THE FA CLUB & LEAGUE FOOTBALL FORUM

FREE WEBINAR

The FA For All

The presentation will commence just after 8pm.

Please mute your microphones and turn off any cameras whilst we are waiting.

Thank you for your co-operation.

THE FA CLUB & LEAGUE FOOTBALL FORUM

FREE WEBINAR

HOW TO PLAN DURING THESE UNCERTAIN TIMES?

Wednesday 15th April 2020

Welcome
Velkomin
Mirëpres
Heten
Namaste
Dobrodošli
Hospedar
iBiala
Qaimarutin
Akwaba
Goscic
Swagata
Recoger
Selamat Datang
Acollir
Ongietorri
Bienvenue
Bonvenon
Bienvéni
Kaabo
Croeawu
Velkommen
Sambut
Yokôso
Laukiamas
Swaagat
Tervetuloa
Karibuni
欢迎
Vítejte
Verweklom
Welkom
Toivottaa
Kalosllthate
Benvingut
Bonavinuta
Hwangyong Hamnida
Maligayang Pagdating
Uvitani
Teretulnud
Ontvangen
Degemer
Mai
EKomo
Dobredojde
Wellkom
Woezor
Moguah
সবাগত
Herzlich
Willkommen
Hozta
Sugeng Rawuh
Swagatham
Karibu
Khoshunadi
Siyakwamukela
Fáilte
добре дошъл
Sanno da zawa
Mirëseviti

FORMAT & HOUSEKEEPING

- Due to the volume of participants expected, we ask all videos and microphones are muted. If you have specific questions, we will be using the chat function this evening only and questions will be read out and answered at the end.
- The webinar will be recorded and available to view at a later date
- Slides and template will be emailed to all participants who signed up.

WHAT WE'LL COVER TODAY

- Positive Club and League stories
- Risks Clubs and Leagues are facing
- Business Continuity Planning
  - What is business continuity planning
  - What are we trying to achieve?
  - Who is going to help us achieve this?
  - What do we already have in place that we can use?
  - What could happen and how could this impact us?
  - How do we best react?
- Business Continuity Planning Document run through
- Resources
- Support
- Questions

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POSITIVE CLUB STORIES

Bessacarr FC is feeling motivated at **Cantley Park**.
Monday at 20:40 · Doncaster ·

❤️💙❤️💙Thank you❤️💙❤️💙

Well done and thank you to everyone that donated and has helped out with the food bank this week.

Through your donations we managed to get a food and essentials package to every address of someone vulnerable that we were given this week. That's a fantastic result well done everyone.

We will be running again this week and are able to collect again if needed. Please note though to keep our volunteers safe we can not accept a hand over of your donations and we will request donations are left in a safe place. If anyone is kind enough to donate and needs the donation collecting could you either text 07444635510 or message us in here. Alternatively the pavilion will be open again Sunday 10 till 12 should you want to drop anything off.

If anyone knows of anyone in need could you please message us details either on here or by text to 07444635510.

It's our community folks let's look after it.

#bessacarrfc #communityclub #thebessacarrway

O2-UK 16:18 60%

Clitheroe Wolves F...

Afternoon all hope we are enjoying the Easter sun as best you can. Very pleased to now announce that the mower we were selling raised £1000 and we are now in the process of donating £500 to the Ribble Valley Foodbank and £500 to the East Lancs Hospitals NHS trust in the form of some fresh fruit and veg hampers with Walkers fruit and veg. It's only a small gesture but might help some people through this nightmare. 🐊💙💜⚽

FC Stratford
@FcStratford

NHS | So the idea came about on Friday that the players fines pot would be donated to the NHS COVID-19 Urgent Appeal. We started with £261 before players and management paid in. Then backed up by club officials, sponsors and former players. This evening we have donated £1,700 💙

A big thank you

Your £1,700.00 donation will make a difference to NHS Charities Together and we know your support will mean a lot to them.

Your donation:

Donation Reference:	IDN030768338000
Charity:	NHS Charities Together
Amount:	£1,700.00

19:34 · 06/04/2020 · Twitter for Android

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POSITIVE LEAGUE STORIES

Wycombe & South Bucks Minor Football League
@SbmflW

Following our earlier announcement of our intention to donate this season's fair play cash awards to the NHS, we are pleased to say that we've today paid £3,400 to the 'COVID 19 Staff Appeal' run by the Buckinghamshire Healthcare NHS Trust. 1/2

15:20 · 08/04/2020 · Twitter for iPhone

1 Retweet 3 Likes

Wycombe & South Bucks Minor Football League @SbmflW · 25m
Replying to @SbmflW
The money will support front line staff directly working with COVID 19 patients, providing comforts in their off duty areas to help their physical/mental welfare, funding wellbeing packs, and purchasing items to ensure/enhance their wellbeing whilst working with COVID 19 patients

1 3

Norfolk Combined Youth Football League ran a FIFA x-box tournament with each member club able to have a player represent them in the competition

BCFA Youth League @BCFAYL · Mar 26
Our league secretary sent an email last week to all our member clubs explaining why the @BCFAYL committee has decided to cut our membership fees by 40% for season 2020/21

@EssexCountyFA

1 2

Bolton, Bury & District Football League promoting funding tips for clubs and will promote club fundraising activities.

GET SHARING YOUR POSITIVE STORIES

Nominate your #GrassrootsHeroes for:

- Coach (Adult team)
- Coach (Youth team)
- Grounds Team
- Club
- League
- Volunteer
- Rising Star
- We Only Do Positive Respect Award
- Match Official
- Project

http://www.thefa.com/get-involved/grassroots-football-awards

CLUBS AND LEAGUES RISKS

Loss of regular revenue
Loss of summer fund raising e.g. tournaments
Payment of rates
Payment of Employees
Payment of VAT
Payment of Income tax
Self employed coaches & coaching company
Contractual payments - services / hire
Payment of trophies & end of season ceremonies
Football Foundation sinking funds
Future FF capital projects - loss on partnership funding
Affiliation / sanction fees for next season
Sponsorship funding reduced or asked to be returned
Personal data being stored and used in new premises

FA Charter Standard
No coach education, medical courses & mentoring
DBS Checks Safeguarding for accreditation
Closure of school & education facilities (now & summer)
Keeping players engaged
Losing players at the end of the season
Pitch maintenance - potentially elderly workforce
Reduction in volunteer workforce
Setting up new teams
Organising AGM/Committee meetings
Kit & equipment provision for next season
Football tours within UK & abroad in summer
Mental health of players & volunteer workforce
Security of premises with no workforce present

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WHAT IS BUSINESS CONTINUITY PLANNING

1. What are we trying to achieve?
   - Identify the objectives of the plan and set goals
2. Who is going to help achieve this?
   - Choose the business continuity team
3. What do we already have in place that we can use?
   - Identifying documents, plans, templates that maybe already be in use
4. What could happen and how could this impact us?
   - Explore the risks and the impact these could have on your club/league
5. How do we best react?
   - Devise a plan of action to respond and maintain
6. How can we ensure everyone is on board?
   - Develop testing and training
7. How do we know our plan is the best?
   - Refine and maintain

WHAT ARE WE TRYING TO ACHIEVE?

What are the outcomes of a successful plan?

How detailed should the plan be?

Are all areas of your league/club covered?

Which key achievements/actions should be tracked?

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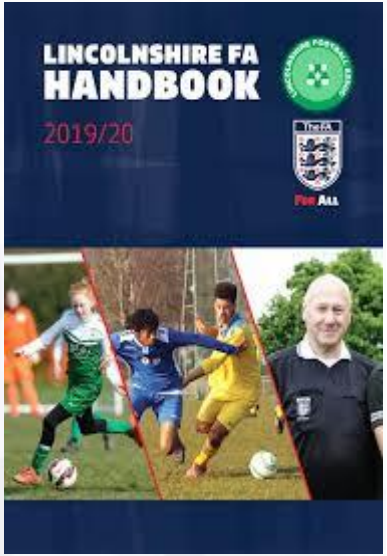
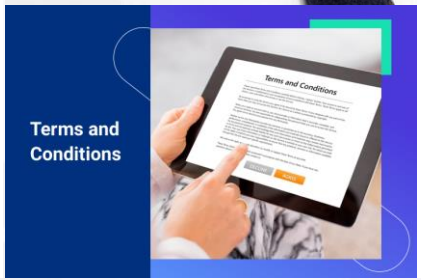
WHO IS GOING TO HELP US ACHIEVE THIS?

- Name
- Role within the club
- Skill sets
    - Staff, volunteers and suppliers* (*people/organisations you buy goods/services from)
    - Finances.
    - Constitution/articles, governance and legal structures.
    - IT systems and communications
    - Premises, maintenance, kit and equipment.
    - Health and safety policy/processes.
    - Members/customers and user needs.
    - Sponsors, funders, suppliers and other key partners.
    - Insurance policies and licenses.
- Time able to commit
- Contact details

WHAT DO WE ALREADY HAVE IN PLACE THAT WE CAN USE?





EMPLOYMENT AGREEMENT

This contract is an agreement between the two following parties,
the Employee: _____ and the Employer: _____

Employee: the teacher

Name: _____
Address: _____
Date of Birth: _____ Citizenship: _____
Phone Number: _____ E-mail address: _____
Academic degree: Bachelor of Arts Date conferred: _____
Major: _____ Conferred by: _____

Employer: the institute

Name:
Address:
Phone Number:

I. Purpose of this contract

The employee will teach and train students at the educational institute and time designated by the institute and shall develop educational programs for students. During the term of this agreement, the employee must follow and strictly comply with the employer's policies and guidelines.

II. Duration of contract

This contract is valid for one year, starting from 2008. The employee must inform the employer on whether she/he would like to renew the contract of not one (1) month prior to the end of the one (1) year of service and contract will be renewed by mutual agreement.

III. Schedule

1. The number of regular teaching hours will be 120 hours per month, which is approximately 30 hours per week for 4.3 weeks. Every effort will be made to standardize the number of working hours per week to 30.
2. Classes will be held from Monday to Friday.
3. Classes and teaching are scheduled in accordance with the needs of the Institute; reasonable efforts will be made to accommodate the Employee's requests.

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WHAT COULD HAPPEN AND HOW COULD THIS IMPACT US?

People (Volunteers, Players, Members)	Reduction in volunteer workforce
Facilities and Equipment	Security of premises with no workforce present
Communications	Keeping players engaged
Finances	Loss of regular revenue
Contracts and Agreements	Football tours within UK & abroad in summer
Health and Safety	Pitch maintenance - elderly workforce
Governance	Organising AGM/Committee meetings
Systems and Data Protection	Personal data being stored and used in new premises

Resource; Sport England, Club Matters - BCP

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HOW DO WE BEST REACT?

Risks	Actions to Mitigate	Responsibility	By When	What Support is required

What can you look to CONTINUE to do	Responsibility	By When	Budget
What can you look to START to do	**Responsibility**	**By When**	**Budget**

- Specific
- Measurable
- Achievable
- Relevant
- Time related

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HOW DO WE BEST REACT?

Clubs Business Continuity Re-Planning 2019/20

Club United FC

East Riding FA

How To Guide

Resources

Risks Log

Cash Flow

Action Plan - Now

Risks Table

Financial Risk Table

Action Plan - Future

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TOP TIPS

- Try to not just think about the here and now, but the future too. What impact will these uncertain times have on next season and beyond?
- Complete this with all relevant committee members/trustees/board of directors (in line with the government guidance). It will not only help to share the workload, but different risks can be assigned to individuals based on their skill sets/expertise.
- Avoid duplicating any work unnecessarily. You may already have documents which you can look to draw information from which maybe able to compliment this document.
- If your plan has identified several risks both operationally and financially try not to panic. The process is designed to highlight areas with a clear action to explore ways to mitigate those risks. Speak to your county FA for further support and guidance.

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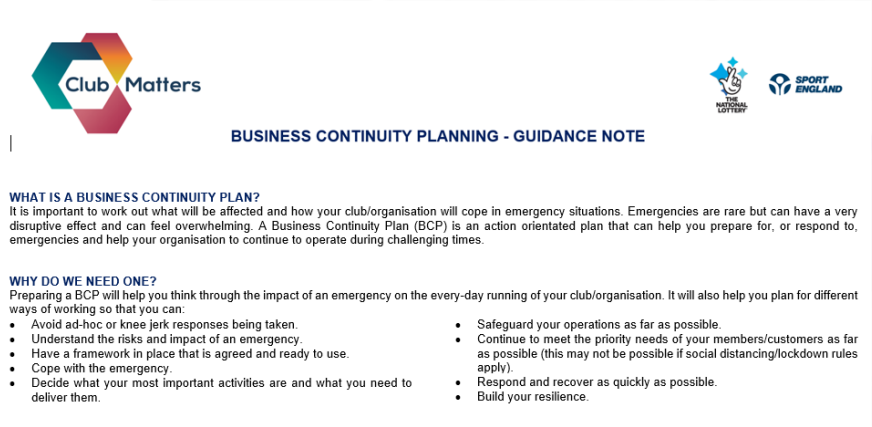
BUSINESS CONTINUITY PLANNING RESOURCES



Club Matters

BUSINESS CONTINUITY PLANNING - GUIDANCE NOTE

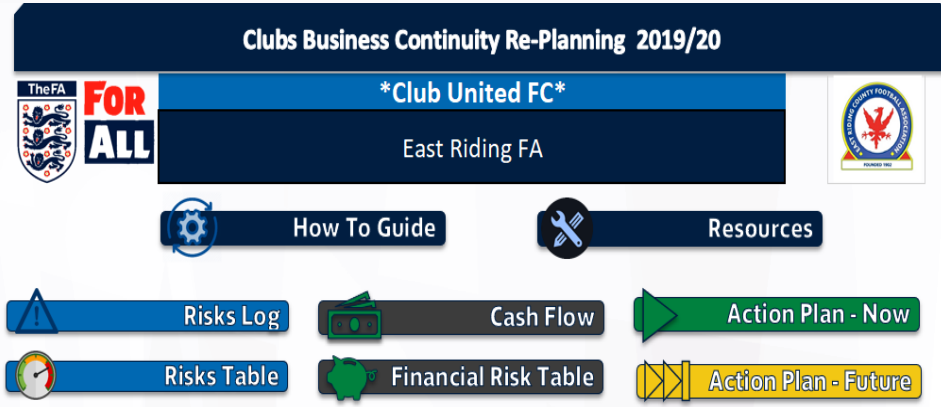
WHAT IS A BUSINESS CONTINUITY PLAN?

It is important to work out what will be affected and how your club/organisation will cope in emergency situations. Emergencies are rare but can have a very disruptive effect and can feel overwhelming. A Business Continuity Plan (BCP) is an action orientated plan that can help you prepare for, or respond to, emergencies and help your organisation to continue to operate during challenging times.

WHY DO WE NEED ONE?

Preparing a BCP will help you think through the impact of an emergency on the every-day running of your club/organisation. It will also help you plan for different ways of working so that you can:

- Avoid ad-hoc or knee jerk responses being taken.
- Understand the risks and impact of an emergency.
- Have a framework in place that is agreed and ready to use.
- Cope with the emergency.
- Decide what your most important activities are and what you need to deliver them.
- Safeguard your operations as far as possible.
- Continue to meet the priority needs of your members/customers as far as possible (this may not be possible if social distancing/lockdown rules apply).
- Respond and recover as quickly as possible.
- Build your resilience.



https://learn.sportenglandclubmatters.com/course/view.php?id=71

Individuals will be sent this after the webinar or you can access this from your county FA.

SPORT ENGLAND COMMUNITY EMERGENCY FUND

https://www.sportengland.org/how-we-can-help/our-funds/community-emergency-fund

This new fund aims to help community sport and physical activity organisations who are experiencing short term financial hardship or the ceasing of operations due to the ongoing coronavirus crisis. This includes football clubs & leagues.

- Grants from £300-£10,000
- Applications from 01 March to 31 July 2020
- Applications processed in 7-10 days
- All other Govt support must be exhausted…

FINANCIAL NEED MUST BE DEMONSTRATED

- The expected financial impact over the next three months, including the impact of any actions you can take to reduce this
- The minimum expenditure you will have to meet while activity isn't happening
- Any immediately available, unrestricted funds you have in reserve.

Note: applicants will not be penalised for having reserves but you need to say how you're going to use these as well as the funds you're applying for.

What can be funded:

- Rent
- Utility costs
- Insurances
- Facility or equipment hire
- Core staffing costs (including casual workers) that cannot be met elsewhere by other government funds
- Retrospective losses dating from 1 March, 2020.

What cannot be funded:

- Activities or costs which are already covered by other government funding, including rates
- New activities or events – please see our other funding programmes for this
- Capital works
- Costs beyond the end of July 2020
- Players wages or salaries

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CURRENT SUPPORT FOR KEY RISKS GOVT INTERVENTION

https://www.businesssupport.gov.uk/coronavirus-business-support/

Business Rate Holiday

Business rates not to be paid for 2019/20

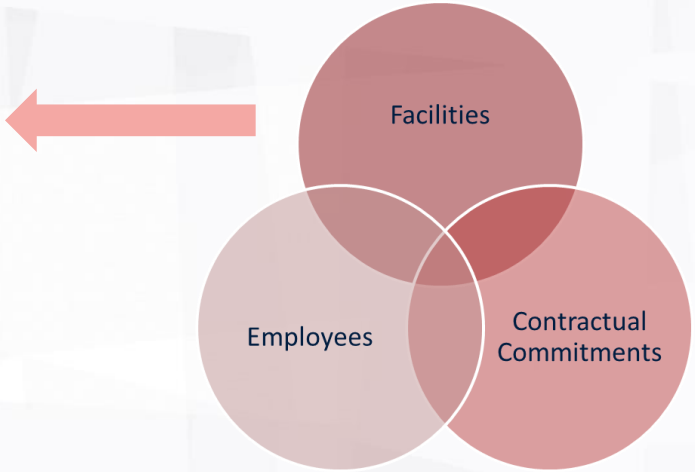
Small Business Grant Funding

£10K grant for clubs who receive small business rate relief or rural rate relief

Cash Grants for Leisure (clubs)

£10K grant if rateable value <£15K

£25K grant if rateable value >15K<51K



CURRENT SUPPORT FOR KEY RISKS GOVT INTERVENTION

https://www.businesssupport.gov.uk/coronavirus-business-support/

Coronavirus Job Retention Scheme

Grant 80% PAYE salary up to £2,500/month for 3 months

Plus payment for Employer NI contribution +

Min. automatic enrolment employer pension contributions

Self-employment Income Support Scheme

A grant to self-employed individuals or partnerships, worth 80% of their profits up to a cap of £2,500 per month

Statutory Sick Pay Rebate

Able to reclaim Statutory Sick Pay (SSP) for staff sickness absence due to coronavirus for up to 2 weeks

SOLUTIONS FOR KEY RISKS

Legal guidance to support clubs in relation to contractual commitments including:

- Membership Subscriptions
- Contractual Rights with suppliers and Obligations
- Overseas tours
- Employment Issues
- Facility Hire

Legal Helpline 0191 2117799

https://www.muckle-llp.com/what-we-do/sports/the-football-association/

ADDITIONAL SUPPORT

The Digital Gym

Be Digitally Fit

Find Guidance on using Non-FA Technology including guidance on running online meetings.

GRASSROOTS TECH TEAM

Content on running online meetings is now live in The Digital Gym - A Place for our leagues & Clubs to get Digitally Fit.

More content will be added almost daily so please feel free to share or to use yourself!

Gym membership is free - head to https://grassrootstechnology.freshdesk.com/support/solutions/48000450819

Leagues can apply for the IT Grant -> Contact your County FA or email Fundingforleagues@thefa.com and full details can be sent out to you.

GRASSROOTS TECH TEAM

Free Webinar

Closing The Season

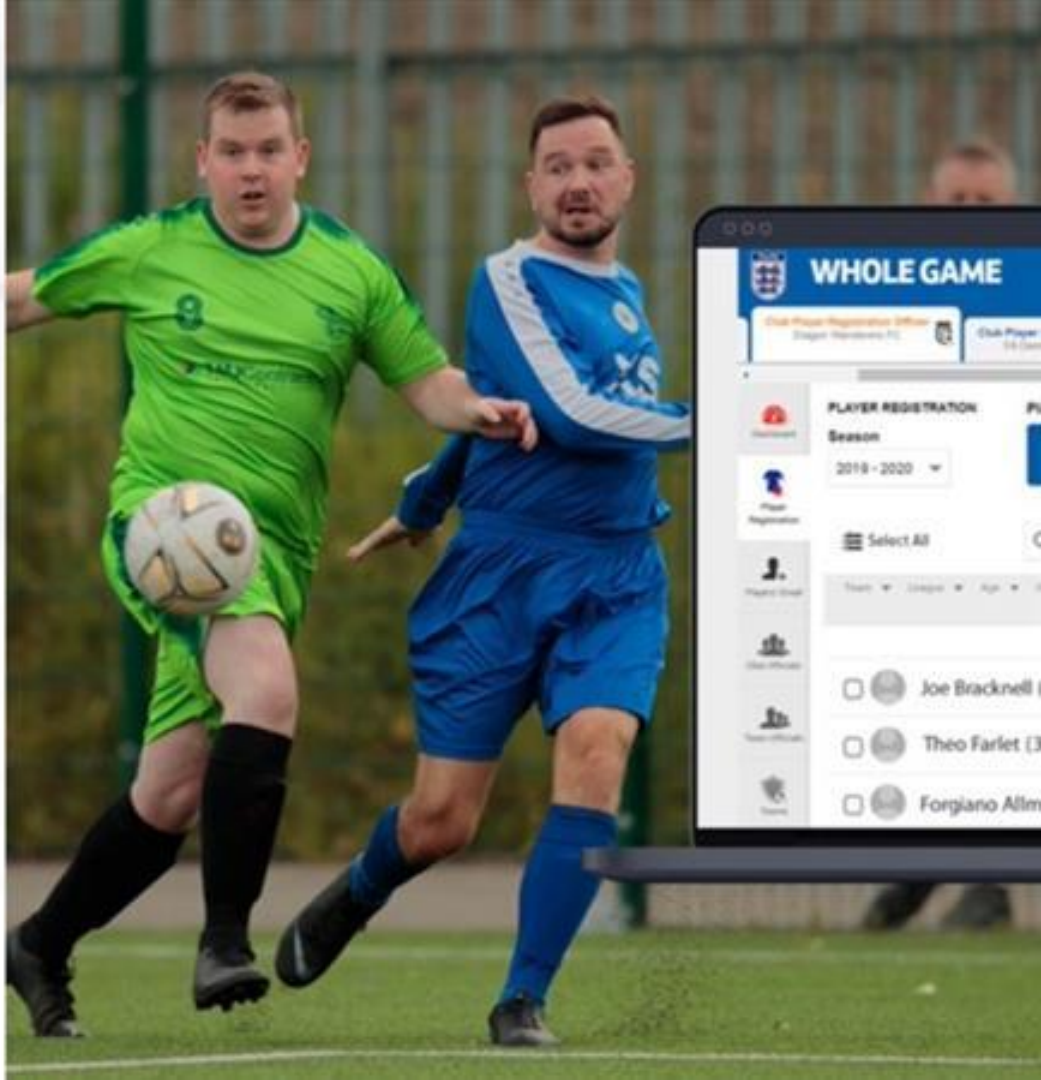
A guide to closing down your season with new Full-Time functionality including displaying Points Per Game and Mass Voiding fixtures as well as top tips for running online AGM/SGMs.

Date 29th April

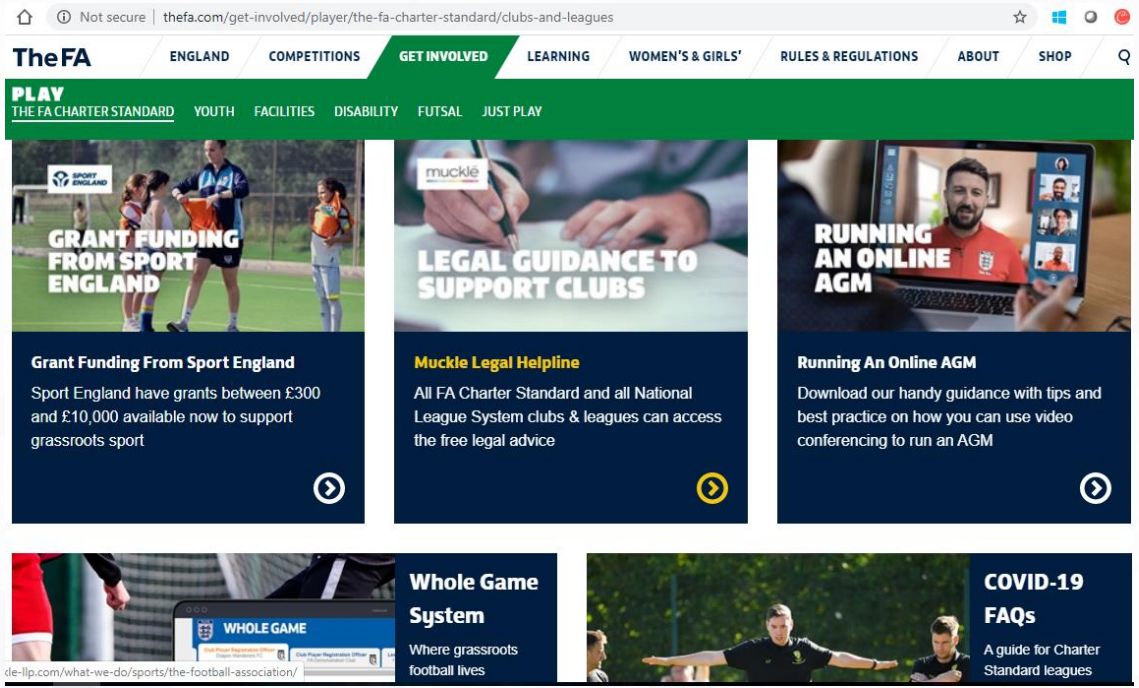
Time 2pm *or* 7pm

Book: https://bit.ly/SeasonEndBooking

Contact GrassrootsTechnology@TheFA.com for more information



THEFA.COM GUIDANCE



http://www.thefa.com/get-involved/player/the-fa-charter-standard/clubs-and-leagues

QUESTIONS

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THANK YOU

Stay Safe!