

## Cassiobury Rangers FC – Managers Guide

Yellow highlight is mandatory and a potential fine. Normal text is good practice.

DAY	ACTION	DESCRIPTION	Handbook Ref.
Monday	Pitch Allocation	If you are HOME team, check a pitch has been allocated and the time suitable. Queries – contact Donna Robertson <b>(see note 1)</b>	n/a
Monday	Confirming Match	If you are the AWAY team and know that you will not be available Tuesday evening, be pro-active and check with the home team manager to see if they already know the time of the game, or, to offer alternate contact details (assistant coach, email, etc.)	n/a
Tuesday	Confirming Match	HOME TEAM – if you have a home game, you must confirm the details to the opposition (time, location, colours, access) <b>by 9.00 p.m. (see note 2)</b>	Page 26 10 [d] & P29 10[o]
Tuesday	Confirm to Referee	HOME TEAM – if you have a home game, you must confirm the details to the referee (time, location, colours, access) <b>by 9.00 p.m. (see note 3)</b>	Page 26 10 [d] & P29 10[o]
Tues - Sat	Confirm to your squad	<ol style="list-style-type: none"> <li>1. If more than 16 squad players, select team + subs</li> <li>2. Inform squad (email, text, 'phone, etc.)</li> <li>3. Provide details if away game</li> <li>4. Organise lifts if needed</li> <li>5. Remind them at training</li> </ol>	n/a
Sunday	Early	Check pitches are open. If not, contact opposition. Offer to play the match at their ground. (see note ) Call referee if appointed. Phone league if game not played. <u>Good practice</u> – contact opposition AND referee if pitches closed on Saturday. <b>(see note 4)</b>	P29 – 10[p]
Sunday	Preparation	HOME/AWAY - Ensure you have kit, match balls, etc.	n/a
Sunday	Preparation	HOME/AWAY - Make sure that you have Registration Cards and First Aid kit (Good practice; keep copy in car/kit bag)	P23 - 8[q]
Sunday	Pre-Match	ALL - Appoint Match Delegate and introduce to your Opposition Coach and Referee <b>(see note 5)</b>	P29 - 10[q]
Sunday	Pre-Match	ALL - Exchange/Check Cards with opposition before kick-off	P23 - 8[q]
Sunday	Pre-Match	ALL - Pay Referee's Fee (if applicable) {Check Fee on P32 [e]}	P32 - 13[e]
Sunday	Pre-Match	ALL – Respect handshake <b>(see note 6)</b>	P28 – 10[i]
Sunday	Pre-Match	ALL – Club Captain has an armband <b>(see note 6)</b>	P28 – 10[i]
Sunday	Pre-Match	HOME – Cone off spectators line <b>(see note 6)</b>	P28 – 10[i]
Sunday	Post-Match	ALL – Team to offer handshakes and 'three cheers' to opposition <b>(see note 6)</b>	P28 – 10[i]
Sunday	Post-Match	HOME - Telephone result to relevant age group Fixture Secretary between 11 a.m. and 5 p.m. Sunday	P10 P30 – 11[b]
Sunday	Post-Match	Fully complete and return Result Card to relevant age group Result Card Administrator within 3 days of the match <b>(see note 7)</b>	P10 P30 – 11[a]
County Cup Matches		<ol style="list-style-type: none"> <li>1. Separate Procedures for results notification and cards (HOME and AWAY)</li> <li>2. No WFL Result card needed</li> <li>3. Result must still be called in to WFL age group Result Secretary</li> </ol>	P30

## **Notes**

1. Ensure that Donna has your e-mail and mobile 'phone details (for all coaches). This will ensure that you are informed of pitch allocation and will receive short notice closures at Parmiter's in the event of inclement weather.
2. Experience would suggest that most Managers leave this task very late and many leave it later than Tuesday. There is no fine for confirming early if you have a pitch allocated. Also, a copy of the handbook is attached in case you do not have one. Each manager/coach should make themselves familiar with the WFL website (login needed from the Club) at [www.wfl.me.uk](http://www.wfl.me.uk) This has all the handbooks, club and referee list. It also gives updates and the first copy of the handbook is rarely correct; nor complete.
3. Do not forget to confirm to the referee if one is allocated. They get very upset. See note regarding WFL website in note 2.
4. If the weather is poor, it is worth contacting the opposition the day before, especially if Parmiter's is closed for training on Saturday. You can then prepare your team for a possible away match. Do not forget that in the event that neither pitch is available and the match is postponed, both teams need to call the Fixture Secretary between 11 a.m. and 5 p.m. on Sunday to confirm this and why (e.g. frozen pitches).
5. Each coach should make themselves familiar with the notes about Match delegates. Although in practice this is rarely observed to date, it may become more high profile and is good practice. It is in the WFL rules as a mandatory item. It is prudent to appoint a parent or assistant coach (maybe two or three parents) who are familiar of the responsibilities and if asked by a League Representative, the Opposition or the Referee, could "step up to the plate".
6. The "Respect" duties have appeared in the handbook this year as a recommendation. However, it is good practice to be aware and this may become mandatory in future years.
7. This is vitally important. The League makes a huge amount of money in fines for non-completion, late return and incorrectly completed cards. Take the time to read the instructions and allocate this task personally or to a responsible parent. In addition, see the notes (if you are not familiar already) in the handbook about sporting marks for the opposition (page 30 – 11[a]) and marks for the referee (page 32-35 – rule 13[n]). There are guidelines and you need to be aware of the consequences of a mark of less than 50.

## **Additional thoughts**

It is worth the time taken to read the WFL rules, especially rules 8 to 13 on pages 18 to 35. You have a serious competitive advantage in any sport if you are aware of the rules. It informs you at your age group about such matters as the duration of matches, substitutes, size of the ball, half-time intervals, etc.

A well-organised team is more likely to be better prepared and the coach has more time to concentrate on football, rather than chasing up people who can't find their way or haven't checked kick-off time (because they don't read emails, etc.).