

Job Description



Job Title	Foundation Phase Lead Coach
Hours or work	<ol style="list-style-type: none"> 1. 40 hour flexible week, to include weekends and a minimum of 3 evenings each week as directed by the Academy Manager. 2. Compulsory attendance at the Foundation Phase games programme on Sundays. 3. Optional attendance at the Academy U18 games on Saturdays. 4. The role may involve working on Bank Holidays. 5. 1 day off midweek the day to be decided by the Academy Manager.
Terms of employment	<ol style="list-style-type: none"> 1. The employee should consult the staff handbook for full terms of employment.
Job role	<ol style="list-style-type: none"> 1. The person in the Academy responsible for the implementation of the Elite Player Performance Plan with specific focus on the multi-disciplinary development of players in the 5-11year old age groups. 2. The holistic coaching programme must also be age and position specific, periodised and must address the Macro, meso and micro cycle of development.
Reporting to	<ol style="list-style-type: none"> 1. The Academy Manager on all matters
Compliance	<ol style="list-style-type: none"> 1. The person should seek the permission and advice of the Academy Manager before setting up, organising, giving or sending information, giving advice or making any decisions that will affect the Academy in any way.
Appraisal process	<ol style="list-style-type: none"> 1. Appraised by the Academy Manager twice per season.
The person	<ol style="list-style-type: none"> 1. Must possess a 'can do', proactive and innovative attitude. 2. Must possess excellent organisational skills of both self and others. 3. The ability to plan, prepare and evaluate a 'holistic' and multi-disciplinary coaching and development programme. 4. The ability to manage pressure and conflicting demands, and prioritise tasks. 5. Excellent verbal, written and feedback communication skills. 6. Excellent teamwork skills. 7. Reliable and honest. 8. Understands the need for a reporting procedure and line management.
Code of Conduct	<ol style="list-style-type: none"> 1. To adhere to the Football Club and The Academy Staff, Code of Conduct at all times. 2. To ensure that all players in the Foundation Phase adhere to the Academy Code of Conduct. 3. To ensure that all coaching staff in the Foundation Phase adhere to the Academy Code of Conduct. 4. To ensure that all parents/guardians of players in the Foundation Phase adhere to the Academy Code of Conduct. 5. To always implement professional behaviour and best practise
2nd jobs / University courses	<ol style="list-style-type: none"> 1. Second jobs and or University courses can only be taken with the Academy Managers permission and must be on your day or time off from Scunthorpe United Academy. 2. Second jobs and or University courses must not conflict with this your main job. 3. If there is a conflict this job must come first.

Computer skills	<ol style="list-style-type: none"> 1. Must be adept in use of computer systems including Excel, Word, and Power Point to basic level. 2. Excellent knowledge of internet and email.
Qualifications Required	<ol style="list-style-type: none"> 1. UEFA 'B' Coaching award 2. FA Youth Modules one, two and three. 3. Futsal 4. FA Talent I.D. 5. First Aid at Work. 6. Must maintain First Aid qualification and training at least once every three years. 7. Must maintain a valid Criminal Records Bureau (CRB) 8. Must maintain a valid Safeguarding Children certificate. 9. Member of the Licensed Coaches Club.
Continued Professional Development	<ol style="list-style-type: none"> 1. Must undertake Continued Professional Development organised by the Club. 2. Must attend at least 5 hours of in-service training to be provided by the Football Association every year. 3. Must attend all Football League C.P.D events. 4. Must attend any other C.P.D. events as directed by The Academy Manager.
Management Commitments Academy Management Team Multi-disciplinary meetings	<ol style="list-style-type: none"> 1. To be part of the Academy Management Team (AMT), attend all weekly and monthly AMT meetings. 2. Feedback verbally at each weekly meeting on all matters concerning the Foundation Phase 5-11 year olds, multi-disciplinary coaching programme. 3. Feedback in writing at the Academy Management Team - end of month meeting. 4. All phase specific written reports must be prepared and emailed to the Academy Manager a minimum of 48 hours before each end of month meeting so as minutes and final reports can be prepared for the AMT end of month meeting. 5. Ensure that the coaches in the Foundation Phase 5-11s meet on at least a 6 weekly basis to discuss all matters relevant to this development phase. 6. Minutes of these multi-disciplinary meetings should be kept and the Academy Manager must be updated after each meeting.
Academy Office / Working environment	<ol style="list-style-type: none"> 1. Ensure that your working environment is clean and tidy and that coaching equipment is not left or stored in the Academy office.
Communication Identify top 4 players each game Identify bottom 4 players each game Identify player shortfalls	<ol style="list-style-type: none"> 1. Demonstrate a professional manner, excellent communication and personnel skills. 2. On a daily basis, provide verbal feedback to the Academy Manager on all aspects of the Foundation Phase and act on any matters arising or as instructed. 3. Communicate regularly and effectively with all Academy coaching staff in the Foundation Phase and develop good working relationships with all staff whether full or part time. 4. To be responsible for clear communication between members of full time club staff, Part time coaching staff, Players, Parents, trialists, Scouts and Scouting, Opposition staff, junior team managers and Club Secretary's, The Football League, The Football Association and any other person's or bodies as appropriate or as directed so as to avoid any problems, confusion or communication breakdowns. 5. Keep accurate, up to date and well informed records that adhere to Football League and E.P.P.P. rules and regulations and also meet Scunthorpe United requirements. 6. Provide a short written and accurate report each Monday morning based on the previous day's Foundation Phase games programme identifying top 4 and bottom 4 players in each age group plus scores of all games. 7. Identify in the report any player position specific shortfalls at each age group. 8. Record, identify and inform the Academy Manager on a daily basis of any issues with parents, players, staff or any other issue or incident that may be relevant. 9. Provide a written report of the confirmed staffing of training and games for the week to follow and present this at the Friday Academy Management Team staff meeting each week.

Administration	<ol style="list-style-type: none"> 1. Work closely with the Academy Administrator to ensure that all administrative duties connected to the 5-11 Foundation Phase are completed in an efficient manner. 2. At the end of the month's Academy Management Team meeting, provide a written report to the Academy Manager on all aspects of the Foundation Phase. 3. Learn, understand and adhere to all Football League rules regarding the process for the registered players or trialists (e.g. forms, YD4, YD6, YD7, YD8, YD8A, YD10, Form 30 End of Season procedure... etc.) are completed as appropriate. 4. Ensure that all Player Development Reviews are completed as required by the E.P.P.P and attach the Player Development Reviews to the individual players Performance Clock.
Club & Academy Philosophy Culture Values Vision	<ol style="list-style-type: none"> 1. Ensure that the Philosophy, Culture, Values and Vision of both the Football Club and the Academy are communicated to the age group coaches on an on-going basis. 2. Ensure that the Philosophy, Culture, Values and Vision of the Academy are communicated to the parents and players on an on-going basis.
Performance Targets	<ol style="list-style-type: none"> 1. Ensure that the Foundation Phase Performance Targets are met each season.
Monitoring of the staff in the Foundation Phase	<ol style="list-style-type: none"> 1. To keep accurate and up to date records of all part time staff attendance at training and games and feed this back to the Academy Manager and the Academy Administrator on a weekly basis to assist in monthly payment records. 2. To supervise, help and monitor the development of all part time coaching staff and associated CPD for coaches in the Foundation Phase. 3. To inform the Academy Manager on a daily basis if there are any issues with staff in the Foundation Phase.
The responsibilities of the Foundation Phase Lead Coach shall include	<ol style="list-style-type: none"> 1. To attend all fixtures in the Foundation Phase games programme. This includes both Sundays and any midweek fixtures observing both home and away games equally. 2. To be prepared to travel as and when appropriate and to be on site to supervise Academy evening training sessions on a minimum of three nights per week. 3. To oversee and to be prepared to coach and develop any of the age group teams in the Foundation Phase as required. 4. To ensure that Foundation Phase age group training sessions run effectively, are planned, staffed and delivered as per the Academy Philosophy and development programme. 5. To ensure that the Foundation Phase meets the 1:10 coach/player ratio at every Academy coaching or development session.
Holistic Coaching & Development Programme Technical Tactical Physical Mental/Social	<ol style="list-style-type: none"> 1. Implement a 'holistic' multi-disciplinary programme of coaching that addresses the player's needs at each specific age group. 2. Implement a technical development programme and syllabus of work that is age and position specific and addresses the player's needs. 3. Implement a tactical development programme and syllabus of work that is age and position specific and addresses the player's needs 4. Implement a physical development programme and syllabus of work that is age and position specific and addresses the player's needs. 5. Implement a mental development programme and syllabus of work that is age specific and addresses the player's needs. 6. Try to develop and implement a programme of work that improves the social skills of the players in each age group. 7. Work closely with The Head of Sports Science to address and periodise the development programme.

Coaching Technical Hours	<ol style="list-style-type: none"> 1. Ensure that the age groups weekly technical coaching hours meet the requirements of the E.P.P.P and of Category 3 status. 2. U9, 10, 11 must all achieve a minimum of 3 hours of technical contact time each week
Futsal Technical Development	<ol style="list-style-type: none"> 1. It is the Academy philosophy to play and to use Futsal as a technical development tool. 2. It is the Foundation Phase Lead Coaches responsibility to ensure that Futsal is delivered in the Foundation Phase Development programme on a weekly basis.
Performance Clock Team record books	<ol style="list-style-type: none"> 1. Check all team record books at the end of each month and ensure that they are up to date.
Diet & Nutrition	<ol style="list-style-type: none"> 1. Work closely with the Head of Sports Science and ensure that at the start of each season a diet and nutrition workshop is presented to the players and parents in the Foundation Phase.
Player profiles	<ol style="list-style-type: none"> 1. Develop player profiles that are both age and position specific that indicate the attributes required for each player in technical, physical, tactical, social and psychological areas.
Terminology	<ol style="list-style-type: none"> 1. At the start of each season deliver a workshop to the coaching staff in the Foundation Phase that ensure that all coaches understand and are aware of their terminology, words, terms or phrases that the coach uses to communicate to or with the players. This should be evident in both coaching and the games programme.
Learning Styles	<ol style="list-style-type: none"> 1. Ensure that the age group coaches use all each of the different learning styles with the players. Guided Discovery, Question and Answer, Trial and error, Observation and Feedback on a regular basis. Command should not really be used.
Macro cycle of training	<ol style="list-style-type: none"> 1. The coaching programme must be delivered over a 40 week season to meet the macro cycle of coaching. 2. This will meet the requirements of Category 3 Academy status.
Messo cycle of training	<ol style="list-style-type: none"> 1. The yearly macro cycle of coaching should be split in to a 6 weekly meso cycle of coaching planning.
Micro cycle of training	<ol style="list-style-type: none"> 1. The 6 weekly meso cycle of coaching should be split in to a weekly micro cycle of coaching planning.
Learning Objectives Coaching	<ol style="list-style-type: none"> 1. Ensure that individual learning objectives that are linked to the coaching programme are clearly communicated to the players before every coaching session. 2. Coaches should check individual and group learning at the end of session debrief. 3. Coaches should also evaluate every coaching session. 4. Coaches should evaluate each player after every coaching session.
Learning Objectives Individual /Team Games programme Tactical Set plays	<ol style="list-style-type: none"> 1. Individual learning objectives should be clearly and visually displayed and communicated to the player in the changing room before every game. 2. Ensure that team learning objectives that are linked to the coaching programme are clearly displayed in the changing room and communicated to the players before every game. 3. The Academy philosophy is that there is no focus or set play practice in this development phase. 4. Coaches should not practise set plays in training. 5. All set plays should be taken quickly by the nearest player and coaching staff should encourage all players to take corners, free kicks, throw ins etc.
Match analysis	<ol style="list-style-type: none"> 1. The Foundation Phase Lead Coach should develop a library of video clips that are position specific to aid player tactical development and game understanding as good practice.

<p>Create a positive Learning Environment</p> <p>Players</p> <p>Parents</p> <p>Coaching Staff</p>	<ol style="list-style-type: none"> 1. It is the responsibility of the Foundation Phase Lead Coach to create a positive learning environment where players are given the opportunity to learn and to express themselves without the fear of mistakes, failure or the fear of losing. 2. The environment must : <ul style="list-style-type: none"> • Offer choices to the players. • Be inclusive. • Be player-driven. • Be safe. • Be enjoyable. • Be challenging. • Be equitable. • Give the players ownership. 3. Ensure that there is a minimum of one parent’s workshop each season developing Parents understanding of how to create a positive learning environment. 4. Ensure that there is a minimum of one coaching staff workshop each season developing coaches understanding of how to create a positive learning environment.
<p>12 weekly Individual Player Performance Reviews</p> <p>Outfield players & Goal keepers</p>	<ol style="list-style-type: none"> 1. Ensure that written player performance reviews are delivered to the players / parents every 12 weeks as in the Elite Player Performance Plan rules. 2. Player performance reviews must all be completed electronically by the age group coaches and emailed to The Foundation Phase Lead Coach. The reviews should then be stored on file and uploaded on to the player’s performance clock. 3. A paper copy should also be printed and kept in the players file in the Academy office. 4. Player performance reviews must address and indicate technical, tactical, physical, mental and social skills development over the previous 12 weeks. 5. Age specific SMART targets must be set for each individual player and these must be written in to the players performance review. 6. All physical testing data must also be included and recorded alongside the previous testing results for comparison. 7. The individual players physical testing results should be compared with the best score in the group and this should be indicated on the player review form. 8. Reviews should include the number of training and playing minutes completed and the number of training and playing minutes available by the player since the last performance review. 9. Reviews should also indicate the number of individual game self-assessment forms returned since last review. 10. Include number of training minutes or games missed through injury or illness. 11. It is the responsibility of the Foundation Phase Lead Coach to upload all player reviews on to the individual player’s performance clock. 12. Player development reviews should all be forwarded to the Academy Manager.
<p>Player match self-assessments</p>	<ol style="list-style-type: none"> 1. Ensure that all players complete a match - self-assessment after each game. 2. All assessments should be monitored and filed and should form the basis of the players next 12 weekly review.
<p>Formal Performance Reviews</p>	<ol style="list-style-type: none"> 3. A minimum of 2 formal performance reviews should be held every season with the age group coach and the player/parent. 4. A standardised protocol should be set and this should be communicated to the parent in advance of the review.

End of Season Procedure	<ol style="list-style-type: none"> 1. Work closely with the Academy Administrator to ensure that the end of season procedure is completed and that all players in the Foundation Phase are informed of retain or release in a professional manner by completing the Football League Form 30. 2. End of season parents/player evenings must be held to deliver the final player development review of the season. 3. At this meeting the age group coach will inform the player if he is to be retained or not. 4. The Foundation Phase Lead Coach should be present at all player development reviews. 5. Ensure that all released players in the Foundation Phase are 'tracked' and that their exit destination is recorded as per the Elite Player Performance Plan.
Physical Testing	<ol style="list-style-type: none"> 1. Work closely with The Head of Sports Science to ensure that all of the players in the Foundation Phase are tested physically on a regular basis and that the testing meets the requirements of the Elite Player Performance Plan. 2. Work closely with The Head of Sports Science and Academy Physio to identify any imbalances or issues and put in place any intervention programmes deemed necessary. 3. Ensure that all physical testing data is recorded on each individual boys, Player Performance Review prior to its distribution and or review meeting.
Transition of players	<ol style="list-style-type: none"> 1. Work closely with the Youth Development Phase Lead Coach to ensure a smooth transition of players between the two phases. 2. Monitor and record the transition of players through the Foundation Phase. 3. Monitor and record the transition of players in to the Youth Development Phase.
Scouting and Recruitment of players in the Foundation Phase Trialist induction End of trial appraisal	<ul style="list-style-type: none"> • Liaise with The Head of Academy Scouting & Recruitment to ensure: <ol style="list-style-type: none"> 1. All notice of approaches are issued and Football League Youth Development forms are completed prior to any trials. 2. Ensure effective communication with junior team manager/secretaries regarding all trialists. 3. Ensure excellent communication with all trialists parents with regards to trial periods, start and end dates, where and when to report for training / games and any game or training cancellations. 4. Ensure all trialist information is communicated to age group coaches prior to the commencement of any trials to include start and end trial dates. 5. Work closely with the Head of Academy Scouting & Recruitment to continually recruit better players in to the Academy at each age group in the Foundation Phase. 6. Implement a trialist induction process and ensure that every trialist has an induction prior to the commencement of their trial. 7. Communicate with parents of trialist before and throughout the trial to ensure an effective trial period. 8. Ensure coaches hold a 1:1 meeting with the trialist and his parents at the end of the player's trial to give official feedback and the decision to sign the player or not.
Scouts meetings in the Foundation Phase	<ol style="list-style-type: none"> 1. Working closely with the Head of Academy Scouting & Recruitment to ensure there is a scouts meeting at least every 8 weeks and strive to recruit new scouts on an on-going basis in to the Foundation Phase. 2. Assist the Academy Head of Scouting & Recruitment and to make a PowerPoint presentation to the age group scouts on all aspects of their scouting work, to include number of players identified by each scout, number of players signed etc... 3. Work closely with the Head of Academy Scouting & Recruitment to ensure that the scouting network continually develops and more scouts are recruited to assist in the identification of players in to the Foundation Phase. 4. Ensure that each age group continually has 2 players on trial at all times.

Birth bias Chronological age Late developers	<ol style="list-style-type: none"> 1. The Foundation Phase Lead Coach should be aware of all players in the Foundation Phase age groups who are potentially disadvantaged and are regarded as late developers due to their chronological age. These will generally be players born in May, June, July and August each school year. 2. The Foundation Phase Lead Coach should also be aware of all players in the Foundation Phase who are classed as late developers due to their chronological age as although they may be early birthdays in the school year, they may still be late developers in terms of maturation. 3. Set up a development group of players at age groups U9, 10, 11 that address the birth bias issue. All players in these groups should be born May – August.
School Holidays Registered Academy players	<ol style="list-style-type: none"> 1. In every school holiday during the day, organise a programme of multi-disciplinary coaching that increases the contact hours of players in each age group of the players in the Academy Foundation Phase. 2. Contact development time will be a minimum of four hours each day this will be split in to 2x 2 hour sessions each day. 3. The U9, 10, 11s must be invited in for extra development training for at least 2 days during every school holiday. Again contact hours will be split in to 2x 2 hour sessions. 4. Sign in registers of attendance must be kept on file and extra training hours must be recorded on the players next Player Performance Review and also updated on the Players Individual Performance Clock. 5. The Foundation Phase Lead Coach is responsible for the organisation of the coaching programme and session plans outlining learning objectives must be produced prior to the development sessions. 6. Games, tournaments and festivals against other Academies or Junior Sunday League teams should be organised with the prior approval of the Academy Manager. 7. Record all playing time of players in any friendly matches. 8. With the Academy Manager’s permission, extra coaches from the Foundation Phase can attend during the day to help meet the coach to player ratio. 9. The Academy Manager’s prior approval and agreement of payment must be gained before any coach attends during the day time sessions. 10. Ensure that the changing rooms that the Foundation Phase players use are swept and clean at the end of each day.
School Holidays Non Registered Academy players	<ol style="list-style-type: none"> 1. To aid player recruitment, organise games, tournaments and festivals against local and regional amateur clubs. 2. Organise specific games and trials to address any age groups where the Foundation Phase Lead Coach feels the Academy needs to improve the quality of player.
Coaching Equipment	<ol style="list-style-type: none"> 1. To take responsibility to ensure that all age groups have the correct coaching equipment in order to deliver the development programme. 2. Liaise with the Academy Manager and restock equipment as and when appropriate. 3. To ensure that all equipment is returned by the part time coaches at the end of the season or if the age group coach leaves the football club. 4. To ensure that all club issued training kit, tracksuits etc are returned to the Academy as and when part time staff leave the employment of the football club.
Goalpost safety and security	<ol style="list-style-type: none"> 1. The person is responsible for the safety of all players and must ensure that all goals are secure fastened down prior to the start of any games. 2. All goals should be locked securely against the fence at the conclusion of the games.

Monitoring of players school progress	<ol style="list-style-type: none"> 1. Work closely with the Academy Head of Education to discuss and address any issues that may arise concerning the education or behaviour of any Academy players and report back to the Academy Manager.
Player injuries	<ol style="list-style-type: none"> 1. To communicate and liaise effectively with the Academy physiotherapist on all matters connected with and concerning the injuries or rehabilitation of players in the Foundation Phase. 2. To communicate any injuries to age group coaches prior to training or games so that the coach is aware of how many players will be present at the development session.
Games programme Playing format	<ol style="list-style-type: none"> 1. At Under 9 the Academy philosophy is to play 2 games of 5v5 including keepers. 2. At Under 10 the Academy philosophy is to play 1 game of 7v7 including keepers. 3. At Under 11 the Academy philosophy is to play 1 game of 8v8 including keepers. 4. The above playing formats are intended to give the players intensive playing time thus aiding their personal development. 5. It is the Foundation Phase Lead Coaches responsibility to ensure that the above formats are played at all of our home games and that this message is communicated to the opposition in advance of the games.
Games programme cancellation procedure	<ol style="list-style-type: none"> 1. Follow match cancellation procedure and notify all relevant people well in advance. 2. If there is no game planned or if the games programme in the Foundation Phase is called off due to bad weather, you are expected to coach/work for a minimum of 4 hours. 3. It is required that you bring in the players in the Foundation Phase and use the Indoor Training Centre (shed) or the 3G pitch or grass pitches at St Lawrence Academy. 4. Training session must be 9.30-11am and 11-12.30pm to replace missed game time.
Playing time	<ol style="list-style-type: none"> 1. Ensure that all players in the Foundation Phase have access to at least one game per week and subject to fitness play in at least 50% of that game. 2. Ensure that all playing time is recorded on the player's performance clock and that players are rotated and have an opportunity to play in different positions. 3. All players should in turn have an opportunity to start the game if they did not start in the previous game.
U8 and U7 Advanced Development Centre	<ol style="list-style-type: none"> 1. Set up an Advanced Development Centres for players in the Under 7 and Under 8 age groups. 2. Through this centre, deliver and monitor an age specific coaching and development programme for the players as they have been identified as showing the most potential and may be registered in the Academy under 9 squad. 3. Set up a 'birth bias' (boys born May-Aug) development centre in Scunthorpe for all age groups 5-11.

Foundation Phase Development Centres	<ol style="list-style-type: none"> 1. Set up and facilitate Academy Foundation Development Centres, in Scunthorpe, where identified local players from the Football Trust (FITC), junior clubs and players scouted will be coached and trialled according to the Academy technical syllabus. 2. There must always be a minimum of four Foundation Development Centres operating at a distance from Scunthorpe that will encompass the Football League guidelines and rules regarding travel distances and travel times relevant to the age groups 5-11s that will help the club recruitment of young players from outside of Scunthorpe. 3. Make new contacts and continually identify sports centres, schools facilities etc, where new centres can be set up. 4. Build excellent relationships with local junior clubs, to include the Committee, Chairman, Treasurer, Secretary, Team Managers to enable SUFC access to their players. 5. Develop relationships with local junior team managers and to liaise with them with regards to their players, trialists and boys attending the Foundation Development Centre. 6. To have a 'hands on' approach and to be personally prepared to coach in every Foundation Centre. 7. Identify the best Academy coaching staff to assist in the coaching in the Scunthorpe centres. 8. Keep accurate and honest records of all income and expenditure generated. 9. To make sure that the Foundation Skill Centres are operated in a professional manner. 10. To make sure that the Foundation Skill Centres are not under or overstaffed. 11. Try to ensure that the Foundation Skill Centres make a profit. 12. To make sure that the Foundation Skill Centres do not run at a loss.
Schools Development Programme	<ol style="list-style-type: none"> 1. Develop a positive and proactive working relationship with the Local Education Authority and surrounding education authorities. 2. To enable the Scunthorpe United Academy technical development programme, to form part of the education authorities' annual school curriculum. 3. Develop an active and working relationship with local junior and secondary schools and school teachers. 4. This will include work within local primary and secondary schools delivering the technical development programme as part of the school curriculum. 5. To work within schools setting up early morning and after school, skill / movement centres. 6. To develop a working programme throughout the school calendar year that encompasses all of the primary schools in Scunthorpe working with all of the boys in year groups Y1 to Y6. 7. To develop a working programme that encompasses all of the primary schools on the outskirts of Scunthorpe working with all of the boys in year groups Y1 to Y6. 8. You must have a minimum of 5 schools operating a skills programme each week and you as Lead Phase Coach is responsible for delivering the sessions to help identify players.
Additional responsibilities	<ol style="list-style-type: none"> 1. To include any other reasonable requests or tasks made by the Academy Manager throughout the course of employment.



Foundation Phase Match Day Protocol

It is the Academy Foundation Phase Lead Coaches role to ensure the smooth and effective operation of the Sunday games programme from start to finish.

Ensure the following;

Before the game

1. Ensure all part time staff are aware of home or away fixture, directions, number of players to include any trialists and times to report.
2. Liaise midweek with the Academy administrator to ensure that we have 1 referee per home match.
3. Liaise with Academy physio to determine cover for Sunday's games.
4. Count all age groups match kits on Fridays to ensure all match kit is present and address accordingly.
5. Home kits are to be placed in the changing rooms prior to kick off.
6. Away kits to be organised for collection by part time coaches during the week or on Sunday morning.
7. Match kit must be counted out then back in after the game to ensure that we do not lose any kit.
8. Ensure all age group coaches arrive on time and are dressed only in SUFC official match day kit.
9. Liaise with match day coordinator and his role to affect a smooth games programme.
10. Lock the main front gate and do not allow vehicle access as this could also present road traffic accidents.
11. All signs to be in place, goals to be unlocked and in position and corner flags to be in place well in advance of kick off.
12. Home coaches to ensure that they supervise their age group across the road and back from the pitches.
13. Home coaches to take responsibility for putting up the corner flags and returning them to the changing room after the game.
14. Liaise with match day coordinator to ensure changing rooms are locked at 10.30am.
15. In the interest of player safety, home or away parents do not park on Doncaster Road as this presents visibility issues and potential road traffic accidents. Politely ask any offenders to move to the car park.
16. All goalposts to be firmly secured with steel hooks to prevent any accidents.
17. Do not allow warm ups on the pitch as this will wear out certain parts of the pitch with intense action.
18. Communicate with match day raffle organiser with regards to prize and money collected.
19. Communicate with officials regards to age groups, playing time, pitches, match fee ...etc.

During the games

20. As per Football League rules, all coaches home and away to stay in their technical areas at all times.
21. All parents to stand on opposite touchline to staff; address any parents not adhering to this rule.
22. Address any issues with parents shouting information or criticisms of players or officials.
23. All players get an equal amount of playing time.
24. The same players do not start the game or start as sub every week.

After the games

25. After the games, communicate with any players, staff or parents as necessary.
26. Organise to pay match day officials at the end of the game.
27. Coaches to ensure that there is **no litter left on the field** from either home or away teams.
28. All goals to be returned to the fence and **locked securely** and checked.
29. Ensure changing rooms are open for players as soon as games finish.
30. Changing rooms should be swept by players and left clean of any litter.
31. Age group coaches **must count in kit** and inform Youth development coach.

32. All kits home and away are to be taken or dropped off to Glanford Park before 3pm or first thing on Monday morning.
33. Ensure all changing rooms are checked for litter or damage, any issues reported and changing rooms locked.
34. Communicate effectively with all age group coaches and identify best 4 players from the game and record.
35. Identify bottom 4 players and keep records.
36. Results and top 4/bottom 4 to be communicated back to Academy Manager at Monday staff meeting.

**It is the Foundation Phase Lead Coach's responsibility to unlock and lock up the facilities each Sunday.
It is also the Foundation Phase Lead Coach's responsibility to unlock and lock up the goals each week.**

Day after the game

37. Take responsibility to take all of the match kits to Glanford Park to be washed each Monday morning if they have not been taken on Sunday after the game.
38. Make sure kits have been checked in and inform kit woman of how many shirts, shorts and socks are in each kit bag.
39. Collect match kits after they have been washed, count them and then secure them in the storage units at St Lawrence.

Sunday Game Cancellations

1. Follow match cancellation procedure and notify all relevant people well in advance.
2. If Sunday games are called off due to bad weather you are expected to coach/work for a minimum of 4 hours.
3. It is required that you bring in the U9, 10, 11s for training and to use the Indoor Training Centre (shed) or the 3G pitch or grass pitches at St Lawrence Academy. Training session must be 9.30-11am and 11-12.30pm.