



# COUNCIL MEMBER APPLICATION PACK

ENHANCING LIVES THROUGH FOOTBALL IN DEVON

# CEO WELCOME

Now is an exciting time to join Devon County Football Association. Over the past 18 months we have seen a change in the leadership of The Association with our previous CEO retiring after seventeen years in charge, and myself taking the opportunity to lead the Association into the future.

Alongside this significant change, we have also recruited a number of new executive staff who are based at our offices in Coach Road, bringing our team up to sixteen staff across the organisation.

Our current business strategy has entered its final year and we are now developing an ambitious ten-year vision for grassroots football in Devon. This new vision will align with our forthcoming four-year business strategy, enabling us to focus our efforts in delivering an improved football experience for all the Devon Football Family.

Since launching our current business strategy in 2021 we have seen many challenges, reached a number of milestones and worked with our Devon Football Family to support and recognise them. We have seen progress across our business and the game on all fronts, namely;

- Growth in male participation across youth and adult formats
- Exceeding our target of a 1000 new females involved in football in Devon
- Continuing to lead the County in the number of disabled players accessing the game
- Increased opportunities in servicing and supporting the volunteers in our game
- Achieving The FA Code of Governance
- Being awarded the Preliminary Level in the Equality Standard for Sport



# CEO WELCOME

The Association faces ongoing challenges as the game adjusts to the evolving ways people lead their lives and seek involvement, whether through playing, volunteering, or spectating.

I believe the Association and the grassroots game in Devon is in a very strong position. Everyone at Devon County FA is passionately committed to supporting and developing the game for the benefit of all communities.

The future promises to be exciting and rewarding for all of those involved at Devon County FA, as we embed our strategy, strive to deliver key targets and objectives.

An effective Council is a key element of an Association that aspires to be a high performing, respected and cherished organisation that delivers a high quality football experience for all members of our Devon Football Family.

## **Chris French**

Devon County FA Chief Executive Officer



# WHO ARE THE DEVON FA?

As an innovative and professional organisation, Devon County Football Association is a not-for-profit organisation responsible for the development and governance of grassroots football in Devon since 1888.

We are the guardian of grassroots football in Devon and we are committed to providing opportunities for all our communities to engage in football activities.

We have delegated powers from The Football Association to manage rules and regulations to ensure fair play and safeguarding in the grassroots game, both on and off the pitch.

We are responsible for developing the local game and strive to positively influence football participation for all, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We support and develop over 34,000 players within 2,000 teams that play in over 400 clubs within the 17 sanctioned leagues. We also support thousands of volunteers, coaches and administrators and help develop and grow over 500 match officials as they progress within the game.

**Our Vision** – To enhance lives through football in Devon.

**Our Role** – Unite and serve Devon football to provide an inclusive and enjoyable experience for all.





# WHO ARE THE DEVON FA?

## Our Values

### Inclusive

We will foster a culture where everyone is welcome, celebrate the uniqueness of every individual and ensure football in Devon is for all.

### Positive

We will promote positive behaviours throughout football, support each other through challenges, and encourage the enjoyment which can be achieved by being involved with the game in Devon.

### Respectful

We will listen and appreciate all different perspectives, treat everyone with dignity and empathy and promote respectful behaviour.



# ROLE OF COUNCIL

Devon County Football Association are looking to gain support from representatives of the grassroots game across Devon, to represent all members of the association and act as a Member of Council.

The Devon County FA Council is made up of representatives of the grassroots game across Devon, ensuring that all key areas of the game are fully represented, supported and resourced.

The role of the Council Member is to represent their particular area of the game at council meetings, committees and working groups where appropriate, providing insight, feedback and support to help their areas grow, and contribute to the overall work that the Devon County FA has to achieve.

As a council member, you will play an important role in the stewardship and promotion of the game within Devon. Whatever your role is you will have the opportunity to make a difference to the grassroots game locally.

## **Devon County FA Council is tasked with the following key roles:**

- **Act as leaders to develop, support and govern across Devon to “Enhance Lives through Football”**
- **Ensure safeguarding, equality, diversity and inclusion are core to the game across the County.**
- **To debate issues, reflecting those the Council represents**
- **Support the development and evaluation of the Devon County FA business strategy**
- **Ensure that the County FA obligations to its members and others are understood and met**



# COUNCIL MEMBER ACCOUNTABILITIES

**All Council Members will hold a collective responsibility for ensuring the Devon County FA Council is efficient and effective. The following accountabilities apply to all Council Members:**

## **Representation**

- Positively represent those who have elected their representatives
- To debate issues, reflecting the views of those whom you represent, but to act in the best interests of Devon County FA
- To accurately and positively disseminate information from Council to our members

## **Ambassador**

- Be a positive ambassador for football in Devon, representing Devon County FA
- Act as a positive voice for the work of the Devon County FA
- Work with all communities in Devon to promote inclusivity for all
- Seek to expand public awareness of the work of Devon County FA

## **Performance**

- Constructive debate on all football matters
- Promote equality of opportunity throughout the Association

## **People**

- To promote and recognise those in the game across Devon
- To work with members to understand their development needs and how the County can support them

## **Football**

- Act in the best interests of football in Devon
- Ensure the organisation's objectives promote equal access to all in the County
- Continually seek to improve the football experience for the Devon Football Family

# WHO MAKES UP THE COUNCIL?

**The Council is made up of the following members:**

- President;
- Leader of the Council;
- Deputy Leader of the Council;
- Life Members;
- Area Council Members (including League elected Council Members);
- Representative of those Club Members playing within the National League Systems in both male and female football (no organisation can have more than one Representative);
- FA Representative; (appointed by Council)
- County Secretary
- Co-opted members as agreed by Council.
- Any Members of The Football Association resident within the County.

**Representative nominated by each of the following organisations:**

- Devon Schools FA
- Devon Referees' Association
- Devon County FA Youth Council

**Affiliated Football Leagues in the County:**

- A league which is County wide
- A league which has a membership for 24 teams or more



# WHAT DOES EACH ROLE MEAN?

## Area Representative

Our Area Representatives are there to be the voice of our members and for all of the Devon Football Family involved with the game in their area. The Area Representatives make up the majority of the membership of the Council with the number of members from each area is dependent on the number of clubs affiliated. These positions are open to anyone in Devon.

## National League System Representative

To support our male clubs in the FA National League System and our female clubs in the FA Women's National League System we have four representative positions, two for male pathway and two for female pathway.

These positions are open to anyone involved with a club or league in this format of the game in Devon.

## Organisation Representative

The following organisations have a position on our Council;

- Devon Referees Association
- Devon County FA Youth Council
- Devon Schools Football Association

It is the responsibility of the organisation and its members to elect a representative at their Annual General Meeting



# WHAT DOES EACH ROLE MEAN?

## League Representative

Each affiliated local Devon County FA League that covers the County or has a membership of 24 teams or more, shall be entitled to one Representative as a DCFA Council Member. Each League shall be entitled to nominate one person to hold office as a Representative on Council.

Nominated individuals shall be elected via their own League and confirmed by the League Secretary.

Should any League Representative Council Member no longer remain a member of the respective League Management Committee they are representing then they will cease to be a Devon County FA Councillor with immediate effect.

## **The following leagues have a position on the Council:**

### **County Wide League**

Devon Womens League

Devon County Veterans League

Devon County Youth League

Devon Ability Counts League

Devon Football League

Devon Walking Football League

### **Leagues with 24 or more teams**

Devon Junior and Minor League

Plymouth and West Devon League

South Devon Football League

Pioneer Youth League

Devon and Exeter Football League

Exeter and District Youth League

North Devon Football League

North Devon Youth League

Devon Girls Football League





# MORE ABOUT THE ROLE

## Why become a Council Member?

- If you are passionate about grassroots football in Devon this is your opportunity to make a difference
- Becoming a member you will have a voice that is capable of influencing and enacting positive change.
- You will be representing the 30,000 + players we have across the County.
- Be a support for teams and Leagues in your area, giving them confidence that their frustrations or successes are being heard and shared.
- Opportunity to network with fellow Council Members from across the County and stakeholders of the game
- Opportunity to hold a position on the Board of Directors, these positions are recruited inline with the FA Code of Governance.

## Safeguarding is at the heart of what we do!

Devon County FA is committed to placing safeguarding at the core of all operations within grassroots football.

To be successful in your role within Devon County FA, it is essential to commit to completing any necessary safeguarding requirements as mandated by Devon County FA or The FA.



# MORE ABOUT THE ROLE

## Time Expectations

This is a volunteer role in which you will be expected to work closely with the CEO and Executive workforce at Devon County FA. The Council meet in full four times a year. In addition to these, the Standing Committees will hold meetings.

It is expected all Council Members will form part of a minimum of two of these Committees:

- County Cup Competitions
- Referees
- Representative Football
- Development
- Rules and Sanctions
- Joint Liaison Committee
- Safeguarding
- Discipline
- Inclusion Advisory Group

The purpose of these meetings is to discuss football matters, approve football decisions or simply debate issues in the grassroots game that can affect or improve the game across the County.

The Association accepts the need for flexibility, so while attending the meetings in person is preferable, there is the opportunity to attend remotely via Microsoft Teams.

Alongside the various meetings we expect Council Members to meet and discuss the game with our Devon Football Family. Our Council is a key tool to hear from our members and to be successful in your role we need you to proactively engage with everyone.



# THE BENEFITS

## By joining the Council of Devon County FA you will:

- Join a forward thinking, progressive sports organisation
- Make a difference to the people and communities of Devon
- Have the opportunity to work with key stakeholders within the grassroots and professional game
- Share and impact your experience and expertise with others
- Broaden your network of contacts

## Term Length

Each council member shall serve as a councillor from the date of their appointment until their replacement or vacation of office in accordance with the Devon County FA Articles.

A council member shall serve office for a maximum of three terms of three years, at which point they shall retire.

Each term shall run from the date of their appointment or most recent re-appointment until the council meeting immediately preceding the end of the time period of a term of office at which point, subject to any provisions of any council terms, they shall be eligible for re-appointment at such council meeting.

1.1 - A council member who is a director shall be entitled to remain on council as an honorary member of council, entitled to attend but not vote at council meetings, for such period beyond which he or she would otherwise be required to retire in accordance with Article 39.1 as they remain a director.

1.2 - The board may in exceptional circumstances where a suitable replacement cannot be found permit a council member to serve for a further term of the same length as set out in Article 39.1 beyond the date on which they would otherwise have retired without being eligible for re-appointment

# HOW TO BECOME A COUNCIL MEMBER

## **Area Representative**

If you wish to apply for a position on our Council to represent an Area of the County (North, South, East or West) please complete our online application. As part of your application you must include details of a Proposer and a Secunder, who shall be Secretaries of Clubs fully affiliated (adult clubs) to this Association.

Following the closing date for applications, should there be more applicants than available positions an election will be held. All fully affiliated clubs will be provided with the opportunity to vote from the applications received.

All applicants must complete the equality and diversity form [here](#)

## **National League System Representative**

If you wish to apply for a position on our Council to represent the National League clubs in Devon please complete our online application. As part of your application, you must include details of a Proposer and a Secunder, who shall be Secretaries of Clubs fully affiliated (adult clubs) to this Association.

Following the closing date for applications should there be more applications than available positions an election will be held. All fully affiliated clubs will be provided with the opportunity to vote from the applications received.

All applicants must complete the equality and diversity form [here](#).

## **Organisation Representative**

Please speak directly with the secretary of the organisation you wish to represent to discuss this position.

## **League Representative**

Please speak directly with the secretary of the league you wish to represent to discuss this position.

# COUNCIL MEMBER ROLE PROFILE

Role purpose(s)
<ul style="list-style-type: none"><li>• Act as leaders to develop, support and govern across Devon to “Enhance Lives through Football”</li><li>• Support the development, monitoring and evaluation of the Devon County FA business strategy</li><li>• Ensure that the county FA obligations to it’s members and others are understood and met</li><li>• To act as an ambassador for the Association</li></ul>

Council Member Key Duties
<ul style="list-style-type: none"><li>• To positively represent those who have elected you on to Council:</li><li>• To debate issues, reflecting the views of those whom you represent, but to act in the best interests of Devon County FA</li><li>• To accurately and positively disseminate information from Council to our members (having regard to any confidential information which is provided to you)</li><li>• To serve on committees, sub-committees and working groups:</li><li>• To attend meetings of Council and other committees, area meetings, sub committees and working groups on which you serve</li><li>• To participate constructively in and positively promote the good governance of Devon County FA</li></ul>



# COUNCIL MEMBER ROLE PROFILE

## Council Member Key Duties

- To contribute relevant expertise, skill and knowledge
- To contribute to debate and the decision-making process in order to resolve issues and further develop the game

## To act in an ambassadorial role at local, regional and National events

- To conduct yourself in a manner which preserves the good reputation of Devon County FA
- To actively promote and support Safeguarding within the local game
- To avoid situations which are likely to bring yourself and/or Devon County FA into disrepute.
- To always act in accordance with the provisions of the DCFA's Code of Conduct and the Articles of the Association

## Safeguarding

- Listen to and consult with under-18s on their experiences of grassroots football as part of the Devon youth engagement strategy.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Devon and grassroots football.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.

# COUNCIL MEMBER ROLE PROFILE

## Council Member Key Duties

### Safeguarding (continued)

- Ensure that grassroots football is inclusive, diverse and reflective of local communities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Devon FA and grassroots football.

## Skills, Knowledge and Experience

### The following attributes are desirable across the membership of the Devon County FA's Council:

- A broad knowledge of the issues and the aspirations of the members that you represent;
- An understanding of safeguarding within the game and how to report incidents of abuse and poor practice
- A sound understanding of the modern game of football in its various forms and of the structures and processes within football:
- The ability to clearly and articulately represent the views of those that you represent
- The ability to report back to members, either verbally or in writing, in a timely manner that can be easily understood;
- The ability to speak, present and network in an ambassadorial role;

# COUNCIL MEMBER ROLE PROFILE

Skills, Knowledge and Experience	
<ul style="list-style-type: none"><li>• The ability to mix with diverse groups of people in a wide variety of situations;</li><li>• The ability to build and maintain productive working relationships with others (including fellow Council Members, Devon County FA Staff and colleagues from across the Devon Football Family);</li><li>• The ability to challenge the present to build the future, whilst always being respectful of the views and the knowledge and experience of others;</li><li>• A willingness to act in the best interests of Devon County FA without regard to personal interest or benefit.</li></ul>	
Enhanced DBS Check Required?	Yes



# ELIGIBILITY

- All Council Members must reside in Devon.
- Reside in the area of Devon you are representing (only applicable to the Area Representative)
- No person shall be capable of being appointed a Member of Council if at the time of their first appointment he or she has attained the age of 70 years.
- A Member of Council shall vacate their Office at the conclusion of the election year Annual General Meeting after they attains the age of 75 years. (effective for anyone elected after 1990)
- Within the first 3 months following election hold an in date FA DBS.





# HOW TO APPLY

For an informal conversation about the role please contact Chris French, CEO by email [chris.french@devonfa.com](mailto:chris.french@devonfa.com) or 01626 302777.

Complete the online application form [here](#).

Complete the equality and diversity form [here](#).

**The closing date for applications is Tuesday 30th April 2024.**

Following a review of all applications candidates will be notified if an election in their area of the County is required.





