



# Club Guide

A step-by-step guide to running a grassroots football club

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## 2. Structure of Football

This section will provide you with an overview of affiliated football within England, the role of the Berks & Bucks FA and the relationship Clubs have with their Leagues.

## **2.1. The Berks & Bucks FA**

The Berks & Bucks FA is the not-for-profit governing body of football in the counties of Berkshire & Buckinghamshire (pre-1974 boundary). We are responsible for leading, protecting and supporting players, Clubs, Leagues, coaches, volunteers and referees participating across the county.

The Berks & Bucks FA is an affiliated County Football Association under the national FA, and are delegated responsibilities relating to the sanction and control of Clubs, Leagues and competitions within our boundaries. In addition to this, we run various County Cup competitions across all levels of football, including disability, futsal and walking football Cups, in addition to supporting the development of the game through a wide range of coach and referee education courses and other outreach programmes. We also take an active role in working with local authorities to protect football facilities across the County and develop new opportunities to grow the game.

At Berks & Bucks FA, Safeguarding is our number one priority. Keeping young people involved in football in a safe and enjoyable environment will keep people in the game for life.

### **2.1.1. Governance Responsibilities**

#### **2.1.1.1. *Affiliation and Sanctioning***

Every summer, Clubs and Leagues are required to affiliate to their parent County FA in order to play in FA-sanctioned competitions for the coming season. Club affiliation is determined by the location of the Club's home ground, so if your primary ground is based within the Berks & Bucks FA boundaries, you will affiliate to us. Leagues are Sanctioned by the County where the majority of their Clubs are based, however there is no obligation for Clubs to only play in Leagues sanctioned by the same County FA.

#### **2.1.1.2. *Discipline***

The Berks & Bucks FA is delegated responsibility by The FA to oversee the governance of grassroots football within the County boundaries. This includes responsibility for enforcing The FA's Disciplinary Regulations, ranging from match-based discipline (red and yellow cards) to the investigation and hearing of major incidents of misconduct. More information can be found in the Discipline section.

#### **2.1.1.3. *League Appeals***

The County FA also has a responsibility to mediate and adjudicate on disputes between Clubs and Leagues under League processes. If a Club appeals against a decision of a League sanctioned directly by the Berks & Bucks FA, we will coordinate a formal Appeal Board to review the matter and provide a fair and impartial judgment under FA Regulations.

### **2.1.2. County Competitions**

#### **2.1.2.1. *County Cups***

The Berks & Bucks FA runs over 30 County Cup competitions across various formats, levels of football and age groups. The County Cups have a long and proud tradition across the County, and offers an opportunity for Teams to test themselves against opposition from other Leagues of a similar standard. The County Cup finals, which are held between March and May, provide a popular climax to the football season and the opportunity for players to experience playing at one of our senior Clubs. In recent seasons, we have hosted County Cup Finals at professional grounds including Stadium:MK and Adams Park.

All adult Teams are automatically entered into a County Cup based on their level of football, and must request an exemption if they do not wish to participate in the Cup that season. Entry in to Youth County Cups is optional.

More information can be found on our website at <http://www.berks-bucksfa.com/cups-and-competitions>.

#### **2.1.2.2. *Representative Squads***

The Berks & Bucks FA operates two youth representative squads at Under 16 and Under 18 Level. The Representative teams are part of an important and historic tradition in County football and it is still regarded as a great honour to be selected for the squad.

The representative teams are made up of the best young players in the county. They are a chance for young footballers who are not under professional contracts to test themselves against players from other counties and showcase their skills on a national stage. Both teams compete in the South & West Counties Championship and play a number of fixtures across the course of the season against teams from all across the South and South West.

The Under 18 team also compete in the prestigious FA County Youth Cup.

### **2.1.3. Football Development**

The Berks & Bucks FA has a team of development officers that are striving to grow and develop football across the area, through introducing new provisions and services whilst also supporting our affiliated clubs and leagues to continue to provide a positive footballing environment.

We provide dedicated support for the women's and girl's game, with initiatives to improve young girl's first introduction to football, and guidance on how to develop and integrate girl's teams within a Club. We also promote disability football through a County Disability League, and have some innovative programmes that enable any club to pledge support for local disability provisions. We continue to provide support for our adult male provisions, including dedicated resources for retaining existing 11 a-side teams and leagues, whilst developing provisions that adapt to changing lifestyles. Finally, we are supporting the continued and sustained growth of youth male and mixed football through providing opportunities for young players to experience other footballing roles. There is also support available for referees through our Referee Development Officer, responsible for the education and support of new and existing referees as they progress along the refereeing pathway.

#### **2.1.3.1. *Education Courses***

The Berks & Bucks FA provides a range of education courses for coaches and referees at all levels of the grassroots game. Funding opportunities are also available in the form of coaching bursaries to support the development of football within the County. More information is provided later in this pack.

#### **2.1.3.2. *Facilities***

The Berks & Bucks FA plays a key role in the protection and development of football facilities within the County. We work closely with key national partners including Sport England, the Football Foundation and The FA to ensure that facilities are protected against commercial development and to promote the inclusion of sporting facilities in new developments across the County. We also work with The FA to improve the quality of existing facilities through the Pitch Improvement Programme.



## 2.2. Affiliated Football in England

Football has been the national sport of England since before The Football Association was formally established in 1863. With 92,500 Teams from 20,000 Clubs competing in over 1,000 Leagues, The FA estimates there are approximately 1.4 million players participating in grassroots football.

### 2.2.1. Men's Football

The highest level of non-professional Adult Men's Leagues, playing on Saturdays, form part of the "National League System." This structure incorporates a promotion and relegation system which enables local grassroots amateur teams a pathway potentially to the National League and into professional football and The Football League.

The National League System is divided into 7 "Steps" with promotion between the various levels dependant on both form and Club facilities through a Ground Grading system. Clubs and Teams competing at Step 5 and below are governed directly by County Football Associations. Any League which does not form part of the National League System (including Youth, Veterans and Sunday Football) is defined as "Non-Step" or "Non-NLS."

Local Leagues which fall within the National League System include:

#### *Step 5:*

- Combined Counties League Premier Division
- Hellenic Football League Premier Division
- Spartan South Midlands League Premier Division

#### *Step 6:*

- Combined Counties League Division 1
- Hellenic League Division 1 (East and West)
- Spartan South Midlands League Division 1

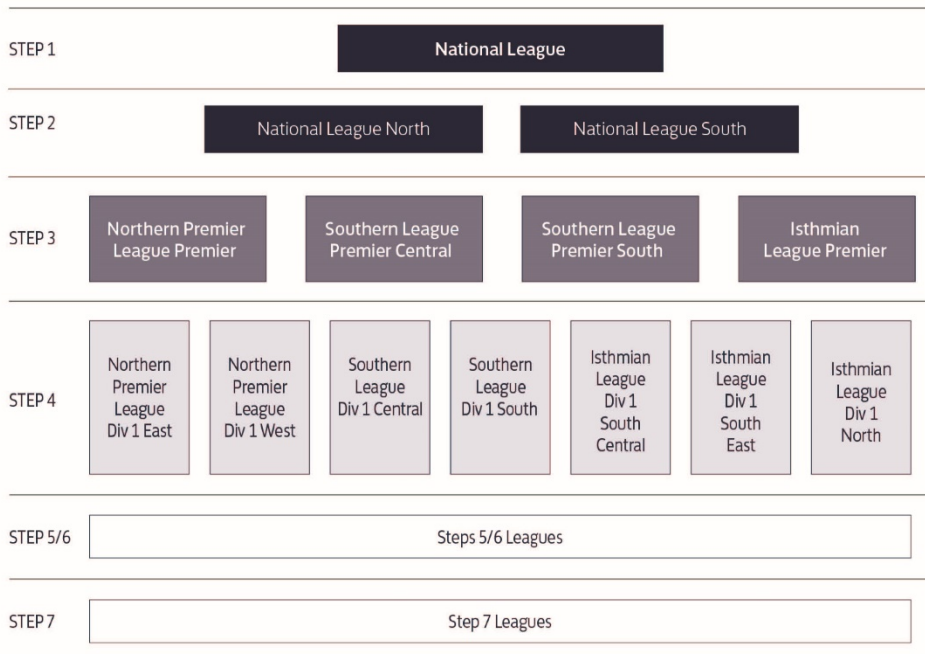
#### *Step 7:*

- Oxfordshire Senior League Premier Division
- Spartan South Midlands League Division 2
- Thames Valley Premier League Premier Division

# NATIONAL LEAGUE SYSTEM REGULATIONS

## 3. NLS LEAGUE STRUCTURE

3.1 The current structure of the NLS is set out below:



The Leagues currently at Steps 5, 6 and 7 are set out at the end of the Regulations.

For the 2019/20 season, each Step shall have the following maximum number of Clubs: Step 1 – 24, Step 2 – 44, Step 3 – 88, Step 4 – 140, Step 5 – 280, Step 6 – 400. Clubs will be placed in the most geographically appropriate division. At Step 7 the maximum number of Clubs in each division shall be determined by the Committee taking into account all relevant factors.

From the 2020/21 season onwards, each Step shall have the following maximum number of Clubs: Step 1 – 24, Step 2 – 48, Step 3 – 88, Step 4 – 160, Step 5 – 320, Step 6 – 340.

3.2 Any league wishing to become part of the NLS must apply to the Committee by 31st December in the relevant year in such form and/or providing such information as shall be required by the Committee from time to time. The decision as to whether or not a league should be admitted to the NLS shall be made by the Committee which will then decide on the Step at which the League will compete.

3.3 Any League wishing to propose an adjustment to its position within the NLS must apply in writing to the Committee by 31st December in any year for such proposal to be determined by the Committee in order, if approved, to have effect in the following Playing Season.

### 2.2.2. Women's Football

All Women's Leagues form part of the "Women's Football Pyramid." This structure incorporates a promotion and relegation system which enables local grassroots amateur teams a pathway potentially to the National League and into professional football and The FA Women's Super League.

The Women's Football Pyramid is divided into 7 "Tiers" with promotion between the various levels dependant on both form and Club facilities through a "Ground Grading" system. Clubs and Teams competing at Tier 7 are governed directly by County Football Associations.

Local Leagues which fall within the Women's Football Pyramid include:

*Tier 5:*

- Southern Regional League Premier Division

*Tier 6:*

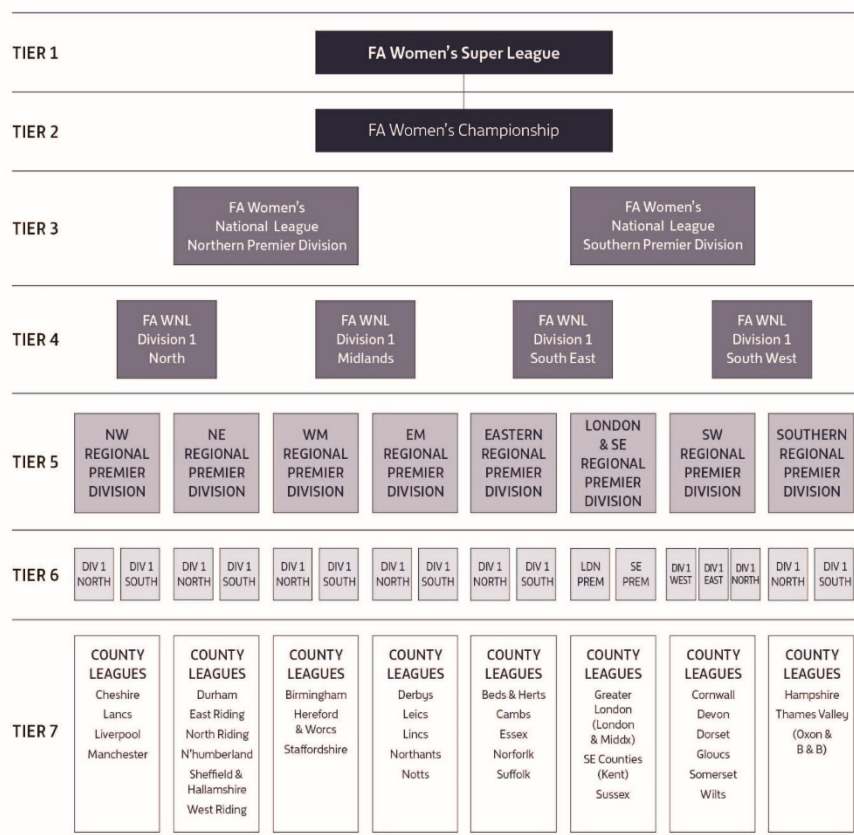
- Southern Regional League Division One North
- Southern Regional League Division One South

*Tier 7:*

- Thames Valley Counties Women's Football League

# WOMEN'S FOOTBALL PYRAMID REGULATIONS

## APPENDIX A [NOTE: APPENDIX A IS SUBJECT TO CHANGE FOR THE 2019-20 SEASON]



## **2.3. The Club/League Relationship**

The relationship with your League will be one of your most important partnerships in football and is crucial to the smooth organisation of your weekly fixtures. As a Member of the League, there are some key functions you must fulfil to support them in their administration.

### **2.3.1. Annual General Meetings**

Leagues host an Annual General Meeting (“AGM”) in May or June each year to prepare for the coming season. Attendance at an AGM is mandatory for member Clubs and provides you with the opportunity to help shape the direction of the League through votes on key governance decisions:

#### ***2.3.1.1. Election of League Officers***

The vast majority of grassroots Leagues are run by volunteers, with officers appointed by League members at the AGM. In addition to the key roles of Chair, Treasurer and Secretary, many Leagues will also hold elections for administrative roles such as Fixtures and Discipline Secretaries, and may have a number of representative positions elected by members who sit on the Management Committee without administrative responsibilities.

#### ***2.3.1.2. Approval of League Rules***

All Leagues must base their rules on The FA’s Standard Codes of Rules. This ensures consistency in the governance of grassroots Leagues across the Country. Provided their rules comply with the Standard Codes, Leagues are able to add additional competition-specific rules as they see fit to support the needs of their League. The FA updates the Standard Codes of Rules from time to time, and any changes issued by The FA must be incorporated into League rules the following season.

Proposed Rule changes can be submitted annually by the League Management committee or Member Clubs. All Clubs within the League will be notified of proposed changes to the Rules prior to the AGM, and offered an opportunity to provide feedback and propose amendments to them before a formal vote at the AGM. Once ratified at the AGM, the updated League Rules are submitted to the County FA as part of the League Sanctioning process.

#### ***2.3.1.3. Admission of new Members***

Any potential new Members to the League must be accepted by the existing membership by a vote at the AGM. New Clubs will usually have the opportunity to make a presentation to the League supporting their application, and respond to any concerns or questions existing Members may have. Once a Club has been admitted as a Member of a League, the only way they can be removed is by a vote of the League Members, or by the Club withdrawing themselves from the League.

#### ***2.3.1.4. Approval of the League Constitution***

Once the membership for the coming season has been agreed, the League Members must approve the formation of its divisions for the coming season, including any requests for relegation or promotion outside of the previous season’s results. The League will also set standard kick-off times and an end date for the season at the AGM.

### **2.3.2. Player Registrations**

All Players must be registered with the League in order to participate in fixtures. Individual Leagues will set specific requirements around squad sizes, registration deadlines, and identification checks for Players. The League will also have to approve any transfer of Players from one Club to another.

If a player plays in a fixture without having been registered with the League (or fulfilling any match-day signing requirements) the League may charge the Club with fielding an ineligible player, and could award any points from the fixture to the opposition.

#### **2.3.2.1. Adult Leagues**

In Adult Leagues, a Player can only be registered with one Club within the League. Adult Leagues will often have restrictions around the number of Players allowed to play in a single fixture who have previously played at a higher level, and the number of fixtures an individual Player can play at a higher level. Please refer to your individual League Rules for specific restrictions surrounding this (Rules 18(M) and 18(P)).

#### **2.3.2.2. Youth Leagues**

In Youth Leagues, the relevant age group for a Player is determined by his or her age as at midnight on 31 August of the playing season. For example a child aged 7 on 31 August is considered an "Under 8" player that season, while a child who turns 7 on 1 September would be considered an "Under 7" player. Players are permitted to "play up" by only one age group (other than children aged 6 who are only permitted to play Under 7s football), and are not permitted to play in any fixture against Players with more than a two-year age difference.

Children are not permitted to "play down" an age group except where The FA has provided explicit dispensation due to medical grounds.

A Player can only be registered with one Team per age group, but can register with different Clubs in different age groups. Under FA Regulations, all youth teams can be mixed sex up to, and including, Under 18s.

### **2.3.3. Match-day Administration**

During the course of the season, Clubs will work closely with Leagues and each other to manage any changes to fixtures that may be required. There are also various match-day obligations a Club must fulfil relating to information which must be provided to the opposing Club, League and Match Officials, and the timely reporting of results. These are detailed under Rules 20 and 21. It is essential Clubs are aware of their administrative responsibilities as any failure to comply with these Rules may lead to the Club being fined by the League.

### **2.3.4. Appeals and Protests**

Any protests relating to the outcome of a match (for example due to the eligibility of players or quality of the pitch) must be submitted to the League in accordance with Rule 7 (A – E).

Any appeal against a decision of the League Management Committee must be submitted to the League's Sanctioning County in accordance with Rule 7 (F – G).

There are strict deadlines relating to both Protests and Appeals which must be adhered to, or the Protest/Appeal will not be considered.

## 2.4. League Appeals

Clubs can appeal decisions taken by League Management Committees to a County FA Appeal Board.

### 2.4.1. Lodging an Appeal

An appeal must be lodged in writing to the Football Services Manager by mail or e-mail, along with a £50 appeal fee (£30 for youth football) **within 14 days of the written notice of the decision**. Should the appeal be unsuccessful, the appeal fee may be retained by the County FA. Please copy the League Secretary in any notice of appeal.

The notice must state on which of the following four grounds the appeal is being lodged:

That the body whose decision is appealed against...

- failed to give the appellant a fair hearing; and/or
- misinterpreted or failed to comply with the rules or regulations relevant to its decision; and/or
- came to a decision to which no reasonable such body could have come; and/or
- imposed a penalty, award, order or sanction that was excessive.

An appeal can only be lodged by the party against which the decision was taken.

The Berks & Bucks FA will work with the appellant to confirm the grounds of the Appeal and that all relevant documentation has been provided. Notice of the Appeal will then be served on the League, requesting their observations and copies of all relevant documents within 21 days of the notice of appeal. An Appeal Board will then be convened to consider the appeal.

New evidence will only be accepted by either party when an application to submit new evidence has been made and approved.

### 2.4.2. Appeal Board Hearings

Both parties will have the opportunity to present their case to the Appeal Board, who may ask questions in return. The appeal board is not a re-hearing of the original case; it purely considers the grounds of the appeal. The Appellant and Respondent will not have the opportunity to question each other.

The Appeal Board has the power to allow or dismiss the appeal, request a new hearing, take any action the original deciding body could have taken, or any other action it sees fit.

The result of the appeal will be announced as soon as applicable. **Decisions of the appeal board are final and binding.**

### 3. Club Structure

This section provides an introduction to how to structure a football Club to ensure long-term sustainability and effective governance. There is also advice on the additional requirements to ensure young players and adults at risks are effectively safeguarded while playing the game.



## **3.1. Setting up a New Football Club**

Setting up and running a grassroots football Club takes a lot of hard work and dedication. It is important that effective structures and processes are in place to ensure that the responsibility of running the Club does not fall on one person and that the right mechanisms are in place to ensure its long-term sustainability.

This guide will take you through the key initial steps you will need to take to create a new football Club from scratch.

### **3.1.1. Contact the County FA to Confirm your Club Name**

As a prospective member of the Berks & Bucks FA, you will need to contact us to confirm that you are allowed to use the proposed Club name. This is to ensure that you do not have a name which is too similar to an existing Club and could lead to confusion among other Clubs, Leagues and Referees. There are also certain terms which are formally defined by The FA (e.g. "Academy" and "Regional Talent Centre") which you are not permitted to use unless you can provide evidence you hold an FA License for such an organisation. It is recommended that you have several names in mind before you contact the County FA, and that the name is approved before the Club is officially formed.

### **3.1.2. Hold your First General Meeting**

A General Meeting of all the intended members of your new Club should be called. Club Officers should be elected, together with other persons to form a management committee. The Club Constitution should also be approved at the first meeting. A Club Constitution is essential to ensuring that the Club is sustainable and has the appropriate mechanisms in place to respond to any governance issues which may come up. The Constitution should include provisions relating to membership, General Meetings of its members, the appointment and removal of officers (Management Committee), the financial management of the Club (including the annual auditing/verification of accounts), and provisions relating to dissolving the Club. The Constitution should also include a commitment to abide by The FA's Child Protection Policies, Codes of Conduct and Equality Policies. The County FA has the right to demand a copy of any Club's Constitution be provided at any time.

A copy of The FA's Standard Club Rules is included in this pack and can be used as a template.

### **3.1.3. Elect a Management Committee**

One of the greatest risks to a grassroots Club is that there is one person responsible for all administrative and financial responsibilities. There are three key roles within a Club Management Committee, which must be declared to The FA at affiliation, and we recommend Clubs ensure there are at least two separate, unrelated individuals appointed across these three positions:

#### **3.1.3.1. *Chair***

The role of a chairperson is to oversee the running of the club/league and ensure that it is run efficiently and managed appropriately. They will lead club/league meetings and provide leadership in all areas such as club tournaments, etc.

#### **3.1.3.2. *Secretary***

The Secretary is one of the most important roles in a Club or League. They act as the main point of contact for the County FA, League and opposition team managers and perform the key internal administrative duties on behalf of the Club.

### **3.1.3.3. Treasurer**

The Treasurer's role will be to ensure that the club stays financially sustainable, pay all expenses (including any invoices issued by the County FA or the League), and collect any monies owed to the club.

In addition to the three roles above, any Club which has Youth or Disability Teams must also appoint a Club Welfare Officer:

### **3.1.3.4. Club Welfare Officer**

The club welfare officer ensures that the club operates a safe, child friendly environment and promotes good practice in line with the club's Child Protection Policy.

More details on the responsibilities of these roles are included under the Role Profiles section. Depending on the size of your Club, you may also wish to consider appointing individuals in to the following roles. There is no requirement to have these roles, however the more Club members that can be encouraged to get involved in volunteer roles, the stronger and more sustainable the Club will be.

### **3.1.3.5. Fixtures Secretary**

A fixtures secretary can be appointed to be in charge of organising pitches and referees for home games, and ensuring that the club's teams can play all of their games.

### **3.1.3.6. Age Group Coordinator**

If you have multiple teams operating within each age group, you may consider delegating internal administrative responsibilities for each age group (or a band of age groups) to an Age Group Coordinator. An Age Group Coordinator may take on administrative duties across several roles (for example collecting subscriptions, organising fixtures and so forth).

### **3.1.3.7. Team Secretary**

If you have sufficient volunteers, you may wish to consider appointing a Team Secretary to assist in match-day administrative work, such as coordinating players and volunteers, completing paperwork for the referee and League, and anything else that may arise which would otherwise distract the Coach/Manager from their responsibilities.

### **3.1.3.8. Player Registration Officer**

A large number of Leagues across the County require Clubs to register their players via the Whole Game System. Clubs can assign Team Secretaries or Age Group Coordinators as Player Registration Officers to assist with the administrative task of registering players with the Club and League.

## **3.1.4. Open a Bank Account**

Your Club must open a Bank or Building Society Account in the Club's name. A record of all transactions must be kept by the Club, with the accounts being audited or verified on an annual basis. Financial arrangements should also be included in your Club Constitution, with a requirement that major expenses require at least two signatories. All income should be deposited directly in to the Club account.

## **3.1.5. Apply to join a Local League**

There are over 30 Leagues sanctioned by the Berks & Bucks FA, catering to different age groups and abilities within their local area. Leagues are sanctioned by the County FA but operate as independent membership bodies, so you

will need to apply directly to the League for membership. Depending on the League requirements you may need to meet with the League (either with their management committee or their full membership) to submit a verbal case for membership. Ultimately, it is the existing League members who will vote to accept a new Club to their League.

There are no restrictions of which Leagues Adult and Boys/Mixed Teams can enter, beyond the requirements of the specific League; however, please note that Girls Teams must request permission from their Parent County FA to play in a competition in another County. If you intend to enter a Girls Team into a competition under another County FA please contact [Membership@Berks-BucksFA.com](mailto:Membership@Berks-BucksFA.com) for the relevant application form.

Leagues hold their AGMs in May and June each year, so any application for membership will need to be made well in advance of this time. Please contact the specific League for more information on their membership process.

### **3.1.6. Put Together an Annual Budget**

Operating a football Club can be expensive, as there are costs associated with annual membership of the County FA and League, weekly pitch hire and referee fees, and purchasing equipment or kits. This will allow you to determine how to generate income, for example through fundraising activities or player subscriptions. A sample budget is included in this pack as a template.

### **3.1.7. Affiliate to the County FA**

Every summer, Clubs are required to affiliate to their County FA in order to play in FA-sanctioned competitions for the coming season. As a Club located within Berkshire or Buckinghamshire, you will affiliate to the Berks & Bucks FA. Please note this is separate and in addition to membership of a League.

The affiliation window dates vary slightly each year, however in general affiliation runs from late April/early May until the end of July. The County FA will still accept affiliations submitted after this date; however they will be liable to a Late Affiliation Fee, and we cannot guarantee entry to our County Cups. **Ultimately, you must be affiliated prior to participating in sanctioned football matches.**

We produce annual guides each season detailing specific requirements for affiliating to the County FA. As a minimum requirement all Clubs are required to provide details of what teams they will be entering in competitions that season, the coach and/or manager responsible for each team, their home grounds and if there are any changes to their key Club Officials. You will also need to provide evidence of appropriate coverage for both Public Liability insurance and Personal Accident insurance (see *Insurance* section below).

When your affiliation has been fully approved and completed, you will receive an affiliation number from the Berks & Bucks FA for the upcoming season. Once an affiliation application has been submitted to the County FA for review, it is locked for editing. Therefore if you wish to make any changes to the information provided, you will need to contact the County FA and request the records be updated.

### **3.1.8. Identify a Home Pitch**

New Clubs will need to identify a home pitch as soon as possible. Most Local Authorities have pitches for hire, or you may find some larger local Clubs which own their own grounds will be willing to lease you their facilities. Your home pitch will need to be registered with the County FA and your League as your default home venue.

### **3.1.9. Purchase Insurance**

Clubs must provide evidence that they have adequate insurance in place each season to protect both spectators and their players from accidents or injuries sustained through football participation. There are two types of mandatory insurance:

### **3.1.9.1. Public Liability Insurance**

Public Liability insurance covers accidents involving members of the public attending your events. This can be purchased from the County FA as part of the affiliation process or purchased separately with proof of coverage provided to the County FA. If you purchase the Public Liability insurance through the County FA, copies of the relevant coverage documents can be found on our website. If you elect to purchase Public Liability externally, it must provide coverage of at least £10m.

### **3.1.9.2. Personal Accident Insurance**

Personal Accident Insurance covers injuries to players, and has to be purchased separately by the Club, with a copy of the insurance sent to the County FA. Most providers offer various levels of coverage, so we are unable to include a standard package as part of affiliation. Your Personal Accident insurance certificate can either be uploaded as part of the affiliation application, or emailed to [Membership@Berks-BucksFA.com](mailto:Membership@Berks-BucksFA.com).

### **3.1.10. Additional requirements for Youth/Disability Clubs**

The FA and the Berks & Bucks FA are committed to keeping football a safe and enjoyable environment for young players and adults at risk. As such, there are various requirements for Youth and Disability Clubs to ensure that children and adults at risk are properly safeguarded.

Any Club which has youth or powerchair teams is required to have a Club Welfare Officer. The Club Welfare Officer is responsible for ensuring that the Club has adequate systems and procedures in place to safeguard young players/spectators and adults at risk, and is the first point of contact for any Safeguarding concerns. They must hold an FA-approved DBS issued within the past three years and have completed both the Safeguarding Children Workshop and Welfare Officer Workshop.

The Club Welfare Officer is also responsible for ensuring all youth team and powerchair team coaches also hold an FA-approved DBS issued within the past three years. To enable your Club Welfare Officer to carry out Criminal Record Checks on your club members, you need to have access to The FA's online DBS system. Please contact the FA CRC Team at [facechecks@gbgplc.com](mailto:facechecks@gbgplc.com) for more information. More information on this process is provided later.

The length of time it may take for a DBS check to be processed can vary depending on the time of year. The majority of checks are renewed over the summer, which can cause delays in both the background check process and matching a completed DBS Check to an individual's FA record – and therefore in your affiliation application being approved. **We cannot stress enough how important it is that any DBS Checks expiring over the summer are submitted as early as possible.**

Finally, all key Youth Club officials (Chair, Secretary, Treasurer and Welfare Officer) must complete an online Safeguarding for Committee Members course prior to the affiliation being approved. This course takes approximately 40 minutes and can be accessed [online](#).

## 3.2. Club Role Profiles

### 3.2.1. Chairperson

The Club Chair is ultimately responsible for the running of the Club and setting its long term strategy and direction. They provide leadership to the organisation through Chairing the Club Management Committee.

*Accountable to:*

- Club Committee and members (via annual elections)

*Responsible for:*

- Long term strategic direction of the Club
- Chairing Club Committee meetings and AGM
- Assisting the Secretary in preparing agendas

*Required Skills:*

- Strong leadership skills
- Negotiation/diplomacy

*Expected workload:*

- 2 – 3 hours per month for meetings; other time as required

### 3.2.2. Club Secretary

The Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The Secretary is the main point of contact for people within and outside the club on just about every aspect of the club's activities.

*Accountable to:*

- Club Committee

*Responsible for:*

- Day-to-day administration, such as: annual affiliation to the County FA, processing disciplinary notifications, registering players, attending League and County FA meetings, hiring facilities and coordinating other match-day arrangements, organising the Annual General Meetings and other club meetings throughout the season
- Primary point of contact with external football partners (League, County FA)
- Primary point of contact for internal queries (membership queries, complaints etc)
- Representing the Club at external meetings and in external communications, feeding back information to appropriate individuals as required

*Required skills:*

- Highly organised
- Computer literate
- Understanding of football regulations

*Expected workload:*

- Approximately 8 – 10 hours per week (predominantly evenings and weekends)

### **3.2.3. Treasurer**

The Treasurer handles the day-to-day financial administration of the Club, making and receiving all payments on behalf of the Club, and recording every transaction. The Treasurer is also responsible for ensuring the financial integrity of the Club, presenting audited financial statements to Club members at the Annual General Meeting.

*Accountable to:*

- Club Committee and members (via annual elections)

*Responsible for:*

- Financial administration of the Club
- Collecting match fees, subscriptions and disciplinary fees from players
- Paying invoices issued by the County FA, League and facilities
- Maintaining financial accounts and records
- Coordinating annual auditing/verification of accounts
- Presenting annual statement of accounts at Annual General Meeting
- Preparing and monitoring annual budget

*Required skills:*

- Highly organised
- High level of integrity
- Financial experience a benefit

*Expected workload:*

- 2 – 3 hours per week (with greater workload in build up to annual audit/verification)

### **3.2.4. Club Welfare Officer**

The Club Welfare Officer is a key role for any Youth Club and is responsible for ensuring that the Club operates a safe and enjoyable playing environment for young players or adults at risk, and that all coaches and helpers have undergone the required FA background checks and workshops. The Club Welfare Officer is also the primary point of contact for any member who may have concerns regarding the safeguarding of children or adults at risk.

*Responsible to:*

- Club Committee

*Responsible for:*

- Ensuring there is a safe and enjoyable playing environment for children and adults at risk
- Ensuring that child and adult-at-risk welfare is at the forefront of all decisions taken by the Club
- Promoting The FA's Respect Programme and ensuring Club members abide by the various Codes of Conduct
- Overseeing the Club's compliance with Criminal Records Checks, including verifying documents of Coaches and volunteers
- Working with team coaches/managers to ensure they are fulfilling their duty of care to children and adults at risk

- Working with other the County Safeguarding Manager, Club Welfare Officers and Youth League Welfare Officers to monitor child and adult at risk safeguarding in football
- Ensuring the Club as the appropriate safeguarding, anti-bullying, equality and recruitment processes in place
- Ensuring any Club activities (training sessions, matches, tournaments and festivals etc) comply with FA Safeguarding requirements
- Acting as Designated Safeguarding Officer for Club tournaments/festivals

*Required Skills:*

- Extremely organised
- Experience working with children and/or adults at risk
- Dedication to Child Safeguarding
- The Club Welfare Officer is also required to complete a DBS Check and attend an FA Safeguarding Children Workshop, Welfare Officers Workshop, and complete an online workshop

*Expected workload:*

- Depends on the size of the Club. We recommend that larger Clubs have multiple or Assistant Welfare Officers to ensure appropriate time is provided to all teams and members. The Club Welfare Officer is also expected to be accessible during most games and training sessions in case an incident needs to be reported.

### **3.2.5. Team Manager**

*Accountable to:*

- Club Committee

*Responsible for:*

- Training and preparing the team for matches
- Confirming Cup and League entries and Players with the Club Secretary prior to affiliation
- Selecting the team on a weekly basis
- Confirming fixture arrangements with opposition and match officials
- Organising match-day logistics and travel arrangements
- Maintaining equipment throughout the season
- Payment of referees on match day
- Reporting results to Club Secretary and League

*Skills Required:*

- Level 1 Coaching qualification recommended
- Understanding of coaching methods and football tactics
- Excellent organisation skills

*Expected workload:*

- Up to four hours on match days
- 1 – 2 training sessions per week (usually evenings)
- Club meetings as required

Larger Clubs may wish to consider consolidating some of the administrative duties, either across functions (e.g. through a Fixture Secretary or Team Secretary) or age groups (e.g. through Age Group Coordinators)

### **3.3. Sample Club Rules**

The following Constitution consists of the Standard Club Rules recommended by The FA.



# STANDARD CLUB RULES

---

## SUGGESTED RULES:

### 1. Name

The club shall be called ..... (the "Club").

### 2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

### 3. Status of Rules

These rules (the "Club Rules") form a binding agreement between each member of the Club.

### 4. Rules and Regulations

- a. The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- b. No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- c. The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

### 5. Club Membership

- a. The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.
- b. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti- discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- c. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- d. The FA and Parent County Association shall be given access to the Membership Register on demand.

### 6. Annual Membership Fee

- a. An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

### 7. Resignation and Expulsion

- a. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

- b. The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
  - c. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").
8. Club Committee
- a. The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Welfare Officer (where a Club has youth teams) Secretary and Minutes Secretary and up to 5 other members, elected at an Annual General Meeting.
  - b. Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the.....or in their absence the..... The quorum for the transaction of business of the Club Committee shall be three.
  - c. Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
  - d. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
  - e. An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
  - f. Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
  - g. The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.
9. Annual and Extraordinary General Meetings
- a. An AGM shall be held in each year to:
    - (i) receive a report of the activities of the Club over the previous year;
    - (ii) receive a report of the Club's finances over the previous year;
    - (iii) elect the members of the Club Committee; and
    - (iv) consider any other business.
  - b. Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
  - c. An EGM may be called at anytime by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

d. The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

e. The quorum for a General Meeting shall be..... .

f. The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Save as set out at (g) below, each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

g. Any member aged under 18 years may not vote in a general meeting save that one of his or her parents/guardians may vote on his or her behalf.

h. The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

## 10. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

## 11. Club Finances

- a. A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b. The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- c. The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- d. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- e. The Club may also in connection with the sports purposes of the Club:
  - (i) sell and supply food, drink and related sports clothing and equipment;
  - (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
  - (iii) pay for reasonable hospitality for visiting teams and guests; and
  - (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- f. The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.
- g. The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

h. The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

i. The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

j. On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

k. The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

## 12. Dissolution

a. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

b. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

c. The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

## 3.4. Club Budget

Throughout the season, there are various activities which will generate and incur expenses. The following list provides some of the key areas you should consider when creating a Club budget:

### Income

#### Football Activities

- Membership Fees
- Match Fees
- Player Fines
- Gate Money
- Programme Sales

#### Commercial Activities

- Sponsorship
- Bar Sales
- Advertising
- Facility Hire
- Merchandise Sales

#### Other Income

- Cup Winnings
- Fundraising
- Donations
- Grants

### Expenditure

#### Football Activities

- County FA Affiliation
- Insurance
- League Membership
- Player Registrations
- Pitch Hire
- Match Officials Fees
- Kits, Balls, Equipment etc
- Kit Washing
- Club/Player Fines
- Training Costs
- Travel Costs

#### Facility Costs

- Facility Hire

or

- Rent/Mortgage
- Insurance
- Repairs
- Utility Bills
- Pitch Markings
- Staff/Security

#### Administrative Costs

- Printing/Postage
- Bank Charges
- Officers/Player Expenses

## 3.5. Internal Governance

### 3.5.1. Internal Complaints

From time to time, Clubs will be asked to investigate and mediate internal disputes between Members such as parents, players and Coaches over issues ranging from behaviour to disputes over playing time. It is strongly recommended that Clubs adopt a robust internal complaints procedure to ensure these matters are dealt with in a fair and transparent manner.

The complaints procedure should be accessible to all members, and should, as a minimum, explain:

- how to make a complaint;
- an initial point of contact and their contact details (usually the Club Secretary, Chair or Welfare Officer);
- who will be responsible for investigating and reviewing the complaint;
- the process they will take; and
- what kind of action may be taken.

The person carrying out the investigation should never be an individual who has, or could be perceived to have, a conflict of interest regarding the complainant, or the subject of the complaint.

#### **3.5.1.1. Recommended Complaints Process**

##### ○ Submission of a Complaint

In the event that someone wishes to make a formal complaint, they should submit their complaint in writing to the relevant point of contact. The complaint should provide as much detail as possible, including what took place, when and where, who was involved, the names of any potential witnesses to the incident, and a preferred solution.

##### ○ Acknowledgement

The individual accepting the complaint should acknowledge receipt, requesting any additional information as may be required to make an informed assessment as to its validity. Once a complaint has been accepted, the Club Committee should appoint an individual to investigate the complaint as they see appropriate.

##### ○ Investigation

The Investigating Officer should investigate the details of the complaint. This may include requesting a meeting with the complainant, the subject of the complaint and any other witnesses to gather additional evidence and ensure both sides are considered.

#### *Guidance for Investigating Officers:*

- The Investigating Officer must not have any conflict of interest or prior involvement in the case.
- The purpose of the role is to objectively establish the facts of the matter and collect evidence in order to achieve a complete view of the matter.
- Where possible, questions should be as open as possible to allow the interviewee to provide an unfiltered account. Useful open questions to use could be, 'Please take me through the events in your own words giving as much detail as possible'; 'Why did you do/say that?'; 'Were there any witnesses to what happened?'
- Leading questions (e.g. 'would you agree that...?') should be avoided unless there is no other way or finding an answer to the question.

Once the Investigating Officer believes they have all evidence they should prepare a brief report for the Club Committee providing a factual sequence of events and overview of what has been established. The Investigating Officer should also provide an explanation of what they believe occurred, based on their objective assessment of the evidence, and whether or not they believe there is a case to answer. All statements, emails and any other evidence should be attached to the report.

Where a breach of FA Regulations is identified as part of the investigation process, this should be escalated to the County FA immediately, with both parties informed as such.

- Outcome

The Club Committee has the power to:

1. Warn as to future conduct;
2. Temporarily suspend an individual from their position (e.g. from Coaching or Playing);
3. Remove an individual from their position within the Club (e.g. as a Coach or Committee member);
4. Revoke or temporarily suspend membership if they do not believe it is in the Club's interest for the individual to remain a member.

Where the Club Committee is looking to take serious action (for example removing someone from their position or from the Club), it is recommended they provide the individual with an opportunity to represent themselves in person at any meeting where this decision will be made.

Once a decision has been made, the decision should be communicated to both parties in writing. Any individual who has action taken against them should have the right of appeal to the Club Committee.

If the complainant is not satisfied with the way the Club has dealt with their complaint, they can refer the matter to the County FA to investigate the process.

Please note, however, that the Berks & Bucks FA's Complaints Procedure is in place to allow a review of how the Club have responded to an incident; it is not a re-investigation of the initial case. Clubs and Leagues are independent membership bodies governed by their own internal policies and procedures. It is not the County FA's role to determine who should or should not be granted membership or appointed to a role. We can only review whether such a decision has been made in a fair and appropriate manner, and only when the parties involved have failed to resolve the matter internally and there are no FA regulations in place for redress.

### **3.5.1.2. Confidentiality**

Clubs must be sensitive to the need to balance confidentiality and discretion with fairness and transparency when investigating complaints.

Although a complainant may request anonymity, this may not be possible in order to fully investigate the complaint – particularly when it relates to a specific incident. Equally, in the interest of fairness, the subject of the complaint should be afforded the right to provide information in their defence and identify if there are any external factors which may have influenced an individual to submit a complaint.

Ultimately, the Club must ensure that the complainant is aware what information will be shared with the subject of the complaint. If it is not possible for the complainant to remain anonymous it must be their decision whether to proceed with, or withdraw, the complaint. This decision must be made prior to the subject of the complaint being made aware a complaint has been submitted against them, and must not impact the standing of either party within the Club.

Once a complaint has been submitted it can be withdrawn at any time. If an investigation has been launched, both parties should be informed that the matter has been closed with no further action being taken, and with no impact on their standing within the Club.

### **3.5.2. Codes of Conduct**

Clubs are encouraged to adopt Codes of Conduct to ensure Members are aware of the behaviour expected of them. The FA's Respect Programme includes Codes of Conduct for Adults and Youth Players, Coaches, Referees and Parents/Spectators and sets out the minimum behaviour expected of all Participants in affiliated Football.



*Whether you win or lose,  
make it a better game.*

*Treat your team, other players  
and Match Officials with  
respect so that everyone  
has a more enjoyable time,  
on and off the pitch.*



## Play Your Part (Code of Conduct)

### Adult Players

#### Play your part and support The FA's Code of Respect:

##### On and off the field, I will:

- Stick to the rules and celebrate the spirit of the game
- Always show respect to everyone involved in the game
- Never engage in public criticism of the Match Officials and abide by their final decisions
- Win or lose with dignity. Shake hands at the end of every game
- Be aware of the potential impact of bad language on others
- Never engage in abusive language, bullying or intimidating behaviour

##### I understand that if I do not follow the Code, I may:

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be required to attend a FA education course
- Be dropped, substituted or suspended from training
- Not be selected for the team
- Be asked to leave the club and/or issued a fine



# RESPECT

# Set the standards for a great game.

Use your position to set a  
positive example for the people  
you're responsible for and lead  
a better game for everyone.

## Play Your Part (Code of Conduct)

### Coaches, Team Managers and Club Officials

#### Play your part and support The FA's Code of Respect:

##### On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away



# RESPECT



##### When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests

##### I understand that if I do not follow the Code, I may be:

- Required to meet with the club or league Welfare officer or your CFA Designated Safeguarding Officer (DSO).
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn

we ONLY  
do  
Positive.

# Make your impact a positive one.

By managing the game in a positive,  
calm and confident way, you'll  
encourage everyone to have fun.



## Play Your Part (Code of Conduct)

### Match Officials

#### Play your part and support The FA's Code of Respect:

##### I will:

- Respect the game, the competition and all other participants
- Maintain my integrity and approach each game with a positive mind set
- Be knowledgeable of the laws of the game, regulations and competition rules
- Set a positive personal example, by promoting good behaviour
- Embrace and empathise with the spirit of the game
- Submit accurate and concise reports and misconduct
- Complete and submit accurate and concise reports
- Apply the laws of the game, promoting positive actions and not tolerating actions that do not fit the image of the game

##### I understand that if I do not follow the Code, I may be:

- Required to meet with The FA, County FA Referee Development Staff or Referees Committee
- Suspended by the County FA



# RESPECT

We ONLY  
do  
Positive.

*If we behave positively  
during practice and matches,  
our children will too.*

*By setting a good example, we'll help  
build a supportive environment in which  
everyone can enjoy themselves.*

## Play Your Part (Code of Conduct)

### Spectators and Parents/Carers

**Play your part and support  
The FA's Code of Respect:**

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

**I understand that if I do not follow the Code,  
I may be:**

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or CFA Welfare Officer
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine



**RESPECT**

**We ONLY  
do  
Positive.**

# Play your best. Be your best.

Make sure you and everyone  
around you has a good time  
on and off the pitch.

## Play Your Part (Code of Conduct)

### Young Players

Play your part and support  
The FA's Code of Respect:

When playing football, I will:

- Always play my best for the benefit of the team
- Play fairly and be friendly
- Play by the rules and respect the Referee
- Shake hands with the other team - win or lose
- Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
- Encourage my team mates
- Respect the facilities home & away

I understand that if I do not follow the Code, I may:

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be dropped, substituted or suspended from training



# RESPECT

# We ONLY do Positive.



## 4. Running the Club

This section provides advice on how to manage the Club effectively throughout the season, and the key responsibilities of the Club Secretary throughout the year. There is also advice on player and volunteer recruitment.

## **4.1. Club Action Timetable**

Running a football Club takes up more than 90 minutes per week! The timeline below shows some of the key responsibilities the Club must undertake throughout the season in order to ensure everything is in place for match day.

### **4.1.1. Pre-Season**

#### **4.1.1.1. Managers/Coaches**

Ensure that each Team has a Coach or Manager appointed to it, and that all Coaches involved in youth football have valid, in-date and FA-approved DBS checks.

#### **4.1.1.2. Players**

Ensure each team has a squad of players recruited to fulfil fixtures throughout the season, in accordance with League requirements.

#### **4.1.1.1. Subscriptions**

Set a subscription for players and members to meet your costs for the season. Carry out fund raising as needed to cover additional costs.

We would also recommend the Club look to implement an internal policy relating to disciplinary fines to cover red and yellow card fines, and potential costs for accumulation of offences over the course of the season.

#### **4.1.1.2. Affiliation**

Complete and forward the appropriate documentation and fees to the County FA and league or other competitions.

#### **4.1.1.3. Facilities**

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

#### **4.1.1.4. Meetings**

Organise club/team meetings (eg. Weekly Training, Monthly Management Meeting, AGM). Attend relevant league or County FA pre-season meetings as required.

#### **4.1.1.5. Player Registration**

Ensure all players are registered with the appropriate league via the Whole Game System. Up to date photographs may be required, particularly in youth leagues.

#### **4.1.1.6. Friendly Fixtures**

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

#### **4.1.1.7. Delegation**

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

### **4.1.2. Prior to game day**

Fixtures are administered by the relevant competition secretary, who advises Clubs of forthcoming matches.

The Home Club will then need to confirm fixture details with the venue, opposition and match officials – for example checking the availability of pitch with groundsman and confirming the kick-off time, Club colours, and directions to ground with the opposition and match officials.

In some Leagues (particularly youth Leagues), the home Club may also be asked to appoint match officials.

If you are the away Club, you will be notified of the venue and kick-off time by the opposition or League and you will need to pass this information on to your team and arrange for transport of players.

### **4.1.3. Match Day**

#### **4.1.3.1. Pitch**

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

#### **4.1.3.2. Match Officials**

Ensure match officials have been paid.

#### **4.1.3.3. Refreshments**

Provide refreshments where appropriate.

#### **4.1.3.4. Medical Supplies**

Ensure the Team has the required medical supplies available.

#### **4.1.3.5. Results**

Enter the match result and required details on Match Day or Full Time within the required timeframe. The level of detail required on result card (e.g. players, goal scorers, substitutions, injuries etc) will depend on League policy.

#### **4.1.3.6. Disciplinary Action**

The Secretary and Players must complete and return appropriate documentation/discipline fines notified by the County FA. A record should be kept of players discipline and to ensure any suspended players do not play.

### **4.1.4. End of season**

#### **4.1.4.1. Finances**

Annual financial statements should be prepared and audited/verified by external accountants. A copy of your club accounts must be posted or emailed to the County FA by the 30th September each season.

#### **4.1.4.2. AGM**

Arrange AGM and/or presentation evening.



## **4.2. Club Tournaments**

Club tournaments or festivals provide an excellent opportunity to offer football throughout the summer and winter breaks, while potentially raising funds for the Club. They can also offer young players the opportunity to play with and against players they may not usually have the opportunity to, including international teams.

### **4.2.1. Hosting a Tournament**

Any tournament or festival featuring affiliated Clubs or referees must be sanctioned by the host Club's parent County FA, demonstrating that they meet The FA's Safeguarding and insurance requirements. The host Club will be asked to complete an application pack, providing a copy of the tournament rules, a list of participating Clubs, insurance coverage and the designated Safeguarding lead (if a youth tournament).

By sanctioning your tournament through the County FA, your event will be covered under our Public Liability insurance, and you will be able to accept entry from affiliated Clubs and appoint registered, qualified match officials. We will also promote your event free of charge on our website and social media platforms.

### **4.2.2. Charity Matches/Tournaments**

If you are hosting a match or tournament on behalf of a Charity, you will also be asked to complete additional paperwork ("FA Form E") and provide details relating to the financial arrangements for the match/tournament.

### **4.2.3. Hosting International Clubs**

If you intend to host a match against international opposition, or have a Club travelling from overseas to participate in a Club tournament/festival, this will have to be approved by The FA. You will need to provide The FA with a copy of the tournament rules, list of participating Clubs (and their nationality), venue insurance and point of contact.

### **4.2.4. Traveling Overseas**

If you intend to participate in an overseas tournament, you will need to apply for permission from both The FA and the County FA. An application form, detailing the dates, host Club (and its parent national association), and location of the tournament, should be submitted to the County FA at least 60 days prior to travel. The County will then countersign the application and forward it directly to The FA for sanctioning.

### **4.2.5. Further Information**

Further information can be found under Rule B of The Association in The FA Handbook, or by contacting [Competitions@Berks-BucksFA.com](mailto:Competitions@Berks-BucksFA.com).

All relevant application forms can be found on our website.

## 4.3. Player Recruitment

### 4.3.1. Recruitment Avenues

Player recruitment and retention becomes more of a challenge the older the age group involved. Due to work and family commitments, it can be surprising how many players a Club needs registered in order to guarantee they can fulfil their fixtures for an entire season. As such, you will want to explore as many avenues as possible to recruit players, including:

- Word of mouth - bring a friend days, open training, Club open days and events.
- Leaflets - Canvas local businesses, coffee shops, houses, schools (newsletters)
- Social media - Twitter/Facebook/Instagram etc
- Club partnerships – establish links between Teams which play on other days, local Youth Clubs, other sports which complement the football season (eg cricket, tennis)
- Professional clubs - Links to community trusts (eg MK Dons, Wycombe Wanderers, Reading)

### 4.3.2. Support through the Berks & Bucks FA

A lot of new players will reach out to the County FA looking for a local club to join. We have several programmes in place to assist Clubs in promoting themselves and recruiting new players, including:

- Online Player Recruitment Noticeboard
- Website Adverts
- Social Media promotions
- Networking
- Growth and retention grants
- Format-specific grants (eg disability football, girls football)

Please contact [Marketing@Berks-BucksFA.com](mailto:Marketing@Berks-BucksFA.com) for further information on advertising on our website, and [Development@Berks-BucksFA.com](mailto:Development@Berks-BucksFA.com) for more information on our current funding opportunities.

## 4.4. Player Transfers

Clubs must be mindful of various FA Regulations surrounding the signing and transfer of players, even in the grassroots game. In Adult Leagues, a player can only be registered with one Club within any given League, while in Youth Leagues a player can register with different Clubs within the same League, provided they are registered with each Club in a different age group.

### 4.4.1. Notices of Approach

If a Club is seeking to sign a player who is already registered with another Club which plays on the same day of the week, they must submit a Notice of Approach before they begin talks with the player. The Notice of Approach lasts for seven days, but can be waived at any time by the Club holding the player's registration. If the Notice of Approach is not waived, the Player can still register with the approaching Club on or after the eighth day, and must complete the registration within 21 days.

Once a Notice of Approach has been submitted, there are restrictions placed on the Approaching Club around further approaches; namely –

- The approaching Club may only approach one Player from a Club at a time;
- The approaching Club may not approach the same Player a second time in the same season;
- The approaching Club may not approach another Player from the same Club within 28 days of the initial approach.

Any violation of these procedures may lead to a misconduct charge under FA Regulations. Please note that these procedures must also be followed where it is the player who approaches a Club.

### 4.4.2. Transferring a Player

Where a player wishes to move to a new Club within the same League during the season, this can only be done through a formal Transfer application. The seven-day Notice of Approach period will remain in place, and any transfer must be approved by the League before it is completed. Once a transfer is submitted to the League, they will contact the Club holding the player's registration to confirm if there are any objections to the transfer, and rule on any disputes.

### 4.4.3. Players with Outstanding Financial Obligations

Clubs and Leagues are not permitted to prevent a player registering with, or transferring to, a second Club on the grounds of outstanding financial obligations. Any outstanding football debts should always be referred to the County FA via the Debt Recovery Process, which includes provisions for the suspension of the player if they fail to make payment within a set timeframe.

### 4.4.4. Further Information

Further information can be found under Rule C of The Association in The FA Handbook, or by contacting our [Player Registration team](#).

## 4.5. International Clearance

Payers can only be registered with one national association at a time.

Clubs must therefore request international clearance for:

- Any player who has previously been registered abroad; or
- The first time an overseas national registers with a club in England.

This applies at all levels of football and includes players previously registered for a club in Wales, Scotland or Northern Ireland.

### 4.5.1. Requirements for International Clearance

International clearance must be requested for any player **over the age of ten**.

Players under the age of 18 are also subject to the provisions of FIFA Article 19, under which international transfers are only allowed when:

- The player is moving to this country with his parents for non-football reasons; or
- The player's residence and new club are within 50km of a national border (e.g. Wales)

Please refer to The FA's guidance notes for international clearances for further information and documentation required for the application.

### 4.5.2. Requesting International Clearance

An application form must be sent directly to The FA at [Registrations@TheFA.com](mailto:Registrations@TheFA.com) along with a copy of the player's passport photo page/national identity card. Forms can be downloaded from our website or requested from the Football Services Team.

The FA will contact the relevant National Association and request an International Transfer Certificate (ITC). National Associations have 30 days to issue an ITC; after that time The FA can provide provisional clearance.

Please note that **The FA will contact the club directly**. County FAs have no involvement in this process so we are unable to request assistance or fast track your application.

The player is not allowed to play until this clearance is received.

## 4.6. Criminal Records Checks

Any individual coaching a Youth or Disability Team, any registered referee officiating youth or disability football and anyone appointed as a Club Welfare Officer is required to undergo an enhanced Criminal Records Check. The application is submitted directly to the Disclosure Barring Service by the Club or County FA.

### 4.6.1. Registering for DBS Checks

To enable you to carry out Criminal Record Checks on your club members, you need to have access to The FA's online DBS system. Please contact the [FA DBS Team](#) and ask to be given access to the system as Club Welfare Officer.

### 4.6.2. The DBS Process

DBS applications are submitted via GB Group, The FA's disclosure partner. Once the DBS has been submitted, the applicant will need to have their identity documents verified. If the applicant is appointed as a Youth or Disability Team Coach, the Club Welfare Officer can verify the documents. If the DBS was been submitted through the County FA (i.e. for a referee or a Club Welfare Officer), the documents will need to be verified by a member of County FA Staff at one of our [regular verification events](#) throughout the County.

Once the documents have been verified, the application will be automatically submitted to the Disclosure Barring Service where they will run the relevant background checks and notify the application directly of the outcome.

The length of time it may take for a DBS check to be processed can vary depending on the time of year. While the majority of applications will be completed within two weeks, a DBS check can take up to sixty days.

The majority of checks are renewed over the summer, which can cause delays in both the background check process and matching a completed DBS Check to an individual's FAN. We cannot stress enough how important it is that any DBS Checks expiring over the affiliation window are submitted as early as possible and recommend they are submitted at least two months before expiry.

The FA will only add a DBS Check against an existing FAN if the contact information matches. If a DBS Check has been submitted under a different name (ie "Thomas" instead of "Tom") or if your address has changed, the qualification may have been issued under a new FAN. Please contact us via [Membership@Berks-BucksFA.com](mailto:Membership@Berks-BucksFA.com) and we will investigate further.

If you have any content on your Criminal Record Check, or are selected as part of a random quality assurance sample, you may be asked to provide additional information to The FA's Case Management Team. You must comply with any request for information. If you fail to provide the information requested you may be issued with an Interim Suspension Order from all involvement in Under 18s football until the information is provided.

If you have any questions or need any support with the DBS process, please contact our Compliance Administrator, [Spencer Stone](#) or visit [our website](#).

## 4.7. Football Debt Recovery

Clubs and leagues can ask the County Football Association to assist them in reclaiming money from their members.

Football debts are defined as those costs arising directly from football activity

Debts included: discipline fines, match fees, pitch hire, repairs to property

Debts not included: fund raising activities, club subscriptions, physical property (e.g. kits)

There is a minimum limit of £25.00

The County *must* be notified within 112 days of the debt being incurred and within 28 days of formal payment being requested

The following information must be sent to the county:

1. A full list of the debts being chased, including the dates incurred
2. Copies of formal written demands for payment (text messages are *not* sufficient)
3. Full name, date of birth, last known address and FAN number of the player/s
4. £25 refundable admin fee per action (charged to the debtor and repaid when all debts collected)

Example invoices and FDR request letters are available [on our website](#).

The County will confirm that the debt is valid and issue a formal request for payment. Payment must be made (to the county) within 21 days or the player will be suspended from all football activities until payment is made. The County will then refund all fees to the club.

### 4.7.1. Debt Recovery Action Against a Club

Leagues can refer Club debts to the County FA for Debt Recovery Action. Where a league requests action over fees owed by a whole club, or where the County launches action on its own behalf against a whole club, the debt is divided equally against all registered players for that club.

Individual players are only responsible for paying their share of the debt and once this has been received their debt is considered cleared. Any suspensions are then lifted against them.

## 5. Disciplinary Procedures

This section takes you through the key disciplinary processes which may impact the Club throughout the season, from on-field discipline to how the County FA will deal with serious incidents which may occur.

## 5.1. Match-Based Discipline

Every discipline case needs to be paid and acknowledged by the Club before they can be resolved. Failure to do so within the required time limits can lead to further fees.

There are two steps to closing disciplinary cases for cautions and red cards ("standard charges"):

1. The club must acknowledge the case, confirming the player's personal details (date of birth/address);
2. Payment must be made for any administration charge and fines

There are strict deadlines associated with acknowledging/paying cases as follows:

Cautions	Acknowledged within fourteen days
Standard charges	Acknowledged within seven days
Invoices	Paid within fourteen days

Late Response or Late Payment fees are issued automatically in accordance with FA Regulations when the timeframes above are not met. If these are then not paid within 14 days, further suspensions are issued against the Player and Club or Team.

Clubs should be aware of which players receive cautions or standard charges, and aware of the cost of these offences. **Therefore non-receipt of notifications is not an excuse for non-payment.** If a Player was cautioned or sent off in a match and you have not received notification from the County FA within a week, please contact us with the details of the match, Player and nature of the offence, and we will contact the referee.

Fines vary depending on the nature of the offence. For a full breakdown of charges, fines and suspensions please see the attached table.

In adult football, the player and his/her club are jointly responsible for the payment of fines. In youth football, the club is solely responsible for the fine.

If an adult player has not provided the club or the County with the funds by the invoice due date, we strongly recommend that the club makes the payment on the player's behalf. Should the player refuse to reimburse the club, the club can seek to reclaim the costs through Football Debt Recovery.

### 5.1.1. Accumulation of Offences

There are additional penalties for accumulation of cautions and red cards throughout the season, including increased fines and suspensions. For a full breakdown, please see the table on page 4.

For each additional red card a player receives throughout a season, they will receive one additional game on top of the automatic suspension.



## 5.2. Sin bins

From the start of the 2019/2020 season, all yellow cards for dissent in grassroots football will result in the player being temporarily dismissed from the field of play – or “sent to the Sin Bin.”

All Leagues sanctioned directly by County Football Associations, in addition to regional Women’s Leagues sanctioned by The FA, are required to adopt Sin Bins. This includes all Saturday Men’s Leagues at Step 7 and below of the National League System, Women’s Leagues at Tier 5 and Below, Youth, Veterans and Sunday Leagues.

### 5.2.1. Match-day Procedure

\*The description below relates to a player receiving their first dissent caution of a game. Please refer to the table on page two for what happens if the player has previously committed offences during the game.\*

If a player commits a first act of dissent, the referee will show them a yellow card and point to the side of the pitch. The player is required to leave the field of play and is not permitted to re-enter the pitch, or be substituted, until ten minutes of play have passed (eight minutes for all matches of less than 90 minutes).

There is no designated area the player must stand in, and they are permitted to warm up on the side of the pitch.

If the same player commits another cautionable offence while “in the Sin Bin,” they are shown a second yellow card, are not permitted to return to the field of play and cannot be substituted (this includes committing a second act of dissent while in the Sin Bin).

A referee is still required to report Sin Bin cautions to the County FA in the normal manner, and they will continue to count towards the accumulation of offences for Players, Teams and Clubs throughout the season; however **there is no financial penalty for a single Sin Bin caution.**

Where a player is not permitted to return to the field of play under sin bin procedures, they will receive a £40 fine and one match suspension (equivalent to receiving two regular cautions in a match).

### 5.2.2. Guidance for multiple offences in one match:

Caution 1	Caution 2	Caution 3	Can re-enter	Can be substituted
D	-	-	Y	Y*
D	C	-	Y	Y*
D	D	-	N	Y*
C	D	-	Y	Y*
D	C	D	N	N
D	C	C	N	N
C	D	D	N	N
C	D	C	N	N

D = Dissent      C = Other cautionable offences

\*substitution allowed only after Sin Bin period has been served, and provided the Team has not used all permitted substitutions

## 5.3. Suspensions

Grassroots football (Step 5 and below) discipline is divided into *match-based categories* depending on the level of football:

Saturday • Sunday • Midweek • Representative • Veterans • School • Friendly

Suspensions for *red cards* must be served in the category in which they were received. When the player misses the relevant number of games for the team he was carded for, the suspension is served.

Suspensions for *misconduct cases* are from *all football* and may be match-based or day-based. When the player misses the relevant number of games for the team he received the charge for - or misses the required number of days - the suspension is served.

Sometimes a player may receive a red card and misconduct charge for the same incident - for example if they are sent off for making an offensive comment aggravated by a personal characteristic or the standard punishment is deemed insufficient. In all cases, the misconduct charge (and suspension from all football) takes precedence.

### 5.3.1. Transferring Suspensions across Seasons

Any suspension outstanding at the end of a season is automatically carried through to the following season. However, due to the different categories under which football is divided, this can cause confusion and difficulties for clubs and players to track.

At the end of a season, any outstanding match-based suspension is automatically carried through to the beginning of the following season. They are therefore eligible to play in pre-season friendlies and the suspension re-starts when the team the suspension was picked up for play their first qualifying fixture of the new season. Day-based suspensions continue throughout the off-season.

If a player moves to a new day of football and is suspended for a red card, they are eligible to continue playing on the new day of football.

Where a player moves to a new club at the same level of football, playing on the same day, the suspension is transferred to the new club and the County FA need to be informed of the change.

Where a youth player moves within youth football to a new age group, playing on the same day, the suspension is transferred to the new age group.

If a player moves from non-Step football to Step Football (and vice versa), or to a new day of the week, there is no impact on red card suspensions. For misconduct suspensions there are two options:

1. The FA can approve for the suspension to move to the new level of football.
2. The suspension is served based on matches the previous club play. For a match-based misconduct suspension, this means that the player is eligible to play for their new team until such time as the team they were reported for start their season, at which point the suspension is applied to all football.

## 5.4. Continuing Misconduct Charges

Clubs can be charged with misconduct for continuing poor behaviour by their teams and players throughout the season.

### 5.4.1. Respect Sanctions - Ro6/R10/R15/R20

The accumulation of the following offences will lead to clubs being charged under the FA Respect Code:

Yellow cards for dissent ~ Red cards for abusive language ~ Any proven misconduct charge

Stage One	6 offences	Warned as to future conduct*	
Stage Two	10 offences	Step 5 Step 6 and 7 Outside NLS/Youth	£150 fine* £75 fine* £50 fine*
Stage Three	15 offences	Double stage two fine*	
Stage Four	20 offences	Misconduct charge under FA Rule E20*	

\* each stage also includes a £15 administration fee

### 5.4.2. Multiplayer misconduct charges

Teams will incur an additional charge for having six or more players cautioned or sent off in one game:

	1 <sup>st</sup> instance	2 <sup>nd</sup> instance	3 <sup>rd</sup> instance	4 <sup>th</sup> instance
Steps 5 & 6	£150	£300	£450	£600
Step 7	£75	£150	£225	£300
Outside NLS	Warning	£25	£50	£75

### 5.4.3. Automatic Charges under FA Rule E20

Clubs will be charged under FA Rule E20 for accumulation of the following charges:

1. Any *individual* team reaching 75 disciplinary points (see table on next page)
2. Four or more proven incidents of violent conduct across *all* teams within the club
  - (Includes: Red cards or misconduct charges for violent conduct, misconduct charges for assault and misconduct charges for physical contact on a match official)
3. Proven misconduct charges across *all teams* relating to the abandonment of two games
4. Two or more charges against any *player* for aggravated breaches of FA regulations
  - Please note the same offence can count towards multiple E20 charges under these regulations!

Clubs will be asked to respond to misconduct charges raised under FA Rule E20, and are entitled request a personal hearing should they wish to lodge a verbal plea for mitigation or deny the charge in person. All other cases will be dealt with by correspondence. The decision made by a disciplinary commission can be appealed under the usual FA Appeal Procedures.

## 5.5. Claims for Mistaken Identity

Clubs can appeal all red and yellow cards on the basis of mistaken identity.

Claims can be lodged through the Whole Game System, by clicking “Lodge Claim” in the case page, or by contacting the Berks & Bucks FA office.

The club and both players must submit written statements and any evidence, along with the relevant fee (£50 Steps 5-7, £30 non-NLS) within **three working days of the game - *not the date the card notification is received***:

Date of game	Claim submitted
Saturday	Wednesday
Sunday	Wednesday
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

We strongly urge all clubs to confirm the identities of players cautioned/sent off with a referee following a game, and notify the Football Services Team immediately if they feel a mistake has been made.

The referee report and all evidence submitted by the club will be passed to a County Disciplinary Commission within seven days of the game and before an automatic penalty is due to start. **The player, club and referee are not invited to attend the hearing.** You will be notified of the outcome of the appeal immediately following the hearing.

If the commission agree with the claim, the punishment will be transferred to the correct player.

If the commission find the claim to be unfounded, they may retain the fee and can charge additional costs associated

## 5.6. Claims for Wrongful Dismissal

Clubs can appeal certain red cards on the basis of wrongful dismissal.

All red cards with the exception of those for use of offensive or insulting or abusive language/gestures (S6) and receiving a second caution in a game (S7). For an appeal to be successful, you must prove that the referee **made an obvious error** in sending the player off.

Claims can be lodged through the Whole Game System, by clicking "Lodge Claim" in the case page, or by contacting the Berks & Bucks FA offices.

The club must lodge their *intent to claim* within **two working days** of the game and submit all evidence, along with the appeal fee (£50 Steps 5-7, £30 non-NLS) within **four working days** of the game. Video evidence must be submitted if available.

Please note these time lines are from the date of the game, not the date the notification is received:

Date of game	Intent to claim submitted	Evidence submitted
<b>Saturday</b>	Tuesday	Thursday
<b>Sunday</b>	Tuesday	Thursday
<b>Monday</b>	Wednesday	Friday
<b>Tuesday</b>	Thursday	Monday
<b>Wednesday</b>	Friday	Tuesday
<b>Thursday</b>	Monday	Wednesday
<b>Friday</b>	Tuesday	Thursday

If you think a referee made a mistake in sending a player off, we recommend you contact the Football Services team immediately!

The referee report and all evidence submitted by the club will be passed to a County Disciplinary Commission before the automatic penalty is due to start. **The player, club and referee are not invited to attend the hearing.** You will be notified of the outcome of the appeal immediately following the hearing.

If the red card is overturned, the punishment will be withdrawn and the appeal fee returned.

## 5.7. Misconduct Charges

A County FA will raise disciplinary charges for incidents of misconduct which occur outside of on-field disciplinary procedures, or where an on-field incident meets certain criteria. Charges can be raised against players, club officials, match officials or against clubs themselves for failing to ensure their players and/or officials and/or spectators conduct themselves in an orderly manner.

Common misconduct charges include, but are not limited to:

- Abusive language
- Threatening behaviour
- Violent Conduct
- Acts of assault
- Discriminatory comments
- Physical contact on a match official
- Playing under suspension
- Mass confrontations between players
- Refusing to complete a match (thereby causing its abandonment)

The club secretary will be notified when a charge has been raised. The case papers and case file are available for download from the Whole Game System.

It is the club secretary's responsibility to ensure the player is notified of the charge and confirm how they wish to respond.

The player/club charged must confirm if they accept or deny the charge and if they wish the case to be dealt with by correspondence or they wish to attend a personal hearing. There is a fee for personal hearings (£50 at Step 5-7, £30 at Non-NLS/Youth), which will be returned if the case is found not proven.

The disciplinary commission will first consider whether, having considered all evidence provided, they believe the charge is proven or not proven. The commission have to be satisfied that that the charge is proven **on the balance of probability** - ie that it is more likely than not that the incident occurred.

If the charge is found proven, the commission will first consider the severity of the incident and review the player/club's five year disciplinary record. They will then consult The FA's Sanction Guidelines and consider any aggravating or mitigating factors that may lead to a reduced or increased penalty before reaching a decision on what sanctions should be imposed.

### 5.7.1. Alternate Charges

A County FA can raise an alternate (lower) charge when raising serious misconduct charges. The alternate charge will only be considered should the primary (higher) charge be found not proven.

Alternate charges are only issued in specific cases of serious misconduct:

Primary Charge	Alternate Charge
Assault on a match official	Physical contact on a match official
Physical contact on a match official	Improper conduct against a match official (including threatening and/or abusive language/behaviour)
Assault by participant on participant	Improper conduct (including violent conduct and threatening and/or abusive language/behaviour)

The County FA will raise an alternate charge if they are confident that an incident occurred, but there is uncertainty over whether the threshold of the higher charge has been reached; for example whether or not a player made physical contact with a referee during a confrontation, or whether an injury sustained by an individual constitutes "serious bodily injury."

The player must respond to both aspects of the charge, but the primary (higher) charge will always be considered first:

1. Has the primary charge been accepted?
  - a) Yes: Sanctions issued based on the guidance for the primary charge.
  - b) No: The commission reviews the evidence to determine if the primary charge is proven.
2. Does the commission find the primary charge proven?
  - a) Yes: Sanctions issued based on the guidance for the primary charge.
  - b) No: The commission proceeds to consider the alternate charge.
3. Is the alternate charge accepted?
  - a) Yes: Sanctions issued based on the guidance for the alternate charge.
  - b) No: The commission reviews the evidence to determine if the alternate charge is proven.
4. Does the commission find the alternate charge proven?
  - a) Yes: Sanctions issued based on the guidance for the alternate charge.
  - b) No: Case dismissed in its entirety.

### 5.7.2. Aggravated Misconduct Charges

The County FA has the option to raise an "aggravated" misconduct charge under FA Rule E3(2) if they believe that an individual has used offensive or threatening language which included reference to one of the following protected characteristics:

Ethnic origin	Colour
Race	Nationality
Religion or belief	Gender or gender reassignment
Sexual orientation	Disability

A charge can be raised under FA Rule E3(2) for *direct or implicit* reference to one of these characteristics.

There are two aspects to an aggravated charge which need to be responded to:

1. Improper Conduct (including foul and abusive language)
2. Improper Conduct (aggravated by reference to a person's Ethnic Origin, Colour, Race, Nationality, Faith, Gender, Sexual Orientation or Disability).

Each charge is considered separately, and the player/club charged can:

1. Accept both charges;
2. Deny both charges;
3. Accept the first charge and deny the second; *i.e. admit that they made an offensive remark against an opponent, but deny that the comment included reference to the protected characteristic.*

The player/club charged must confirm if they accept or deny the charges and if they wish the case to be dealt with by correspondence or they wish to attend a personal hearing. There is a fee for personal hearings (£50 at Step 5-7, £30 at Non-NLS/Youth), which will be returned if the case is found not proven.

The FA will convene a panel to consider the decision, either as a personal hearing or by correspondence. For Personal Hearings, there will be one represented from the County FA Council, one Local Football Anti-Discrimination Panel member (who is independent of the County FA) and an Independent Chairman. The panel will have all received additional training from The FA to assist them in considering discrimination cases.

Following the decision, The FA will prepare Written Reasons explaining the decision of the panel. These will be circulated to the Participant charged and complainant, and in cases involving adult football published on the FA and County FA website. Written Reasons for cases involving Young Persons (under 18s) will not be published publically.



## 5.8. Disciplinary Hearings

A player or club ("Participant") has the opportunity to attend a Personal Hearing to deny a misconduct charge raised against them.

There are three key stages to a disciplinary hearing:

1. *Questioning of County FA witnesses:* The County FA will invite those witnesses who provided statements in support of the charge to attend the hearing. The Participant charged and the Commission will have the opportunity to ask them questions regarding their statement; however the witness cannot ask questions of the Participant charged.
2. *Questioning of defence witnesses:* After the County FA witnesses have been questioned, the Participant charged puts forward their own statement denying the charge and the Commission can ask them questions. Once this has been completed the Participant charged can call witnesses in support of their defence. Both the Participant charged and the Commission will have the opportunity to ask questions of each defence witness.
3. *Deliberation:* After all witnesses have entered their evidence, the Participant charged has a final opportunity to sum up their defence before the commission deliberates on whether they believe the charge is proven or not proven. The Commission has to be satisfied that that the charge is proven **on the balance of probability** - ie that it is more likely than not that the incident occurred.
  - a. *Proven:* If the charge is proven, the Commission Secretary will read the Participant's five year disciplinary history, and the Participant charged has the opportunity to enter a verbal plea for leniency. The Commission will then deliberate a second time to consider The FA's Sanction Guidelines and any aggravating or mitigating factors that may lead to a reduced or increased penalty before reaching a decision on what sanctions should be imposed.
  - b. *Not Proven:* If the charge is not proven, the hearing is closed and the case expunged.

As a Participant requesting a personal hearing you **must** be in attendance to answer questions from the commission. You can choose to be represented by another individual who would ask questions of other witnesses on your behalf and present your case. **A representative cannot give evidence on your behalf**, even if they were present at the game. If you intend to be legally represented you must inform the County FA of this when responding to the charge.

The length of a hearing depends number of witnesses being questioned. If there are no defence witnesses, a hearing will usually last approximately 15 minutes. Please allow roughly 15 minutes for each additional defence witness.

All proven disciplinary cases can be appealed to The FA by the Participant charged. The FA must be notified of your intention to appeal **within seven days of the decision**. More information is available by contacting [Alastair Kay](#).

### 5.8.1. Personal Hearing Procedures involving Young People

The following procedures must be adopted when young people are involved in personal hearings:

- Evidence can only be received from young people (who must be accompanied by a responsible adult) in front of the Commission Members, Commission Secretary, Participant charged and his/her representative.
- No other persons are to be permitted within the room whilst a young person is giving evidence.
- Only the Chairman of the Commission is permitted to ask questions of the Young person.
- If the representatives or the Participant charged wish to ask questions, or if other members of the Commission wish to ask questions, those questions must be addressed through the Chairman, who will put the questions to the Young person.

- At the end of the questioning by the Commission, and having confirmed the participant or representative charged has no further questions that need to be put to the young person, the young person will be permitted to leave the room and will not be required to stay for the remainder of the hearing unless they specifically request to do so.
- It is preferable at this stage that the Young Person leaves the Commission venue completely although the practicalities surrounding joint travel with other attendees may make this difficult. However, the Young Person should not remain in the Commission room.

### **5.8.2. Consolidated Hearings**

When multiple misconduct charges are raised relating to the same incident, all cases must be heard by the same commission in one "consolidated" hearing.

The cases are heard together to ensure fairness and that a single commission is able to consider all evidence surrounding an incident, reaching appropriate and proportionate sanctions for all guilty parties. Where one or more parties request a Personal Hearing, this also ensures that those parties have the opportunity to hear and respond to all evidence which may be used in considering their charge.

The County FA must serve all evidence on all parties prior to the hearing. This includes the main investigation case file and any responses to the charges raised. At the hearing itself, all parties who have requested a Personal Hearing will be present throughout the hearing. Each party denying their charge will have the opportunity to question County FA witnesses, present their own evidence and witnesses, and question the other party's evidence and witnesses.

If an individual or club has been charged and request the case be dealt with by correspondence, the same commission will still review their case/s as part of the consolidated proceedings; however, they may still be invited to attend the hearing as a County FA witness in relation to the charge against the party requesting a Personal Hearing. In this instance they are attending solely as a witness and would not be allowed to discuss their charge unless they submit a change of plea.

The length of the hearing depends on the number of witnesses being questioned. Due to the duplication of questioning, a consolidated hearing will tend to last longer than a standard disciplinary hearing. If there are no additional witnesses, a hearing will usually last approximately two hours. Please allow roughly 20 minutes for each additional witness.

## 5.9. Misconduct Appeals

Clubs can appeal *any proven result* for a misconduct case heard by County Disciplinary Commissions to The Football Association.

Intention to appeal must be lodged in writing to the Football Association by e-mail to [Disciplinary@TheFA.com](mailto:Disciplinary@TheFA.com) within ***seven days of the decision***.

Full written reasons must then be lodged, along with a £100 (Steps 5 - 7) or £50 (Non-NLS/Youth) appeal fee within ***fourteen days of the decision***. Submissions after this time will not be considered. Should the appeal be unsuccessful, the appeal fee may be retained by The FA. Further costs may also be awarded against the unsuccessful party.

The written reasons must state on which of the following four grounds the appeal is being lodged:

That the body whose decision is appealed against...

1. failed to give the appellant a fair hearing; and/or
2. misinterpreted or failed to comply with the rules or regulations relevant to its decision; and/or
3. came to a decision to which no reasonable such body could have come; and/or
4. imposed a penalty, award, order or sanction that was excessive.

An appeal can only be lodged by the party against which the decision was taken.

The FA will work with the appellant to confirm the grounds of the Appeal and that all relevant documentation has been provided. Notice of the Appeal will then be served on the County FA, requesting their observations and copies of all relevant documents within 21 days of the notice of appeal. An Appeal Board will then be convened to consider the appeal.

New evidence will only be accepted by either party when an application to submit new evidence has been made and approved at the time their initial submissions are provided.

Both parties will have the opportunity to present their case to the Appeal Board, who may ask questions in return. The appeal board is not a re-hearing of the original case; it purely considers the grounds of the appeal. The Appellant and Respondent will not have the opportunity to question each other.

The Appeal Board has the power to allow or dismiss the appeal, request a new hearing, take any action the original deciding body could have taken, or any other action it sees fit.

The result of the appeal will be announced as soon as applicable. **Decisions of the appeal board are final and binding.**

## 6. Further Club Development

This section provides further guidance of the support and opportunities available to push your Club to the next level, such as the Charter Standard qualification, and information on additional coaching courses offered by the Berks & Bucks FA.

## 6.1. Charter Standard Certification

The FA Charter Standard Programme is The FA's accreditation scheme open to all grassroots clubs and leagues. It aims to raise standards in the grassroots game, supporting the development of clubs and leagues, recognising and rewarding commitment, quality and achievement.

By achieving FA Charter Standard accreditation, a Club is able to demonstrate that they meet FA standards for player development, inclusion, coaching excellence and long-term development. Ultimately, Charter Standard Clubs have a reputation for as the best place for people to play and enjoy football.

In return for becoming accredited FA Charter Standard, Clubs receive access to benefits and tailored support from The FA and the County FA which help to attract and retain players, volunteers and supporters. The level of support and resources available will depend on the level of accreditation a club achieves, and includes:

- Funding for football equipment
- Access to promotional resources and guidance

### 6.1.1. Levels of Charter Standard

There are three different Levels of Charter Standard Qualification:

**FA Charter Standard Adult/Youth:** the entry level qualification

**FA Charter Standard Development:** for Clubs who are enhancing the quality and scope of their football offering

**FA Charter Standard Community:** for Clubs at the most advanced level of club development and football provision

### 6.1.2. Requirements for Charter Standard

There are various requirements for each level of Charter Standard, however in order to achieve the minimum criteria for the basic level of Charter Standard status, Clubs must demonstrate on an annual basis that they:

- Are affiliated to a County FA
- Have at least one team in a League sanctioned by The FA
- Have a bank account in the Club's name (recommended for single team Clubs and mandatory for Clubs with more than one team)
- Provide a financial statement approved by the Club's committee
- Have a disciplinary record within The FA Respect discipline threshold (if in existence for more than one season)
- Operate within a set of Club rules
- Have a Club equality policy
- Adopt The FA Respect Code of Conduct
- Meet the annual commitment set out in the application form on the next page

TheFA

**Charter  
Standard.**



A large graphic consisting of two overlapping triangles, one red and one blue, with a purple gradient at their intersection. To the left of the red triangle are three parallel black lines. To the right of the blue triangle is a cluster of small black dots. The word 'PROUD' is written in large, bold, black letters across the middle of the triangles. Below it, the words 'TO APPLY' and 'to become a' are written in smaller, bold, black letters. A small cluster of three dots is located below the word 'a'.

TheFA

**Charter  
Standard Club.**

# INFORMATION

Many thanks for applying for your Club to become accredited to The FA Charter Standard. Achieving this accreditation means your club can be proud to offer the best standard of grassroots football for your players and volunteers.

The FA Charter Standard status benefits your club and the people who take part in your football community.

---

## There are four levels available to clubs:

The FA Charter Standard Club Youth

The FA Charter Standard Club Adult

The FA Charter Standard Development Club

The FA Charter Standard Community Club

## The level awarded to your club will depend on the formats your club can provide and the level of service your club offers. As a minimum clubs must:

Be affiliated to a County FA

Have at least one team playing in a league sanctioned by The FA

Have at least one coach qualified to The FA Level 1 (youth clubs only) for each team

Have an FA Introduction to First Aid in Football (IFAiF) for each team (adult clubs only)

All relevant staff and volunteers to have an in-date FA Enhanced CRC Check

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Clubs' County FA disciplinary records and promotion of the FA's Respect Campaign will also be taken into account when assessing an application.

To complete this application you should first make contact with your local County FA. They will assist you in filling out this form, help you to meet the criteria and provide the evidence your club will need to achieve accreditation.

You can find contact details for your County FA by visiting:

[www.thefa.com/get-involved/player/the-fa-charter-standard/how-to-apply](http://www.thefa.com/get-involved/player/the-fa-charter-standard/how-to-apply)

# APPLICATION FORM

This form should be completed by a club representative working with a County FA. Please make sure you are familiar with the criteria for The FA Charter Standard. For help and support contact your local County FA.

## CLUB CONTACT DETAILS:

The following contact details will be used by The FA and County FA to make contact with your club regarding your club's application for The FA Charter Standard.

This person will also become your club's nominated Charter Standard Coordinator. Among other responsibilities they will be the default contact with whom The FA and County FA will coordinate deliveries for certificates and other incentives for your club.

<b>FULL NAME OF CLUB:</b>
<b>NAME OF PERSON COORDINATING APPLICATION:</b>
<b>FAN IF KNOWN:</b>
<b>ADDRESS:</b>
<b>PHONE:</b>
<b>MOBILE:</b>
<b>EMAIL:</b>

## TELL US ABOUT YOUR CLUB:

Understanding what your club currently offers will help us to identify the level of accreditation your club should be awarded:

<b>WHAT FORMAT(S) DOES YOUR CLUB CURRENTLY OFFER (TICK ALL WHICH APPLY)</b> ..... <input type="radio"/> MALE <input type="radio"/> FEMALE <input type="radio"/> YOUTH <input type="radio"/> ADULT
<b>HOW MANY TEAMS PLAY AT YOUR CLUB NOW:</b> ..... <input type="radio"/> 1-5: <input type="radio"/> 6-10: <input type="radio"/> MORE THAN 10



# YOUR CLUB'S ONGOING COMMITMENT TO THE FA CHARTER STANDARD PROGRAMME

The FA Charter Standard programme aims to raise standards across grassroots football. Accredited clubs are expected to maintain and improve their environments.

As such your club will be asked to ensure the following minimum standards are upheld:

Your club commits to completing the annual health check each season following initial accreditation.

Your club commits to having a stocked first aid kit available at all training sessions and fixtures.

If your senior team(s) play in the National League System (steps 1-7) your club commits to ensuring at least one coach will attend one six hour or two three hour workshops annually (organised by the league).

## SUPPORTING EVIDENCE

Working with your County FA, please ensure you are able to provide evidence of the following processes or procedures. Where evidence is unavailable please show how your club is working toward putting these processes in place.

ADMINISTRATION AND OPERATIONS	Select if evidence of existing process/practice provided	Select if evidence of club working toward putting this into process/practice	Select if no evidence provided
CLUB CONSTITUTION AND RULES IN PLACE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
COMMITTEE MEETING MINUTES TAKEN REGULARLY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MOST RECENT CLUB AGM MINUTES TAKEN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ANNUAL ACCOUNTS AVAILABLE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLUB CODE OF CONDUCT IN PLACE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLUB SAFEGUARDING POLICY IN PLACE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLUB EQUALITY POLICY IN PLACE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RELEVANT COACHING, FIRST AID AND SAFEGUARDING QUALIFICATIONS IN PLACE AND IN DATE (Clubs with youth teams only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The processes above are evidence a club is run effectively and sustainably. Your Local County FA will be able to assist clubs to set up processes where no evidence is available.

# COMMITMENT

Our club understands the requirement and criteria of The FA Charter Standard programme. We are proud to commit to raising standards in our club and in grassroots football more widely. We confirm that the information in the application is correct.

<b>SIGNED CHARTER STANDARD COORDINATOR:</b>	<b>DATE:</b>
<b>SIGNED SECRETARY (IF DIFFERENT TO THE PERSON ABOVE)</b>	<b>DATE:</b>

## SUBMITTING YOUR APPLICATION

After a club has completed this application with a local County FA it will be submitted for further review by a local Charter Standard working party or committee.

After submission your County FA may 1) contact your club for further information and/or 2) approve your application and send it for processing. After processing, your club will receive benefits and resources appropriate to the level of accreditation awarded.



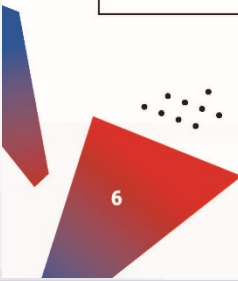
# CLUB ACTION PLAN

The County FA and Club should work together to recognise strengths and areas for improvement, identified through feedback from the local Charter Standard working party.

Use this feedback to agree an action plan for the club to maintain standards. Where relevant, develop improvements in line with the ambitions and potential of the club.

<b>WHOLE GAME SYSTEM NATIONAL ID OF LEAD CLUB:</b>
<b>DATE COMPLETED APPLICATION RECEIVED:</b>
<b>RECOMMENDED ACCREDITATION LEVEL</b> <hr/> <input type="radio"/> THE FA CHARTER STANDARD CLUB YOUTH <input type="radio"/> THE FA CHARTER STANDARD CLUB ADULT <input type="radio"/> THE FA CHARTER STANDARD DEVELOPMENT CLUB <input type="radio"/> THE FA CHARTER STANDARD COMMUNITY CLUB
<b>DISCIPLINE DEPARTMENT FEEDBACK:</b>
<b>LEAGUE FEEDBACK:</b>
<b>WELFARE/SAFEGUARDING FEEDBACK:</b>
<b>FOOTBALL DEVELOPMENT FEEDBACK:</b>
<b>DATE OF THE FA CHARTER STANDARD WORKING PARTY:</b>

<b>COUNTY FA:</b>	<input checked="" type="radio"/> <b>APPROVED</b>
<b>NAME:</b>	<b>DATE:</b>
<b>COMMENTS:</b>	



## 6.2. Coach Education

The Berks & Bucks FA offers a range of courses and qualifications to help support coaches in their continued development and progression through football.

### 6.2.1. Coaching Qualifications

#### 6.2.1.1. *FA Level 1*

The FA Level 1 in Coaching Football provides learners with an introduction to coaching the game and working with players from under 7 to open age.

The FA Level 1 in Coaching Football, leading to the achievement of the 1st4sport Level 1 Award in Coaching Football qualification, is the first stepping-stone on the core coaching pathway. It will provide you with an introduction to coaching the game and working with players from under 7 to open age.

You will gain insight into the game in England, how it is played and how you can coach to better support the development of future players.

The course of learning is made up of eight guided learning, face-to-face workshops covering a range of topics linked to the England DNA, as well as some directed learning opportunities via three eLearning modules hosted on The FA Learning Management System (LMS). The eLearning modules cover core topics including the role of the coach, long-term player development and The FA Plan, Do, Review model.

#### 6.2.1.2. *FA Level 2*

This nationally recognised qualification will take the learner on a journey through the core components of the England DNA.

This nationally recognised qualification, awarded by 1st4sport Qualifications will take you on a journey through the core components of the England DNA – How We Coach, How We Play, How We Support and The Future Player, helping you to begin shaping or refining your own coaching philosophy.

The course is made up of 20 guided learning, face-to-face workshops covering a range of topics linked to the England DNA, split into three blocks of learning (Block 1 – How We Coach, Block 2 – How We Support and The Future Player, Block 3 – How We Play). You will also receive up to two support visits between blocks to develop you in your own coaching environment.

#### 6.2.1.3. *FA Level 3 ("UEFA B")*

The FA Level 3 (UEFA B) in Coaching Football will help you develop your players by designing practices that encourage decision-making, while meeting their technical, tactical, physical, psychological and social needs.

Football is filled with complex decision-making scenarios, so designing relevant game-like practices with plenty of decision-making opportunities is crucial. They ensure that players are able to practice and prepare for competition.

This internationally recognised qualification will develop your ability to look at the players you work with and explore how you can help develop them by designing practices that encourage decision-making, while meeting their technical, tactical, physical, psychological and social needs.

It will help you understand the demands of the game and how to meet the needs of players as they build a deeper understanding of their various roles and responsibilities within the team.

#### **6.2.1.4. FA Level 1 in Coaching Futsal**

Learn about the UEFA and FIFA approved small-sided game. On this course you will be introduced to a number of practices from which the basic technical demands of Futsal can be developed.

The FA Level 1 in Coaching Futsal is a vocational course that provides you with an opportunity to develop an awareness of both the practical and theoretical aspects of Futsal coaching.

You will gain an insight into the game in England, how it is played and how you can coach to better support the development of future players.

#### **6.2.1.5. FA Level 2 in Coaching Futsal**

Expanding knowledge and understanding of Futsal

The FA Level 2 in Coaching Futsal has been designed for coaches that are looking to expand their knowledge and understanding of Futsal beyond FA Level 1 in Coaching Futsal. The course uses a variety of full court games and practices to develop players in possession, out of possession and in transition..

#### **6.2.1.6. FA Level 1 in Coaching Goalkeepers**

This course provides you with an introduction to the organisation and delivery of safe, fun and engaging coaching practices which, when coupled together, create a coaching session for goalkeepers.

You will gain an insight into the game in England, how it is played and how you can coach to better support the development of future goalkeepers. The course is designed to prepare you to coach goalkeepers at the grassroots level.

#### **6.2.1.7. FA Level 2 in Coaching Goalkeepers**

This course provides you with an introduction to the organisation and delivery of safe, engaging and progressive coaching sessions for goalkeepers.

You'll gain further insight into the game in England, how it is played and how you can coach to better support the development of future goalkeepers in grassroots football.

#### **6.2.1.8. FA Coaching Disabled Footballers**

This course is designed to provide you with ideas and practices for the inclusion of disabled players in football sessions, whether in mainstream or impairment specific sessions.

## 6.2.2. Safeguarding Courses

### 6.2.2.1. *FA Safeguarding Children Workshop*

Awarded by The FA, this short 3 hour course provides club representatives, coaches, referees and volunteers with an awareness of best practice in safeguarding children in football. The course supports The FA's strategic goal to raise standards across the game.

The FA Safeguarding Children Workshop is designed for anyone that works with young people.

Focused on making football safe, the course will help you learn how to recognise signs and symptoms of abuse, while understand fears involved in these concerns. The course must be attended in person the first time, but can be renewed online every three years.

### 6.2.2.2. *FA Welfare Officers Workshop*

Awarded by The FA, this course is designed to explore the role of a grassroots football club Welfare Officer.

This three-hour workshop is mandatory for anyone taking on the role of Welfare Officer for their grassroots club or league. Building on the Safeguarding Children Workshop, it focuses on the specifics of the role, what is required, and the key tools needed to carry out the role. It also explains where to go for professional support and guidance, and how to access more information if needed. This workshop is interactive and learners should anticipate being involved in a number of group activities.

## 6.2.3. Emergency Aid Courses

### 6.2.3.1. *FA Level 1 Introduction to First Aid in Football ("IFAiF")*

The FA Level 1 Introduction to First Aid in Football provides you with the knowledge, practical skills and confidence to attend a conscious or unconscious player, ensuring that appropriate care is given until the emergency medical services arrive and takeover, or until an alternative healthcare professional(s) assumes responsibility. It is a practical guide to dealing with the essential components of saving a life, both in training and matches.

This course goes beyond generic first aid and includes elements specific to football.

### 6.2.3.2. *Level 2 Emergency First Aid in Football ("EFAiF")*

The overall aim of The FA Level 2 Emergency First Aid in Football (EFAiF) is to raise the standard of first aid provision within football.

It goes beyond generic first aid and includes elements specific to football.

## 7. New Club Checklist

The following checklist will help you ensure you have everything in place if this is your first season with the Berks & Bucks FA:

- Club name approved
- Club Constitution approved
- Key Officials appointed
- Club Bank Account Created
- League membership confirmed
- Club affiliation submitted and approved
- Personal Accident Insurance purchased
- Public Liability Insurance purchased (may be through County FA affiliation)
- Players Registered via Whole Game System (if required by League)

### Youth/Disability Club Requirements –

- Club registered with GB Group to submit DBS applications
- Club Welfare Officer registered to verify DBS documents
- Youth Club Officials have relevant qualifications (see below)
- Girls team approved to play out-of-County

### Youth Club Qualifications:

	Online Safeguarding for Committee Members	Safeguarding Children Workshop	Welfare Officer Workshop	DBS issued in last 3 years
Club Chair	<input type="checkbox"/>	-	-	-
Club Secretary	<input type="checkbox"/>	-	-	-
Club Treasurer	<input type="checkbox"/>	-	-	-
Club Welfare Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Coaches/Managers	-	-	-	<input type="checkbox"/>

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