

THE FA CLUB & LEAGUE
FOOTBALL FORUM

FREE WEBINAR



HOW TO PLAN DURING THESE UNCERTAIN TIMES?

Wednesday 15th April 2020

Croesawu Kaabo Namaste **Velkomin** Heten Mirepres iBiala Qaimarutin Hospedar
 Bienvèni Bonvenon **Bienvenue** Dobrodošli Selamat Datang Acolir Acollir Swagata Recoger
 Velkommen **Welcome** Sambut **Yokôso** Ongietorri Laukiamas Gnindi Ton Hap Swaagat
 Fâilte Khoshumadi **Welkom** Tervetuloa **Welkom** Verweklom 欢 迎 Vitejte
 Siyakwamukela Swagatham Karibu **Willkommen** Sugeng Rawuh **Willkommen** Herzlich **Welkom** Toivottaa **Welkom** Sanno da zawa
 Hosta **Benvingut** Degemer **Welkom** Kalosllhate **Welkom** Woezor Moguah **Bonavinuta**
Dobre dosh'el **Bonavinta** Wollkom MintSevizi **Dobredoide** Maligayang Pagdating Uvitani **Hwangyong Hamnida**
 EKomomai Ontvangen **Teretulnud**

FORMAT & HOUSEKEEPING

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

WHAT WE'LL COVER TODAY

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

POSITIVE CLUB STORIES

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

❤️❤️❤️❤️ Thank you ❤️❤️❤️❤️

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

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

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

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

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

#bessacarrfc #communityclub #thebessacarrway



📶 02-UK 📶 16:18 📶 60% 🔋
◀️  Clitheroe Wolves F... 🔍 ⋮

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



 FC Stratford
@FcStratford

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

A big thank you

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

Your donation:

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

19:34 · 06/04/2020 · [Twitter for Android](#)

POSITIVE LEAGUE STORIES



Wycombe & South Bucks Minor Football League
@SbmfIW

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

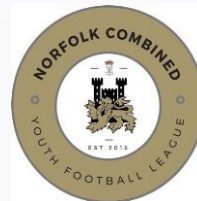
15:20 · 08/04/2020 · Twitter for iPhone

1 Retweet 3 Likes



Wycombe & South Bucks Minor Football League @SbmfIW · 25m
Replying to @SbmfIW

The money will support front line staff directly working with COVID 19 patients, providing comforts in their off duty areas to help their physical/mental welfare, funding wellbeing packs, and purchasing items to ensure/enhance their wellbeing whilst working with COVID 19 patients



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



BCFA Youth League @BCFAYL · Mar 26

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

@EssexCountyFA



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

GET SHARING YOUR POSITIVE STORIES

NOMINATIONS OPEN FOR
GRASSROOTS
LEAGUE OF THE YEAR



20
GRASSROOTS
FOOTBALL
WARDS

Nominate your #GrassrootsHeroes for:

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

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



CLUBS AND LEAGUES RISKS

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

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

WHAT IS BUSINESS CONTINUITY PLANNING

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



WHAT ARE WE TRYING TO ACHIEVE?

What are the outcomes of a successful plan?

How detailed should the plan be?

Are all areas of your league/club covered?

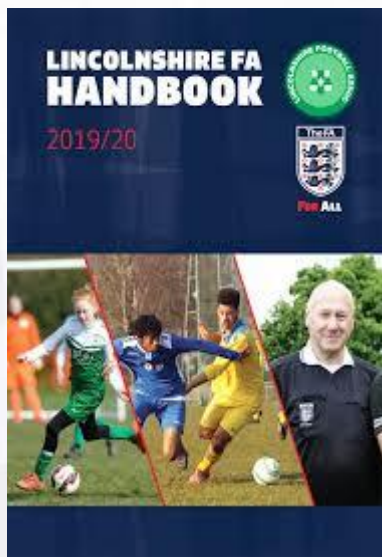
Which key achievements/actions should be tracked?

WHO IS GOING TO HELP US ACHIEVE THIS?

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



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



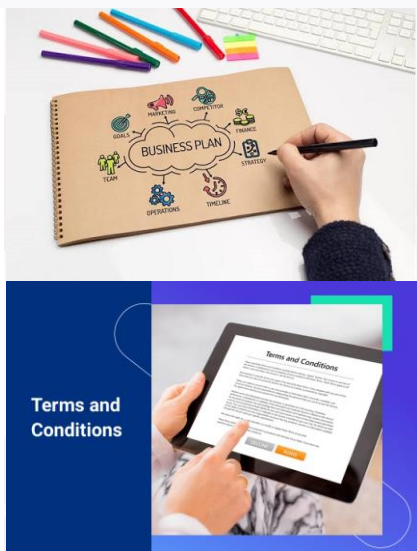
HSBC Advance
Your Statement

Account Summary

Item	Balance	Available
Current Balance	£1,234.56	£1,234.56
Overdraft Facility	£0.00	£1,000.00
Interest	£12.34	£12.34

Year HSBC Advance Alerts

Date	Alert Type	Amount	Value
2019-01-15	HSBC Advance Alerts	£100.00	£100.00
2019-02-20	HSBC Advance Alerts	£200.00	£200.00
2019-03-10	HSBC Advance Alerts	£150.00	£150.00
2019-04-05	HSBC Advance Alerts	£300.00	£300.00
2019-05-15	HSBC Advance Alerts	£250.00	£250.00
2019-06-20	HSBC Advance Alerts	£400.00	£400.00
2019-07-10	HSBC Advance Alerts	£350.00	£350.00
2019-08-05	HSBC Advance Alerts	£500.00	£500.00
2019-09-15	HSBC Advance Alerts	£450.00	£450.00
2019-10-20	HSBC Advance Alerts	£600.00	£600.00
2019-11-10	HSBC Advance Alerts	£550.00	£550.00
2019-12-05	HSBC Advance Alerts	£700.00	£700.00



EMPLOYMENT AGREEMENT

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

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

Employer: the institute
Name: _____
Address: _____
Phone Number: _____

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

II. Duration of contract
This contract is valid for one year, starting from 2020. The employee must inform the employer on whether she/he would like to renew the contract of not one (1) month prior to the end of the one (1) year of service and contract will be renewed by mutual agreement.

III. Schedule

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

WHAT COULD HAPPEN AND HOW COULD THIS IMPACT US?

People (Volunteers, Players, Members)

Reduction in volunteer workforce

Facilities and Equipment

Security of premises with no workforce present

Communications

Keeping players engaged

Finances

Loss of regular revenue

Contracts and Agreements

Football tours within UK & abroad in summer

Health and Safety

Pitch maintenance - elderly workforce

Governance

Organising AGM/Committee meetings

Systems and Data Protection

Personal data being stored and used in new premises



HOW DO WE BEST REACT?

Risks	Actions to Mitigate	Responsibility	By When	What Support is required

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

- Specific
- Measurable
- Achievable
- Relevant
- Time related

HOW DO WE BEST REACT?

Clubs Business Continuity Re-Planning 2019/20



Club United FC

East Riding FA



How To Guide



Resources



Risks Log



Cash Flow



Action Plan - Now



Risks Table



Financial Risk Table



Action Plan - Future

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TOP TIPS

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

BUSINESS CONTINUITY PLANNING RESOURCES



BUSINESS CONTINUITY PLANNING - GUIDANCE NOTE



WHAT IS A BUSINESS CONTINUITY PLAN?

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

WHY DO WE NEED ONE?

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


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

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



Clubs Business Continuity Re-Planning 2019/20

The FA **FOR ALL** *Club United FC*
East Riding FA



- How To Guide
- Resources
- Risks Log
- Cash Flow
- Action Plan - Now
- Risks Table
- Financial Risk Table
- Action Plan - Future

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

SPORT ENGLAND COMMUNITY EMERGENCY FUND

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



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

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

FINANCIAL NEED MUST BE DEMONSTRATED

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

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

What can be funded:

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

What cannot be funded:

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

CURRENT SUPPORT FOR KEY RISKS GOVT INTERVENTION

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

Business Rate Holiday

Business rates not to be paid for 2019/20

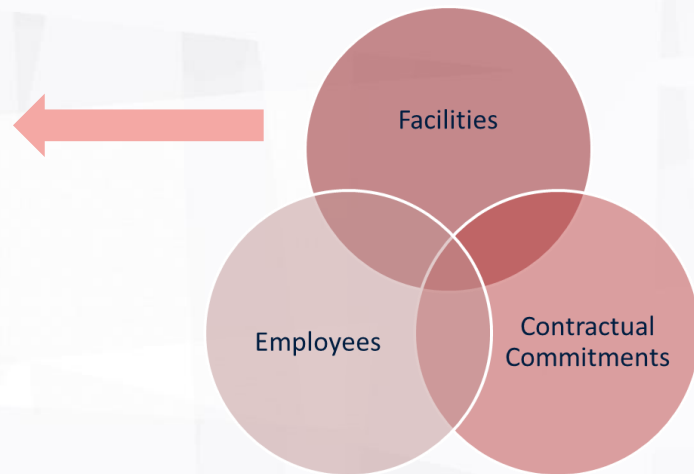
Small Business Grant Funding

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

Cash Grants for Leisure (clubs)

£10K grant if rateable value <£15K

£25K grant if rateable value >15K<51K



CURRENT SUPPORT FOR KEY RISKS GOVT INTERVENTION

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

Coronavirus Job Retention Scheme

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

Plus payment for Employer NI contribution +

Min. automatic enrolment employer pension contributions

Self-employment Income Support Scheme

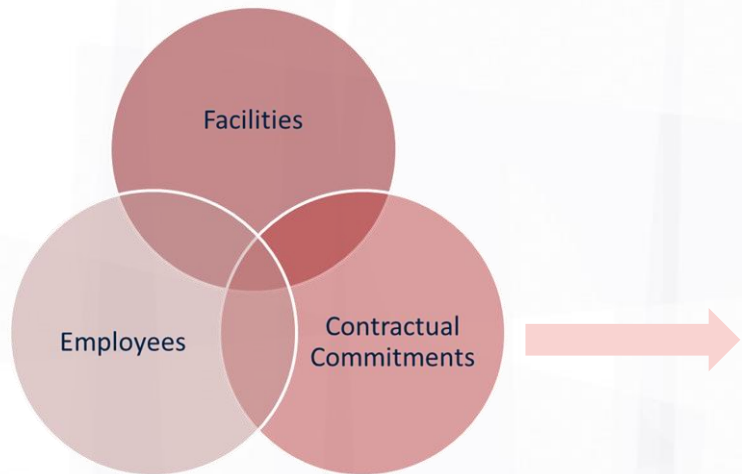
A grant to self-employed individuals or partnerships, worth 80% of their profits up to a cap of £2,500 per month

Statutory Sick Pay Rebate

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



SOLUTIONS FOR KEY RISKS



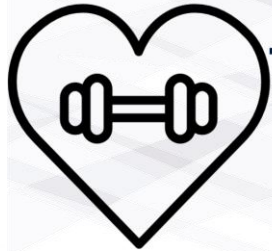
Legal guidance to support clubs in relation to contractual commitments including:

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

Legal Helpline 0191 2117799

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

ADDITIONAL SUPPORT



The Digital Gym

Be Digitally Fit

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



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

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

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

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





**GRASSROOTS
TECH TEAM**

Free Webinar

Closing The Season

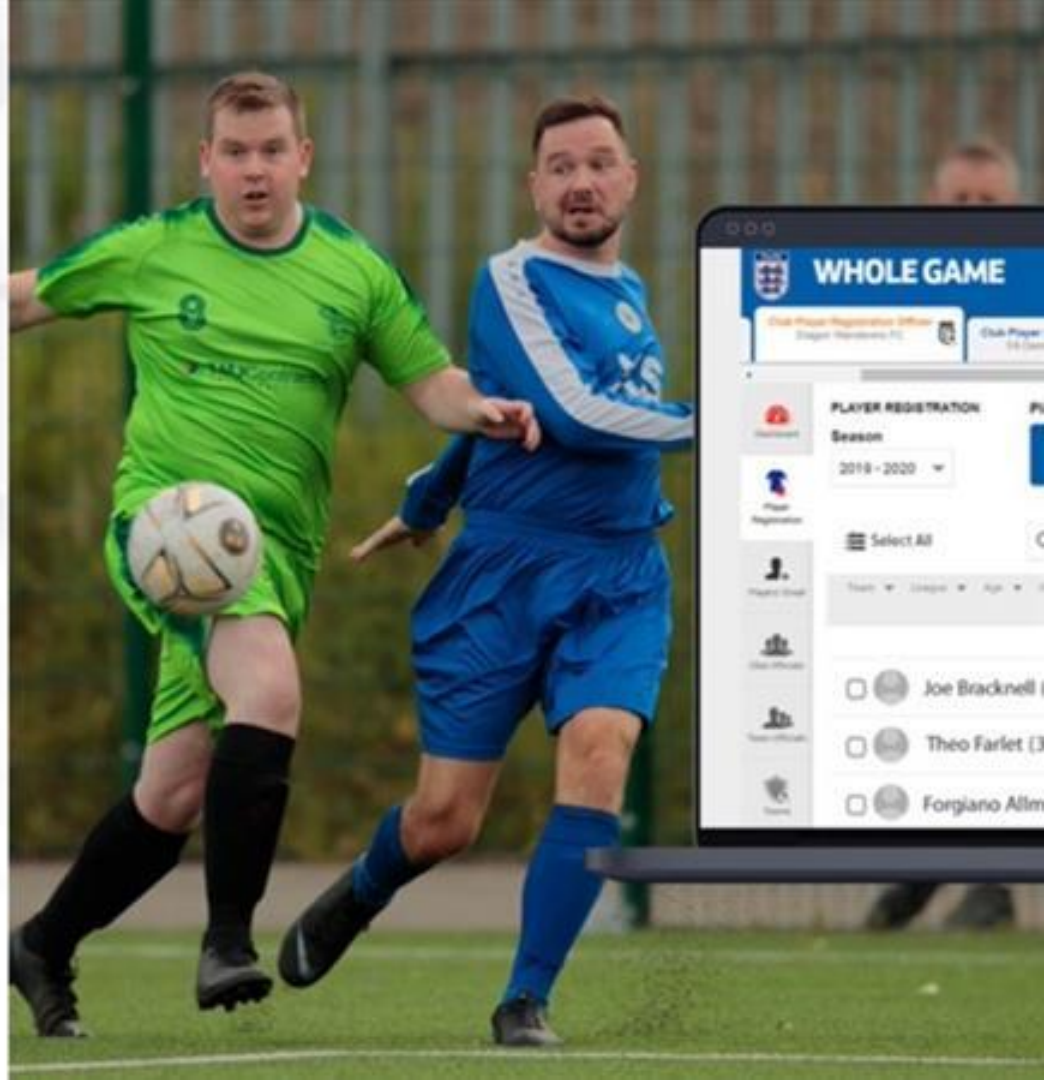
A guide to closing down your season with new Full-Time functionality including displaying Points Per Game and Mass Voiding fixtures as well as top tips for running online AGM/SGMs.

Date 29th April

Time 2pm or 7pm

Book: <https://bit.ly/SeasonEndBooking>

Contact GrassrootsTechnology@TheFA.com for more information



THEFA.COM GUIDANCE

The screenshot shows the website's navigation menu with 'GET INVOLVED' selected. Below the menu, there are three main content cards:

- Grant Funding From Sport England**: A card with an image of children on a sports field. Text: "Sport England have grants between £300 and £10,000 available now to support grassroots sport".
- Muckle Legal Helpline**: A card with an image of hands writing on a document. Text: "All FA Charter Standard and all National League System clubs & leagues can access the free legal advice".
- Running An Online AGM**: A card with an image of a man on a video call. Text: "Download our handy guidance with tips and best practice on how you can use video conferencing to run an AGM".

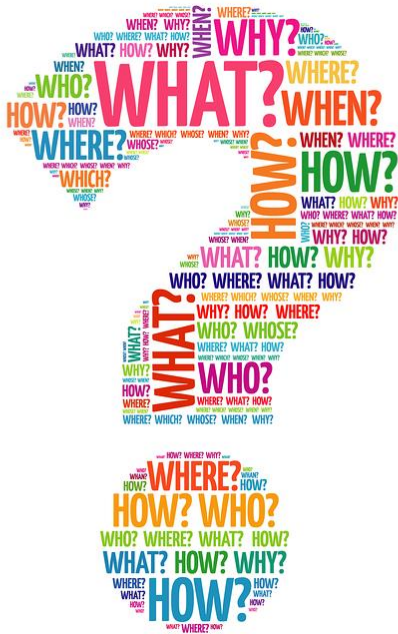
At the bottom, there are two smaller cards:

- Whole Game System**: A card with an image of a laptop displaying the 'WHOLE GAME' system. Text: "Where grassroots football lives".
- COVID-19 FAQs**: A card with an image of a man in a black shirt. Text: "A guide for Charter Standard leagues".



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

QUESTIONS



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THANK YOU

Stay Safe!