

## **Main Roles and Responsibilities – Brinklow FC Senior Section 2012/13 season**

Senior Vice Chairman	Tony Glasscoe
Senior Secretary	Marie Kearney
Committee	Paul Wilby, Mick Holt, Dale Huddleston, Keith Byrne
1 <sup>st</sup> Team Manager	Paul Huddleston
1 <sup>st</sup> Team Assistant	Martin Smith
Res Team Manager	Bob Kearney
Res Team Assistant	Gary Stothard
1 <sup>st</sup> team Coach	Ian Weaving
Res team Coach	Martin Pulford
Club Head Coach	Dale Huddleston
Coaching Assistants	Ian Cunningham
Club Captain	TBC
1 <sup>st</sup> Team Captain	Luke Walker
Res Team Captain	Shaun Tiernan

## **Committee – Main Responsibilities**

### Senior Vice Chairman

- Lead the committee and ensure the smooth running of the section at all times
- Organise appropriate resources for both teams
- Support managers coaches and players to achieve success for the club
- Ensure that income and expenditure is managed correctly
- Deal with sponsors and suppliers as necessary

### Senior Secretary

- Manage the registration of all senior players and keep a database of contact details
- Represent the club at League/Cup meetings and deal with relevant paperwork
- Ensure that fines are paid to league, and collected from players on time
- Manage and communicate out all league and cup fixtures to the senior committee
- Manage and communicate out any relevant correspondence for the senior section

### Committee

- Provide the manpower to support the smooth running of the section
- Ensure that pitches and facilities are kept in order
- Help organise fundraising events and social activities
- Promote the development of the senior section within the club and community
- Support Managers and Assistants on matchdays to leave facilities clean and tidy

### Team Managers (for Reserves please see below)

- Confirm matches and pitches as required
- Provide input to the coaching team on training session requirements
- Attend training sessions and support the coaches where required
- Take input from coaches and assistant on players suitable for selection
  - Final squad selection is the sole responsibility of the manager
- Select the squad from available players for league and cup matches
  - The strongest available players will be selected for 1<sup>st</sup> team
  - ALL players, selected or not, will be informed of the squads selected by text
  - Both squads are agreed and communicated 36 hours before games
- Organise and deliver the pre-match warm up session and confirm the team before KO
- Clearly communicate tactics and instructions to players before, during (and after) matches
- Work together with the coaching team to manage the entire squad of players
- Encourage and support the development of new and existing players

### Assistant Managers

- Be the “eyes and ears” for the team manager during training and matches
- Support the team manager at training and on match days by organising:
  - Team sheets, Referees/Officials, Medical Kit, Match Balls, Water Bottles
- Provide first aid to players when required (first aid certificate required)
- Make sure that pitch is “good to go” on match days (nets, flags)
- Make sure that pitches and facilities are left clean and tidy on matchdays
- Ensure that playing kit is ready for matches
- Collect the matchday fee from players
- Encourage and support players at all times

### Coaches

- Organise and run training sessions
- Ensure that correct training equipment is available for sessions
- Take input from team managers to help plan sessions
- Provide technical advice and support to team managers in advance of matches
- Attend matches to support the teams where practical
- Advise team managers on player selection, shape and tactics
  - Final decision will rest with the team manager
- Contribute to team talks when required by the team manager
  - Player/coaches will be considered just as players on matchdays  
(will not take be the pre-match warm up or team selection)

Please note that in the Reserves, Team Managers responsibilities are shared between Bob, Gary, Martin and Ian. Team selection is only made following an agreed discussion between all 4 parties. Bob remains the first point of contact for the team.