



LondonFA



Club Welcome Pack

Teamwork Integrity Passion Excellence

Club Welcome Pack

Key information for the season

Thank you very much for affiliating with London FA for the 2017/18 season. Following extensive feedback from clubs and volunteers, the London FA have created a welcome pack for the new season with key information to help the smooth running of the club and opportunities to develop. We hope you will find the welcome pack useful and will support you throughout the season.

Good luck with the new season!

London FA





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Key dates

September/October	1st round of club and league calls
December	Office closed 23rd Dec – 2nd Jan 2018
February	2nd round of club and league calls
February	Whole Game System training. 13th September (LFA), 21st September (Pimlico)
February/March	London FA awards open
March	Charter Standard Annual Health Check
April	Club affiliation open
May	League sanctioning open
June	Charter Standard Annual Health Check
July	Club 'Early Bird' offer closes
July	County Cup deadline



Affiliation benefits



30% off equipment and kit through **Kitlocker** using discount code LFA17



30% off medals and trophies through **Munich Trophies**



30% off off-peak bookings with **Powerleague** using discount code LFA17



20% off aluminium and steel goals through **MH Goals**



Discounted first aid supplies through **Koolpak**: <https://www.koolpak.co.uk/County-Football-Association-Order-Page?referrer=628568>



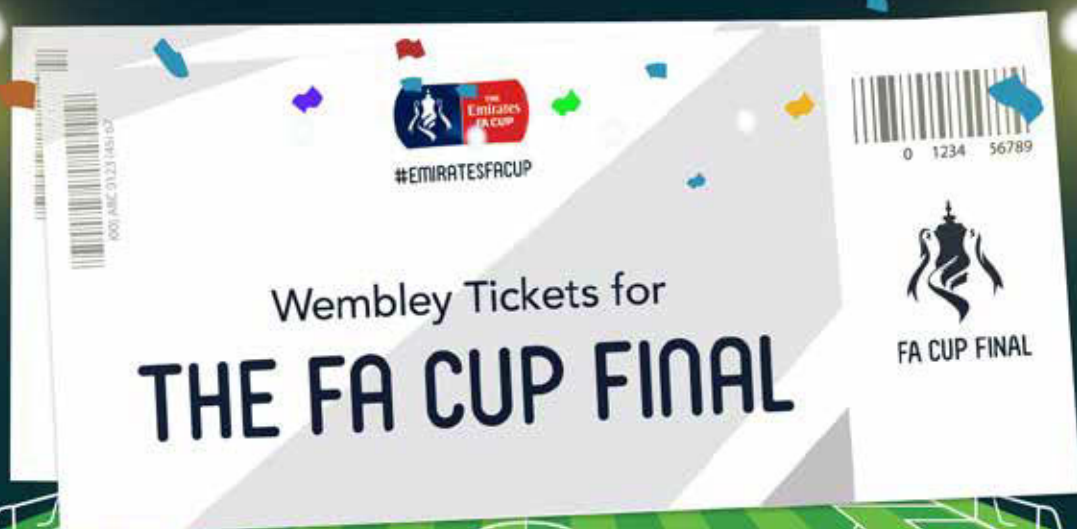
Affiliated leagues and referees receive **discount** on their first year's subscription to the **REFSIX app**



All National League System, Womens Pyramid of Football and Charter Standard clubs will be able to apply to purchase a live **Defibrillators** for the discounted rate of £318 +VAT <https://www.footballdefibs.org/>

Ticket Ballots

- As an additional benefit of affiliation, all London FA affiliated clubs and leagues are entered into a ballot to **win the right to purchase a pair of tickets for the FA Cup Final and England internationals**
- All clubs will automatically be entered into this ballot, unless they opt out. If you wish to opt out please email info@londonfa.com
- The number of tickets we have available will vary each year and if you are successful you will receive communication from us to notify you of this. At this point you will be given instructions on how to purchase your tickets



Safeguarding

The child's welfare is, and must always be, the paramount consideration. This is the responsibility of every adult involved in football, thus every club is required to endorse and adhere to **The Association's Safeguarding Children Policy**.

This means creating a safe and inclusive atmosphere where everyone at the club works together to tackle both bullying and discrimination, ensure safer recruitment, and tackle poor practice which leads to harm and reduces equal opportunities.

All affiliated youth clubs must be fully compliant in terms of safeguarding and having a trained **Club Welfare Officer**, who is a current member of your club, is a crucial element of this.

Getting the essentials in place at your club; the key safeguarding **building blocks**

1. Policy and procedures check lists
2. Footballs 'Respect' programme
3. Best practice guidance
4. Safe Recruitment (Including safeguarding training and CRC's)
5. Managing risk
6. Charter standard programme

Remember it's not your responsibility to decide if abuse is taking place, but it is your responsibility to **report any concerns** you may have.

If you have a specific query regarding Safeguarding at London FA, please contact our County Welfare Officer Yasmin Dyer at yasmin.dyer@londonfa.com



LondonFA



Funding Support

There are a number opportunities to gain funding to support your club and volunteers. Please see the links below to some funding opportunities you may find useful:

Growing Grassroots Fund –

This new fund provides up to £750 to support the starting of new teams and retaining those who are at significant risk of disbanding

Grow the Game Fund – The Football Foundation provide this pot to help grow new teams and coach qualifications

Facility funding – The Football Foundation provide two funding pots for facility projects. One is for small grants under £10k and a larger pot which can be up to £500k

General funding – London Sport host a funding portal which can unlock funding opportunities with just a few pieces of key information. It is highly recommended when searching for funding you use this tool

Please note that the grant pots may not be available throughout the year so please refer to each individual website for further information.



Charter Standard

The FA Charter Standard Programme supported by McDonald's is The FA's accreditation scheme for grassroots clubs and leagues. The FA Charter Standard accreditation is awarded to clubs and leagues rigorously adjudged to be well-run and sustainable. All clubs are able to apply for the Charter Standard accreditation. All the information can be found on the **London FA website**.

Key Benefits

- One free Nike Kit
- An official plaque and certificate
- Resources to help support your club
- Opportunity to demonstrate to the local community that the club is well run and offers opportunities for all

All current Charter Standard clubs will be subject to an annual health check



Club support calls

As part of the London FA's commitment to supporting our clubs, we will be providing a twice seasonal call to a main contact. The aim of the calls will be as follows:

- Understand the priorities and challenges of the club and how we can support
- Allow you to feedback and discuss key points
- Use the findings to prioritise our resources to better service clubs

The calls will take place in September/October and February/March. The club will be able to book a call for a time that suits you. We could encourage the committee members to discuss in advance any key points to discuss so the call can be made as relevant as possible





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Creating the environment so we can all enjoy the game

Football is the greatest game in the world. It is played by more people across the globe than any other sport. For a privileged few, it is how they earn a living. But for the vast majority of people who play the game, it is a fun, relevant activity for all ages to be enjoyed.

We can all help our children enjoy the game more, by creating the right environment. By allowing them to play with freedom, the right equipment, by encouraging them to make their own decisions. We can simply start to play.

Gareth Southgate

"Engagement is central to football, particularly for children. While some set out on the pathway to becoming a professional, the vast majority play the game for fun. It's important that everybody involved in the sport helps maintain a positive environment that allows children to play freely."

Peter Shreeves

"Children have a massive capacity to think and behave creatively. An effective coach will support and encourage this in the football and Futsal games that they play. We want our players to play with freedom and enjoyment."

How to make match day enjoyable for everyone

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

GOOD PRACTICE

- Have a Code of Conduct to everyone involved at the start of the season.
- Whichever your role - coach, parent, player, referee - turn up in good time.
- All players play a minimum 50%.
- Coaches to stay in the technical area, unless a player is injured.
- Spectators behind the barrier on the opposite side of the field.
- Applause for both sides.

RESPECT

If we do not have respect for the opposition players and coaches, and especially for the referee, then we do not have a game of football.

- Support and encourage players.
- Treat the opposition how you would like to be treated.
- Let the coaches coach.

Format: 11 v 11
Match length: 45 mins x 2
Player game time: 120 minutes, 150 minutes
Pitch size: 100yds x 70yds
Goal size: 7' x 21'

Key recommendations for the game

An at-a-glance guide to junior football

Format: 11 v 11
Match length: 45 mins x 2
Player game time: 120 minutes, 150 minutes
Pitch size: 100yds x 70yds
Goal size: 7' x 21'

Match day best practice for coaches

Every coach at every level can play a huge part in creating the match day environment that everyone can enjoy, not only the players, but the match officials and those watching too. A good coach can be a positive role model that youngsters will remember for the rest of their lives.

There are lots of different ways to play football. Here are just a few:

- You could take the pressure off the players by allowing them to play with a smaller ball.
- An players getting at least 50% play time is a great way to create a positive environment.

Match day best practice for parents

Whether you played yourself, or if you are new to football, the game is a great activity that can be enjoyed by all the family. Kids love playing, and they like their parents to take an interest. What they don't like is when mums and dads get too involved from the touchline, or put too much pressure on them to do well.

The FA asked young players up and down the country why they play the game. Here are the top six reasons:

- Trying my hardest is more important than winning.
- I love playing football because it's fun.
- It helps being smart and healthy.
- I like meeting new friends through football.
- I like being part of a team.
- I like the challenge.

Useful information

SAFEGUARDING

For more information on Safe Practice guidance, including the FA's Safeguarding Policy, visit www.thefa.com/football.

If the matter is urgent and you need to speak to a safeguarding officer, you can call The FA's Safeguarding Helpline on 0800 5000 - or if it is an emergency, call 999.

DISCRIMINATION

The FA is working to ensure that all players, regardless of their background, are able to enjoy the game. At the same time, we are also working to ensure that all players, regardless of their background, are able to enjoy the game.

Download a smartphone version of this guide at: www.thefa.com/ForAll

#PlayYourPart

Them playing the game

You playing your part

All you need to know to create the environment where everyone can enjoy football.

#PlayYourPart

Regulation Amendments 2017/18 Season

This document is intended to provide a brief overview of the key Regulation amendments for 2017/18 season for all Clubs operating at Step 5 and below (County FA football). Please refer to The FA or County FA handbook for the rule in its entirety and all other changes that may affect you. This is not intended to replace the Association handbook.

In addition to this, The Discipline Handbook will be released in due course.

Separation of FA Offences and CFA Offences

All suspensions imposed by a County FA will not affect a participant at Step 4 and above unless dispensation has been given by The FA for the suspension to cover all levels of the game. Likewise, a suspension at Step 4 and above will remain at Step 4 and above unless dispensation provided to cover all levels of the game.

This change will ensure Players and Clubs are not affected by suspensions from another body which operates under a different set of Disciplinary Regulations.

Suspension Start Dates

Following any case that has an automatic suspension (Red Card, 5/10/15 cautions) all suspensions will commence 7 days from the date of the offence. The onus is on the Player and Club to ensure the suspension is served irrespective whether paperwork is received or not.

Late Payment & Response Update

If a late fine is applied this will be due 14 days from the issue of the fine and will amount to 25% of the original amount invoiced. Failure to pay will result in a Club suspension on the first Monday 7 days after the monies were due.

If a late response fine is applied this will be due 14 days from the issue of the fine and will amount to 25% of the original amount invoiced. Failure to pay will result in a Team suspension on the first Monday 7 days after the monies were due.

County FA Discipline Commissions

To improve the efficiency and effectiveness of Discipline Commissions the following rules have been implemented, thus ensuring personnel sitting are fully compliant and aware of discipline process and regulations:

- Every Commission must have a qualified Commission Secretary
Independent members will provide opportunities for those not operating within CFA councils to be incorporated into the discipline process providing their skillset and expertise on decisions. Thus, improving the diversity of the Panel and having a true reflection of the personnel within the County. The definition of an Independent member is where the member has no involvement other than the Disciplinary panel with a County Association.
- All Commissions must have an independent member
(effective from 1st January 2018)



Appealing a County FA Decision

A participant charged will be able to lodge an appeal against any decision of a County FA, the minimum threshold has been removed and so all decisions found Proven, are subject to appeal by the Participant charged.

All suspensions imposed following a misconduct charge commence 3 days after the date of the hearing with an intention to appeal having to be made within those 3 days. The full written submissions are still required within 14 days of the written decision. Any appeal outside of these timelines will not be accepted.

Mandatory Minimum Sanctions

To ensure consistency Nationally, mandatory minimum sanctions have been introduced, an individual who receives a charge below and if found proven, will face as a minimum the sanction below listed. A Commission can increase based upon the aggravating factors that are present. These are not an entry point.

- Assaults on a Match Official – 5 year minimum sanction
- Physical contact on a Match official - 84 days & £100 minimum
- Threatening a match official – 56 days/6 matches & £50 minimum

Serious Offences and Suspensions

Any proven case following a charge below and where a suspension is imposed will automatically suspend the participant from all football and football activities at County level and is highly likely to be extended Nationally should an application from the CFA to The FA with all the relevant contact details. The charges are:

- Assaults on a Match Official
- Physical contact on a Match official
- Threatening a match official
- Assault by participant on participant
- Any sanction in excess of 10 matches or 112 days



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Football Debt Recovery (FDR)

A review of FDR has been approved with several amendments being made to ensure the process is effective and fair to participants.

The changes are:

- Where there is more than 1 debtor on an action, the administration fee from the CFA has increased to £2 on each individual. Where there is only 1 debtor, the fee of £10 remains.
- On an annual basis, any debt created more than 7 years ago will be deactivated and removed from the system. All monies & suspension will be cleared and removed.
- On an annual basis, any debt whereby the entity did not affiliate in the previous season will be written off and any suspension imposed lifted.
- Leagues will be able to apply a £2 administration fee on all FDR applications

General

- Any suspension includes a suspension from all refereeing
- “No Review” sanctions have been removed. A Commission must impose a sanction relative to the offence and cannot insert a review period in order for the Participant to be aware of the full extent of their suspension.



FOR ALL

FA Judicial Services Department
July 2017





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