



Step by Step guide for Schools

1. Propose the idea to the PE Team/Team Leader

In order for the links to be affective the school must be committed from the outset.

2. Address key questions at the team meeting:

Is the team interested in setting up a school club link?

If the team is interested, why do you want to develop a link?

Are there any specific clubs you wish to target? This could be for practical reasons e.g. proximity between the school and club venue or other reasons e.g. good existing relationships.

Who from the school will be lead on the developing the link? The effectiveness of the links will be down to the commitment of the people involved. It is suggested that as least 2 people are actively involved in establishing a link.

What are you able to offer the club? This could be a free training venue, promotion of opportunities available, transporting interested students to a dedicated club night.

3. Contact your local authority Sports Development Officer and School Games Organiser to inform them of your intention to set up a school club link

They may be able to support!

4. Establish if your targeted club provides a suitable environment for a School Club Link

Ideally your targeted club will have a club accreditation in football we refer to as Charter Standard please visit www.berks-bucksfa.com/charterstandard for an explanation of Charter Standard and you can search for Charter Standard Clubs via our find a club tool. If the club does not have Charter Standard please contact your local authority Sports Development Officer or Berks & Bucks FA for advice on how to proceed.

5. Contact your local club

Using the Berks & Bucks FA Find a Club tool will give you the main contacts details for the club. It is unlikely that you will get through first time as clubs are often run by volunteers who have full time jobs in the day. Leave a message and ask for their email address. Follow up via email.

6. If the club is interested in setting up a link arrange a time to meet up and discuss the plans for the link further.

The effectiveness of the links will be down to the commitment of the people involved. It is suggested that as least two people from each party are involved in establishing the link.

If the club are not interested in setting up a link/if you are able to get hold of them over the course of several weeks, consider your next club to target. It is vital that both the club and school are committed to a link and that you are in regular communication.

7. Put your plan into action

8. Sign a School Club Link Agreement form with the club

The Berks & Bucks FA Agreement form can be found on the Berks & Bucks FA website. Signing a formal agreement form formalises the link and ensures that both the school and club are clear on the expectations set.

9. Ask the club to monitor the number of young people joining the club from your school over the course of the season.

This can be achieved by adding a column to club registration forms, or simply by asking each new participant which school they attend at their first coaching session. This will help to demonstrate the effectiveness of your school club link.

