



### MANAGERS CODE OF CONDUCT

1. The managers are responsible for all administrative duties including:
  - + Filling in Team Sheets
  - + Referees Caution Reports
  - + Checking I.D. Cards
  - + Assist Coaches at all times with anything you can whenever possible (within reason)
  - + Ensuring that you assist in disposal of tape left on the main field and surrounding areas.

As an Mt Annan Team Manager you, wherever possible, attend all training sessions and matches.

2. Ensure that as the manager that there is No smoking or consumption of alcohol before, during or whilst at training sessions and matches.
3. Always remain active and alert at training sessions to ensure players brothers, sisters etc are not accessing the main field at training or match games.
4. Never argue with or degrade another Coach, Manager, Official or Player in the present of players.
5. Only use positive comments in coaching at training and matches. Always try to create an enjoyable pleasant environment for the players.
6. Avoid all Disciplinary actions.
7. Account for all equipment utilised before you leave the ground after training and matches, this includes the collection of players shirts for cleaning and allocation to a parent. If parents are unwilling to wash the shirts than it's the coaches and managers responsibility that the shirts a wash and clean prior to the next competition match.

8. Ensure that the pre-match, half time and post-match dressing room (or area) is only occupied by the players, Coach and Manager only.
9. Establish and maintain a good relationship with your team Coach.
10. You must adhere to the referee's instructions on match days and you are restricted to remaining in the Technical area.
11. Once you have established contact with the players on match day and until the team is dismissed the only people to have contact with the players are the Coach and Manager. Additionally the only persons permitted to advise players before and during a match are the team Coach and/or club committee member.
12. You must insist that parents provide support and encouragement ONLY – no coaching.
13. You must refrain from actively coaching from the sidelines during a match.
14. You must arrive and meet the players at least 45 minutes before kick-off on match days, except when the team is required to setup and this must be 1 hour prior to match kick-off. Additionally; if last team to play on the day it is the teams responsibility to pack-up all equipment and store appropriately, this is also to include to general cleanup of the playing fields and surrounding area.
15. You are to be the first contact for any player and/or parental problems. Do not allow parents or players to raise issues directly with coach on match days or immediately before or after training sessions. Encourage parents and players to discuss problems and issues with you, then discuss with the coach or has the matter referred to the club committee.
16. All complaints and incidents will not be acted upon unless presented in writing. An incident report is available on the club website. Please ensure you are familiar and knowledgeable of the requirements of the incident report and Managers Code of Conduct. Ensure parents and players understand the incident report requirement.
17. Roster parents for both ground and canteen duties on scheduled game days at home. When rostering or allocating people for Ground Official Duties or canteen please consider their suitability to do this function properly, if necessary consult a club committee member who is available at the ground.
18. You are required to support other club teams whenever possible and also to encourage your players to do likewise.
19. Maintain a team contact list, which must include an emergency contact telephone number in case of injury or accident etc.
20. You must not arbitrarily give out contact details of players, parents and officials without their permission.

21. Players returning from injury must have a clearance to train and/or play from a Doctor or an accredited Physiotherapist.
22. Always treat opposing players, parents, coaches, club officials' referees and their assistants with respect.
23. Ensure that players contact you if they cannot attend training or if there is inclement weather that may affect training or matches. View club website site if fields are either closed or opened.