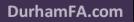


# Setting up a Club Best Practice Guide





# Setting up a Club Introduction



All clubs must affiliate to their respective County Football Association (Durham County FA)

Affiliation provides quality assurance, helping to protect players, clubs, officials and administrators throughout the game.

### Contents

- Setting up a Club The easy to follow Flow Diagram
- Yearly Timetable / Timeline
- County FA Contacts
- Useful Downloads
- FA England Football Accreditation Programme

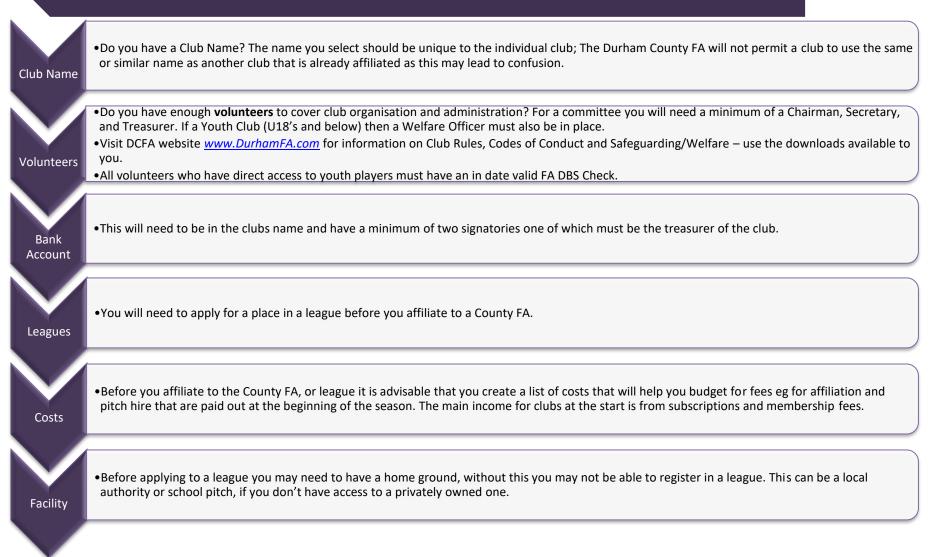
By following these simple guidelines you should be in a position to have your new club up and running in no time.





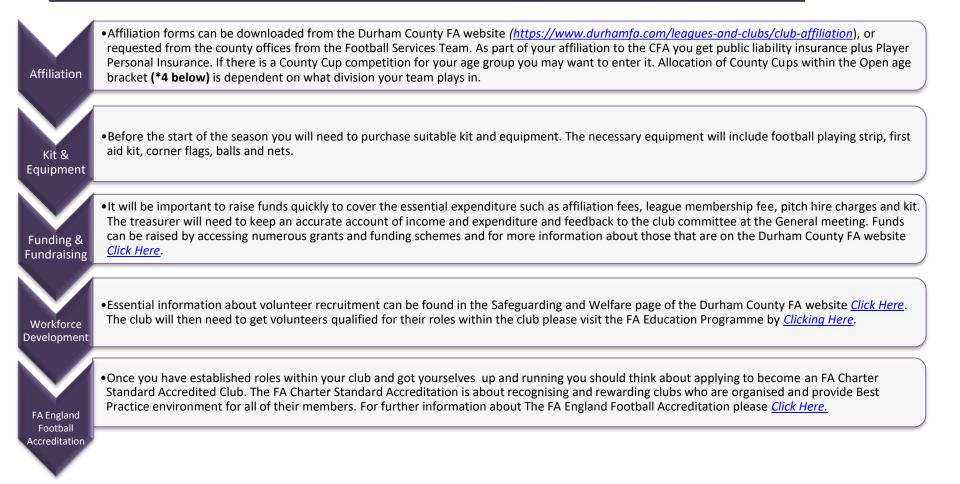
# Setting up a Club Flow Diagram





# Setting up a Club Flow Diagram







## Setting up a Club Timeline / Time Table



### **Pre- Season**

1. **Players** – Ensure that you have the right amount of players for your squad. It is FA mandatory that all players are registered using club portal <u>Click Here</u> for club portal and <u>Click here</u> for support site should you require.

2. League – Ensure that you have a place in the correct age group of your preferred League

3. **Affiliation** - Complete and forward Affiliation fee and Form to the Football Services Department at Durham County FA. You will also have to make contact with your league to see what they require.

4. Facilities – Arrange pitches and training facilities.

5. **Meetings** – Ensure that you schedule regular club meetings to deal with club business and any issues that may arise.

6. **Registration** – Ensure that all players are registered with the appropriate league. Usually up to date passport type photographs are required.

7. Equipment – Purchase new equipment where necessary, ensuring that there is enough for all teams. Ensure that correct size footballs are used and you abide by specific League rules
Ball Sizes
U7 to U10 = Size 3
U11 to U14 Size 4
U15+ = Size 5

8. **Subscription and Fundraising** – Set a subscription rate for players and members to ensure club running costs are met and ensure that accurate records are kept of all income and expenditure.

9. **Delegation** – Club Secretaries/ Team Managers should seek support from other members to spread the administration work load where necessary, though the Club Secretary will always retain overall control of club administration. ALL correspondence to the County FA should come through the Club Secretary

10. **Respect** - Getting everyone signed-up to their respective <u>*Code of Conduct*</u> (*Document 10.12*)

Make everyone aware of the <u>Respect Codes of Conduct</u> (Document 10.12) relating to their age-group and get players, managers/coaches, welfare officer's, club officials and Parent/Carers signed-up.



# Setting up a Club Timeline / Time Table



## **Before Match Day**

10. Confirm the Fixture according to the League rules – This should include the following; 'Kick off' time, kit colours, directions to ground, availability of the pitch and confirm Match Officials

### **Match Day**

11. **Pitch** – Ensure that the pitch is correctly prepared with nets, flags, markings and access to changing facilities and toilets. Provide Designated Spectator Area's.

12. **Match Officials** – If you are the home team (except in certain competitions) ensure that the Match Officials have been paid, get signed receipts to confirm payments.

13. **Registration Cards** – Ensure that these are exchanged and checked as per the League rules.

14. **Match Result** – Ensure that the result card is completed and sent as directed by the County/League/ Competition as stated in the rules. In some cases the home team may have to also phone in the result on the match day by a certain time.

Each League is different so please ensure that you read your League rules .

## **Post Season**

15. **Annual General Meeting** – arrange AGM which includes presentation of accounts, review of season and preparation for Club Presentation Evening.

\* **Respect Leagues** – All clubs registered with leagues who have signed up to The FA Respect Programme must adhere to;

Designated Spectator Area's: i.e. the use of tape, roped stakes, marking cones or spray paint, to mark specific areas, all of these must be marked at least 2 meters away from the touchline.





## Setting up a Club Durham County FA Contact Details



#### Football Services Department

Should you need any support regarding affiliating your team or club please contact the Football Services team.

Football Services Contacts Tel: 0191 3872929 Fax: 0191 3872919 Email: Info@DurhamFA.com or Discipline@DurhamFA.com Website: www.DurhamFA.com

#### **County FA Designated Safeguarding Officer**

The County FA employ a full time Welfare Officer to offer clubs and volunteers advice and guidance on all welfare and safeguarding issues.

Michael Bell Tel: 0191 3872929 Email: Michael.bell@DurhamFA.com

#### **Referee Development Officer**

The County FA employ a full time Referee Development Officer to support the recruitment, retention and development of referees.

Sebastian Stockbridge Tel: 0191 3872929 Email: Sebastian.Stockbridge@durhamfa.com

#### **Football Development**

The County FA employ Development Officers who will be pleased to advise Clubs regarding any Developmental issue, including FA Coaching Courses, Funding and Investment, FA Charter Standard Accreditation, Volunteer Development and a Specific Officer is also in place for Women and Girls and Disability Football.

Development Contacts: Tel: 0191 3872928 Fax: 0191 3872919 Email: <u>Development@DurhamFA.com</u> Website: <u>www.DurhamFA.com</u>

## **Office address**

Durham County Football Association, Codeslaw, Riverside South, Chester-le-Street, County Durham DH3 3SJ



## Setting up a Club Essential Downloads



### **Policies and Procedures**

<u>Club Safeguarding Children Policy Template</u> (Document 1.2) <u>Safeguarding Policies and Procedures</u> (Document 1.4) <u>Anti-Bullying Template (Document 1.6)</u> How to report safeguarding concerns (Document 2.1)

### **Advice and Support**

Advice and Support for individuals receiving a disclosure (Document 3.7) Advice and Support for those who have experienced abuse (Document 2.1) Information for those against whom a complaint of poor practice has been made Celebrating Football through photographs and video (Document 8.3) Choosing a Club for your Child (Find Football Near You) Changing Rooms and Showers Best Practice Guidance (Document 8.4)

### Safe Recruitment

Appointing a Club Welfare Officer (Document 5.1) Selection of Volunteers (Document 3.5) Welfare officer code of conduct (Document 5.2)

### **Trips and Tournaments**

<u>Club Membership and Consent form (Document 8.2)</u> <u>Club Risk Assessment form (Document 1.4)</u> <u>Trips & Travel Tips (Document 5.4)</u>

### Social Networking sites/club websites/club

communications with players/referees etc Social networking, websites, mobile phone and email communications (Document 6.1) Running a Website - Do's and Don'ts (Document 6.1) Using Texts and Emails with U18s - Do's and Don'ts (Document 8.6) Guidance for parents/carers (Document 9.1) Guidance for U18s (Document 9.1)



## **Setting up a Club** FA England Football Accredited Club Programme



The FA England Football Accreditation is a best practice guide that sets standards of coaching, administration and safeguarding children for all clubs outside the Football League and Premier League.

As a benchmark for quality, it will improve the playing experience for all. It also recognises the club's commitment to coaching, player and coach development and the raising of standards of behaviour in the game.

For further information about the FA England Football Accreditation please <u>Click</u> <u>Here.</u>





**Durham Count** 'Codeslaw' **Riverside South** Chester-le-Stree Co Durham DH3 3SJ

burnam county rA rsupporting Grassroots Football Tel: 0191 3872928 Email: Development@DurhamFA.com Web: www.DurhamFA.com



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