



LondonFA



# Youth League Affiliation Pack

Teamwork Integrity Passion Excellence

# League Welcome Pack

## Key information for the season

Thank you very much for sanctioning with London FA for the 2017/18 season. Following extensive feedback from leagues and volunteers, the London FA have created a welcome pack for the new season with key information to help the smooth running of the league 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





**LondonFA**

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# Key dates

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



# 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**.

Below provides an overview of the expectations within clubs.

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 the club, is a crucial element of this.



# Safeguarding

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](mailto:yasmin.dyer@londonfa.com).**





# REFEREES

## What we can help with?

- Providing up to date information on referees with CRC checks
- Promotion of your league to over 1,200 referees
- Appointments of qualified and trained referees and assistant referees
- Opportunities to run CPD for league referees
- Opportunity to use Refsix technology in collaboration with referee and league administration

## What we need from you?

- Coverage data sent to the County FA by June
- Club marks for referees on the promotion scheme to be returned by March
- The ranking of referees for club marks to be returned by March
- An advert for the London FA in League Cup Final Programmes





# COUNTY CUP COMPETITIONS

- Clubs from affiliated leagues have the opportunity to enter County Cups, giving your league a connection to wider network of leagues in London.
- Entry into County Cups allows your teams to test themselves against clubs from other leagues, competing to be the best in London and showing the strength of your league.
- Fixture dates are set well in advance to allow for easy planning of league matches.
- Referees from your league are given the opportunity to officiate at the highest stage available to them and improve their skills before returning to league fixtures.

**If you have any further queries about County Cup Competitions, please contact [Nick.Frith@LondonFA.com](mailto:Nick.Frith@LondonFA.com).**



# CHARTER STANDARD LEAGUES

The FA Charter Standard League (CSL) is a kitemark that sets the operational benchmark for FA sanctioned leagues. By achieving the required level your league will be demonstrating minimum operating standards.

**There are many benefits to achieving this award including:**

- A certificate, crystal award and use of the Charter Standard League logo
- Enhanced County FA support
- Two free Enhanced CRB checks and six free places (two on each workshop) for Safeguarding, Welfare Officer and Equality workshops.
- Free FA/CFA training workshops
- Demonstrates the league is committed to the Respect programme



**CHARTER STANDARD  
LEAGUES**

# CHARTER STANDARD LEAGUES

**To achieve the award leagues need to achieve a base criteria including:**

- Evidence of how the league plans to retain/grow the number of male, female and disability teams
- At least 60% of all teams in the league to have the FA Charter Standard
- Appointing a League Referee Officer
- Active link to another league
- The league has an equality policy and complaints procedure
- The league has a safeguarding children policy and procedures that adheres to FA requirements (youth leagues only)
- Youth League Welfare Officer and Charter Standard League Co-ordinator to sit on the league committee
- The League must use a web-based results, tables and fixtures system, preferably FULL-TIME
- The League must have a development plan that reflects the needs of its member clubs/teams

**For more information on how to become a Charter Standard League please visit the FA website or contact [Neil.Twitchett@LondonFA.com](mailto:Neil.Twitchett@LondonFA.com).**





# 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 £2000 to support the growth and development of leagues

## **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**





# League support calls

**As part of the London FA's commitment to supporting our leagues and 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 league and how we can support
- Allow you to feedback and discuss key points
- Use the findings to prioritise our resources to better service leagues

The calls will take place in November and March. The league 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.



## Creating the environment so we can all enjoy the game

Football is the greatest game in the world. It is played by most 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, by letting them make mistakes, by encouraging them to make their own decisions. We can simply let them play.

"Enjoyment 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."

Gareth Southgate

*Gareth Southgate*

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

Peter Shrewsbury

## Key recommendations for the game

An at-a-glance guide to junior football



### 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.

- Form
- Match
- Play
- 40%
- Play
- 40%
- Play
- 40%
- Play
- 40%

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

- You could take the pressure off the players by choosing to play with a smaller number of players.
- All players getting at least 10 minutes of play.

## How to make match day enjoyable for everyone

The better the environment we create for the players, the more everyone will enjoy the game. Creating the opposition and the referees, 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.

### GOOD PRACTICE

- ✓ Issue a Code of Conduct to everyone involved at the start of the season.
- ✓ Whatever 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 barriers on the opposite side of the field.
- ✓ Applaud for positive play.

### 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: 15 mins x 15 mins



Format: 11 v 11  
Match length: 40 mins x 15 mins  
Player game time: 120 minutes (120 mins playing)



Format: 11 v 11  
Match length: 45 mins x 15 mins  
Player game time: 120 minutes (120 mins playing)

## 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 keep me fit and healthy.
- I like meeting new friends through football.
- I love it.



## Useful information

### SAFEGUARDING

For more information on the best practice guidance, including the FA's Safeguarding Policy, visit [www.thefa.com/football-for-all](http://www.thefa.com/football-for-all). 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. If you are in immediate risk, then call the police on 999.

### DISCRIMINATION

The FA is working to ensure that all children and adults involved in football are treated with respect and dignity. At the same time, we are working to ensure that all children and adults involved in football are treated with respect and dignity. At the same time, we are working to ensure that all children and adults involved in football are treated with respect and dignity.

#PlayYourPart

## Them playing the game



## You playing your part

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

Download a smartphone version of this guide at: [www.thefa.com/ForAll](http://www.thefa.com/ForAll)

#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

## **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.



**FA Judicial Services Department**  
**July 2017**





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