

# Bedfordshire FA

## Football Services Guides

### SETTING UP A CLUB



THIS GUIDE IS TO BE USED IN CONJUNCTION WITH THE 'NEW CLUB FORM' PRIOR TO A CLUB BEGINNING THE FORMAL AFFILIATION PROCESS.

#### **Club Name**

The name you select should be unique to the individual club. Please ensure that you have approval from Bedfordshire FA regarding your club name before ordering anything using that name.

#### **Club Officials**

There is a lot of work involved in running a club and the key to success is sharing the workload. Clubs relying on one person to manage different roles and tasks will find it difficult to operate; more volunteers and good planning will lead to a better run club that is sustainable.

Clubs must appoint a **Chair, Treasurer** and **Secretary** to enable the club to function effectively within FA Rules and regulations. Clubs that have youth teams must also appoint a **Welfare Officer**. It is also suggested that other people are appointed to assist in other administrative areas of the club.

#### **Additional requirements for Clubs with Youth Teams**

Committee members for youth clubs or clubs with youth teams attached must hold the following qualifications before an affiliation can be approved:

|                 | FA DBS Check | Completed the Safeguarding for Committee Members Online workshop | Attended the Safeguarding children workshop (3 hour course) | Attended the Welfare Officer Workshop |
|-----------------|--------------|--|---|---------------------------------------|
| Secretary       |              | ✓  |   |                                       |
| Chairman        |              | ✓  |   |                                       |
| Treasurer       |              | ✓  |   |                                       |
| Welfare Officer | ✓            | ✓  | ✓   | ✓                                     |

Anyone who is listed as a team official for a youth team must hold an up to date (within the last 3 years) FA Criminal Records Check. Criminal Record Checks that have been approved by another company or organisation **will not** be accepted.

#### **Affiliation**

A club will need to affiliate to a parent County Football Association, usually determined by the County that the home ground of the club is located in. Affiliation is an annual process and helps to protect players, clubs, officials and administrators throughout the game. Until a club's affiliation has been approved, they will not be able to play in any matches or competitions (including friendlies) against any affiliated teams.

There are numerous benefits of affiliation. These include:

- Ability to participate in affiliated competitions and leagues.
- Access to qualified & registered referees
- Opportunities to acquire appropriate public liability and personal accident insurance for your club, this is mandatory for all clubs and can be purchased through Bedfordshire FA as part of your affiliation.
- Access to information and advice from Bedfordshire FA staff on development and governance
- Opportunities to participate in FA football development schemes
- Access to grant aid and funding from Bedfordshire FA, Football Foundation and Sport England
- Cover by The FA's Discipline Rules & Regulations

Affiliation will be completed via the Whole Game System, the FA's online football administration system.

#### **Bedfordshire FA Key Contacts:**

##### **General Affiliation queries:**

01582 565111 **or** [support@bedfordshirefa.com](mailto:support@bedfordshirefa.com)

Stewart Jeeves (Football Services Manager)  
 Nicholas Snelson (Competitions & Leagues Officer)  
 Louise Condon (Football Services Administrator)

##### **Safeguarding and Welfare Officer requirements:**

Sarah DaCosta (Designated Safeguarding Officer)  
 07960 500723 **or** [safeguarding@bedfordshirefa.com](mailto:safeguarding@bedfordshirefa.com)

## Insurance

### Public Liability Insurance

It is mandatory for all clubs to have Public Liability Insurance and this will be arranged for you by Bedfordshire FA as part of your affiliation.

### Personal Accident Insurance

It is mandatory for all clubs to purchase personal accident insurance for **each** of their teams. Bedfordshire have agreed a range of prices through our preferred insurer **Sportsguard** that are exclusive to Bedfordshire FA affiliated teams. There are different levels of cover available and it is recommended that you look at the range of benefits on offer to ensure you purchase the correct level of cover please refer to the Summary of Insurance Booklet. Once purchased you can increase the level of cover should you wish to by contacting Sportsguard direct.

Clubs are able to arrange their own insurance cover if they so wish but the cover must at least match that of the Sportsguard policy in order to be approved. When purchasing their own cover a clubs affiliation cannot be approved until proof of cover has been provided.

### General Responsibilities of Clubs – Meetings & Finances

As a minimum clubs should hold an Annual General Meeting to elect officers for the season, sign off club accounts as a true record and agree any changes to club rules for the coming season.

A bank account should be set up in the club's name to make it easier for the finances to be managed. It is recommended that any cheques or withdrawals should require a minimum of two signatures from committee members. When a new club official with the authority to sign cheques is appointed please check with your bank immediately in regards to what is required.

New clubs should also be aware of Membership Rule 6 which is copied below:

***“Each affiliated club and competition will be required to complete their financial statement by 31 July.***

***Each Year between 1st August and 30th September the Association will contact a selected number of clubs or competitions and will ask them to submit their financial statement, receipt of which will be acknowledged. NOTE If no acknowledgement is received within 21 days of submission the Association should be contacted.***

***Upon receipt of the financial statement each club or competition will be required to attend a meeting at a venue to be determined by the Association with the Governance Committee to discuss their statement.***

***The Association reserve the right to request a club or competition's financial statement at any point during the season.”***

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## Checklist

### Initial Checks

|   |  |
|---|--|
| Have you identified a club name?                    |  |
| Do you have enough volunteers to help run the club? |  |
| Do you have enough players?                         |  |
| Have you identified an available pitch to play on?  |  |
| Have you identified a league to play in?            |  |
| Do you need to identify a sponsor?                  |  |

### Pre-Affiliation Checks

|  |  |
|--|--|
| Have you completed & submitted the new club form to Beds FA? (Normally issued in April for the following season) |  |
| Do your volunteers have the correct qualifications and certificates? (i.e. DBS & Safeguarding)                   |  |
| Have you contacted the identified league and begun their registration process?                                   |  |

### Post-Affiliation Checks

|  |  |
|--|--|
| Have you received confirmation from Bedfordshire FA that your affiliation is complete? |  |
| Have all your Club Officials set themselves up with access to the Whole Game Portal?   |  |
| Have you set up a club bank account?   |  |
| Have you sourced the club's kit and equipment?   |  |
| Do you and your players understand the discipline procedures?                          |  |

**Please contact Bedfordshire FA for additional support or advice  
01582 565111 or [support@bedfordshirefa.com](mailto:support@bedfordshirefa.com)**