



CLUB RULES & GUIDELINES FOR MANAGERS

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1 Meetings

- Managers meetings will be held prior to the start of each season and at times specified by the committee during the season
- Each team must be represented at this meeting - Managers and assistant managers should liaise with each other to ensure one or other will attend.
- It is essential that all managers remain in contact with the committee/club.
- Where neither manager can attend a parent (of one of the players) should be requested to attend in their place.
- Attendance of managers will be recorded.

2 Membership

In accordance with Section 2 of the club's Constitution, membership shall consist of:

- Committee members, appointed Managers, Team Officials & Coaches,
- Senior players & underage players who have reached 18 years, and
- one parent of each junior (under 18) member
- Other membership permitted by the Club Constitution and agreed by the Committee

3 Team Managers/Officials

Prior to the commencement of each season (typically late May/early June) the committee shall appoint/re-appoint managers and team officials for the forthcoming season. Such appointment/re-appointment may be based on a briefing session conducted with committee representatives. The decision of the committee shall be final.

Managers must select their panel for the coming season prior to the end of June. Thereafter any internal transfer is at the sole discretion of the holding manager. New formation teams (from 7 to 11 a-side) must be finalised in this time-scale also.

4 Leagues

Applicable to Under Age Boys Leagues only

The "A" team at each age group shall play at the most appropriate/competitive league to ensure players/teams are playing to their optimum potential.

Where considered viable the "A" team at each age group shall play in the NDSL Premier or DDSL. Second & subsequent teams in each group shall play in the NDSL, DDSL or any other league selected by the committee.

The committee alone shall decide which league each team will play in.



5 Team Finances

Managers/assistant managers should decide who will collect the Annual Fee for the season. That person should then assume sole responsibility for the task and report to the Treasurer and to the Membership Secretary as appropriate.

Managers must not register any player who did not pay (in full) the Annual Fee for the preceding season unless:

1. The annual fee for the current season is paid in full before being registered and all back moneys owed to the club have been paid or
2. An alternative arrangement has been agreed by the committee.

6 Registration & Membership

- All teams **must** be registered with the relevant league **before** the start of each season.
- Transfers of players from other clubs or from within RVR must be transacted in accordance with the current league regulation – for Schoolboys the final date for transfers is 14th October each year.
- New (un-registered with other clubs or within RVR) players acquired mid-season must be registered with relevant league 48 hours prior to playing any match.
- Each player must pay the prescribed Annual Fee (as set by the committee each season)
- This entitles the player, if over 18 years of age or, if under 18 years, the parent (who signs the registration form), to become an ordinary member of the club
- Each team should promptly arrange payment (by cash, cheque, standing order or other methods prescribed by the committee from time to time) the Annual Fee. Cash & Cheques to be promptly returned to the Treasurer.
- Each team must at least 4 days before their first competitive match ensure that the relevant club Fixture Secretary has a completed league registration form together with birth certificates (where required).
- In addition a list of players with address, date of birth, telephone number and the name of the parent who signed the league registration form (who will be deemed to be the member parent) must be submitted to the Fixture Secretary prior to the 30th September each year. This information will be included in the club membership book and is a requirement for valid insurance cover for players/ officials.
- In certain circumstances the club may agree to waive the Annual Fee or part thereof of a member. All such cases should be discussed and agreed with a member of the Committee.
- Laundry expenses, at a rate agreed each year by the committee shall be paid at times designated by the Treasurer (subject to team's Annual Fees being fully paid up to date).
- Managers will be provided with a "float" on a regular basis to cover referees fees. Such "float" will be paid in advance at managers meetings. Managers must keep accurate records of monies paid to referees so that necessary "float" adjustments/reconciliations can be made as necessary.

8 Behaviour & Discipline

1. All managers are issued with a copy of the FAI's Code of Ethics.



2. Managers are expected to read and familiarise themselves with this document.
 3. Managers are responsible for ensuring that **all team officials** are familiar with this document
 4. Adherence to the Code of Ethics is expected from **all** club officials.
 5. With regard to any suspicions or allegations of child abuse you are required to notify a member of the Committee immediately.
[CONTACT DETAILS OF CURRENT CHILD WELFARE OFFICER IS POSTED ON THE CLUB NOTICE BOARD IN THE COMMUNITY CENTRE]
 6. The club operate a non-discrimination policy. All managers and team officials shall treat all participants equally within the context of their activity, regardless of sex, colour, ethnic origin, religion or political or other persuasion.
 7. In addition managers shall familiarise themselves with the Club Constitution and the League Rules.
 8. Managers must show leadership, impose discipline, have respect for players and generally present the best possible image of the club.
 9. Foul or abusive language from players, supporters or team officials will not be tolerated by the club, either on or off the pitch. Managers should never allow such language from juveniles under their supervision.
 10. Managers should make their players aware of the standard of behaviour the club expects from them.
 11. Encouragement should be given at all times and criticism should be constructive and related to player's ability to understand it.
 12. Be patient and allow time for juveniles to develop to their full potential.
 13. **Never abuse, harass or aggressively criticise referees** - this applies to managers, club/team officials, players, parents and spectators. (Referees are essential to the game – quality/reliability will always be an issue but we must understand & appreciate the bigger picture)
 14. Avoid arguments or any confrontation with opposition or referees in front of juveniles.
 15. Any complaints regarding referees or opposition should be referred to the relevant Fixture Secretary who will (where appropriate) make representations to the league.
 16. Support and encourage other managers with these guidelines. These are difficult criteria to maintain and all help in this area should be welcomed.
- Players, managers or other club officials in breach of these guidelines or whose behaviour or actions otherwise bring the club into disrepute in any way may be asked to attend before a disciplinary committee selected by the Committee.
 - Juveniles appearing before a disciplinary committee should be accompanied by a parent/guardian.
 - The relevant Fixture Secretary (or his/her appointee) shall be in attendance.
 - The disciplinary committee is empowered to investigate and report back to the Committee with recommendations, which will be ratified or amended.
 - The Secretary will advise the offending club player/official and his/her manager of any sanctions imposed.

Any juvenile player "sent off" (Red or 2 x Yellow Cards) by a referee must, in addition to any suspension, pay the fine imposed by the league **before he can play again**. All sending off offences must immediately be reported to the relevant Fixture Secretary. **Sending Offs incur an automatic minimum one next match ban** – [Different rules may apply for National Cup games – check the rules]

The club reserve the right to investigate any complaint or allegation made against any player, manager or other club official and take any action deemed necessary including, where appropriate, disciplinary action.



9 Fixtures

Check fixtures in the newspapers. Any difficulties should be referred to the relevant club Fixture Secretary as soon as possible.

Before travelling to an away game check with the opposition that the game is going ahead and that the referee has confirmed that he will be there.

Where a fixture is cancelled the relevant Fixture Secretary should be contacted as soon as possible.

Playability of pitches is normally posted on Aertel and on Fingal Co Co website (www.fingalcoco.ie). The 7/9-a-side pitches in Rivervalley Park are not posted above. Check with 7/9-a-side Fixture Secretary.

Remember that pitches declared playable on Friday may be called off over the weekend. If in doubt check it out with the Fixture Secretary.

Managers should ensure all players understand team rules as regards availability & selection for matches. Selected players must give managers maximum advance warning if unavailable for a game.

Managers are responsible for ensuring that the pitch is prepared for home games (i.e. marked, nets & corner flags up and in safe to play on).

The use of tape for securing nets on the 11-a-side pitches is now strictly prohibited.

A match day meeting time for players should be fixed and manager or other team official should be there early to ensure proper supervision at all times.

Managers are responsible for supervision and discipline of his/her players in and around changing areas before, during and after matches.

Managers are responsible for ensuring that the Park is left tidy after all games and training sessions. All litter, bottles and waste generated by home & away team must be tidied up. Failure to adhere could result in the club being penalised under current anti-litter legislation and pitch allocation being withdrawn by Fingal Co. Co.

Keep a record of all results – it has been known for referee's cards to go astray!!

Results to be texted or e-mailed to League Secretary and club Fixture Secretary within 24 hours of completion of fixture.

If you require a fixture to be postponed you must notify your Fixture Secretary at least 3 weeks in advance of the postponement along with a valid reason for the postponement. Postponements are solely at the Leagues discretion.



10 Training & Coaching

Managers must ensure that each team trains at least once a week during the playing season. All players are expected to participate and be there on time.

It is recommended that a regular training time is fixed and players advise manager in advance if unavailable. Always promote skill and positive play over negative or foul play. Training times should not be excessive.

No training on pitches during winter months or when the ground is soft/unsuitable.

Eleven-a-side teams must never train on 7/9-a-side playing area at any time.

Where pitches are called off by the Council on a Friday (or otherwise over the weekend), training is prohibited anywhere in the park (on grass) until the following Friday unless the decision is specifically reversed by the Council

Avoid damaging training areas and do not train on the GAA pitches at any time.

Where possible, each team will be given a one hour slot on the Rivervalley All Weather facility. From experience, there are more teams than desired slots – therefore it is necessary that the Committee have sole & absolute discretion in making the annual allocation.

Team Managers may make their own alternative arrangements but are solely responsible for covering any costs involved.

The Club actively encourage managers to do FAI or other approved coaching courses.

The Club will reimburse all fees involved.

If you are interested please contact any committee member.

Managers who require assistance in the general area of training methods or setting up training programmes should contact any member of the Committee. All managers (particularly new managers) are encouraged to avail of this assistance.

The Club reserve the right to appointed Club Coach(es) who can be empowered to make recommendations regarding training and coaching methods within the club. Don't be insulted if suggestions are made on ways to improve your coaching - the aim of the club is to raise the general quality of coaching throughout the club.

11 Fundraising Events

Fundraising is essential both for the day to day running of the club and for the future development of the club.

All members should actively participate in fundraising activities when requested by the committee. Managers are our main communication with other club members. It is up to the manager to get the message across - if all members are to benefit from the proceeds of fundraising, then all members must participate.

In particular the club's lotto needs every members active support. The lotto is the clubs main fundraiser. If every member sold 5 tickets (to parents, neighbours etc.) then we would be a wealthy club.

The committee, when faced with a choice of teams requesting assistance for whatever purpose, will have no option but to favour those teams who have shown a commitment to our fundraising efforts.



Managers are reminded of the provision in the Club Constitution concerning fundraising on behalf of teams for football tours and other purposes.

When requesting permission to travel, managers must submit full details of proposed fundraising, both source and projections. Full accounts detailing income (including fundraising) and expenditure for all trips must be submitted to the Treasurer. All monies raised must be lodged in a club account which will be used solely for that team.

Club Managers/Team Officials are not to seek sponsorship from local (Swords) businesses. Where a possibility of sponsorship arises any approach should be advised to a member of the committee. Managers and Team Officials are actively encouraged to seek sponsorship from outside the Swords area.

12 Equipment.

All requests for equipment should be made to the Equipment Officer. Managers should, where possible, make such requests prior to the commencement of each season. Not all equipment/kits are available immediately. Please allow for supplier delays which can vary depending on what is ordered and time of the year.

Managers are responsible for the safety and upkeep of club equipment in their care. This includes kit and training gear. Managers are also required to keep the dressing rooms tidy and particularly to ensure that nets and stakes are stored neatly so that the next person using them can do so easily.

13 Pitch Marking

The club will endeavour to arrange for the pitches to be marked. Where this is not possible the Fixture Secretaries will organise a pitch marking rota for managers.

14 Players

It is the club policy that all juvenile players play within their own age group. This policy is designed principally with the welfare of the player and his/her football development in mind. The club expects managers to adhere to this policy.

In exceptional cases the committee will waive this rule. Such cases should be formally notified to the Committee before the start of the season who will adjudicate on this matter.

Any waiver of this rule agreed by the committee shall apply for that season only. Such cases must be referred on an annual basis thereafter.

Subject to team formation taking place in accordance with Rule 3 above, "A" team managers will have first choice of players in their age group. Managers of other teams in the relevant age group are expected to co-operate with the "A" team manager. The committee will adjudicate on any differences between managers.

Where possible, each 7-a-side team will sign at least 10 players and endeavour to keep to that number all season.



Where possible, each 9-a-side team will sign at least 13 players and endeavour to keep to that number all season.

Where possible, each 11-a-side team will sign at least 15 players and endeavour to keep to that number all season.

Children under 6 years of age (at the 1st January in the year the season commences) shall not be permitted to play league football unless specifically authorised by the committee

Such children should be referred to the Academy (contact details on club notice board in community centre)

All managers should be aware of the league rules regarding registration, transfer and use of players between teams and leagues – refer Club Fixture Secretary for full rules.

15 Club Colours

The club colours going forward are maroon jerseys with white and sky blue trimmings and maroon shorts. Alternative strips should only be used when there is a clash of colours.

Teams who do not currently have correct kit should advise the equipment secretary.

Club policy requires that teams who acquire kit sponsorship must order kit through the club equipment officer and all moneys must be passed through the club. Managers/team officials are not permitted to order kit direct from any supplier.

16 Insurance

Soccer is a contact sport and all players play at their own risk.

At its discretion the Club may purchase Personal Accident Insurance.

A summary of any current cover is available from the Club Secretary.

The Club is not liable for any amounts below the excess or for claims otherwise excluded by the policy.

All incidents which could potentially lead to a claim on this policy or an action against the club must be reported, in writing, immediately (and definitely within 14 days) to the Club Secretary. Written reports from Team officials may be required by the Committee

The club cannot accept responsibility for late or incomplete notification of incidents.

To comply with current Health and Safety regulations, in the event of an injury to a player or team official, managers are required to complete the Club Injury Report Form and return it promptly to a Committee member.

17 Physio

Players injured in the course of club activity (training/playing) may avail of a Physio approved by the club. The player is responsible for costs incurred but the club will refund, on production of receipt(s) 50% of the costs incurred subject to an agreed maximum (currently € 25.00) contribution per visit.

Players must have their manager's authorisation to recoup the Physio costs & the manager is responsible for notifying the treasurer of likely outlay.



Pete Carton
On behalf of the Committee of
River Valley Rangers AFC

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