



Borough Green Junior Football Club

Chairman – Danny Ralph
Secretary – Barry Owen

Mobile: 07830 511051

Email: chair@bgjfc.co.uk



3rd August 2026

Manager's Role & Responsibilities

The main purpose of the role is to ensure that the club provides a team to compete in League and Cup Competitions.

Once appointed, the Manager is responsible for all aspects of activity regarding their team. The Manager is permitted to engage Coaches, so long as they meet the membership requirements and below where applicable.

All Managers & Coaches are required to achieve the minimum qualification of Level One Coaching Football Award including First Aid and Safeguarding Children Workshops within 6 months of appointment. The Club will assist you in obtaining this award during the season if you do not already have the qualification. All Managers and Coaches will be expected have an accepted FA DBS check before undertaking any club activities.

A Club first aid kit will be issued to all team managers, which can be replenished on request. The Club provides all playing kit as well as match and training equipment. All equipment is owned by the Club

Managers & Coaches will be expected to commit to activities on match day as well as Coaching and training sessions at the club each week.

Tasks associated with the role may include:

- Act as an ambassador for Borough Green Junior FC.
- Adhere and promote club codes of conduct.
- Attend Club Meetings.
- End of season report to Club Committee.
- Organisation of coaching/training at club once per week.
- Organisation of transport for team matches.
- Oversee and maintain Team kit & equipment.
- Make team selection.
- To prepare all coaching sessions in advance.
- Adhere to the club's Safeguarding Children and Equality Policies.
- Uphold high standards of personal integrity and conduct.

Borough Green Junior Football Club

Affiliated to the Kent County FA

Chairman: Danny Ralph; Vice Chairman: Carl Heather; Treasurer: TBC; Secretary: Barry Owen
Child Protection Officer: Rupert Bonny

Web Site: www.bgjfc.co.uk | Facebook: [BoroughGreenJFC](https://www.facebook.com/BoroughGreenJFC) | X: @BGJFC