



Management Team Roles and Responsibilities

There will be a minimum of 3 people in charge of team affairs

1. Manager/Coach (Mandatory)
 - Responsible for all football related decisions regarding the team
 - CRC Required
 - Minimum FA Level 1 Certificate
 - Safeguarding Children and Emergency Aid must be up to date
 - FA Licensed Coaches Club member
2. Assistant Coach(es) (Mandatory)
 - Will support the Manager/Coach at training and on match days and stand in during any absence
 - CRC Required
 - Minimum FA Level 1 Certificate
 - Safeguarding Children and Emergency Aid must be up to date
 - FA Licensed Coaches Club member
3. Team Admin (Mandatory)
 - Responsible for all team administration
 - CRC Required
 - Safeguarding Children Certificate required
4. First Aid (Additional)
 - CRC Required
 - Safeguarding Children and Emergency Aid must be up to date

The following roles will be fulfilled by the management teams:

All Squads

1. Ensuring all Players have completed a Club Membership Form
 - Forms are available from the Club Secretary and can also be downloaded from the website
 - Once completed the forms should be handed to the Club Secretary
 - No players can train (after the first introductory week) or play unless a Club Membership Form has been completed
2. Ensuring all Membership Fees are collected and handed to the Treasurer
 - Membership Fees should be collected along with Club Membership Forms; Managers have discretionary power to waive these fees in exceptional circumstances. These should be highlighted to the committee
 - No players can train or play unless a Club Membership Fees have been paid
3. Ensuring all Match and Training Subscriptions are collected and handed to the Treasurer. These can be collected as follows:
 - Standing Order – Forms are available from the Secretary and Treasurer. On completion they should be handed to the Treasurer.
 - Up Front – A full payment as detailed in the Club Membership Form can be collected. This should be handed to the Treasurer no later than September 30th.
 - On a session by session basis. These should be collected at each session and handed to the Treasurer at the Monthly Meetings
4. Ensuring that all Members and Parents/Guardians have been made aware of the Club's Codes of Conduct
 - These documents are available to be downloaded from the website
5. Contacting the Opposition
 - The opposition manager should be contacted during the week prior to the game to confirm the match details i.e.
 - i. Date and Time
 - ii. Location
 - iii. Shirt Colour
6. During matches the Manager, Coach (including assistants) and First Aid Official must remain in the Technical Area near the halfway line
7. All players must be given the chance of equal playing time, this is a directive from the FA that all Charter Standard Clubs must abide by
 - Appearances are tracked via Full Time and any registered players that are not being seen to receive fair treatment will be highlighted to the County FA Welfare Officer for investigation
8. Ensuring that the team is represented at each of the Club's Meetings
 - It is important for each team to know of any developments within the club and vice versa.
9. Ordering of Kit and Equipment as required via the Kit Officer
 - All kit order must go through the kit officer; this ensures that we do not gather unnecessary kit stocks.
10. Informing General Secretary of the Inability to fulfil any Fixtures
 - If for any reason a fixture cannot be fulfilled, the general secretary must be informed so that the league and opposition can be notified
11. Responsible for the well-being of club members at training and matches
 - The welfare of our members is paramount. Please inform the Welfare Officer of any incidents that are likely to jeopardise this.
12. Reporting any problems with Members or Parents/Guardians to the Committee
 - If any Club members or supporters are involved in an incident during a match, please inform the committee as soon as possible

13. Ensuring that no litter is left by Callington Colts players or supporters after each game
 - At home games please ensure the grounds are free from litter after all games
 - At away games please ensure that no litter is left by Callington Colts players or supporters
14. Presentation of medals and trophies to team members at Presentation Evening.
 - Each player will receive a participation medal/trophy at the end of the season, these should be presented by the manager/coach
 - Additionally there are four other trophies for each team: Opposition Player and Player's Player are for the player receiving the most opposition fair play awards over the season and the player receiving most votes from the playing squad. Most Improved and Manager's Player are at the discretion of the Manager/Coach
15. Maintaining a high level of conduct whilst representing the Club
 - This includes not drinking alcohol at pitch side during matches, training and tournaments
 - Not smoking, including e-cigarettes, whilst in charge of the players, this includes during training, pre-match warm up, games and tournaments.
 - Not swearing whilst in charge of the team
 - No verbal abuse of match officials, opposition management or supporters

DJM Registered Squads

1. Ensuring all Players have been submitted for League Registration using the Whole Game System (WGS)
 - Liaise with the Club to provide the necessary information
 - DJM Players are only eligible to play 2 days after the online submission has been accepted by the League
 - Photos of each registered player also need to be uploaded to WGS
 - There is a maximum number of registered players allowed depending on the team size.
 - i. 7 a-side – 14 Players
 - ii. 9 a-side – 16 Players
 - iii. 11 a-side – 18 Players
2. Ensuring all Players have a valid FAN ID Card
 - To obtain an ID Card renewal a digital photo should be sent to the Club Secretary along with the player's name and FAN
 - To apply for a new ID Card a digital photo should be sent to the Club Secretary along with the player's name, address and date of birth
3. The DJM operates a 'Transfer Window' system. No players can be transferred in from any other DJM teams outside of these windows.
 - The windows run from:
 - i. July 1st to September 30th
 - ii. Jan 15th to Feb 28th
4. No new DJM Players can be signed on after March 31st
5. Completion of Team Sheets
 - DJM Team sheets must be completed in triplicate; one copy to the match referee, one to the opposition manager and one to be retained by the Club. All DJM team details must be uploaded to FA Full Time within 48 hours of the match. This can be done by the team admin or the details can be forwarded to the Club Secretary for uploading.

6. Referee/Respect/Pitch Marks for each match

- Referees are marked for:
 - i. Overall Decision Making – out of 40
 - ii. Judgement of Major Decisions – out of 30
 - iii. Overall Control – out of 30
- Any aggregate mark of less than 60 for a referee requires a report to be submitted
- Respect Marks are required for on-pitch and off-pitch behaviour
- Pitch Marks are required for surface and condition

CGFL Registered Squads

1. Ensuring match results are submitted to the CGFL Secretary
(Further details to be added as and when CGFL starts using WGS)

Pitch Specific

Marshfield Parc 2

- Ensuring Callington Town FC is informed of all home matches at Marsh 2
- Putting up and taking down of nets at Marsh 2
- Liaising with Callington Town ground staff regarding pitch marking

Golberdon

- Ensuring South Hill Parish Council is informed of all home matches at Golberdon
- Ensuring visiting team do not park cars in South Hill Parish Hall car park unless the Hall has been booked by the Club
- Marking the pitch at Golberdon
- Putting up and taking down of nets at Golberdon
- Putting up the Respect Barriers along the side of the pitch

St German's Road

- Marking the pitches at St German's Road
- Putting up and taking down of goals and nets at St German's Road
- Putting up the Respect Barriers along the side of the pitch
- Putting the parking notices in the road outside the field
 - Larger Notice at the top of the road, smaller sign opposite the entrance gate.

General Points

- As we are a community club we do not turn anyone away who wishes to join, if the Manager feels that there are too many Members in the training squad this should be highlighted to the Committee
- Any sponsorship, donations or services provided free should be highlighted to the committee so that Letters of Thanks can be sent