# Coach / Assistant Manager

## Role Description

To help manage a team, and develop players within any specific age group.

## Commitment

9 hours per week.

* Team activities on match day will, depending on venue, take up approximately 4 hours.
* Coaching and training session during the week take up approximately 3 hours (½ hour plan, 2 hours training, ½ hour plan reflection)
* Other duties are spread across the week and will take around 2 hours.

## Responsibilities

1. Ensure Child Welfare is always priority within the team.
2. Ensure an inclusive, safe and fun environment for the players within the team.
3. Ensure the team is managed in accordance to Club and FA policies, strategy and best practices.
4. Ensure the team is managed in accordance to league operating rules
5. Work with the Team Manager in the recruitment of players, coaches and helpers.
6. Management of players and parents/guardians expectation.
7. Ensure good and timely communication with parents/guardians with team arrangements, logistics etc.
8. Work with the Team Manager in the development of players
9. Ensure the players are developed in accordance to Club and FA policies, strategy and best practices.
10. Ensure training sessions are well planned in advanced and covers all abilities.
11. Ensure safe and appropriate equipment is used in training sessions.
12. Deliver training session with a constructive, supportive and fun manner.
13. Reflect on outcome of training session and re-­‐plan accordingly.
14. Organising the team for matches and fairly manage team selection, substitutes, tactics etc at matches.
15. Liaising with opposition and officials before and on match days
16. Report results, record referee & FA Respect marks as defined by the league.
17. Ensure risk assessments, including pitch inspections, are performed for each and every event
18. Ensure attendance register is maintained, with sign out process, for all training/match sessions.
19. Ensure a First Aider, appropriate medical kit and players’ current medical records and emergency contact numbers are present at all Club events (including every training session and match)
20. Work closely with Team Manager on the running and management of the team.
21. Deputise for the Team Manager if required.
22. Attend “Manager and Coaches” meeting.
23. Work closely with the football development officer to aid development and attend 2 in house courses per year.

## Constraints

1. None identified

## Accreditation Criteria

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DBS | Safeguarding  Children | First Aid | Club  Welfare | FA Level  1 | FA Level  2 | FA Youth  Module | Licenced  Coach | Other |
|  |  |  |  |  |  |  |  |  |