

# SETTING UP A CLUB





## **A Guide To: Setting up a Club**

The Amateur Football Alliance aims to establish safe and structured football opportunities for the benefit of all. We hope that this guide will help you in your quest to set-up a new adult football team. The guide includes helpful information from setting up the team to funding; so should you be setting up a team in a brand new club, or if you are an established club introducing a new team, we hope you find the guide of use.

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## AFILIATION

All clubs need to affiliate to their respective county football association each season (this is decided by where the home ground is situated and the league it wishes to join). Affiliation acts as a quality assurance and a safety net to help protect players, clubs, officials and administrators. The AFA can advise on suitable leagues or competitions for your team to enter. Before you start the affiliation process, we encourage clubs to contact the league they wish to enter to ensure that vacancies exist and to determine key deadlines relating to registration and fees.

Please note that it is now mandatory for all Clubs with youth sections to have an appointed Club Welfare Officer. This is also recommended for Adult Clubs with under 18 players. Requirements and further information can be found on the Clubs Safeguarding page.

## **Registering**

Registering with a league and paying any fees may come early in the process and it is important you get off on the right foot and ensure you get fees and forms in on time. When you make your first contact with a league make sure you have a list of questions and concerns you have so the league officers can help you. You may be required to attend the league AGM so they can formally accept your application and welcome you into the league.

Fixtures and results are administered by the competition committee and it is important you understand what is expected of you and the club for each game. For home matches, the club secretary must arrange pitch hire and notify opponents and officials of the kick-off time, venue and any other details such as colour of the kit. For away games, tell your players the kick-off time, location and arrange transport if necessary. Clubs should understand the rules of the competition they enter to avoid disciplinary action including communication and deadlines. The league and cup competitions you enter will have rules regarding player registration. These rules should be provided to you on entering the competition.

## Action Points

### Stage One

Contact the County FA to agree a name for your Club. You will not be allowed to have a name that is similar to one that already exists. It is recommended to have several different names in mind before you contact the County FA Office. An affiliation form will then be issued in late May.

### Stage Two

A General Meeting of all the intended members of your new Club should be called. A Chairman, Secretary and Treasurer should be elected, together with other persons to form a management committee. In cases of Youth Clubs, the meeting should be of parents/guardians, who will also need to elect a Club Welfare Officer. A set of Club rules must be agreed. To assist you with this process, we have included a set of model rules that can be used as a basis; you will be able to adapt them to suit your individual purposes.

### Stage Three

A Bank/Building Society Account must be opened in the Club's name. A record of all transactions must be kept by the Club, with the accounts being audited on an annual basis.

### Stage Four

Your Club should then decide whether they wish to apply to join a League. Leagues normally start considering applications of new Clubs from January for the following season. Details regarding local Leagues can be obtained from the County FA Office.

### Stage Five

The Club should identify ways of fundraising as early as possible. A kit, plus access to a substitute colour, will need to be purchased; a home pitch needs to be obtained and paid for; Referees fees and expenses will need to be paid for home games and affiliation fees to the County FA and Leagues need to be covered.

### Stage Six

The club will need to identify a home pitch. Most Local authorities have pitches for hire, or you may find some local Clubs that own their grounds and are willing to hire them to outside Clubs, particularly company sports grounds or local schools.

## **\*\*Club Action Plan Timetable\*\***

### PRE-SEASON

- 1. Players**  
Ensure each team should have a squad of at least 14 players, or appropriate number for Mini-Soccer teams.
- 2. Affiliation**  
Complete and forward affiliation form and New Club Rules and monies to the County FA. This also applies to an affiliation of a League/Competition, if you are entering one.



**FOR ALL**

3. **Facilities**  
Arrange pitches which comply with appropriate League regulations and specifications. It is also prudent to arrange/book training facilities.
4. **Meetings**  
Organise Club/team meetings (e.g. weekly training, monthly management meeting, AGM). Also attend relevant League or County FA Meetings.
5. **Registration**  
Ensure all players are registered with appropriate League. Up-to-date photographs may be required and, where there is age qualification, ensure all players are of the correct age.
6. **Friendly Fixtures**  
You are now at a stage where you can start arranging friendly fixtures with corresponding Club Secretaries.
7. **Equipment**  
Purchase new equipment where necessary. Ensure enough equipment for all teams.
8. **Subscription and Fund-Raising**  
Set a subscription for players and members. Carry out fundraising (appropriate to the Club).
9. **Delegation**  
Club Secretaries/team managers should seek support from other members to spread the administrative work load where practical, although remember that the Club Secretary is the chief administrator.

### PRIOR TO THE DAY OF THE GAME

10. **Confirm Fixture** – e.g. Kick-off, colours, directions to ground, availability of pitch with groundsman, match official(s).

### ON THE DAY OF THE GAME

11. **Pitch**  
Ensure pitch is correctly prepared with nets, flags, markings and access to changing rooms.
12. **Match Officials**  
If you are the home team (except County Cup Matches where fees and expenses are shared), ensure that match officials have been paid.
13. **Refreshments**  
Provide refreshments where appropriate.
14. **Result**  
Ensure that the result card is completed and posted to the appropriate body to arrive by designated time. Some competitions will require the home team, or in some cases the winning team, to phone the result to a designated number.

### OTHER TASKS

#### 15. **Disciplinary Procedure**

This is an ongoing task throughout the season. Dependant on Club policy, the Secretary and/or player must complete and return appropriate documentation. Disciplinary details are, ultimately, the responsibility of the Club, so the Secretary should deal with these matters promptly.

### END OF SEASON

#### 16. **AGM**

Arrange AGM and/or presentation evening.

### Benefits to Affiliation

It can be a daunting task to set up a new football club, but help is at hand to support you through the process of getting up and running. It is through affiliation that the family of football is brought together and correct standards and discipline are maintained.

Affiliation acts as a quality assurance and as a safety net to help protect players, clubs, officials and administrators throughout the game. **Benefits include:**

- Being legally affiliated to the Amateur Football Alliance (AFA)
- Contacts with all local leagues, clubs and players
- Promotion via our website and links
- Eligibility to compete in County FA competitions (e.g. County Cups)
- Discipline, Fair Play and Respect
- Funding Opportunities
- Access to advice from County FA staff plus FA regional development, coaching and facilities personnel
- Access to purchase public liability and personal injury insurance for your club, team and players
- Access to The FA welfare programme
- Access to County FA and FA communications, including your chance to help shape future development
- Access to qualified referees for your matches
- Opportunities to participate in FA football development schemes such as Charter Standard Awards (this provides even further benefits)
- Access to player and coaching development opportunities

## FUNDING

The AFA offers access to various schemes and grants to enable clubs to secure funding. We are not a funding body, but work closely with the Football Foundation (FF) and other major funders for grassroots football clubs.

Among a number of ways to support your club, we run regular funding clinics covering a range of funding opportunities to help groups achieve their objectives.

Please feel free to contact the Development Team prior to completing your funding application. If the project is right and it meets the relevant criteria, we can support you through the application process and beyond.

### **London Sport Funding Guide**

<https://funding.londonsport.org/>

### **Sport England**

Lottery and Government funding available in different grant schemes to increase participation and encourage talented athletes to achieve their potential.

[www.sportengland.org/funding](http://www.sportengland.org/funding)

### **Football Foundation**

The UK's biggest sports charity, with funding from The FA and the Government to support participation and facility improvement.

[www.footballfoundation.org.uk](http://www.footballfoundation.org.uk)

### **Awards for All**

A simple small grants scheme making awards of £300 to £10,000.

[www.awardsforall.org.uk/england](http://www.awardsforall.org.uk/england)

## AMATEUR FOOTBALL ALLIANCE



### **Big Lottery Fund**

For community groups and projects to improve health, education and the environment.

[www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

### **Cash 4 Clubs**

Sports clubs can win grants ranging from £250 to £1,000.

[www.cash-4-clubs.com](http://www.cash-4-clubs.com)

### **Mars in the Community**

Grants of between £500 to £2,000 are available to healthy living projects in the communities near Mars' UK sites.

[www.marsinthecommunity.co.uk](http://www.marsinthecommunity.co.uk)

### **Local Authorities**

Get in touch with your local authority as they often have grants available for projects

### **FA Facility Enquiry Form**

<http://www.footballfacilityenquiry.co.uk/>



CLUB ROLES

<b>Title</b>	<b>Description</b>	<b>Name</b>
<b>Chairman</b>	Constitution Rules and regulations Committee chair	
<b>Vice Chairman</b>	Support to Chairman and Chairman in waiting	
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Club finance</li> <li>• annual accounts</li> <li>• paying coaches</li> <li>• paying referees</li> </ul>	
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Ensuring smooth running of the club</li> <li>• Organising managers', committee meetings and AGM.</li> <li>• Liaison with leagues</li> <li>• Liaison with County FA</li> </ul>	
<b>Discipline Secretary</b>	To deal League and AFA fines and payment of fines, implementation of club rules	
<b>Match Secretary</b>	Collecting fixtures from League Transposing fixtures onto schedule for referee and pitch co-ordinator	
<b>Club Welfare Officer</b>	Ensuring all who need CRB checks have them and those who need to complete the Safeguarding Children Workshop have done so	
<b>Groundsman / Facilities Officer</b>	Weekly co-ordinating and booking pitches for each home team fixture. Ensuring the pitches are maintained.	
<b>Referee Secretary</b>	Weekly co-ordinating and appointing referees for each home team fixture	
<b>Emergency aid co-ordinator</b>	Ensuring each team has a parent / coach or assistant with an emergency aid certificate	
<b>Football Development Officer</b>	Person with responsibility for football development within the club	
<b>AFA Co-ordinator</b>	Contact with AFA for <ul style="list-style-type: none"> <li>• AFA Cup fixtures</li> <li>• Affiliation registration</li> <li>• FA co-ordination</li> </ul>	
<b>Volunteer Co-ordinator</b>	Responsible for the retaining and the recruitment of new volunteers	
<b>Emergency Aid Kit co-ordinator</b>	Ensuring each team has an emergency aid kit	
<b>Charter Standard Administrator</b>	Getting club charter standard status and annual updating. Point of contact for the AFA for all matters relating to CS	
<b>New Player Co-ordinator</b>	Circulating managers with enquires direct to the club from potential new members.	

## CLUB RULES/CONSTITUTION CODE OF CONDUCT

### Club Rules:

#### **1. Name**

The club shall be called (the “Club”).

#### **2. Objects**

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

#### **3. Status of Rules**

These rules (the “Club Rules”) form a binding agreement between each member of the Club.

#### **4. Rules and Regulations**

**(a)** The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited (“The FA”), County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.

**(b)** No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

**(c)** The Club will also abide by The FA’s Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

#### **5. Club Membership**

**(a)** The members of the Club from time to time shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.

**(b)** Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti- discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.

**(c)** In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.

**(d)** The FA and Parent County Association shall be given access to the Membership Register on demand.

## 6. Annual Membership Fee

**(a)** An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

**(b)** The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

## 7. Resignation and Expulsion

**(a)** A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

**(b)** The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.

**(c)** A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

## 8. Club Committee

**(a)** The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Welfare Officer (where a Club has youth teams) Secretary and Minutes Secretary and up to 5 other members, elected at an Annual General Meeting.

**(b)** Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the \_\_\_\_\_ or in their absence the \_\_\_\_\_

The quorum for the transaction of business of the Club Committee shall be three.

**(c)** Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

**(d)** Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

**(e)** An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

**(f)** Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

**(g)** The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

### **9. Annual and Extraordinary General Meetings**

**(a)** An AGM shall be held in each year to:

- (i)** receive a report of the activities of the Club over the previous year;
- (ii)** Receive a report of the Club's finances over the previous year;
- (iii)** Elect the members of the Club Committee; and
- (iv)** Consider any other business.

**(b)** Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

**(c)** An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

**(d)** The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

**(e)** The quorum for a General Meeting shall be

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**(f)** The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Save as set out at (g) below, each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

**(g)** Any member aged under 18 years may not vote in a general meeting save that one of his or her parents/ guardians may vote on his or her behalf.

**(h)** The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

### **10. Club Teams**

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

### **11. Club Finances**

**(a)** A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

**(b)** The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

**(c)** The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

**(d)** The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

**(e)** The Club may also in connection with the sports purposes of the Club:

**(i)** Sell and supply food, drink and related sports clothing and equipment;

**(ii)** employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;

**(iii)** Pay for reasonable hospitality for visiting teams and guests; and

**(iv)** Indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

**(f)** The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

**(g)** The Club shall prepare an annual “Financial Statement”, in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting.

A copy of any Financial Statement shall, on demand, be forwarded to The FA.

**(h)** The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (“the Custodians”), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

**(i)** The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

**(j)** On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

**(k)** The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

## **12. Dissolution**

**(a)** A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

**(b)** The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

**(c)** Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

## Code of Conduct

The Respect codes of conduct are in place to ensure that everyone involved in football is playing their part to create a positive experience.

For more information and to download copies of the Respect Codes of Conduct for all roles involved in football, please use the following link - [www.thefa.com/get-involved/respect/play-your-part](http://www.thefa.com/get-involved/respect/play-your-part)

## **Safeguarding**

### **Safeguarding is everyone's responsibility.**

To make sure you have appropriate safeguards in your club it is important everyone is aware of your safeguarding children policy and the procedures for reporting a concern about the welfare of a child.

Your designated safeguarding officer (club welfare officer) will be able to advise you, but if you want to find out more about how to increase your understanding of safeguarding in football why not complete the Safeguarding Children workshop.

Please use the following link to download a copy of the FA's Safeguarding Policies and Procedures and a Safeguarding Policy that your club can adopt - <http://www.thefa.com/football-rules-governance/safeguarding/policy-downloads>

### Some Helpful Links

A Guide to Managing in Grassroots Football - <http://www.thefa.com/news/2016/aug/03/beginners-guide-to-managing-grassroots>

Grassroots Guide to Youth Football - <http://www.thefa.com/get-involved/player/youth>  
Koolpak (First Aid Supplies)- <https://www.koolpak.co.uk/County-Football-Association-Order-Page?referer=495338>