



# Setting up a Club

## *Best Practice Guide*



**FOR ALL**



[DurhamFA.com](http://DurhamFA.com)

# Setting up a Club

## *Introduction*



All clubs must affiliate to their respective County Football Association (Durham County FA)

Affiliation provides quality assurance, helping to protect players, clubs, officials and administrators throughout the game.

### Contents

- Setting up a Club – The easy to follow Flow Diagram
- Yearly Timetable / Timeline
- County FA Contacts
- Useful Downloads
- FA Charter Standard Club Programme

By following these simple guidelines you should be in a position to have your new club up and running in no time.



# Setting up a Club

## Flow Diagram



### Players

- Do you have enough **players** to start a team? Do you have a Club Name? The name you select should be unique to the individual club; The Durham County FA will not permit a club to use the same or similar name as another club that is already affiliated as this may lead to confusion.

### Volunteers

- Do you have enough **volunteers** to cover club organisation and administration? For a committee you will need a minimum of a Chairman, Secretary, and Treasurer. If a Youth Club (U18's and below) then a Welfare Officer must also be in place.
- Visit Durham FA website [www.DurhamFA.com](http://www.DurhamFA.com) for information on Club Rules, Codes of Conduct and Safeguarding/Welfare – use the downloads available to you.
- All volunteers who have direct access to youth players must have an in date valid FA Criminal Records Check.

### Bank Account

- This will need to be in the clubs name and have a minimum of two signatories one of which must be the treasurer of the club.

### Leagues

- You will need to apply for a place in a league before you affiliate to a County FA.

### Costs

- Before you affiliate to the County FA, or league it is advisable that you create a list of costs that will help you budget for fees eg for affiliation and pitch hire that are paid out at the beginning of the season. The main income for clubs at the start is from subscriptions and membership fees.

### Facility

- Before applying to a league you may need to have a home ground, without this you may not be able to register in a league. This can be a local authority or school pitch, if you don't have access to a privately owned one.

# Setting up a Club

## Flow Diagram



### Affiliation

- All affiliation forms can be downloaded from the Durham FA website ([www.DurhamFA.com](http://www.DurhamFA.com)), or requested from the county offices from the Governance Team. As part of your affiliation to the CFA you get public liability insurance plus Player Personal Insurance. If there is a County Cup competition for your age group you may want to enter it. Allocation of County Cups within the Open age bracket (**\*4 below**) is dependent on what division your team plays in.

### Kit & Equipment

- Before the start of the season you will need to purchase suitable kit and equipment. The necessary equipment will include football playing strip, first aid kit, corner flags, balls and nets. There may be more as if your league is a RESPECT league, clubs will be expected to have designated spectator areas.

### Funding & Fundraising

- It will be important to raise funds quickly to cover the essential expenditure such as affiliation fees, league membership fee, pitch hire charges and kit. The treasurer will need to keep an accurate account of income and expenditure and feedback to the club committee at the General meeting. Funds can be raised by accessing numerous grants and funding schemes and for more information about those that are on the Durham FA website [Click Here](#).

### Workforce Development

- Essential information about volunteer recruitment can be found in the Safeguarding and Welfare page of the Durham FA website [Click Here](#). The club will then need to get volunteers qualified for their roles within the club please visit the Durham County FA Education Programme by [Clicking Here](#).

### FA Charter Standard Accreditation

- Once you have established roles within your club and got yourselves up and running you should think about applying to become an FA Charter Standard Club. The FA Charter Standard programme is about recognising and rewarding clubs who are organised and provide Best Practice environment for all of their members. For further information about The FA Charter Standard programme please [Click Here](#).



# Setting up a Club

## *Timeline / Time Table*



### Pre- Season

1. **Players** – Ensure that you have the right amount of players for your squad. Make sure all players are registered – [Click Here for Club Membership Form](#)

2. **League** – Ensure that you have a place in the correct age group of your preferred League

3. **Affiliation** - Complete and forward Affiliation Form and Club rules to the Governance Department of Durham County FA. This also then applies to the league when you register with them.

A downloadable template for Club Rules is available – [Click Here](#)

4. **Facilities** – Arrange pitches and training facilities.

5. **Meetings** – Ensure that you schedule regular club meetings to deal with club business and any issues that may arise.

6. **Registration** – Ensure that all players are registered with the appropriate league. Usually up to date passport type photographs are required.

7. **Equipment** – Purchase new equipment where necessary, ensuring that there is enough for all teams. Ensure that correct size footballs are used and you abide by specific League rules e.g. Spectator areas for RESPECT Leagues.

#### **Ball Sizes**

U7 to U9 = Size 3

U10 to U14 Size 4

U15+ = Size 5

8. **Subscription and Fundraising** – Set a subscription rate for players and members to ensure club running costs are met and ensure that accurate records are kept of all income and expenditure.

9. **Delegation** – Club Secretaries/ Team Managers should seek support from other members to spread the administration work load where necessary, though the Club Secretary will always retain overall control of club administration. ALL correspondence to the County FA should come through the Club Secretary

10. **Respect** - Getting everyone signed-up to their respective [Code of Conduct](#). Make everyone aware of the [Respect Codes of Conduct](#) relating to their age-group and get players, managers/coaches, welfare officer's, club officials and Parent/Carers signed-up.

# Setting up a Club

## *Timeline / Time Table*



### Before Match Day

10. Confirm the Fixture according to the League rules – This should include the following: ‘Kick off’ time, kit colours, directions to ground, availability of the pitch and confirm Match Officials

### Match Day

11. **Pitch** – Ensure that the pitch is correctly prepared with nets, flags, markings and access to changing facilities and toilets. Provide Designated Spectator Area’s.

12. **Match Officials** – If you are the home team (except in certain competitions) ensure that the Match Officials have been paid, get signed receipts to confirm payments.

13. **Registration Cards** – Ensure that these are exchanged and checked as per the League rules.

14. **Match Result** – Ensure that the result card is completed and sent as directed by the County/League/ Competition as stated in the rules. In some cases the home team may have to also phone in the result on the match day by a certain time.

**Each League is different so please ensure that you read your League rules .**

### Post Season

15. **Annual General Meeting** – arrange AGM which includes presentation of accounts, review of season and preparation for Club Presentation Evening.

\* **Respect Leagues** – All clubs registered with leagues who have signed up to The FA Respect Programme must adhere to;  
Designated Spectator Area’s: i.e. the use of tape, roped stakes, marking cones or spray paint, to mark specific areas, all of these must be marked at least 2 meters away from the touchline.

# Setting up a Club

## Durham County FA Contact Details



### Governance Department

Should you need any support regarding affiliating your team or club please contact the Governance Department.

#### **Governance Contacts**

**Tel:** 0191 3872929 (Option 2)

**Fax:** 0191 3872919

**Email:** [Discipline@DurhamFA.com](mailto:Discipline@DurhamFA.com)

**Website:** [www.DurhamFA.com](http://www.DurhamFA.com)

### Designated Safeguarding Officer

The County FA employ a full time Safeguarding Officer to offer clubs and volunteers advice and guidance on all welfare and safeguarding issues.

#### **Richard Hughes**

**Tel:** 0191 3872929 (Option 1)

**Email:** [Richard.Hughes@DurhamFA.com](mailto:Richard.Hughes@DurhamFA.com)

### Referee Development Officer

The County FA employ a full time Referee Development Officer to support the recruitment, retention and development of referees.

#### **Alex Clark**

**Tel:** 0191 3872929 (Option 2 then Option 6)

**Email:** [Jeff.Russell@DurhamFA.com](mailto:Jeff.Russell@DurhamFA.com)

### Football Development

The County FA employ Development Officers who will be pleased to advise Clubs regarding any Developmental issue, including FA Coaching Courses, Funding and Investment, FA Charter Standard, Volunteer Development and a Specific Officer is also in place for Women and Girls and Disability Football.

#### **Development Contacts:**

**Tel:** 0191 3872928 (Option 4)

**Fax:** 0191 3872919

**Email:** [Development@DurhamFA.com](mailto:Development@DurhamFA.com)

**Website:** [www.DurhamFA.com](http://www.DurhamFA.com)

### Office address

Durham County Football Association,  
Codeslaw,  
Riverside South,  
Chester-le-Street,  
County Durham  
DH3 3SJ



# Setting up a Club

## *Essential Safeguarding Downloads*



**Safeguarding remains high on The FA's agenda; the goal being to have someone at every club in the country aware of child protection and best practice, whether it's a Premiership Academy or a Sunday morning park side. Safeguarding relates to any child under the age of 18 years.**

Safeguarding is about doing things the right way, doing things properly. It's about allowing children to enjoy the game without abuse of any kind. That means bullying, physical abuse, emotional abuse, sexual abuse or neglect.

The FA believes football can have a powerful positive influence on children but that means everyone involved in football must take on the responsibility of looking after those children that want to play the game.

If you have any queries or concerns regarding safeguarding issues contact Richard Hughes, Designated Safeguarding Officer on 0191 3872929 (Option 3) or email [Richard.Hughes@DurhamFA.com](mailto:Richard.Hughes@DurhamFA.com)

Training, checks and the role of designated safeguarding officers

*Supporting a safe framework for football*

[www.thefa.com/football-rules-governance/safeguarding](http://www.thefa.com/football-rules-governance/safeguarding)

**Safeguarding Policies & Procedures**

[www.thefa.com/football-rules-governance/safeguarding/policy-downloads](http://www.thefa.com/football-rules-governance/safeguarding/policy-downloads)

[www.thefa.com/football-rules-governance/safeguarding/best-practice-downloads](http://www.thefa.com/football-rules-governance/safeguarding/best-practice-downloads)



# Setting up a Club

## *FA Charter Standard Programme*



The FA Charter Standard Programme is a best practice guide that sets standards of coaching, administration and safeguarding children for all clubs outside the Football League and Premier League.

As a benchmark for quality, it will improve the playing experience for all. It also recognises the club's commitment to coaching, player and coach development and the raising of standards of behaviour in the game.

The FA Charter Standard Club Programme now has three levels:

- FA Charter Standard Club (Youth, Adult)
- FA Charter Standard Development Club
- FA Charter Standard Community Club

For further information about the FA Charter Standard programme please [Click Here](#).



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**Durham County FA**  
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