



## Club Code of practice for Team Managers/Coaches

A team will consist of a Manager, Assistant Manager & any additional person(s) involved with the team will be known as coaches/helper volunteers. The manager will be the main point of contact for the team. This club code must be adhered to by any person involved with running a football team within the club.

### Managers/Coaches Responsibilities

- Team managers are responsible for their own team affairs & ensure that all players, coaches, and helpers (training or playing) with his/her team are current members of the Rathcoole Football Club (RFC).
- Ensure that his/her team, players & parents obey the rules of the RFC.
- Ensure all players have completed their registration through the Clubforce website/app. Once registration is completed players are insured to play for the club and the DDSL/LSL
  - **Any player not registered, without membership fees paid will NOT be eligible to play for the club.**
  - **Any training gear provided by the club will only be given to players who have paid their membership fees.**
- Responsible for the recruitment of players, selection of team, signing of players and the care of footballs, team gear, first aid and equipment.
  - **First Aid kits are available from the Club Kit co-ordinator and should always be part of your team kit pitch side on both matchday and training.**
  - **In the event of a First Aid incident please complete a report of the incident and send the report to the Club Secretary.**
  - **The Club has a Defibrillator and is located on the wall at the entrance to the grounds.**
- Attend Managers' meetings to give a report on the performance and happenings of his/her team.
- Appointment of a coach or any other person that is deemed necessary is subject to the approval of the Clubs Committee.
- ALL Managers, Assistant Managers, Coaches, and any volunteers MUST be approved by the Club Committee, completed Garda Vetting, and completed Child Protection Awareness course before having ANY direct involvement with a team. Advise the Committee of any changes, if any, throughout the year.
- Managers of schoolboys/underage teams must ensure there are sufficient adults present (2 adults) with the team at all times including training, travelling and matches as per the FAI Guidelines.
- Immediately report any serious incident which might bring the Club into disrepute (whether involving players, officials, parents, Opposition, etc.) to the Club Secretary, Asst. Secretary, or any member of the Club Committee. Submit a written account also via email.
  - **After investigation, any manager, coach, or anyone involved in a team who brings the club into disrepute shall be subject to appropriate disciplinary procedures.**
  - **Any fines issued by the league to a player/manager/coach must be paid by the individual/team fined.**

- A Team Manager can request a player from another team within the club. The first step is to first inform the players current team manager as a courtesy they would like to ask the parent of their interest in moving the child from one team to another.  
The manager must then send in writing a request to the Club Secretary to ask the Secretary to contact the parent/guardian to ask for permission from them to allow the manger requesting that they give their permission for the manager to contact them.  
A player can only move with consent of player's parent/guardian if not breaking any league rules.  
If the player wishes to remain with their current team that is the decision of the player & parent/guardian alone.  
Under no circumstances is a manager to approach another team's player either directly or indirectly, the only approach is made to the parent / guardian.

- The movement of players between teams will always be with the best interest of the child and always be in relation to the players development and enjoyment of the game.

**All players are signed for "Rathcoole Football Club" and not just one particular team and again may be required to move team from time to time within the rules of the leagues.**

- Organise times for training and games with Football & Grounds Committees.
- Team manager/coaches are under no circumstances to contact the league or FAI directly in relation to RFC, this is to be done through RFC league representatives.
- Team manager will appoint a member of the coaching team to greet visiting teams and inform them of changing rooms, facilities, warm up areas and any other relevant RFC information.
- Annual trophy/medal presentations to take place at club annual presentation only.
- Match reports are to be emailed to club PRO within 48 hours of each game. Reports should be concise and without controversy, a few sentences will suffice. Please include your team's name, match date and venue etc. Please email them in every week (by email) after your match on either a Saturday or Sunday, Monday latest. Match reports for small-sided games or in house matches will not include score lines or scorers.
- All managers will develop players in accordance with coaching practices & coach education adopted by the club and implement any coaching programmes across their team as directed by the club.
- All managers/coaches will ensure they are fully aware of the match rules, pitch, goal, and team size for the format of match their team is partaking in. 5/7/9/11 a side.
- All players must get the minimum playing time as per the FAI player development plan <https://www.fai.ie/domestic/player-development-plan/PDP-formats>
- Squad sizes must be in accordance to the FAI suggested squad sizes as per the FAI PDP, in the event of a manager/coach taking more players than the squad sizes guidelines all player must be part of the match day squad. Rotating players in squads is not permitted.
- All teams should participate and assist where possible on fundraising events. Please put all fundraising suggestions to our Fundraising Committee for approval. Our Fundraising Committee must be made aware of any individual team fundraising (trips, etc.), and then have final approval by Club Committee.
- Club Secretary must be informed in advance of any outings/trips where RFC will be represented.
- Club communications should be done via email, this includes match reports and incident reports.
- Pitch/Match requests/changes should be done with the Grounds Committee/Fixture Secretary via email or txt only.
- Social media activity (Facebook, what's app) should be limited to club communications.



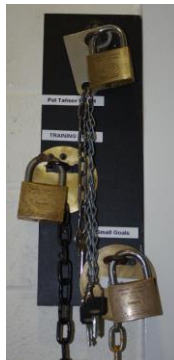
## Care of our Club – Premises, Pitches & Equipment Procedures

### Keys & uses for accessing items required for training.

- On appointment of position of manager each manager is given two keys, one for front gates and other use, second for front door of club house. Keys available from Syl Ebbs.
- Gate key is to be used to open both vehicle gates and side pedestrian small gate please, ensure all gates are opened, this must also include pedestrian gate. Please ensure vehicle gates are held back with chains provided.



- Club house key is for front left-hand door only and has no other use.
- Alarm box is on right hand side code for setting and turning off alarm. Code will be provided by Grounds committee.
- First switch on left-hand side illuminate's lights for hall all other building lights are in power room on right hand and are clearly marked.
- Once in the hall proceed to Gym entrance on your left and on corner you will find a keyboard (Pic. 2) which carries all other keys you will require.



- Using front gate key, you can now find keys to: -
  - 3G - same key opens all gates around the 3G pitch, - Main gate, pedestrian/spectator gate and area at rear of the pitch at Green Lane (if any footballs go over the catch ball fence.)
  - Also allows access to the 2 Astro cages.
- Keys two for main Flood Lights.
  - Using same ensure that lights are turned on one bank at a time allow about 3-4 minutes between bank one and two. While using Flood Lights these keys must remain in switch box otherwise, please return keys when turned off.



- Key to new shed giving access to compressor for ball inflation and flood light switches for grass training lights.



- Key for small goals used for grass training area only.



### **(3G) and Small All-Weather Pitches**

- Before entrance on any of the all-weather pitches **all boots must be brushed and or inspected as clean.**



We cannot state how important this factor is and must be adhered to by our own teams and visitors alike. We must ask that all managers to lead by example and asking to clean each and every time on entrance.

- Climbing or hopping end fence to retrieve ball is not allowed please go around collect ball and bush boots on return. Special care must be taken at all times if we are to protect playing surface.



## **Small sided Goals**

- Small Goal Posts to be stored after use as shown.



- Goals carried onto pitch via entrance gate, not over fence and not for use on small all-weather pitches.
- All Goal Posts must be used only with weights attached.
- Weights are provided on pitch-side against the perimeter fence - four weights each side.



- Weights must be fixed using chains provided around post tubing as shown on the small goals.



## **Full size Goals 3G**

- Full sized Goals must not be used without provided weights, two per goal at any one time.

- Full sized Goals are a two-man job, lifting of weights and moving into position.
- Weights should not be attached when being moved.
- Goal posts stored on wheels in lifted position clipped directly to fence.



- Weights stored left and right on fence line.
- No need now to use full size weights on small sized goals.



- On match days pedestrian spectators gate must be opened. (Pic. 14)
- Players to use main gate for entering on to pitch with exit via gate between dugouts to pedestrian/spectator gate.
- Football gone into compound not to be retrieved, please contact ground committee and they will be returned – strictly no climbing into mast compound.



## **Grass Pitches Training & Matches**

- Small sized goal posts must as with all-weather pitches be used only with weights attached.
- Small goal post stored chained together in twos against wall our hedge with goal facing outwards not on training or playing areas.



- Small size goals should be used by players of correct age and not by older age groups, full size goals provided for older age groups.
- Pitches may only be used for Technical Training, 18 to 18.
- Training only on the allotted training areas.
- No training in goal posts areas or general kick about by players.
- Match days on full sized pitches nets and stacks stored in shed in two bins number 2 & 3. Please ensure steel stacks are picked up these can cause damage if collected by mower.
- Pitches & Training area will be called on off by Grounds Committee depending on weather as is or forecast.

### **Litter**

- **Please encourage all players, coaches & parents of home and away teams to take their rubbish, used water bottles and tape from around socks with them or dispose in bins where provided.**
- **Please encourage your own players to use reusable water bottles.**

### **Locking Up.**

Last man out of premises must be held responsible of the security of the premises and equipment. Please do not rely on the next person if in any doubt lock up on your departure.

### **In Conclusion.**

There may seem to be a lot of Do's & Don'ts but if each one of us our own little bit we will achieve a great amount and things will run better and safer and we will prolong the lifetime of the facilities and equipment in the Football Club.

**I have read and understood the Procedures outlined above and agree to carry out the request of the Ground committee to use these guidelines during my time coaching.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(Please print clearly)

Signed: \_\_\_\_\_

Team: \_\_\_\_\_