

## **Managers Guide**

A reminder of what you need to do to avoid the Club having to pay unnecessary fines and also details of use of the various grounds.

If the home side you need to contact the opposition and referee (where provided) to confirm place and kick off time by the Tuesday before the game. After the game you need to send the completed result card to your appropriate result secretary so as to arrive within two days of the game. You also need to telephone the result to the appropriate Fixture Secretary by 5.00 p.m. (midweek evening games should be phoned in as soon as possible after games). If you are the away side you do not need to phone in the result (but see County Cup below). If the game is postponed for any reason you must phone this in whether at home or away. Please ensure that you complete all sections of the result card in block capitals, ensuring you have put your teams and the opposition's correct title, the correct competition and who the card is from. If you are the away side check the referees name. It may not be the one down on the fixture list. Before the game you are expected to exchange registration cards with the opposition

For County Cups I will do the confirming for opposition and referee. You will receive a County Cup team sheet to complete and return to the County F A (you can sign where it says Secretary). You also need to phone the result into the League Fixture Secretary as usual whether you are at home or away. The League has to phone results into County. You need to have a "Match Delegate" who has to make themselves known to the referee at least 15 minutes before the game. This applies to all games but is particularly important for County Cup games

Don't forget to telephone your results into the Club Press Secretary, Terry Edwards, 01727.833685

If you require a change kit contact Matthew Rose (01727.812871). Change kits must be returned clean and complete to Matthew within 7 days of use. Do not let the players take them home after the game.

Remind all parents and supporters that we support the FA RESPECT campaign. Any complaints made about the behaviour of anybody connected with the Club, during or after the game, is liable to incur a substantial fine. Instil into your players that they are responsible for paying any fines/costs incurred because of their misconduct.

## **Ground Administration**

Highfield Park I will issue weekly schedules for Highfield Park. These will nominate someone who is playing on the back field to open and lock up the pavilion. Keys are collected from and returned to the Community Centre. When locking up please ensure that all doors are locked with both the bolt and key and that all lights have been turned off in the changing rooms. All nets etc for the back field pitches are in the store at the end of the pavilion. Please ensure nets go back into the correct box. If you are playing

on the front field ask at the Community Centre Reception for the nets and return them after the game. Please encourage parents and the opposition to park in the Community Centre. Although the gate will be open to allow access to the back field we wish to avoid people parking on the grass. Finally please encourage people to take rubbish (particularly discarded drink bottles) home with them.

**Greenwood Park** You should ring the Groundsman (Dave Williams 07748 986955) on Friday evening to confirm your fixture. The nets are kept in the changing rooms and will need to be put up and taken down after the game. The code for the changing room door is 1212. If you require entry to the Park for emergency vehicles the code for the height barrier is 5596.

**Verulamium** Changing rooms should be available up stairs. Nets will be up but take pegs with you (and make sure that you collect them up afterwards).

**Park Street** Nets are in bins in the changing room. They need to be taken down after the game and replaced in the bins. The changing room doors will have a combination lock 7748. The pitch we hire is the one nearest the changing rooms.

**School Facilities** As arranged. Please try to keep tidy and not get mud on playground areas..