacts.
 - A copy of the FA Emergency aid manual.
 - Your Emergency First aid qualification must always be up to date.
 - Copies of the Amaranth FC accident form available.
 - Nominate a helper in advance should one be required to assist you.
 - As a 'pitch side' first aider you should be in a location where you can see the field of play and all participants.

If you are unsure about any of these items or need assistance then please contact the Club Secretary, Membership Secretary or Child Protection Officer.

Training and Coaching

All training sessions must have a registered first aider present, and in the case of junior players, a FA Qualified coach with Child Welfare is required.

Only managers and coaches with an up to date DBS certificate are permitted to participate in training. Contact the Child Welfare Officer to arrange a new DBS.

Managers are responsible for the safety and welfare of the players at training. Any accidents or injuries should be reported to the Secretary using an accident report form.

Training equipment is the responsibility of the manager. Replacement equipment should be requested through the Senior Committee if club funds are to be used. Where possible, we use a preferred supplier who provides us with a club discount.

Managers and coaches should ensure they follow the Emergency Action Plan for all training sessions.

Winter training is booked by the club secretary and every effort is made to meet your preferences but this cannot be guaranteed.

Summer training can be arranged by managers using local fields and pitches. Please ensure the club is informed of your training sessions and these are updated on the Amaranth website.

Amaranth Football Club should not be used for training without the express permission of the Groundsman with the exception of Ladies and Girls Teams

Qualified coaches need to obtain an ID card from WRCFA



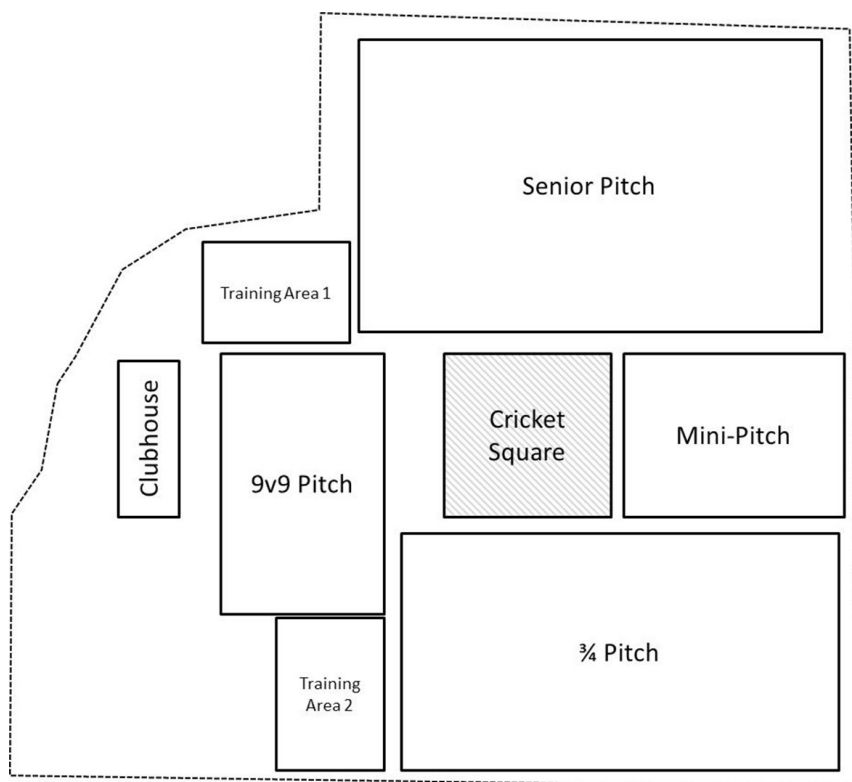
Our Facilities

Please remember, our facilities are provided for the benefit of everyone. Care must be taken around the Cricket square .

Dogs must be kept on a lead and any mess, fully cleaned by the owners. Everyone is responsible for Health and Safety of any visitors on our grounds.

Please take responsibility for the actions and behaviour of all Amaranth players and visitors

Our Ground



Before a match

If playing at home, managers should request a pitch no later than 5pm on Sunday, the week before a fixture if required.

Please ensure you inform the Club Secretary of any friendly matches with other teams. These MUST be authorised by the relevant league before being played or any insurance and indemnity could be invalid.

Managers should ensure arrangements are agreed with the opposing manager and details circulated to their own team in a timely manner.

Where possible, please make use of parents or club referees to officiate a match. League referees should be avoided for friendly fixtures.

If playing at home and there is fixture congestion, please advise the opposing manager of parking arrangements and promote use of our café.

If moving any portable goals (7v7 or 9v9), please ensure this is completed by two people or more. Attempting to move these goals on your own will result in bending and snapping of the joints.

Any portable goals MUST be anchored to the ground for safety using the metal loops provided. If you are unable to anchor the goalpost to the ground, the goals SHOULD NOT be used.

If a home fixture is cancelled, you must inform the fixture co-ordinator immediately so the appropriate people can be informed and the website updated.

Match day (Home fixtures)

Please avoid arriving more than 30 minutes before your kick off time to ease congestion in the car park (where appropriate)

All teams should erect a RESPECT barrier. Please check the website for fixtures. The first team should erect the barrier and the last team should remove this.

Please support the car parking arrangements by marshalling visitors to a suitable parking space. Parents or supports might be able to help with this.

Ensure that no teams, including away teams from any club, are using the pitches for warm up. All warm up should be completed at either end of the 9v9 pitch

*Please take responsibility for our facilities. Empty bins, pick up rubbish, wipe down tables in the...
... clubhouse, check on the café and toilets etc. If you do not do something, someone else will have to!*

Please ensure no players enter the cricket square area. Stray balls should be retrieved by people without studded footwear.

All official visits to the club should be recorded in the 'Club Officials' book located in the clubhouse or our website.

Any accidents or injuries must be reported using an accident form, available from the clubhouse.

Parents without a valid DBS check in place should not help with any team matters including the preparation of equipment.

After the match

The RESPECT barrier **poles** (NOT rope) should be stored in their bag in the changing room 1—please ensure the correct number of poles and two anchors are in each bag.

The RESPECT barrier **rope** should be returned to the dedicated reel after the match. Do not twist the rope around your arms in an attempt to wrap it up.

At the end of each match the manager must **check the area** around the pitch and remove any rubbish and return any cups to the café.

If teams have used the changing room, it is the responsibility of the relevant manager to **clean both the home and away changing rooms** fully and ensure both are locked and secured after use.

It is the responsibility of the last manager present to **lock and secure the clubhouse** and lock-up, including closing the shutters and gates. Please do not leave this to the responsibility of the café staff.

Please ensure **match reports** are exchanged and sent to the leagues as appropriate. Failure to do so will result in a fine for the club

Update the **website** with the result and a brief match report

Inform the Club Secretary of any **bookings** during the match—you will be expected to collect any fines from players in consultation with the club secretary.

General Guidance

Please act as an ambassador for Amaranth Football club at all times, looking for ways to develop the club, attract players, sponsors and coaches.

Encourage parents, supporters and senior players to get more involved in the club.

It is good practice for junior team managers to hold regular parents meetings.

The club has a preferred supplier for kits, training wear, equipment and other items. Please follow our equipment ordering guidelines.

Amaranth play in purple kits. New kits should always be predominantly purple. Unless sponsorship can be agreed, we expect kits to last a minimum of two years and to be returned to the club in full when no longer required. Replacement kits may be passed from older stock if the condition is acceptable.

Please make every effort to support social and fund raising initiatives. These events are crucial in keeping our subscription fees low.

Each month, managers should complete an expenses form, handing in any money to the treasurer and claim back any costs they have incurred. Managers can spend up to £25 on essential items. Receipts should always be provided where available.

Useful Contacts

Name	Role	Telephone	email
Richard Baggott	Chairman	07595 732156	richard.baggott@live.co.uk
Phil Smith	Vice Chairman	07754 775204	phil.smith.amaranth@gmail.co.uk
Harry Heaton	Secretary	07845 908336	secretary@amaranthfc.co.uk
Paul Swift	Treasurer	07850 937210	p.swift@pgaccounting.co.uk
Andy Warden	Child Welfare	07545 335888	ajwarden4@aol.com
Mark Harrison	Football Development	07830 522642	markaharrison79@gmail.com
Brandy Morgan	Groundsman	07838 904413	brandyleeds@icloud.com
Dave Kirsopp	Fixtures	07865 398783	kirsoppufc@yahoo.co.uk
Dave Spence	Senior Teams Liaison Officer	07802 872937	spenner1980@btinternet.com