



Induction for Club Officials Workshop

July 2018



Content



- Overview of County FA
- Basic Tasks for Running a Club
- Introduction in using FA Technology Systems
- Club Affiliation
- Discipline and Appeals
- Understanding League Rules and Sanctions
- Safeguarding and Compliance
- Player and Competition Pathways
- Clubs Development and Charter Standard
- Respect



Overview of County FA

Vision



To get as many people to play the game,
In the best possible environment!

Organisational Structure



- **Board of Directors**
- **County FA Council** – Life Members, Affiliated Associations Representatives and League Representative
 - League Representative Voted on by Clubs at League AGMs
 - Elected Delegate on FA Council
- **Standing Committees** – 7 Including; Competitions, Referees, Discipline, Representative, Youth, Adult and Sanctions

Staff



			Lead Responsibilities
Dylan Clarke - Football Governance Officer	0116 284 4957	Dylan.Clarke@LeicestershireFA.com	Club Affiliation, League Sanctioning, Whole Game System
Emma Green - Football Governance Apprentice	0116 284 5935	Emma.Green@LeicestershireFA.com	Support Discipline and Club Affiliation Process
Mick Foy - Assistant Football Development Officer	0116 284 5931	Mick.Foy@LeicestershireFA.com	Recreation Football, including Wildcats, Futsal and Walking Football
Jamie Clarke - Club Engagement and Communications Officer	0116 284 4955	Jamie.Clarke@LeicestershireFA.com	Charter Standard, MarComms, Deputy Safeguarding Officer
Joe Dunmore - Football Development Manager	0116 284 4950	Joe.Dunmore@LeicestershireFA.com	Oversee the operational management of the team
Kelly Ellis - Interim Chief Executive Officer	0116 284 5930	Kelly.Ellis@LeicestershireFA.com	Implement the business strategy, providing direction to staff and report into the Board of Director
Megan Selby - Coach Education Officer	0116 284 4956	Megan.Selby@LeicestershireFA.com	Coach Education Course, Coach CPD Events
Mia Dinn - Club Support Apprentice	0116 284 4959	Mia.Dinn@LeicestershireFA.com	Support MarComms and Club Affiliation Process
Philippa Bass - Football Development Officer (Disability)	0116 284 4952	Philippa.Bass@LeicestershireFA.com	All Disability Football, including Participation, League Development and Talent
Rachel Scase - Discipline Manager	0116 284 4954	Rachel.Scase@LeicestershireFA.com	Manage Discipline Process
Rachael Gallop- Designated Safeguarding Officer	0116 284 5936	Rachael.Gallop@LeicestershireFA.com	
Shaun Waite - Football Development Officer (Participation)	0116 284 4951	Shaun.Waite@LeicestershireFA.com	Club Participation, Club and League Development, Respect
Natasha Wilson - Referee Development Officer	0116 284 4953	Natasha.Wilson@LeicestershireFA.com	Referee Development including; Promotion, Coverage and Courses
Terry Singh - Social Inclusion Mentor			Direct support for Inner City Clubs and Groups

Staff



			Lead Responsibilities
Charlie Tissington -Referee Appointments Secretary		Charlie.Tissington@LeicestershireFA.com	County Cup Referee Appointments
Dawn Ashcroft – Interim Finance Officer	0116 284 5932	Dawn.Ashcroft@LeicestershireFA.com	Finance, Room Bookings and Invoicing
Dean Garratt - Premises Assistant			Assisting the Premises Officer with room set up and Holme Park maintenance
James Orton - Grounds Officer			Groundsman
Wayne Shepperson - Premises Officer	0116 284 4958		Oversea the maintenance of Holmes Park



Running a Club

Pre, During and Post Season Tasks

Pre-Season Tasks

Key

Process / Task Differs across leagues

WGS Processes



Club Committee

Affiliation: Complete and forward the appropriate documentation and fees to the County FA and league or other competitions. Clubs with youth sections to have an appointed Club Welfare Officer. This is also recommended for Adult Clubs with under 18 players.

Registration: Ensure all players are registered with the appropriate league (forms will be available from the league). Up to date photographs may be required.

Insurance: It is compulsory for all affiliated clubs in your county to be covered by Public Liability Insurance and Personal Accident Insurance. Details of these can be found with the affiliation information.

Finance & Setting Subscriptions: It is advisable to produce a list of costs to run your team which will help you create a budget of income and expenditure for the season. You will be required to send in a copy of your club accounts annually. Set a subscription for players and members to meet your costs for the season. Carry out fund raising (appropriate to the club).

Meetings: Organise club/team meetings (eg. Weekly Training, Monthly Management Meeting, AGM). Also attend relevant league or County FA meetings when required.

Delegation: Club Secretaries/Team Managers should seek support from other members to spread the administrative workload where practical.

Pre-Season Tasks

Key

Process / Task Differs across leagues

WGS Processes



Team Responsibilities – Coaches / Managers/ Parents

Facilities: Arrange pitch(es) which comply with appropriate league regulations and specifications. It is also prudent to arrange/book training facilities early.

Players: Ensure each team has a squad of at least 14 players or the appropriate number for Mini Soccer/Small Sided teams.

Friendly Fixtures: Arrange fixtures with secretaries of other affiliated clubs and notify the County FA for approval.

Kit & Equipment: Purchase suitable equipment prior to the start of your fixtures and ensure you have sufficient equipment for all teams in your club. The necessary equipment will include, playing strip, first aid kit, nets and balls.

During Season Tasks

Key

Process / Task Differs across leagues

WGS Processes



Club Committee Responsibilities

Disciplinary Procedures: This is an ongoing task throughout the season. The secretary and players must complete and return appropriate documentation with fines. A record should be kept of players discipline and ensure any suspended players do not play.

Confirm Fixture eg. kick-off time, colours, directions to ground, availability of pitch with groundsman, match officials.

During Season Tasks

Key

Process / Task Differs across leagues

WGS Processes



Team Responsibilities – Coaches/ Managers/ Parents

Pitch: Ensure pitch is safe and correctly prepared with nets, flags, markings and access to appropriate changing facilities.

Match Officials: Ensure match officials have been paid (home team only).

Refreshments: Provide refreshments where appropriate.

Medical Bag: Further details can be found on the Pitch Side Medical Bag page

Results: Ensure the result card is completed and posted to the appropriate league official to arrive by designated time. Please note the competition may require the result to be confirmed by telephoning the appropriate official. Level of detail on result card (e.g. players, goal scorers, substitutions, injuries etc) will be depend on league policy.

End of Season Tasks



Club Committee Responsibilities

AGM: Arrange AGM and/or presentation evening.

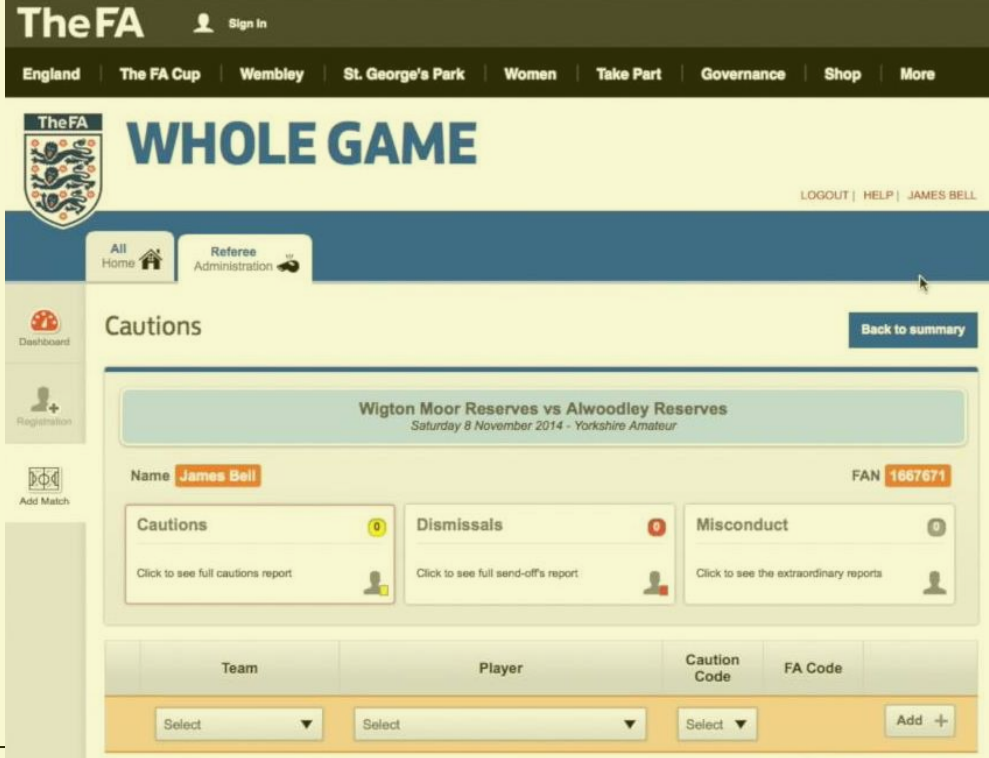
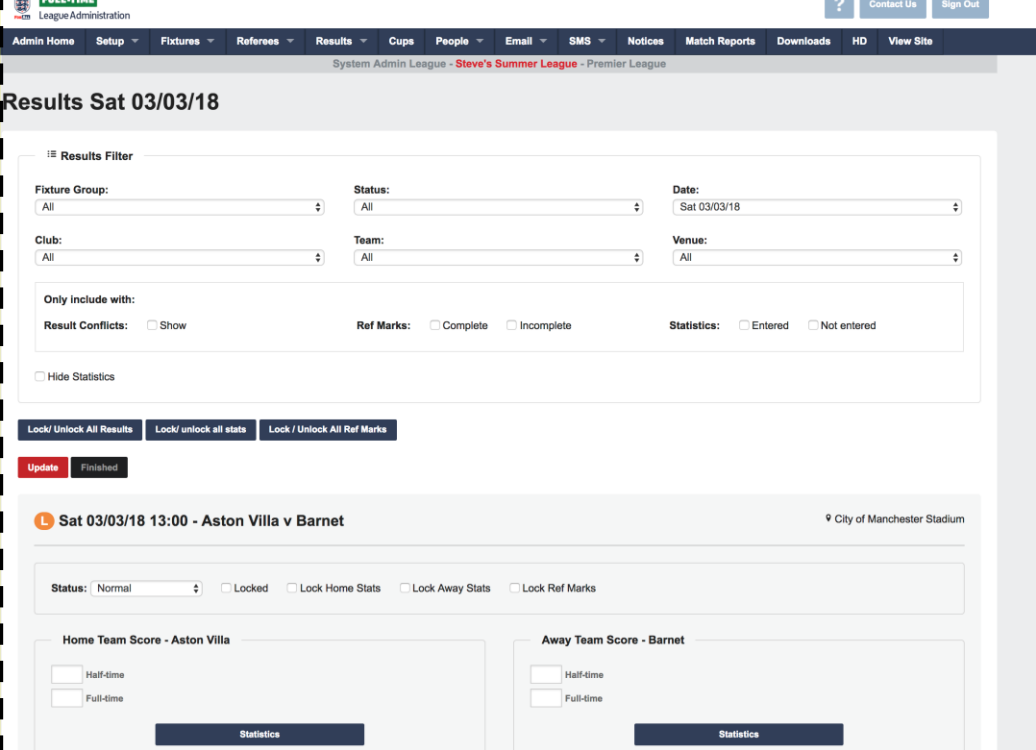
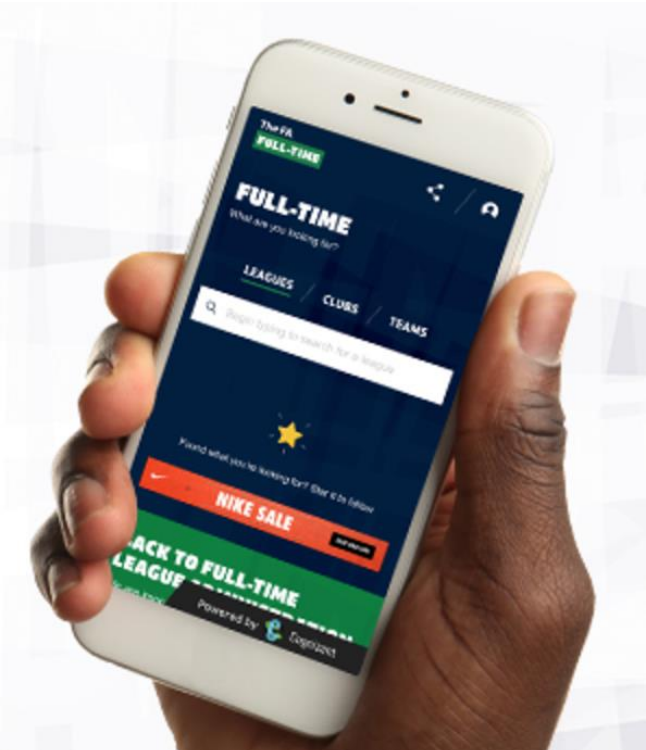
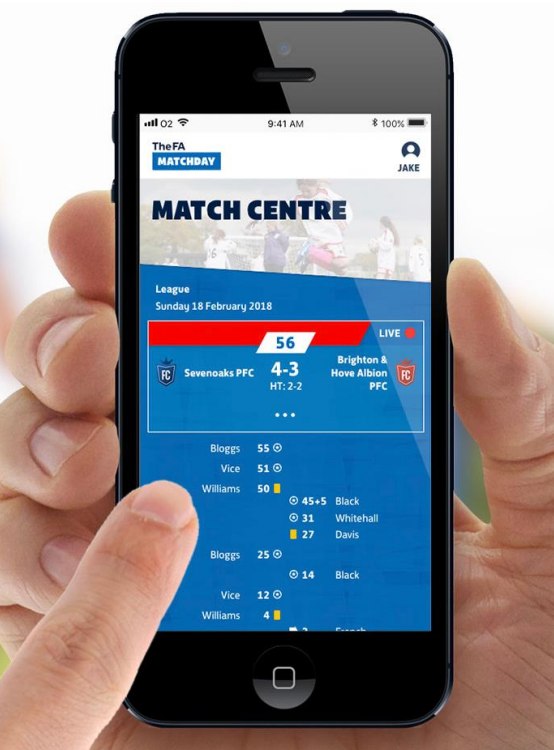
Club Accounts: A copy of your club accounts must be posted or emailed to the County FA by the 30th September each season.



Introduction in using FA Technology Systems

FA Technology Systems



Whole Game System	Full Time Admin	Full Time Mobile	Matchday
			
CLUB, LEAGUE AND TEAM OFFICIALS	LEAGUE AND TEAM OFFICIALS	PLAYERS, PARENTS AND GUARDIANS	PLAYERS, MANAGERS, PARENTS AND GUARDIANS
<ul style="list-style-type: none">• PLAYER / TEAM DATA• DISCIPLINE DATA	<ul style="list-style-type: none">• FIXTURES (ALL DETAILS)• RESULTS• MATCH DETAILS (KO TIME)• SUBMIT RESULTS (REPLACE SMS)• MATCH REPORTS VIA MATCHDAY	FULL-TIME MOBILE WILL BE THE PLACE YOU CAN CONTINUE TO FOLLOW YOUR FAVOURITES AND VIEW FIXTURES, RESULTS AND LEAGUE TABLES AS A SUPPORTER	<ul style="list-style-type: none">• PRE, AT AND POST MATCH VIEW• MATCH MANAGEMENT WORKFLOW• PLAYER AVAILABILITY• PAYMENTS AND FINANCE• NOTIFICATIONS• PERFORMANCE, STATS AND REWARDS

Whole Game System

Accessed via -
<https://wholegame.thefa.com/>



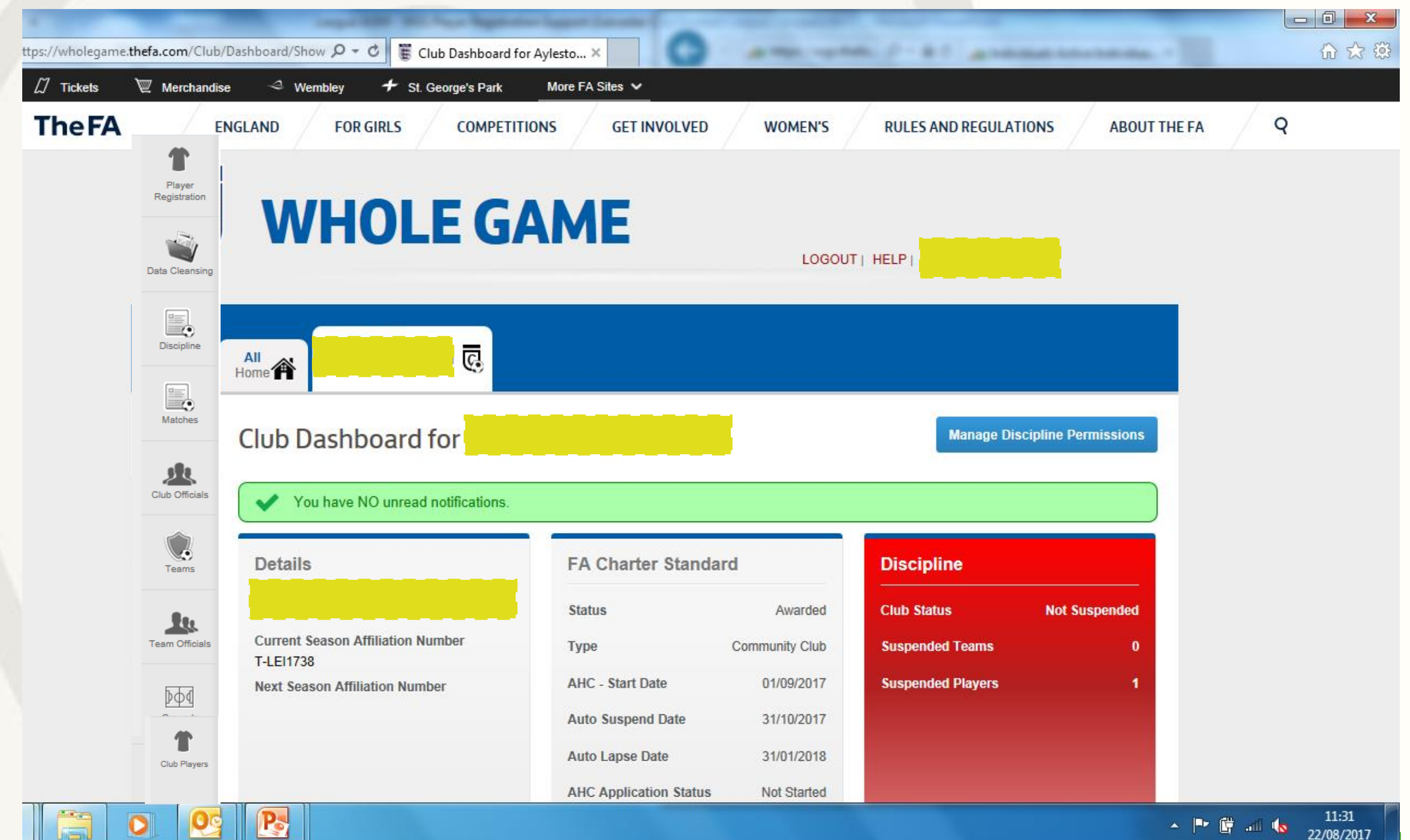
The **Whole Game System** (WGS) is the FA Online Administration System. <https://wholegame.thefa.com/>

FAN (FA Number) or email needed to log in (*FAN is also needed to book onto Courses*)

WGS is predominately used by Club and League Management Committees but can also be used by Referees and Coaches

WGS can be used for;

- Club Affiliation
- Adding Club and Team Officials
- Checking Coaches CRC Status
- Discipline Administration
- Paying County FA Invoices
- Player Registrations (*if league using the system*)
- Inputting Ground Information
- Charter Standard Health Check





How To Add Club Officials on WGS



Dashboard



Details

Affiliation
2017 - 2018

Safeguarding

Player
Registration

Data Cleansing



Discipline



Matches



Club Officials



Teams



Club Dashboard for Leicestershire Test

[Manage Discipline Permissions](#)

You have unread notifications. [Click here to go to notifications.](#)

Current Suspensions

Case ID	Offender	Term	Football level	Start Date	End Date
No results found!					

Pending Suspensions



10 ▾



Case ID	Offender	Term	Football level	Start Date	End Date
9177695- S	Test Player	3 matches	CFA Only - All Sunday Football	29/10/2017	-

Showing 1 to 1 of 1 entries

Details

Leicestershire Test

Current Season Affiliation Number

Step 1 – Click on the Club
Officials Tab

FA Charter Standard

Status	None
Type	None
AHC - Start Date	01/09/2017
Auto Suspend Date	31/10/2017
Auto Lapse Date	31/01/2018
AHC Application Status	Not Started

Discipline

Club Status	Not Suspended
Suspended Teams	0
Suspended Players	0


Dashboard
Details
Available
Affiliation
2017 - 2018
Safeguarding
Player
Registration
Data Cleansing
Discipline
Matches
Club Officials
Teams

Club Officials - Leicestershire Test

Current

Past

All

[+ Add Official](#)[Download](#)

Key Officials

Role	Any		Search	10	
Name	FAN	Role	Email	Phone	Start
			om		

Showing 1 to 1 of 1 entries

Other Officials

Role	Any		Search	10	
Name	FAN	Role	Email	Phone	Start
No officials found					

Showing 0 to 0 of 0 entries

Discipline Officials

Role	Any		Search	10	
Name	FAN	Role	Email	Phone	Start
No officials found					

Step 3 – Select ‘ Search by FAN ‘ or ‘ Search by Details

Search by FAN

Search by Details

Create New Contact

FAN *

Enter FAN...

Date of Birth *

Select date of birth...



Step 4 – Enter Details as Requested and Click Search

Search

Ok

Cancel

Search by FAN

Search by Details

Create New Contact

First Name *

Test

Last Name *

Player

Date of Birth *

27/10/1917



Postcode:

Optionally enter the postcode...

Search

Step 5b – If the Correct Person Does not Show
Select ‘Create New Contact’ and Continue to
Step 6.

Leicestershire Test



Select Role...



Select start date...



FAN

Name

Club

0

Test Player

Leicestershire Test

Step 5a – If the Correct Person Shows Tick the
Box to the Left of the Individual. Use the Drop
Down for Select Role Above to Select a Role
and also Select a Start Date. Then Click ‘Ok’
and It Should Update the Role.

Showing 1 to 1 of 1 entries

Ok

Cancel

Leicestershire Test



Select Role...



Select start date...



Step 6 – Select Role from Drop Down and Role Start Date

First name *

Enter first name...

Last name *

Enter last name...

Date of birth *

Select date of birth...



Home number

Enter home number...

show in handbook

☐

Work number

Enter work number...

show in handbook

☐

Mobile number

Enter mobile number...

show in handbook

☐

Postcode *

Enter postcode

Find

Address line 1

Address line 2

Address line 3

Town

County

show in handbook

☐

Home Email

Work Email

Preferred email

☐

Home

☒

Work

show in handbook

☐

Step 7 – Enter all Relevant and Applicable Details and then Click 'Ok' and it Should Update the Role

Ok

Cancel



How To Remove Club Officials

Edit role

Name Test Player
FAN 0
Role Physiotherapist
Dates 27/10/2017 - 27/10/2017

Step 2 – Enter the Role End Date in the Right Hand Side Date Box and Click 'Ok' to Remove the Role

Ok

Cancel

Need help?

Add Official

Download

Key Officials

Role Any

Name	FAN
Test Player	0

Showing 1 to 1 of 1 entries

Other Officials

Role Any



Search

Name	FAN	Role	Email	Phone	Start
Test Player	0	Physiotherapist	-	-	27/10/2017

Showing 1 to 1 of 1 entries

Step 1 – On the Club Officials Tab Find the Role you Wish to Remove and Click the Pencil Icon on the Right and the Pop up Box in Step 2 will Appear



How To Review CRCs in Clubs

Step 1 – Click on the League tab in the top of the page

League Safeguarding

Club Welfare Officers

Team Officials

Step 3 – To view team coaches and managers click 'Team Officials'.

 Filter by name, FAN

NOTE – You can export this information to a PDF.

—Club Roles— CRC Status Safeguarding Status EA Status WOW Status SCM Status clear filters Export to Pdf

Step 2 – Click on the safeguarding section down the left hand side – this will bring up club welfare officers and their qualifications.

		CRC - 19/01/2017	EA - No EA	WOW - 08/11/2016	SCM - 22/05/2017
	CRC - 19/01/2017	SG - 11/01/2017	EA - No EA	WOW - 20/02/2017	SCM - 25/05/2017
	CRC - 10/07/2017	SG - 10/03/2015	EA - No EA	WOW - 22/09/2015	SCM - 27/06/2017
	CRC - 25/08/2017	SG - 24/08/2017	EA - No EA	WOW - 14/09/2017	SCM - 21/04/2017



Dashboard



In Progress

Sanction 2017
- 2018

Safeguarding

Player
Registration
RequirementsPlayer
RegistrationLeague
Statement

Divisions

League Safeguarding

Club Welfare Officers

Team Officials



Filter by name,

This will now show team officials instead of
club welfare officersNOTE – You can export this
information to a PDF.

CRC Status ▼

Safeguarding Status ▼

EA Status ▼

SCM Status ▼

--Clubs -- ▼

--Teams -- ▼

clear filters

Export to Pdf



CRC - 19/11/2015

SG - 21/11/2005

EA - 30/03/2017

WOW - No WOW

SCM - No SCM



CRC - 17/08/2016

SG - 25/09/2016

EA - 21/09/2016

WOW - No WOW

SCM - No SCM



CRC - 15/02/2017

SG - 26/05/2016

EA - 24/05/2017

WOW - No WOW

SCM - No SCM



CRC - 04/06/2015

SG - 24/08/2017

EA - 13/07/2017

WOW - No WOW

SCM - No SCM



Registering Players on the WGS *(not required in all leagues)*

WGS Player Registration



- **Current situation;**
 - 13 league now using WGS Player Registration
- **Benefits;**
 - Efficient Online Registration Process
 - Easier to track Discipline
 - Linking Player Information on WGS and Full-Time Website – avoiding repetition and duplication of processes
 - GDPR Compliant
- **Support Available;**
 - Webinars with The FA (*Every Monday and Wednesday during July, 7pm – email: PlayerRegistrations@TheFA.com to book*)
 - E-Learning Resource available for Clubs on WGS
 - Printed Training Notes

Browser window showing the FA Whole Game website. The URL is <https://wholegame.thefa.com/Club/ClubPlayers/Show>. The page displays a sidebar with navigation links (All Home, Club Ch, Player Registration, Club Officials, Team Officials, Teams, Grounds) and a main content area for "PLAYER REGISTRATION" for the "Season 2017 - 2018". A modal window is open, displaying a list of links for guidance:

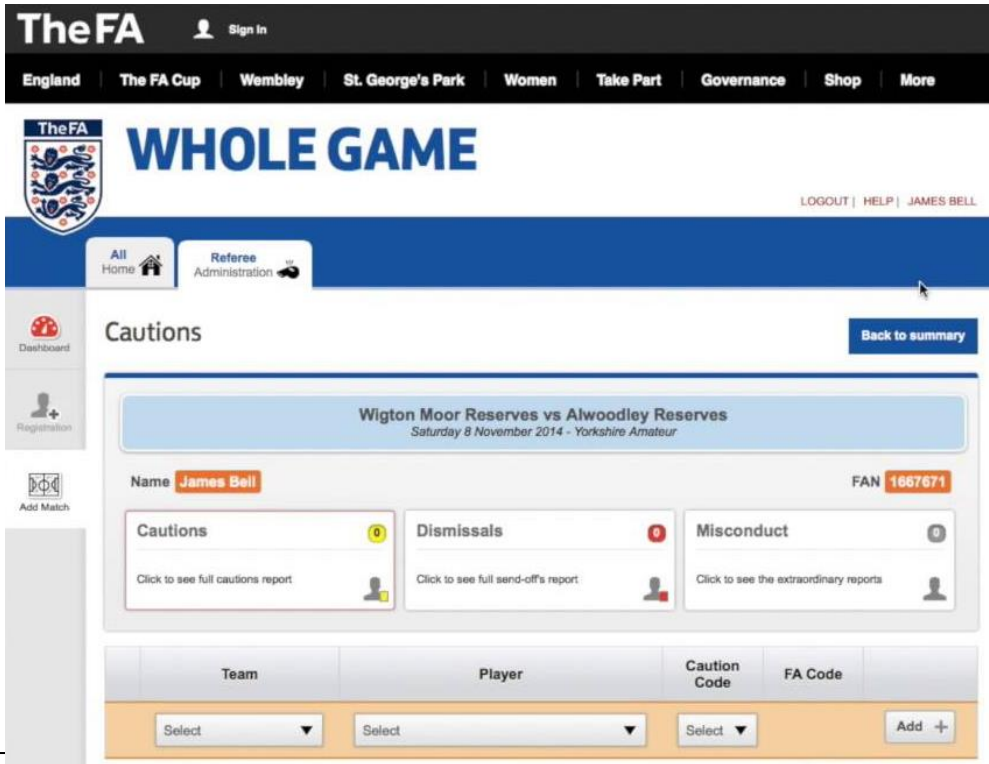
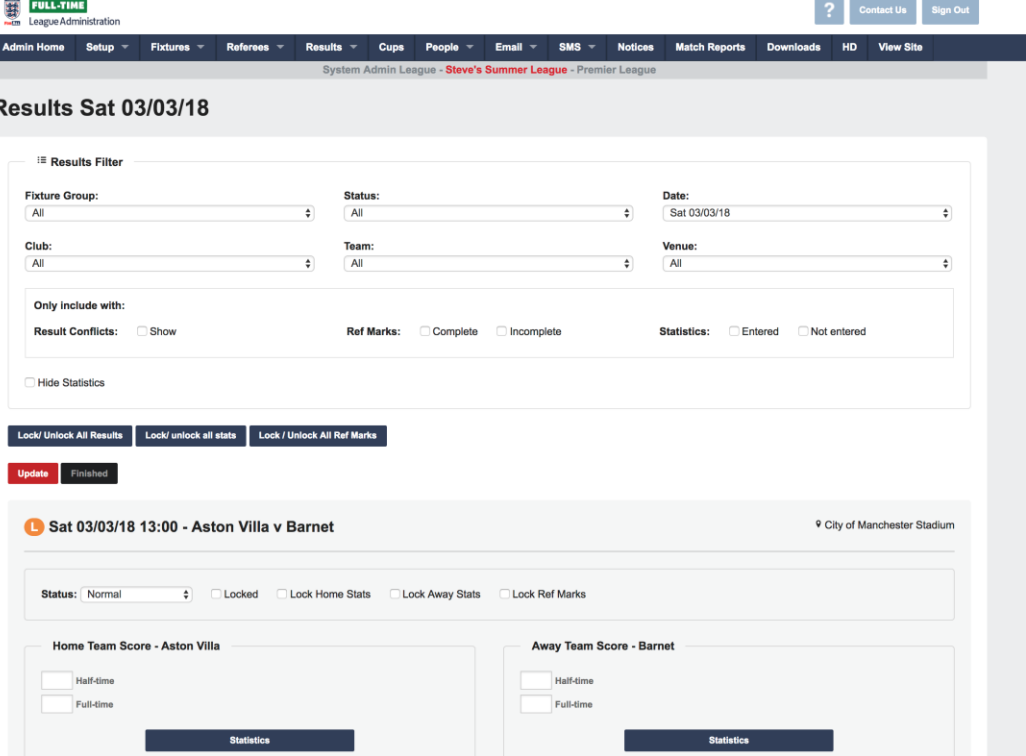
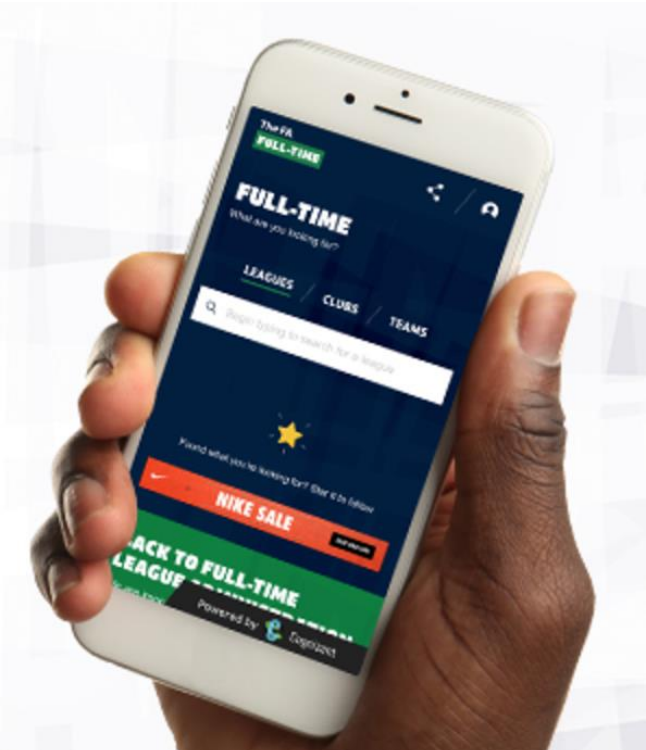

- Assigning Players to Teams
- Identity Checks
- Transfers and Notice of Approach
- Detaching Players from Clubs
- Search and create players
- Assigning Club Official Roles
- Registering Club Players in Whole Game

The modal window also includes a message: "We have guidance both in E-Learning (interactive videos with audio) and PDF (printable) format. Please click on the link you require." The background page shows a "Please set this player's gender" section with "Male" and "Female" options. The footer contains a privacy policy notice: "The FA values your privacy and we want to be clear about the data we collect, how we use it and your rights, which is why we've made some updates to our Privacy Policy. You can see the new Privacy Policy [here](#)."



FA Technology Systems



Whole Game System	Full Time Admin	Full Time Mobile	Matchday
			
CLUB, LEAGUE AND TEAM OFFICIALS	LEAGUE AND TEAM OFFICIALS	PLAYERS, PARENTS AND GUARDIANS	PLAYERS, MANAGERS, PARENTS AND GUARDIANS
<ul style="list-style-type: none">• PLAYER / TEAM DATA• DISCIPLINE DATA	<ul style="list-style-type: none">• FIXTURES (ALL DETAILS)• RESULTS• MATCH DETAILS (KO TIME)• SUBMIT RESULTS (REPLACE SMS)• MATCH REPORTS VIA MATCHDAY	FULL-TIME MOBILE WILL BE THE PLACE YOU CAN CONTINUE TO FOLLOW YOUR FAVOURITES AND VIEW FIXTURES, RESULTS AND LEAGUE TABLES AS A SUPPORTER	<ul style="list-style-type: none">• PRE, AT AND POST MATCH VIEW• MATCH MANAGEMENT WORKFLOW• PLAYER AVAILABILITY• PAYMENTS AND FINANCE• NOTIFICATIONS• PERFORMANCE, STATS AND REWARDS

New FA Match Day App



<http://www.thefa.com/about-football-association/matchday-faqs>



Club Affiliation

County FA Affiliation



- All clubs and teams must affiliate to the County FA
- Completed by the Club Secretary before **31st May**.
- **County FA affiliation is NOT the same as League Registrations.** (Clubs will need to register for the league separately)
- Affiliation requires : clubs officials, coach, teams, playing venue information and leagues
- Accuracy of data important. It impacts on:
 - League Sanctioning
 - Registering Players
 - Appearing on League Full-Time sites
 - Accessing new Match Day App



Discipline and Appeal Process

County FA Discipline Process



County FA oversee the administration of **cautions, red cards and misconduct**.

[FA Discipline Handbook 2017—18: Click here](#)

[Whole Game System – Discipline Portal Guide: Click here](#)

Cautions and Red Cards



Cautions and Red Cards

Process;

- Reported by the referee via the WGS.
- Automatic Sanction as per FA Rules (*even if the club does not receive notification*).
- Clubs must acknowledge every caution and red card via WGS within 14 days (cautions) and 7 days (red cards)
 - Can only appeal some red cards. Must inform County FA within 2 days of the match.
- Fines will be invoiced on the WGS. Clubs have 14 days to pay.



How to respond to Cautions/Red Cards on WGS



Dashboard



Details



Affiliation
2017 - 2018



Safeguarding



Player
Registration



Data Cleansing



Discipline



Matches

Club Dashboard for Leicestershire Test

[Manage Discipline Permissions](#)



You have NO unread notifications.

Current Suspensions

Case ID	Offender	Term	Football level	Start Date	End Date
No results found!					

Pending Suspensions

Case ID	Offender	Term	Football level	Start Date	End Date
No results found!					

Details

Leicestershire Test

Registration Number

Next Season Affiliation Number

FA Charter Standard

Status None

Type None

AHC - Start Date 01/09/2017

Auto Suspend Date 31/10/2017

Discipline

Club Status Not Suspended

Suspended Teams 0

Suspended Players 0

Step 1 – click on the
Discipline tab

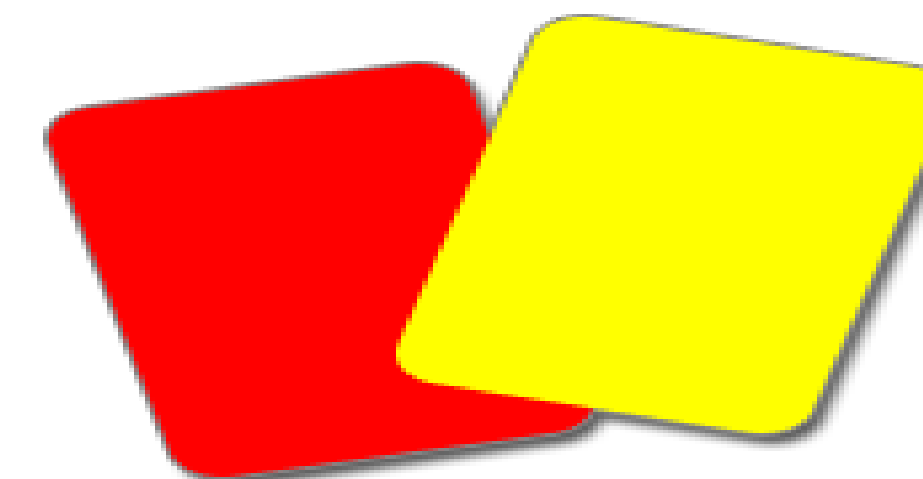


Leicestershire Test Discipline Summary

[Show Response Due](#)[Intention To Claim](#)

County FA

2017 - 2018



	Cautions	Send Offs	Misconducts	Rule Breach	All
FT	1	1	0	0	2
NFT	0	0	0	0	0
Club	0	0	0	0	0

[Download Cases](#)[Download 5 Year Summary](#)

Search

10



	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
S	Test Player	22/10/2017	FT	Leicestershire Test First v Bye First	9177695- S	Awaiting club confirmation	<input type="checkbox"/>	03/11/2017
C	Test Player	22/10/2017	FT	Leicestershire Test First v Bye First	9177694- C	Step 2 – click on the 'case ID' number		

«

<

1

>

»

Showing 1 to 2 of 2 entries

FT
NFTFirst Team
Non First Team

Dashboard



Details

Available
Affiliation
2017 - 2018

Safeguarding

Player
Registration

Data Cleansing



Discipline



Matches



Club Officials



Caution Details

Back

Acknowledge

Lodge Claim

Leicestershire Test First v Bye First

22/10/2017

Details

Name:

Test Player

Date of Birth:

-

Offence:

C1 - Unsporting behaviour

Offence Date:

22/10/2017

Response Due Date:

10/11/2017

Outstanding Balance:

£10.00

Acknowledged:

No

1st team cautions this season*:

1

non 1st team cautions this season*:

0

* These totals includes any cautions imposed by the CFA

Step 3 – Click ‘Acknowledge’, then click ‘Ok’ on the following pop up box.

Step 5 – Click the players name to add/update details.

Step 4 – If the below message pops up continue through the steps provided.

Message from webpage



Cannot acknowledge case, details for Test Player are incomplete.

OK



Dashboard



Details



Affiliation
2017 - 2018



Safeguarding



Player
Registration

Participant Discipline - Test Player

[← Back](#)

[Participant Profile](#)

Details

Name Test Player

FAN

DOB * -

Phone

Mobile

Business

Email

Address

Line 1 *

Line 2

Line 3

Town

County

Postcode *

Step 6 – Click 'Update Details'

Update Details

Update Participant Details

FAN ID	<input type="text" value="0"/>
First name *	<input type="text" value="Test"/>
Last name *	<input type="text" value="Player"/>
Date of birth *	<input type="text" value="Select date of birth..."/>

Home number	<input type="text" value="Enter home number..."/>	show in handbook <input checked="" type="checkbox"/>
Work number	<input type="text" value="Enter work number..."/>	show in handbook <input checked="" type="checkbox"/>
Mobile number	<input type="text" value="Enter mobile number..."/>	show in handbook <input checked="" type="checkbox"/>

Postcode *	<input type="text" value="Enter postcode"/>	Find
Address line 1	<input type="text"/>	
Address line 2	<input type="text"/>	
Address line 3	<input type="text"/>	
Town	<input type="text"/>	
County	<input type="text"/>	

Home Email	<input type="text"/>
Work Email	<input type="text"/>
Preferred email	<input checked="" type="radio"/> Home <input type="radio"/> Work

Cancel

Save 

Step 7 – Input the players' address and DOB

Step 8 – Click Save

Participant Discipline - Test Player

[← Back](#)

[Participant Profile](#)

Details

Name Test Player
FAN 0
DOB * 27/10/1917
Phone
Mobile
Business
Email

Address

Line 1 * Leicestershire & Rutland County Football Association Ltd
Line 2 Dog & Gun Lane
Line 3 Whetstone
Town LEICESTER
County
Postcode * LE8 6FA

[Update Details](#)

2017 - 2018 ▼



[Download 5 Year Summary](#)



Search

10 ▼



	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
	Test Player	22/10/2017	FT	Leic Test First			<input type="checkbox"/>	03/11/2017
	Test Player	22/10/2017	FT	Leicestershire Test First v Bye First	9177694- C	Awaiting club confirmation	<input type="checkbox"/>	10/11/2017

Step 9 – Click 'Case ID' number to return to the case page.

Caution Details

[Back](#)

[Acknowledge](#)

[Lodge Claim](#)

Leicestershire Test First v Bye First

22/10/2017

Details

Name:	Test Player
Date of Birth:	27/10/1917
Offence:	C1 - Unsporting behaviour
Offence Date:	22/10/2017
Response Due Date:	10/11/2017
Outstanding Balance:	£10.00 ▼
Acknowledged:	No
1st team cautions this season*:	1
non 1st team cautions this season*:	0

* These totals includes any cautions imposed by the CFA

Step 10 – Click Acknowledge and then select 'Ok' on the following pop up.



County FA - Misconduct



- Any breaches of FA rules not covered by cautions and sending offs (e.g. Spectator behaviour, managers conduct, player conduct)
- Could include abusive, indecent or insulting behaviour / language.

Process;

- Should be reported to Referee if possible, who will then report to County FA, or can be reported directly. discipline@leicestershirefa.com
- County FA investigates and decides on a charge. (*this does not means the case is proven*)
- Club notified of charge via WGS.
- Club then responds to the charge (guilty, not guilty, plus correspondence or personal hearing)
- Hearing set and commission decides if charge is proven or not proven.
 - If proven, commission will decide on sanction (fines, education, suspension)
- Club notified of outcome of commission's decision.
- Fines invoiced to Club on WGS. Club has 14 days to pay.



How To Respond to Misconduct Cases

Club Dashboard for Leicestershire Test

 You have unread notifications. [Click here to go to notifications.](#)

Current Suspensions

Case ID	Offender	Term	Football level	Start Date	End Date
No results found!					

Pending Suspensions

Case ID	Offender	Term	Football level	Start Date	End Date
No results found!					

Details

Next Season Affiliation Number

FA Charter Standard

Status	None
Type	None
AHC - Start Date	01/09/2017
Auto Suspend Date	31/10/2017

Discipline

Club Status	Not Suspended
Suspended Teams	0
Suspended Players	0

Step 2 – Click on the discipline section down the left hand side



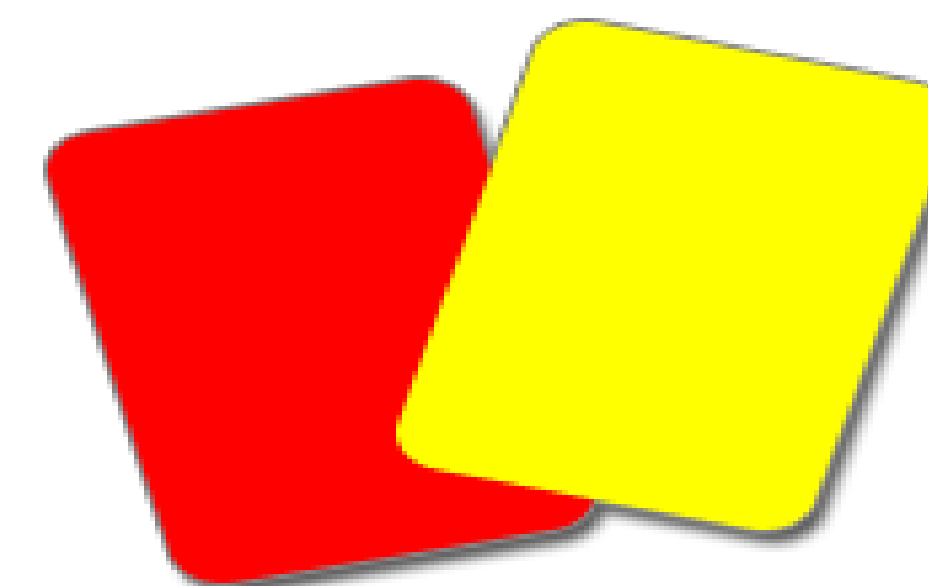
Leicestershire Test Discipline Summary

[Show Response Due](#)[Intention To Claim](#)

County FA

2017 - 2018

	Cautions	Send Offs	Misconducts	Rule Breach	All
FT	0	0	1	0	1
NFT	0	0	0	0	0
Club	0	0	0	0	0

[Download Cases](#)[Download 5 Year Summary](#)

Search

10



	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
M	Test Player	22/10/2017	FT	Leicestershire Test First v Bye First	9190163- M	Confirmation		-

Step 3 – Click on the Case ID Number

«

<

1

>

»

Showing 1 to 1 of 1 entries

Non-match base misconduct Details

 Back

Respond

Leicestershire Test First v Bye First

22/10/2017

Details

Name:	Test Player
Date of Birth:	27/10/1917
Offence:	E10 - (Participant) Failed to comply with a decision of the Association
Offence Date:	22/10/2017
Response Due Date:	
Outstanding Balance:	£10.00 ▼
Responded:	No
Public Notes:	-----

Case

Step 4 – Once you are into the case click the ' Respond ' button at the top

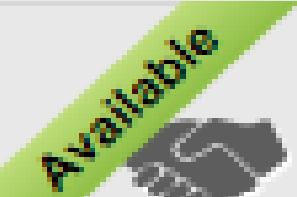




Dashboard



Details



Affiliation
2017 - 2018



Safeguarding



Player
Registration



Data Cleansing

Misconduct Response Form

[← Back](#)

Response to E10

FA Rule E10 - (Participant) Failed to comply with a decision of the Association

I am pleading

Select Entry

Guilty

Not Guilty

I request a

Select Entry

Step 5 – When responding to a Misconduct you will need to click on the drop down and select whether you are pleading ‘Guilty’ or ‘Not Guilty’

Optional Document Upload

Where possible, a written statement form should be supplied.

[Browse](#)



I understand that by clicking the Submit button, I must pay the administration fee of £10.00. In the event of the fee not covering the amount of costs charge an additional amount may be charged by the Disciplinary Commission.

[Save](#)

[Submit](#)



Misconduct Response Form

Response to E10

FA Rule E10 - (Participant) Failed to comply with a decision of the Association

I am pleading

Select Entry

I request a

Select Entry

Personal hearing

Non-Personal hearing

Step 6– Again you will need to click on the drop down and select whether you want a personal or a non personal hearing.

Optional Document Upload

Where possible, a written statement form should be supplied.

Browse

Step 7 – If you need to submit a written statement please press 'Browse' and attach here.

Step 8 – Then tick the box and press 'Submit'

I understand that by clicking the Submit button, I must pay the administration fee of £10.00. In the event of the fee not covering the amount of costs charge an additional amount may be charged by the Disciplinary Commission.

Save

Submit

Discipline Process



Final two steps in the discipline process ;

- Update WGS with Suspension Matches (if suspension was part of the sanction)
- Paying Fines and Sanctions



How to Add Suspension Matches

Club Dashboard for Leicestershire Test

Manage Discipline Permissions



You have unread notifications. [Click here to go to notifications.](#)

Current Suspensions

Case ID	Offender	Term	Football level	Start Date	End Date
No results found!					

Pending Suspensions



10 ▾



Case ID	Offender	Term		Start Date	End Date
9177695- S	Test Player	3 matches	CFA Only - All Sunday Football	29/10/2017	-

Showing 1 to 1 of 1 entries

Step 1 –Click on the
Discipline tab

Details

Leicestershire Test

Current Season Affiliation Number

Next Season Affiliation Number

FA Charter Standard

Status None

Type None

AHC - Start Date 01/09/2017

Auto Suspend Date 31/10/2017

Auto Lapse Date 31/01/2018

AHC Application Status Not Started

Discipline

Club Status Not Suspended

Suspended Teams 0

Suspended Players 0



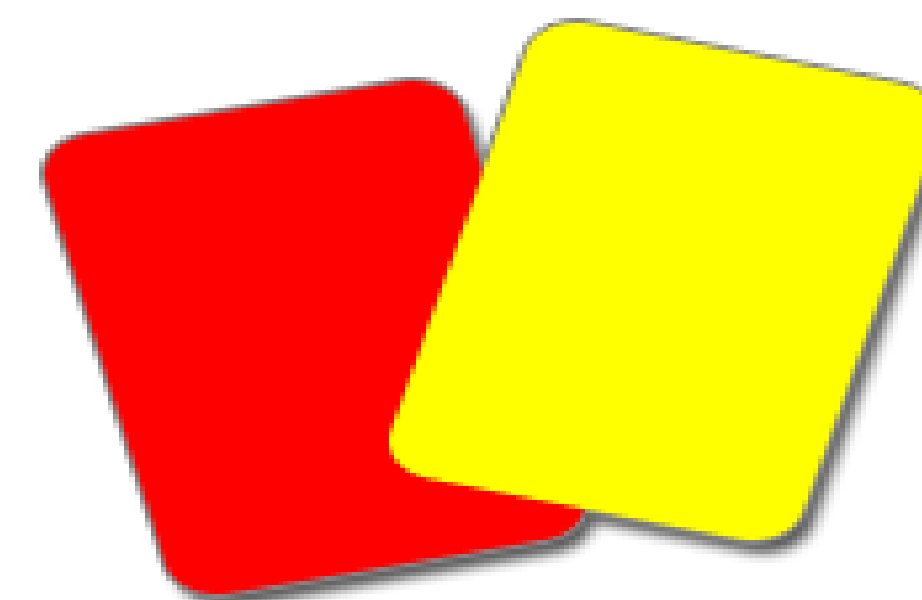
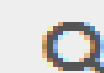
Leicestershire Test Discipline Summary

[Show Response Due](#)[Intention To Claim](#)

County FA

2017 - 2018

	Cautions	Send Offs	Misconducts	Rule Breach	All
FT	1	1	0	0	2
NFT	0	0	0	0	0
Club	0	0	0	0	0

[Download Cases](#)[Download 5 Year Summary](#)

Search

10



	Offender	Offence Date	Level	Match Details	Case ID	Status	Paid	Response Due Date
S	Test Player	22/10/2017	FT	Leicestershire Test First v Bye First	9177695- S			

Step 2 – Click on the ‘ Case ID Number ‘

Details

Name: [Test Player](#)

Date of Birth: 27/10/1917

Offence: S2 - Violent Conduct

Offence Date: 22/10/2017

Response Due Date: 03/11/2017

Outstanding Balance: £35.00 ▼

Acknowledged: No

Charge

Step 7

The player is suspended from 3 matches from CFA Only - All Sunday Football until the team mentioned above have completed the required number of games in approved qualifying competitions

Date	Match	Competition	Actions
No upcoming matches exist in the system or the list is currently being updated. If there are any upcoming matches not being displayed, please press 'Add Match'.			

Add Match +



Step 3 – Scroll the Page down and Click on ‘ Add Match ‘

Add Suspension Match

Season

2017 - 2018

First Team:

Leicestershire Test First

As:

☒ Home Team ☐ Away Team

Match Date:

Step 4 – Select the Match Date

Select the date...

Competition

Search to add a competition by typing the first 3 characters of their name

Step 5 – Select the Competition of the Match

Add Suspension Match

Season

2017 - 2018

First Team:

Leicestershire Test First

As:

☒ Home Team ☐ Away Team

Match Date:

29/10/2017

Competition

Division 1 & Division 2 Cup - Leicester & Charnwood Sunday League

Step 6 – Select the Opposition Team

Second Team

Select the second team

AFC Sporting Charnwood First

Birstall Stamford Reserves

Long Whatton First

New Boys First

Sileby Athletic Firsts

Syston Brookside 1st Team



How To Access and Pay Invoices



Dashboard



Details

Affiliation
2017 - 2018

Safeguarding

Player
Registration

Data Cleansing



Discipline



Club Dashboard for Leicestershire Test

[Manage Discipline Permissions](#)You have unread notifications. [Click here to go to notifications.](#)

Current Suspensions

Case ID	Offender	Term	Football level	Start Date	End Date
No results found!					

Pending Suspensions



Search

10 ▾



Case ID	Offender	Term	Football level	Start Date	End Date
9177695- S	Test Player	3 matches	CFA Only - All Sunday Football	29/10/2017	-

Showing 1 to 1 of 1 entries

Details

Leicestershire Test

FA Charter Standard

Status



None

Discipline

Club Status

Not Suspended

Outstanding Invoices

Tick to pay		Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input type="checkbox"/>		D-INV-LEI023254	27/10/2017	10/11/2017	£35.00	£0.00	£35.00	Leicestershire & Rutland FA	Discipline Invoice
<input type="checkbox"/>		D-INV-LEI023253	27/10/2017	10/11/2017	£10.00	£0.00	£10.00	Leicestershire & Rutland FA	Discipline Invoice

Note: If you Click Directly onto the Invoice Number, This enables you to Print out the Invoice if Required.



Pay

Paid Invoices

Number	Date	Due	Amount	Paid	Balance	County	Type
No invoices found							

Step 2 – Click on ‘Club Invoices’ down the left hand side of the page

Outstanding Invoices

Tick to pay	Number	Date	Payment Due Date	Amount	Paid	Balance	County	Type
<input checked="" type="checkbox"/>	 D-INV-LEI023254	27/10/2017	10/11/2017	£35.00	£0.00	£35.00	Leicestershire & Rutland FA	Discipline Invoice
<input checked="" type="checkbox"/>	Line Item						Payment	Balance
<input checked="" type="checkbox"/>	Fine (9177695S)						£ 25.00	£25.00
<input checked="" type="checkbox"/>	Discipline Admin Charge (9177695S)						£ 10.00	£10.00
							Amount to Pay:	£35.00
<input checked="" type="checkbox"/>	 D-INV-LEI023253	27/10/2017	10/11/2017	£10.00	£0.00	£10.00	Leicestershire & Rutland FA	Discipline Invoice
<input checked="" type="checkbox"/>	Line Item						Payment	Balance
<input checked="" type="checkbox"/>	Discipline Admin Charge (9177694C)						£ 10.00	£10.00
							Amount to Pay:	£10.00

Step 3 – Tick the invoices you wish to pay

Step 3 – Tick the invoices you wish to pay

Step 4 – Click the ‘Pay’ Button at the bottom of the screen

Pay £45.00



Leicestershire & Rutland County FA

Your Game Your County FA

Total payment amount GBP 45.00



Card Payment



VISA

Card Number

Card Holder Name

Card Expiry Date

 /

CVC/CVV/CID

[What is CVC/CVV/CID?](#)

Pay

Step 5- Check that the Amount you wish to Pay Matches the Total Payment , Then enter the relevant card details needed. After that press 'Pay'.

Cancel

Verified by
VISA

MasterCard.
SecureCode.

Paid Invoices

Number	Date	Due	Amount	Paid	Balance	County	Type
--------	------	-----	--------	------	---------	--------	------

Step 6 – Once the Invoice has been paid it will appear in the Paid Invoices Section.



Understanding League Rules and Sanctions

League Rules and Sanctions



Standard Code of Rules [SCOR] and Standard Code of Rules (Youth) [SCOR(Y)]

- The FA provides a structure and a set of rules for leagues to adopt known as SCOR or SCORY
- Flexibility within SCOR or SCORY for specific rules around dates, fees and sanctions.

League Member Rules

- Some leagues also have “Member Rules”, but SCOR or SCORY will take precedent.

Voting for and Altering Rules

- Clubs can propose rule changes
- Send rules proposals to League Secretary by a specific date. This date can differ from league to league.
Check Rule 14 within your league rules.
- All rule proposals then voted by **Member Clubs** at the Annual General Meeting.

For example

REPORTING RESULTS

11. (A) The (**Registration/Fixtures**) Secretary must receive within [] days of the date played, the result of each Competition Match in the prescribed manner. This must include the forename(s) and surname of the Team Players (in block letters) and also the referee markings required by Rule 13, or any other information required by the Competition. **Failure to do so will incur a fine (in accordance with the Fines Tariff).**

Appealing League Decisions



- A League is able to **charge** and **then sanction** clubs according to its rules.
- A Club can appeal a league decision on one of the following grounds;
 - Failed to give a fair hearing
 - Misinterpreted or failed to comply with the rules
 - Came to an unreasonable decision
 - Sanction was excessive
- A club has 14 days to lodge the appeal to the County FA – discipline@LeicestershireFA.com
- The process to appeal decisions is outlined within league rule 7: protests, claims, complaints, appeals.



Safeguarding and Compliance

Essential Safeguarding



1. All those working directly with children, on a regular basis through a football capacity **MUST** have completed an **FA CRC** within the **last 3 years**.
 - E.g. Coaches, Managers, Any Assistant Coaches/ Managers, Physio

DO NOT WAIT FOR CRC TO EXPIRE START THE RENEWAL AT LEAST 2 MONTHS BEFORE EXPIRY. NO CRC MEANS NO INVOLVEMENT. NO EXEPTIONS.
2. Club Committee Members (Chair, Secretary, Welfare Officer and Treasurer) must also complete the “Online Committee Safeguarding” Course.
3. ALL concerns must be reported to either the CWO or to the DSO
4. If a child is in immediate danger call Police and state it is a child protection concern
5. If DSO or SSL is not available you can contact NSPCC helpline, Children’s services or the FA at Wembley.
6. Safeguarding IS EVERYONES responsibility. It is your duty to act. Failure to do so could result in a charge.



Club Development and Charter Standard

FA Charter Standard



What is Charter Standard?

Introduced to raise standards throughout grassroots football by supporting, recognising and rewarding well administered clubs, which will provide positive playing environments for all.

Summary of Charter Standard Criteria	Adult Club	Youth Club	Development Club	Community Club
Club Procedures, policies and code of conduct				
Good discipline record				
Club accounts, balance sheet, committee minutes				
FA Emergency Aid Club official with each team				
50% FA licence coaches				
Level 1 coach with CRC, FA Safeguarding and Emergency Aid with each Youth Team				
Level 2 coaches in the club			1	2
Minimum of 5 teams covering at least four different age groups				
3-5 Year Football Development Plan				
Minimum of 10 teams covering mini-soccer, youth and adult				
Minimum of one female team				
One person who has attended FA Mentoring Adults Course				

FA Charter Standard



Achieving, Maintaining and Benefits of Charter Standard

Achieving Charter Standard;

- Achieved through completing an application form and providing evidence that criteria is met

Maintaining Charter Standard – The Charter Standard Annual Health Check

- The Club's Charter Standard Coordinator Completes the Annual Health Check on the Whole Game System
- Club Coaches MUST have up-to-date CRC, Safeguarding and Emergency Aid --- all these expire every 3 years.

NEW

CHARTER STANDARD HEALTH CHECK SUBMISSION DEADLINE 2018/19

31st JANUARY 2019

Benefits of Charter Standard, include;

- Access to McDonalds Kit Scheme, Free Nike Footballs, Reduced Prices on Coach Education, Access to funding, Access to the FA Coach Mentor Programme, Access to the Charter Standard Community Awards

Club Development Forums & Support



Club Development Group

- Support clubs with development planning
- 2 hour workshop, followed by a support evening 6 months later
- One-to-one club support as required
- Application process to join group

“Community” Club Forum (in development)

- Support clubs with larger facilities, 20+ teams and/or in National League System
- Details to be announced

FREE Online Club Matters Resource

- Online tutorials and resources to support club development
- Club Matters Online Resources - <https://www.sportenglandclubmatters.com/club-matter-modules/>

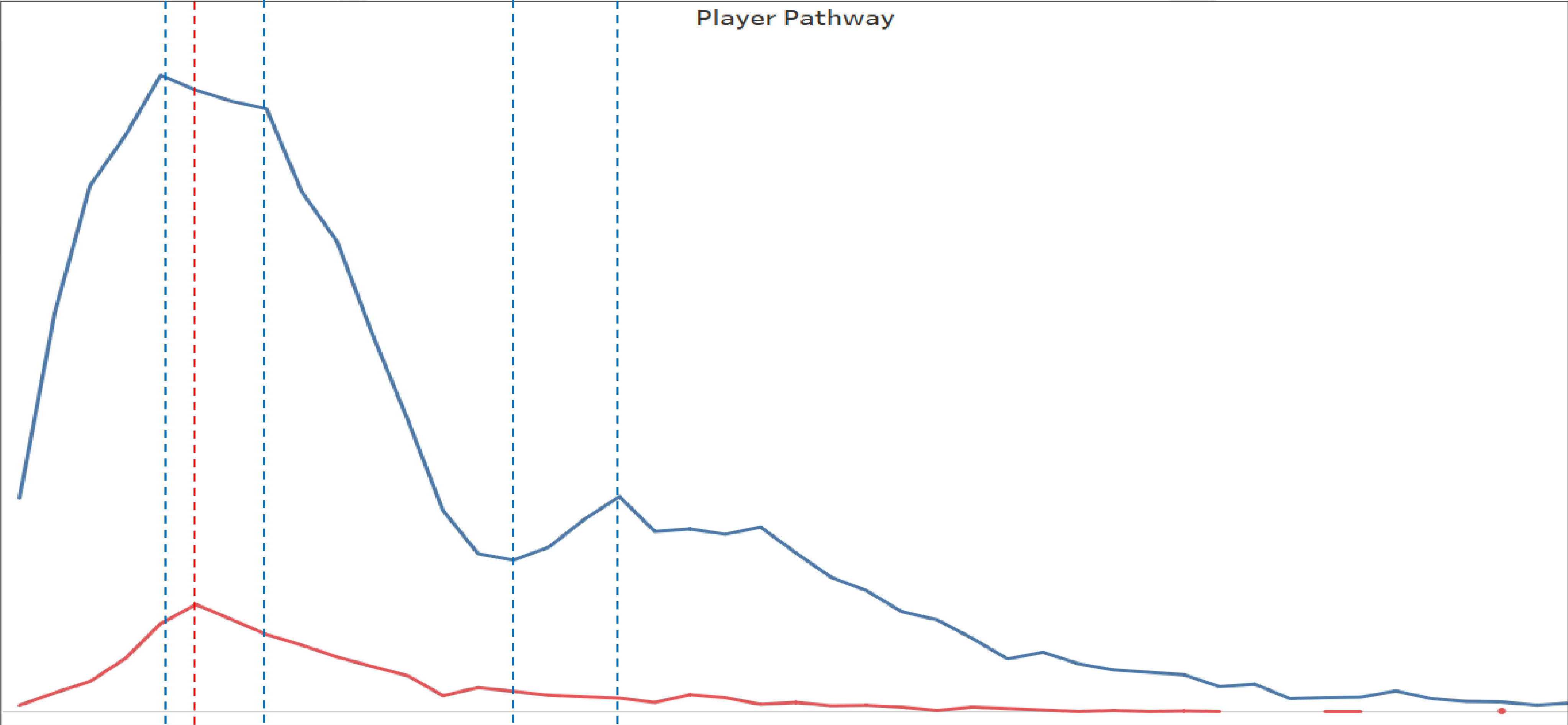


Player and Competition Pathways

Player Pathway – Drop Out

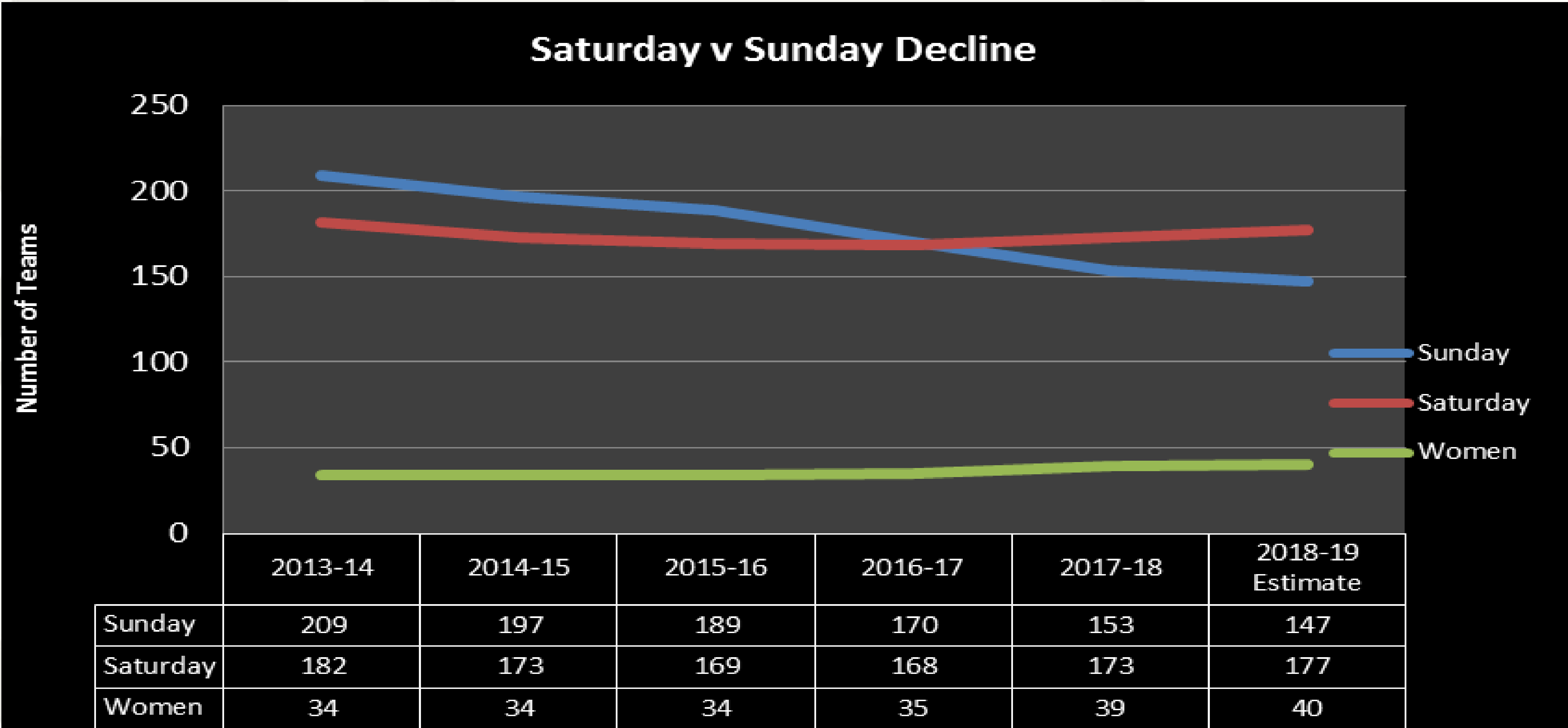


Numbers



Age

Player Pathway – Season by Season



Player Pathway – Funding and Support



Female and Disability Focus

- **SSE Wildcat Centre Programme;**
 - Target – Girls, Aged 5 to 11
 - Funding – £950
 - Application Window – Dec to Jan
 - Delivery – April to September
- **Grow the Game – Football Foundation;**
 - Target – Development of New Girls or Disability Teams
 - Funding - £1,500 per team
 - Application Window – January to March

Adult Male Focus

- **Retain the Game – Football Foundation;**
 - Target – Adult Clubs with 2 or more teams
 - Funding - £750
 - Application Window – April to May
- **Adult Recreational;**
 - Just Play Centres – resources and £200 to run Turn Up and Play Sessions
 - Flexible Football – delivery of midweek floodlit leagues

Competition Pathway – County Leagues



	Female		Inclusive
Open Age	Leicestershire Womens Senior League	Leicestershire Womens Futsal League (Developing)	Leicestershire & Rutland Inclusive League
U8 – U18	Leicester City and County Girls League	Leicestershire Youth Futsal League (Developing)	

Competition Pathway – County Leagues



Male				
	Sunday	Saturday		Midweek
Vets (35+)		Leicester City Veterans League		
Open Age	Leicester & Charnwood League			
	The Alliance League	Leicestershire Senior League		
	Hinckley & District Sunday League	North Leicestershire League	Leicester & District League	
U16 – U18	MDH Leicestershire Youth League	Leicestershire Youth Futsal League		Leicestershire Midweek Youth League
U13 – U15	Leicester & District Sunday Juniors League			
U11 – U12	Leicestershire Foxes League			
U7 – U10	Leicester & District Mutual League			

Youth Competitions



Flexible Competition Formats

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8
U7								
U8								
U9								
U10								
U11								
U12								
U13								

x 3 (24 week season)

“Non-reported” Football

“Competition” Football

Youth Competition



Why this structure?

- Closer aligns to the needs to players, and helps manage the environment
- Prepares children for season-long competitions, in staged manner, appropriate for the age and stage of their development
- Focus on learning and enjoyment rather than one on constant pressure every week
- Appropriate competition in short-term blocks for children - Eight-month long season – children barely look more than a week ahead of themselves
- More flexibility for leagues to put children in a more equal competition band. This increases the ability for teams to experience winning, and losing



RESPECT



RESPECT

[More info: click here](#)

Club Good Practice

Respect Week of Action –
24th to 30th September 2018



The better the environment we create for the players, the more everyone will enjoy the game. Greeting the opposition and the referee, putting on refreshments, appointing a Match Day Manager, are all ways in which any club at any level can start to make a difference on the day.

#PlayYourPart by trying to implement these simple steps at your club;

- Develop and implement a player centred club philosophy that includes clear expectations on team selection, playing time and conduct of all club members.
- Host a managers meeting to ensure all managers are aware of the clubs philosophy and expectations in creating a positive match environment.
- Issue a Code of Conduct to everyone involved at the start of the season.
- Have committee members attend matches to ensure the initiative is being delivered effectively.
- Ensure spectators are behind the barrier on the opposite side of the field.
- Ensure coaches to stay in the technical area, unless a player is injured.

50% off Respect Resources

<https://www.footballfoundation.org.uk/funding-schemes/respect/>



#PlayYourPart in creating a player centred environment in youth football



RESPECT



We pledge support for Respect in Leicestershire & Rutland, as we believe Football is For ALL and should be enjoyed in a safe, fun and inclusive environment. Respect is an important value in life, not just football. We want to ensure that the match day environments played are memorable for the right reasons. It's all about creating the best possible football experiences.

RETWEET to pledge your clubs support and have your badge alongside ours.

Creating a Player Centred Environment Starts With You!
We invite you to #PlayYourPart!

For more information, visit www.LeicestershireFA.com/about/respect

#PlayYourPart In creating a player centred environment in youth football

