

Moorside Rangers

Manager Handbook



Moorside Rangers
Football Club

Introduction

The purpose of this document is to remind Managers of their responsibilities each season

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Pre Season Responsibilities

Registering your team with a league

Dan Flynn will register your team if you are playing in either the Salford and District League, or Bolton and Bury. Darren Kay will do it if you are in Timperley or Manchester Leagues. By default this will be the league you played in last season. If you want to play in a different league, make sure Dan and Darren are aware. Ideally before the 1st July when league registrations open.

Player Registration with the club

For each player that will be registered the following season, we need a parent or carer to complete both the [Registration Form](#) and the [Gift Aid form](#). These are both hyperlinked to take you to the forms.

Once the parent or carer has completed both these forms then you can collect the signing on fee from them.

The signing on fee is £30 per player for the first child with Moorside Rangers, and £10 for the second, £5 for the third. The oldest player pays the full amount. Once you have collected the fee from all your players, this need to be sent to the club by bank transfer to the following details:

Sort Code: 309101

Account Number: 00788801

Reference: Your Team Age and Colour

It is important that you put your team age and colour as the reference so that Ged will know who the money has come from. You also need to email Ged at gedmorley@aol.com to let him know that you've sent the payment. In the email please include the following:

Team Name	Team Age and Colour	
Managers Name	Your Name	
Month	Signing on fee	
1	Player Name 1	£30
2	Player Name 2	£30
3	Player Name 3	£30
4	Player Name 4	£30
5	Player Name 5	£30
6	Player Name 6	£30
7	Player Name 7	£30
8	Player Name 8	£30
9		
10		
11		
Total Collected		£240
DBS fee		-£10
Total Submitted		£230

List the players individually and record how much they have paid.

Total it up and add anything you need to deduct for example if you have paid your DBS and need to claim it back

Player Registration on Whole Game

For each age group one of the managers will take responsibility for registering the players on the whole game system for each age group. To do this, they will need a passport style photo to upload for each of your players. This can be emailed or sent via whatsapp to your age group rep.

If you are the age group rep and need help with whole game then please reach out to Dan Flynn on 07733003608.

Making sure you are allowed to coach

Every person involved in coaching either at training or on a match day needs as a minimum an in date DBS to confirm they are allowed to work with children. It is your responsibility to make sure that you have one, and that it does not expire. To check your expiry date you can log into your account on the fa.com or speak to Liz Mullen our Club Welfare officer on 07900485372

If you need to renew your DBS then Liz can also help.

Kit and Equipment

Only after the registration forms and the registration fees have been collected and submitted can you order a new kit if your team is due one.

The kits are issued every 2 years, so if you about to be an age group that is an odd number i.e U7, U9, U11 etc then you are eligible for a new kit. This will take 4-5 weeks to arrive so make sure that you have everything done and ordered in enough time for the start of the season.

If you don't already have a copy of the kit order form then ask Darren Kay on 07806604838. How to complete the form is on the next page:

TEAMWEAR ORDER SHEET 2022-2023				Date	00.00.00											
MOORSIDE RANGERS JFC - HOME KIT				Team Name												
Matchwinner Office Only: Order Ref				Manager												
MSR HK U				Contact Tel												
				Contact Email												
				INVOICE EMAIL												
ADULT SIZED																
DESCRIPTION	STYLE	CODE	PRICE INC VAT	SMALL	MEDIUM	LARGE	XLARGE	2XLARGE	3XLARGE	Total £						
PUMA	LIGA STRIPE S/S	704920-21	19.75							0.00						
DESCRIPTION	STYLE	CODE	PRICE INC VAT	SMALL	MEDIUM	LARGE	XLARGE	2XLARGE	3XLARGE							
PUMA	RISE SHORTS	704943-02	8.40							0.00						
DESCRIPTION	STYLE	CODE	PRICE INC VAT		9-11UK	12-14UK										
PUMA	LIGA SOCKS	703441-02	5.60							0.00						
DESCRIPTION	STYLE	CODE	PRICE INC VAT	SMALL	MEDIUM	LARGE	XLARGE	2XLARGE	3XLARGE							
PUMA PEPPER GK	LIGA S/S SHIRT GK	703509-05	14.10							0.00						
DESCRIPTION	STYLE	CODE	PRICE INC VAT	SMALL	MEDIUM	LARGE	XLARGE	2XLARGE	3XLARGE							
PUMA PEPPER GK	LIGA SHORTS GK	703433-05	10.50							0.00						
DESCRIPTION	STYLE	CODE	PRICE INC VAT		9-11UK	12-14UK										
PUMA PEPPER GK	LIGA SOCKS GK	703441-05	5.60							0.00						
JUNIOR SIZED																
DESCRIPTION	STYLE	CODE	PRICE						13-14YRS							
PUMA	LIGA STRIPE S/S	704927-21	18.43							0.00						
DESCRIPTION	STYLE	CODE	PRICE	5-6YRS	7-8YRS	9-10YRS	11-12YRS									
PUMA	LIGA STRIPE S/S	704927-21	16.25							0.00						
DESCRIPTION	STYLE	CODE	PRICE						13-14YRS							
PUMA	RISE SHORTS	704943-02	8.40							0.00						
DESCRIPTION	STYLE	CODE	PRICE	5-6YRS	7-8YRS	9-10YRS	11-12YRS									
PUMA	RISE SHORTS	704943-02	7.00							0.00						
DESCRIPTION	STYLE	CODE	PRICE		12-2UK	2-5-SUK	6-BUK									
PUMA	LIGA SOCKS	703441-02	5.60							0.00						
DESCRIPTION	STYLE	CODE	PRICE INC VAT	5-6YRS	7-8YRS	9-10YRS	11-12YRS	13-14YRS								
PUMA PEPPER GK	LIGA S/S SHIRT GK	703543-05	14.10							0.00						
DESCRIPTION	STYLE	CODE	PRICE INC VAT	5-6YRS	7-8YRS	9-10YRS	11-12YRS	13-14YRS								
PUMA PEPPER GK	LIGA SHORTS GK	703433-05	9.00							0.00						
DESCRIPTION	STYLE	CODE	PRICE INC VAT		9-11UK	12-14UK	6-BUK									
PUMA PEPPER GK	LIGA SOCKS GK	703441-05	5.60							0.00						
NOTES:																
Outfield Price Includes Club Badge RED TEXT LEFT BREAST / PUMA SHIRT NUMBER WHITE																
GK Price Includes Club Badge WHITE TEXT LEFT BREAST / PUMA SHIRT NUMBER WHITE																
Price Does Not Include Sponsor print																
FREE SIZE SAMPLING SERVICE																
MATCHWINNER PROVIDES A FREE SIZE SAMPLING SERVICE.																
IF YOU ARE UNSURE OF SIZING ON YOUR SELECTED APPAREL PLEASE TAKE ADVANTAGE OF THIS FREE SERVICE.																
PLEASE REMEMBER SIZES CAN DIFFER FROM BRAND TO BRAND.																
<table border="1"> <tr> <td>INITIALS/NUMBERS</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>ON FRONT</td> <td></td> <td>*</td> </tr> </table>											INITIALS/NUMBERS	YES	NO	ON FRONT		*
INITIALS/NUMBERS	YES	NO														
ON FRONT		*														
(Insert X in correct box)																
NOTES FOR MATCHWINNER ON SPECIFIC NUMBERS/INITIALS TO SPECIFIC SHIRT SIZES ORDERED																

Fill this section in with your details

Put the numbers of each garment you require in the box under the size. So if you need 1 goalkeeper top size 13-14 you would enter "1" here

In this box you need to note down any squad numbers you want on the shirts. For example.

No 1 – GK top

No 2 – 13/14

No 3 – Small etc

Once you've filled this in email it back to Darren.kay06@gmail.com and he will place the order for you.

If you have any players join during the season then spare shirts are available in the club house. If you need any equipment such as balls or cones these are also in the club house. Contact Kevin Keigher on 07970551232 to arrange a convenient time to collect them

During the season responsibilities

Subs

Subs are due by the 15th of each month. They are £25 per player. You can ask a parent to collect if you wish but it is your responsibility to make sure they are submitted. Use the same bank details and template as the registration fee, but change the month so Ged knows which month it is for.

You will also need to deduct any referee fees from the amount you send.

Managers meetings

There are bi monthly managers meetings at the club house normally on a Monday. Each team must be represented at these meetings, if you can't attend then send a parent in your stead.

League Responsibilities

The league will issue their own managers handbook, which has everything you need to know, but the managers responsibilities as:

Confirm the game – A week before the fixture, the home team manager should message the away team manager to confirm that the game can go ahead. It needs to be a week or so before as if it can't and needs postponing or changing the league need 7 days notice. (message your division secretary with any changes). All the games are visible on either the fa fulltime website or you can download the fa matchday app.

Confirm the referee – Roughly the Tuesday before a referee will be appointed to the game, you'll be sent an email to confirm who the ref is and their details. Home team manager messages the ref to confirm the game is on and answer any questions about directions etc

Matchday – You turn up, play the game and then pay the ref. The referees fees in the Salford and District League are £9 per team. You pay out of the subs, so if you've got 10 players, over the month you collect £250. If you've had 4 games over that month, you've paid £36 to refs so therefore you submit £250-£36 = £214 to the club at the end of the month.

Matchcards – After the game you have to fill in a match card that just details which players played for insurance purposes, the score so that the league can keep track and make sure you are playing teams or a similar ability for non competitive, and to update league tables for competitive and a score for the referee so that they get feedback. These you just email or whatsapp to your division secretary.

League meeting – There's supposed to be a monthly league meeting, one manager for each age group needs to attend so you can get away with sharing it across age groups and only going once a quarter unless you really want to go to more.