



## TYFC CLUB GUIDANCE

### Guidance For New Committee Members / Coaches

1. Each member should obtain a copy of the Club Constitution and read the aims of the Club. The constitution should be signed and returned with registration forms before the start of the season.
2. In June of each year an Annual General Meeting (AGM) will be held to elect officers and Committee members for the coming season. Subscriptions (fee agreed at the AGM) will also be set. No variation to these amounts is allowed unless agreed in Committee.
3. It is the Committee member's responsibility to at all times uphold the good name of the Club.
4. Those members involved with the collection of money will be given standard forms and instructions from the Club Treasurer. It will be the respective manager's responsibility to pay in money at EVERY Monthly meeting.
5. It is the team manager's responsibility to complete:
  - Signing on cards for each player.
  - Match day cards.
  - Any other forms as requested from time to time.

*The Club Secretary will give instructions on these and other administrative matters such as the reporting of results, organisation of fixtures, marking of referees, cancellation of fixtures, communications with MNYL and other such matters that occur from time to time.*
6. Each Committee member will be expected to attend monthly Club meetings on a regular basis. He / she have the same right to speak / vote at these meetings as any other member.
7. No TYFC member shall contact directly a MNYL Committee member.
8. The Committee member must report any incident, which may affect the well being of the Club immediately to a member of the Executive Committee of the Club, within 24 hours of the incident occurring.
9. The Committee member will endeavour to support fund raising and social events organised by the Club both personally and by promoting events among other parents.
10. A coach and a number of assistants will generally run squads. Normally only three members per squad will be allowed on the General Committee of the Club unless agreed otherwise.
11. Each squad will receive a copy each season of the MNYL handbook, which should be read, so the rules of the body are fully understood.
12. Part of the coaches role is not only to ensure that the players are trained efficiently but that behaviour is acceptable at all fixtures and events where the Club name is used. This includes social events.
13. The coach is responsible for all kit, which is the property of the Club and must be signed for at the beginning of the season and returned to the club if the team folds.
- 13a. Managers are responsible for paying the fines incurred by maladministration on Match Day cards.
14. The Committee member should be aware that the Club is responsible for all its spectators and not just Players. They must attempt to ensure that behaviour is of acceptable nature.
15. The Committee member is part of a two-way flow of information between the Club and its players and parents. It is important that this flow is maintained in both directions.
16. Safety is of paramount concern to the Club. The Club has public liability cover but does not cover individuals. The coach must ensure that:
  - First aid kit is available at all matches, tournaments and training sessions.
  - Shin guards will be worn in all matches, including friendly matches and training games
  - All jewellery should be removed (KCFA rule).
  - Sweets and chewing gum is removed before play begins.
  - Boots are appropriate for the conditions.
17. The overall objective of the Club is to provide football for its members, not necessarily to win games of football. Please always keep this in mind.
18. Enjoy your time with the Club; you will be surprised how quickly it passes by.