

## YORSHIRE JUNIORS TEAM MANAGER/TOUCHLINE MANAGERS ROLES AND RESPONSIBILITIES 2015

1. **ALL MANAGERS/TOUCHLINE MANAGERS SHOULD HAVE A COPY OF THE YJ HANDBOOK OR COPY OF THE CONSTITUTION.**
2. On the arrival of both teams for the matchday fixture both Managers/TLM's should make contact with each other as soon as is possible.
3. TLM ID Badges must have been checked and verified by both TLM before play commences.
4. Confirm whether a video or camera will be used by anyone from their clubs and if so that they have been officially appointed by them and both clubs agree with this to take place. Please note that unless the club has had prior permission from the RFL on safeguarding grounds for the game not to be recorded an objection cannot be enforced on the day of the game.
5. The home team Manager/TLM must make sure the matchday information sheet has been fully completed including players, technical area officials and **print only** their names at the bottom for reference and then pass this onto the visiting Manager/TLM to do the same, once all details have been completed then return to the home team Manager/TLM.
6. Once completed the matchday information sheet should be checked against the players ID whilst doing the ID card check to make sure the names on the sheet correspond with the ID cards, this to be done before the kick off.
7. Please note that should no ID cards be available the game cannot commence and will be awarded 18-0 to the opposition unless an agreement to play the game in the next 5 days by both teams is agreed. Friendly games on the day are not allowed.
8. The TLM must introduce themselves to the matchday official before the game commences and must wear an orange high visibility vest (for identification) at all times during the game, this to include pre kick off at the ground.
9. Both TLM's should approach the official at half time to enquire if there are any issues needing attention regards their supporters or staff and should act appropriately to the problem.
10. It is the responsibility of the TLM to ensure that there is a technical area for their officials to stand in and if not then they must report it to the oppositions TLM.
11. If there is no technical area or any cones to mark one out then the TLM is responsible for making sure their officials do not go past **10 meters each side of the half way line or onto the playing area whilst the game is in motion unless a player is injured.**
12. The TLM must make sure that only people registered on the matchday information sheet and team substitutes are allowed in the technical area at all times.
13. Should the matchday official request someone to run the touchline for them from THEIR CLUB then their TLM must ensure they do not coach from the sidelines and conduct themselves correctly whilst doing this duty.
14. Should someone run the touchline on your technical area side from the opposition team and is not carrying out the above in rule 11 ie coaching from the touchline then the opposition TLM should be informed who shall then deal with this issue correctly. **(Please note that it is NOT the responsibility of the TLM to deal with ANYONE from the opposition and must not confront them but must make contact with the opposite TLM to deal with any issues related to their club) It may be useful to exchange mobile numbers for ease in communication whilst the game is in progress but this is optional and the numbers should be deleted and witnessed immediately the fixture is completed.**
15. The TLM must ensure that their spectators and their officials whilst the game is in progress and post match conduct themselves within the individual codes of conduct and observe the RESPECT campaign. Should anyone within their club fail to conduct themselves accordingly then they must take the appropriate action against these people.
16. Should a matchday official request the name of anyone connected to your club this includes players and officials and any friends or relatives within your club then that name must be given (if known) immediately to them, if not know then the name of the person must be found out and submitted to the official asap.
17. Once the game has finished both TLM must meet and complete the matchday information sheet with the Matchday official and get the Matchday official to confirm the score and correct names of any sending offs, Brawls or Abandoned games they may be reporting and matchday check list on the right hand side and then they sign the sheet. Once both agree with the information then the sheet must be signed off by both TLM's.
18. The duty of a Touchline Manager (TLM) is to make sure that the conduct of their club personnel is kept within the rules above and to control or deal appropriately with anyone from their club who does not conform to the above.
19. **SHOULD A TLM BE BROUGHT IN FRONT OF THE DISCIPLINE PANEL AND FOUND GUILTY OF ANY FORM OF ABUSE REGARDS THE "RESPECT PROGRAMME OR YJ ROLES AND RESPONSIBILITIES " THEN THAT PERSON WILL BE REMOVED FROM HOLDING THAT POSITION.**

**(Please note that any registered TLM who is not that fixtures registered TLM or a registered official in the technical area DO NOT have the right to enter the field of play and will be classed as a spectator.)**