



DURHAM COUNTY



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# 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.

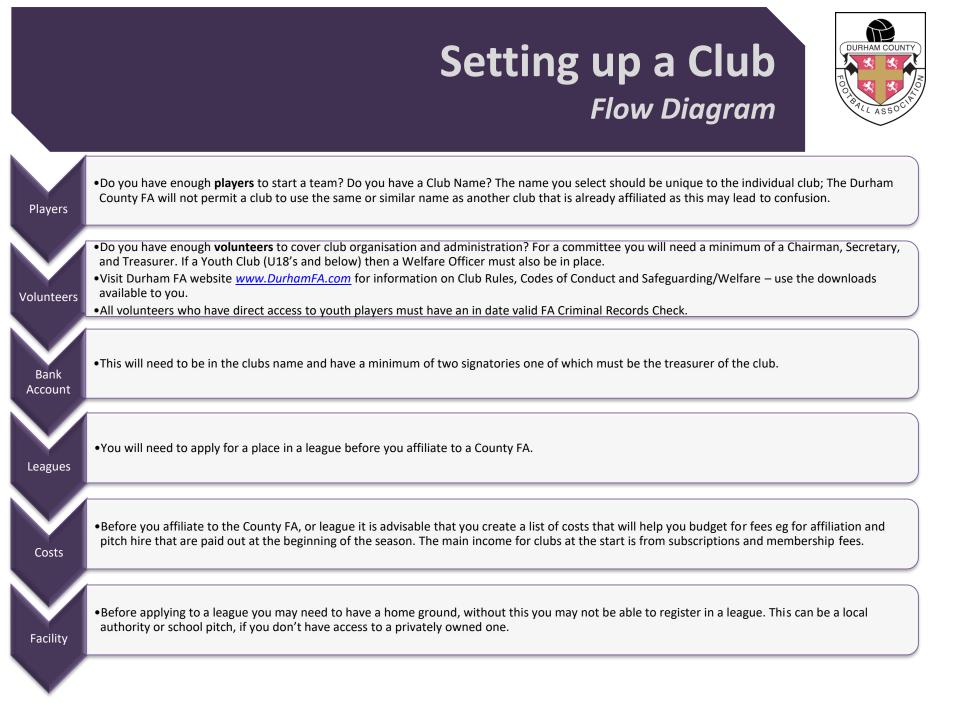
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By following these simple guidelines you should be in a position to have your new club up and running in no time.

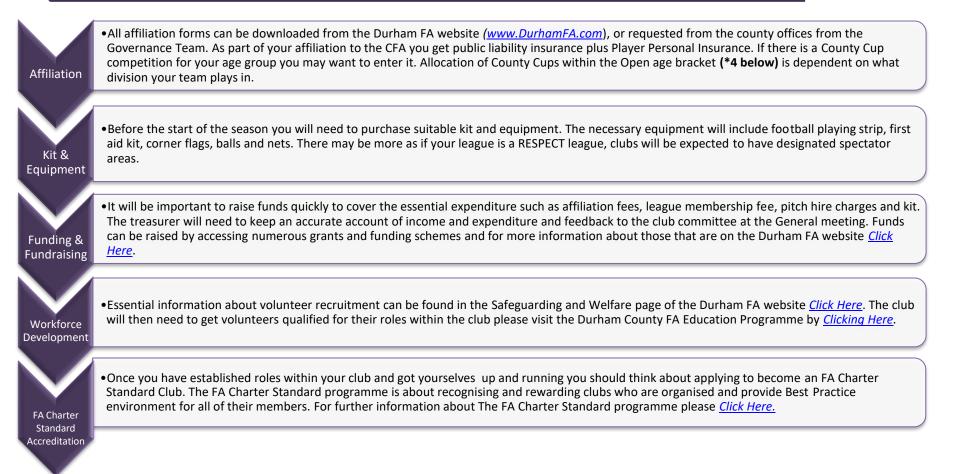






# Setting up a Club Flow Diagram







## 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 – <u>Click Here for Club</u> <u>Membership Form</u>

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 – <u>Click Here</u>

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 <u>Code of Conduct</u>. Make everyone aware of the <u>Respect Codes of Conduct</u> 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: <u>Discipline@DurhamFA.com</u> Website: <u>www.DurhamFA.com</u>

### **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* 

### **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

#### **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: <u>Development@DurhamFA.com</u> Website: 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 <u>Richard.Hughes@DurhamFA.com</u> Training, checks and the role of designated safeguarding officers Supporting a safe framework for football

www.thefa.com/football-rules-governance/safeguarding

**Safeguarding Policies & Procedures** 

www.thefa.com/football-rules-governance/safeguarding/policydownloads

www.thefa.com/football-rules-governance/safeguarding/best-practicedownloads



## 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 <u>Click</u> <u>Here.</u>





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