



Harvesters FC Manager's/ Coach Code of Conduct 2023-24

Harvesters FC promotes positive behaviour respect, safety, teamwork and effective communication. We're very proud of our ethos and culture and how we're looked upon within the community and to other clubs.

This document sets out the Harvesters FC commitment to the FA's Code of Respect and also provides the Team Manager/ Coach role requirements.

This code of conduct serves as a guiding framework for you as a manager/ coach to adhere to, ensuring you act responsibly, ethically and professionally while representing Harvesters FC and interacting with players, officials and the community.

Ultimately, our code of conduct aims to foster a positive and respectful environment within our club, where everyone can enjoy football and work together to achieve our goals. It will also enable us to address any concerns or issues relating to manager/ coach behaviour and ensure our club's values are upheld.

Failing to adhere to the code may result in the committee taking disciplinary action for violating the code of conduct. This could range from a verbal warning to a formal written warning or even suspension from the club, depending on the seriousness of the violation.

In more severe cases, the FA may intervene and impose bans or suspensions from participating in football-related activities.

Respect

To be a part of Harvesters FC is a privilege and everyone involved in the club is expected to uphold the highest standards of behaviour. We follow the FA's Code of Respect so that we can ensure we provide a positive environment for everyone to enjoy the best possible football experience.

Our commitment is to follow the FA's Code of Respect which is set out below in **Purple** text.

This applies to all Coaches, Team Managers and Club Officials as applicable

FA's Code of Respect

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting, or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away

When working with the players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited to the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each players' best interests

I understand that if I do not follow the Code, I may be:

- Required to meet with the club or league Welfare Officer
- Suspended by the club from attending matches
- Suspended or fined by the Herts County FA
- Required to leave, lose my position

Team manager role requirements

The club highly values all our team managers and is grateful for all their dedication. We know that being a team manager is a very rewarding experience and an incredible opportunity to be involved in helping to shape and provide excellent development opportunities to young people. It also requires a significant investment in time and comes with great responsibility. As a team manger you are expected to follow the FA respect Code as stated above, set the right example and be a positive role model for the club. Whilst we hope that our Team Managers will stay with Harvesters for many years given the nature of the team selection policy and that players can move between teams, each Team Manager role will be reviewed on an annual basis.

The following guidelines are set out below:

Safety and Welfare

- Take responsibility to ensure you have a valid FA DBS check completed and this is kept up to date
- Ensure First aid status is up to date

This will be monitored by the club and only **one reminder** will be issued one month prior to any courses expiring. Failure to have up to date credentials will result in contact with young people being restricted and may result in fixtures being cancelled.

- Ensure any assistant manager or any other helper has the necessary safeguarding requirements as set out above
- Raise any concerns regarding safeguarding or behaviour relating to those associated with Harvesters FC with the Welfare Officer (welfare@harvestersfc.co.uk) at the earliest opportunity, and fully engage with any investigations. Raise any concerns regarding safeguarding or behaviour of those associated with the opposition with the club welfare officer(s) at the earliest opportunity.
- Ensure suitable equipment, including first aid kit is available at every session
- Ensure all language used in communications is inclusive and appropriate, always support the club's position in any external communication to members
- Support the club in completion and publication of Player and Parent voice questionnaires.
- We encourage feedback which can be sent to feedback@harvestersfc.co.uk

Social Media Policy

- Members of Harvesters FC (the Club) enjoy the opportunities and rewards of a community-based sports club.
- It is subsequently expected that members will uphold the ethos of the Club in all social media interactions.
- Members will not act in such a way that the Club's image is brought into disrepute nor in a way that harms it's immediate and wider football community.
- Further information can be found in our [Club Social Media Policy](#).

Training

For Coaching led sessions:

- Engage positively with the coaching team to develop your own skills
- Provide feedback to coaches from matches to look at areas to address
- Communicate with Coach or refer to coaching plan to be aware of content of training session
- Input into ability banding of players
- Ensure players are appropriately dressed for the session, including weather conditions
- Monitor attendance and raise concerns about persistent absenteeism
- Encourage player engagement and appropriate levels of behaviour
- Take responsibility for development to manager led team training at U13
- Ensure equipment is treated with respect and left as found with any faults being reported to club.secretary@harvestersfc.co.uk at your earliest convenience

For Manager led sessions:

- Follow the training guidelines as issued by our Director of Football (coaching@harvestersfc.co.uk)
- Be organised to maximise the time available

- Plan fun, engaging sessions that develop players and enable all to participate in
- Commit to develop your own knowledge, skills and understanding with the latest rules and ideas for best practice
- Reach out to the coaching team if you need support/ideas/guidance
- Share best practice with other managers through formal and informal setting
- Ensure equipment/ team kit is treated with respect and left as found with any faults being reported to the site manager at your earliest convenience
(site.manager@harvestersfc.co.uk)

Matches

- Engage positively with the coaching team and use the guidelines they provide including:
 - Following the set match principles as directed by the coaching team
 - Follow team rotation policies and player recruitment guidance and ensure fair game time is given to all young people
 - Contribute to the annual team selection discussions that are led by the coaching team
- Attend managers meetings as required; subject to other commitments
- Take responsibility for the completion of match admin as required by leagues and as set out by the Harvester FC Club Secretary (club.secretary@harvestersfc.co.uk) (note this can be delegated to parents if agreed)
- Engage positively in fixture scheduling conversations and accept the club's prioritisation policy
- Ensure the rules of the Smallford site are communicated to the opposing team and do your best to ensure they are followed
- Consistently be there for the team and be balanced and considered with interactions with players, keeping messaging positive and encouraging
- Set a positive tone with parents and opposition
- Confirm appointment of referee (by Tuesday PM if league appointed) and arrange greeting of referee on match day, ensuring you have payment in case on the day for your referee for home matches
- **Please do not approach the Kiosk staff to discuss fixtures or postponements on match days.** Contact site.manager@harvestersfc.co.uk or club.secretary@harvestersfc.co.uk in the first instance.
- Be prepared to arrange a last minute Referee if appointed referee does not show up
- Arrange support from appropriate members to act as linesman
- Ensure equipment is treated with respect and left as found with any faults being reported to site.manager@harvestersfc.co.uk at your earliest convenience
- Arrange the match day delegate for each game (rota) and ensure they are aware of roles and responsibilities
- A match day delegate **must be present for every match** – home and away. This should NOT be the manager, coach or assistant referee
- The role of the match day delegate is to help protect young referees by having a responsible, calm individual whom the referee can approach if there was a problem with coaches or spectators
- They should also be proactive in ensuring good behaviour from those from their team on the touchline, promoting respect at all times

- Both match delegates should introduce themselves to the referee 15 minutes before kick-off
- A high viz jacket should be worn by the match day delegate (available in the club house)
- In the event of adverse weather conditions, pitch inspections will take place and if the site manager makes the decision to call off grass games, this decision is final and no grass games will take place that day.

Please complete the form below by way of confirming adherence of the Manager's Code of Conduct

<https://forms.gle/smoW5rf7pjCB2r5z9>