



## **Aisling Annacotty A. F. C.** **Notes for Managers:**

### **Responsibilities:**

1. Team safety
2. First aid kit
3. Match ball and training balls, etc
4. Club keys – opening and closing of club grounds and Clubhouse
5. Putting corner flags back in the Clubhouse after use, unless to be used immediately in a following match and contact has been made with the relevant manager
6. Team jerseys, including laundry, etc
7. Act as Team PR for newspaper reports and give reports to Club Secretary / PRO
8. Fill in match cards
9. Phone in results, scorers, etc. to League Officials after matches
10. Pay Referee after match.
11. LOCK THE GATE – this applies to both Annacotty & Killonan.

### **Do's / Don'ts:**

12. Do not leave grounds after training, matches, etc. until all players are collected
13. Clean/sweep out changing rooms, showers, etc. after use – leave as you expect to find
14. Do not carry more passengers than legal car capacity, i.e. do not bend the Rules of the Road in order to facilitate the parents
15. Agree disciplinary measures with Assistant coach and avoid physical contact with players
16. Where possible always have a second adult present when dealing with children
17. Watch out for bullying or other victimisation and if it persists, bring to the attention of the Committee
18. Any equipment requirements (balls, bibs, etc.) to be cleared with Club Committee before purchase and order number to be maintained
19. Collect sufficient funds to cover training facilities and referee fees.
20. Make a list of all players attending each session and matches, for Insurance purposes.

**Note:** Some of the above items may be delegated by the manager to other helpers, etc. but remain the responsibility of the manager to ensure they are carried out to club standards.