

# Hampshire FA

Winklebury Football Complex, Winklebury Way, Basingstoke, RG23 8BF

Tel: 01256 853000 / Fax: 01256 357973

Email: Secetary@HampshireFA.com



## Board & Committee Recruitment Pack – Season 2019/20

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### **CAN YOU MAKE A DIFFERENCE TO GRASSROOTS FOOTBALL? IF SO, WE WANT TO HEAR FROM YOU.....**

Hampshire FA's vision is to use the power of football to build a better future by providing football participation opportunities for all in a safe and enjoyable environment.

Following a comprehensive organisational review which was completed in January 2019, Hampshire FA is seeking committed and passionate members of the local football community to serve a number of new Board's, committees and sub groups as follows:

- Football Management Board
- Inclusion Advisory Group (sub group of the Hampshire FA Board of Directors)
- Safeguarding Sub Group (sub group of the Hampshire FA Board of Directors)
- Membership Committee
- Referee Recruitment & Development Committee
- Women & Girls Football Committee
- Disability Football Committee
- Charter Standard & Respect Committee
- Competitions Sub Group (sub group of the Football Management Board)

All roles are voluntary with reasonable expenses paid in accordance with the Articles of Hampshire Football Association Limited.

### **Safeguarding is at the heart of what we do!**

Hampshire FA is committed to ensuring that safeguarding within grassroots football is at the heart of what we do and we are committed to ensuring that all volunteers receive appropriate safeguarding and welfare training and complete a full enhanced Criminal Records Check disclosure.

### **How do I apply?**

If you are interested and would like to be considered please complete the application form on the next page and return it by email to CEO Neil Cassar at [neil.cassar@hampshirefa.com](mailto:neil.cassar@hampshirefa.com) by 14 May 2019.

All applications will then be considered by a Selection Panel who will recommend Board, Committee and Sub Group constitutions for Season 2019/20 which will be considered by the Officers' in June 2019.

### **Require further details?**

Check [www.HampshireFA.com](http://www.HampshireFA.com) for further information about Hampshire FA or direct any questions on the application process please contact CEO Neil Cassar at [neil.cassar@hampshirefa.com](mailto:neil.cassar@hampshirefa.com) or via telephone 01256 853000

# Hampshire FA

Winklebury Football Complex, Winklebury Way, Basingstoke, RG23 8BF

Tel: 01256 853000 / Fax: 01256 357973

Email: [Secretary@HampshireFA.com](mailto:Secretary@HampshireFA.com)



## Standing Committee Application Form – Season 2019/20

<b>NAME</b>		<b>DATE OF BIRTH</b>	
<b>HOME ADDRESS</b>			
<b>EMAIL ADDRESS</b>			
<b>HOME PHONE NUMBER</b>		<b>MOBILE PHONE NUMBER</b>	

I wish to apply for membership of the following Standing Committee(s) or the Football Management Board for Season 2019/20:

Please indicate application with a "X"	
<b>FOOTBALL MANAGEMENT BOARD</b>	
<b>INCLUSION ADVISORY GROUP (SUB GROUP OF THE BOARD OF DIRECTORS)</b>	
<b>SAFEGUARDING SUB GROUP (SUB GROUP OF THE BOARD OF DIRECTORS)</b>	
<b>MEMBERSHIP COMMITTEE</b>	
<b>REFEREE RECRUITMENT &amp; DEVELOPMENT COMMITTEE</b>	
<b>WOMEN &amp; GIRLS FOOTBALL COMMITTEE</b>	
<b>DISABILITY FOOTBALL COMMITTEE</b>	
<b>CHARTER STANDARD &amp; RESPECT COMMITTEE</b>	
<b>COMPETITIONS SUB GROUP (SUB GROUP OF THE FOOTBALL MANAGEMENT BOARD)</b>	

The terms of reference for the Football Management Board and each Standing Committee or Sub Group are detailed on the following pages – please read before applying for membership and note the required time and commitments levels.

<b>SIGNATURE</b>	<b>DATE</b>

Please return your application to – Neil Cassar, Chief Executive, Hampshire FA, Winklebury Football Complex, Winklebury Way, Basingstoke, RG23 8BF or via email to [neil.cassar@hampshirefa.com](mailto:neil.cassar@hampshirefa.com) by **14 MAY 2019**. Your application will then be considered by the Selection Panel and a recommendation will be made to the Football Management Board in June 2019.

## **HAMPSHIRE FA**

### **TERMS OF REFERENCE FOR: FOOTBALL MANAGEMENT BOARD**

Membership of the Football Management Board: The Officers (Excluding the President) and FA Representative (if held independently), the chairman of each standing committee, (deputy chairman to attend if the chairman is unable to attend for any reason) up to four further members appointed through an open recruitment process (Voting Members). Staff Members - The Operations Manager, Facilities & Investment Manager and the Football Development Manager (Non-voting).

The Football Management Board shall:

- Make recommendations to, and implementing and monitoring policies set by the Board and/or the Association in relation to the promotion and raising standards of participation in all forms of association football at all levels within the county including but without limitation; 11v11, 9v9, mini-soccer, small sided, futsal, disability football, recreational, walking – male and female
- Make recommendations to, and implementing and monitoring policies set by the Board and/or the Association in relation to the raising standards in the way that the game of association football is administered, governed and organised in the county by sanctioned competitions
- The appointment of the Disciplinary Panel and the management thereof
- Control and management of Hampshire FA Cup Competitions
- To deal with disciplinary and misconduct procedures in accordance with the provisions within the Rules and Regulations of The FA and of this Association
- To delegate to the Disciplinary Commission Panel the power to adjudicate on all disciplinary matters referred to them by the Hampshire FA Disciplinary Department on behalf of Hampshire FA
- To schedule appropriate training for the Disciplinary Commission Panel together with bespoke training for Commission Chairman, existing and new members of the panel to update them on changes to FA Rules, Regulations and Procedures
- To provide as and when required suitably experienced and qualified members to FA Panels
- Responsibility for the management of the standing committees of the Association and to receive minutes of all meetings of standing committees and FMB sub groups for approval of the FMB
- Ensuring budget allocations from the Board are effectively monitored through its standing committees and that any funding applications are forwarded to the Chief Executive for consideration by the Board of Directors or its appointed sub group
- The FMB is responsible for its own and the standing committees and FMB sub groups carrying out their terms of reference
- To receive and approve any proposed amendments to Articles, Membership Rules and Standing Orders from the Membership Committee
- Implementing and monitoring policies set by the Board of Directors and/or the Association relating to the development of players, coaches and referees in the county
- To assist with identifying and supporting relevant actions and objectives contained within the Hampshire FA Operational Plan
- To support Divisional FA Development Groups (where required)
- To oversee, encourage and give support to the Young Persons Forum
- To deal with relevant matters relating to youth football within the County
- To plan and co-ordinate meetings of Adult and Youth Leagues, as individual groups and jointly, along with an annual conference to share good practice and update on changes in FA and Hampshire FA Rules and Regulations
- To work collaboratively with Youth and Adult Leagues to increase football participation
- To proactively work with Youth and Adult Leagues on supporting the transition from Youth to Adult football
- Ensure that each decision made across the FMB remit has considered Safeguarding as part of its processes and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- Liaising on matters of policy with any standing committee or other relevant bodies established in connection with refereeing, equality, safeguarding or any other issues that may affect football in the county from time to time
- Produce minutes of all meetings held
- These terms of reference can be altered at any time by the Board of Directors
- Act as ambassadors for Hampshire FA in our football communities and beyond
- Delegating the appropriate power to in accordance with their respective terms of reference, and operating the following standing committees (and any subsequent sub groups appointed under their remit):
  - (i) Membership Committee;
  - (ii) Referee Recruitment & Development Committee;
  - (iii) Women & Girls Football Committee;
  - (iv) Disability Football Committee;
  - (v) Charter Standard & Respect Committee.

**Meeting Dates (Wednesday)** (WebEx may be used)

26<sup>th</sup> June 2019

4<sup>th</sup> September 2019

8<sup>th</sup> January 2020

4<sup>th</sup> March 2020

3<sup>rd</sup> June 2020

**EGM** – Wednesday 15<sup>th</sup> January 2020

**AGM** – Saturday 27<sup>th</sup> June 2020

All constitutional matters are covered in the Articles, Membership Rules and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

All members are reminded that some discussions and subsequent outcomes are confidential, and these should not be made public or disseminated without the permission of the Association Chairman. (As per the signed Code of conduct).

## **HAMPSHIRE FA**

### **TERMS OF REFERENCE FOR: THE BOARD – INCLUSION ADVISORY GROUP (IAG)**

Membership of the sub group: The Association Officers, the appointed Lead Director and up to twelve others, as determined by the Board of Directors (Voting members). HFA Football Development Manager and HFA Disability FDO, HFA Referees Development Officer, HFA Marketing & Communications Manager (Non-Voting). Sub Group to elect a chairman at its first meeting.

'Inclusion' – The act of including. This should be applied to every race, creed, religion, gender, sexual orientation and social background.

The IAG is charged to engage a diverse range of football community representatives who understand the challenges faced by existing and potential participants and with that collective knowledge check and challenge the County FA to ensure proactive pursuit of inclusivity. The Group should consider the nine protected characteristics defined within the Equality Act 2010 and explore ways to diversify the Hampshire football community through the delivery of the Equality Action Plan.

The nine protected characteristics are: Age, Disability, Gender re-assignment, Marriage & Civil partnership, Pregnancy & maternity, Race, Religion & belief, Sex, Sexual orientation.

- Instil confidence and transparency in reporting discrimination and to generate confidence in the reporting and subsequent handling of discrimination cases and be transparent with the outcomes
- Increase and promote knowledge, awareness and understanding of equality, diversity and inclusion – and what constitutes discriminatory behaviour within football, providing information, guidance and training
- The Group has been formed to promote and address inclusion and diversity within football
- The Group will discuss issues and formulate solutions; share ideas and good practice
- Inform and educate staff and volunteers; develop strategies and policies with regard to; inclusion and diversity; engage and network to increase participation within all communities in order to positively influence the Hampshire FAs Business Plan
- Advance equality of opportunity amongst all our football communities
- Foster good relationships with and between all our football communities
- Eliminate unlawful discrimination, harassment and victimisation
- Increase diversity in football's talent pool
- Bring a diverse perspective to the Hampshire FA
- Identify any equality issues, support the identification and delivery of solutions
- Assess and advise on equality impacts arising out of county plans
- Identify key issues and trends that will promote the growth of the game through inclusion and diversity interventions
- Ensure that each decision made has considered Safeguarding as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- Produce minutes of meetings held
- These terms of reference can be altered at any time by the Board of Directors
- Act as ambassadors for Hampshire FA in our football communities and beyond

Up to four meetings a season. WebEx may be used.

All constitutional matters are covered in the Articles, Membership Rules and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

All members are reminded that some discussions and subsequent outcomes are confidential, and these should not be made public or disseminated without the permission of the Association Chairman. (As per the signed Code of conduct).

## **HAMPSHIRE FA**

### **TERMS OF REFERENCE FOR: THE BOARD – SAFEGUARDING STEERING GROUP**

Membership of the sub group: The Association Officers, to be chaired by the appointed Director and the sub group will include up to six others, as determined by the Board of Directors (Voting members). HFA Designated Safeguarding and Lead Respect Officer, HFA Operations Manager, HFA Discipline Manager, HFA Referees Development Manager, HFA Football Development Manager and HFA Safeguarding Assistant Officer (Non-Voting).

- To ensure Hampshire is complying with The FAs SOS guidelines
- Ensure that the necessary qualifications are held by those that require them across the Company/Association
- Monitor and ensure validation visits are taking place
- Organise a meeting with the Youth League Welfare Officers once every 6 months
- Make sure that Safeguarding is at the forefront of the Association
- Ensure that each decision made across the Association/Company has considered Safeguarding as part of its processes and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- These terms of reference can be altered at any time by the Board of Directors
- Produce minutes from meetings held

Up to four meetings in a season. WebEx may be used.

Act as ambassadors for Hampshire FA in our football communities and beyond

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## **HAMPSHIRE FA**

### **TERMS OF REFERENCE FOR: MEMBERSHIP COMMITTEE**

Membership of the standing committee: The Officers and FA Representative (If held independently), Appointed Board Member, up to twelve Elected members (Voting Members). HFA Operations Manager, HFA Administration Assistant (Non-Voting). The Chairman and Deputy Chairman will be elected at the first meeting.

- To receive, consider, recommend, draft or revise articles, rules and regulations of the Association, Divisional FA's, Leagues, and League Cup Competitions including proposals forwarded relating to Hampshire FA Cup Competitions, and to draw attention to conflicts and/or anomalies within them and to relevant difficulties which may not have been foreseen by the proposer. This includes the Divisional Football Associations standard code of rules including DFA cup rules
- To consider and if appropriate approve the sanction of Leagues and Competitions and their rules, under FA regulations for their sanction and control of Leagues and Competitions
- For all new competitions, the Committee shall seek the observations of the Leagues and Competitions from within the Division(s) from which the application for sanction is received before they consider sanction
- To maintain the Articles, Membership Rules and Standing Orders and make recommendations for any proposed amendments to Articles, Membership Rules and Standing Orders to the FMB
- To maintain the Precedence List and make recommendations for alterations to the FMB
- To provide support for Leagues and Competitions to implement amendments to FA Standard Code of Rules into their own rules
- To work with the Football Operations team regarding the affiliation of leagues and clubs and other membership related activities including but not limited to applications to advertise, applications for charity matches, applications to play foreign opposition and international clearance
- To hold Boards of Appeal to consider appeals against decisions of Leagues and Competitions as and when required
- To provide training for Board of Appeal members
- To appoint members of its committee to its Rules, Regulations & Articles Sub Group and to set terms of reference and objectives as considered appropriate
- to appoint sub groups as necessary with delegated powers to support the work of the committee
- To monitor delivery of the relevant sections of the Hampshire FA Operational & Committee Plans
- Ensure that each decision made has considered Safeguarding as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- These terms of reference can be altered at any time by the Football Management Board
- Produce minutes of all meetings held
- Act as ambassadors for Hampshire FA in our football communities and beyond

#### **Meeting Dates – (WebEx may be used)**

Thursday 11<sup>th</sup> July 2019

Tuesday 17<sup>th</sup> December 2019

Wednesday 1<sup>st</sup> April 2020

All constitutional matters are covered in the Articles, Membership Rules and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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## **HAMPSHIRE FA**

### **TERMS OF REFERENCE FOR: REFEREE RECRUITMENT & DEVELOPMENT COMMITTEE**

Membership of the standing committee: The Officers and FA Representative (If held independently), Appointed Board Member, up to twelve Elected members, (Including 4 members under the age of 24) (Voting Members). HFA Referee Development Manager & HFA Referees Development Officer (Non-Voting). The Chairman and Deputy Chairman will be elected at the first meeting.

- To deal with matters concerning referees in accordance with the FA Regulations for the registrations, promotion and control of referees
- To appoint referees and assistant referees to matches played in accordance with the Laws of the Game as decided by the International Board including county cup finals and the allocation of observers and mentors where appropriate. Appointments will be made only to clubs partaking in any sanctioned competitions of the Hampshire FA and other affiliated Associations, Leagues or Competitions
- Permit referees on the Official Lists of other Counties or Service Associations to affiliate with the Association
- To hear and determine appeals from decisions of Local Area Referees Committees
- To receive all reports and complaints alleging incompetence against referees and assistant referees registered with the Association
- To oversee, encourage and give support to Referee Development, at all levels within the county
- To oversee and encourage basic referee training within the county
- To actively retain referees, with particular emphasis on the newer qualified referees
- To ensure that Hampshire FA have enough Tutors, Observers, Mentors, Appointment Secretaries and the required workforce to deliver the county plan
- To provide assistance when required for referee's report writing and their attendance at disciplinary hearings
- To encourage engagement with leagues and clubs to help educate participants in refereeing matters
- To organise appropriate training for Observers, Mentors and any other training that is required
- To appoint sub groups as necessary with delegated powers to support the work of the Referees Recruitment and Development Committee. Ensure any sub group achieve their terms of reference set by the Referees Recruitment & Development committee
- To monitor delivery of the referee's section of the Hampshire FA Operational & Committee Plans
- To consider requests for Hampshire FA registered referees to officiate in tournaments or other matches played
- To deal with referee low marks of HFA affiliated competitions that are not covered by a LARC
- Ensure that each decision made has considered Safeguarding as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- These terms of reference can be altered at any time by the Football Management Board
- Produce minutes of all meetings held
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#### **Meeting Dates (Monday's) – (WebEx may be used)**

8<sup>th</sup> July 2019

11<sup>th</sup> November 2019

10<sup>th</sup> February 2020

11<sup>th</sup> May 2020

All constitutional matters are covered in the Articles, Membership Rules and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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## **HAMPSHIRE FA**

### **TERMS OF REFERENCE FOR: WOMEN & GIRLS FOOTBALL COMMITTEE**

Membership of the standing committee: The Officers and FA Representative (If held independently), Appointed Board Member, up to twelve Elected members (Voting Members). HFA FDO --Woman's & Girls (Non-Voting). The Chairman and Deputy Chairman will be elected at the first meeting.

- To support the work of The Hampshire FA in the area of Women and Girls Football and provide reports or updates as and when required
- To monitor delivery of the women & girls' section of the Hampshire FA Operational & Committee Plans
- To review and oversee the structure for women and girls' football in the county to ensure it is fit for purpose
- To offer support and guidance to female teams/referees/tutors/mentors and administrators to enable participation to be sustained and where possible increased
- To map and track women and girls football provision throughout the county to help set objectives and priorities
- To consider and request support from The Hampshire FA Community Trust for women and girls football activities that meet the objectives of the Trust
- To plan, support and deliver workshops and events to support the female game
- To liaise with other relevant groups or programmes where required
- Ensure that each decision made has considered Safeguarding as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- These terms of reference can be altered at any time by the Football Management Board
- Produce minutes of all meetings held
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#### **Meeting Dates (Monday) – (WebEx may be used)**

22<sup>nd</sup> July 2019

25<sup>th</sup> November 2019

24<sup>th</sup> February 2020

Tuesday 26<sup>th</sup> May 2020

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## **HAMPSHIRE FA**

### **TERMS OF REFERENCE FOR: DISABILITY FOOTBALL COMMITTEE**

Membership of the standing committee: The Officers and FA Representative (If held independently), Appointed Board Member, twelve Elected members (Voting Members). HFA FDO – Disability (Non-Voting). The Chairman and Deputy Chairman will be elected at the first meeting.

- To support the work of The Hampshire FA in the area of Disability Football and provide reports or updates as and when required
- To monitor delivery of the disability section of the Hampshire FA Operational & Committee Plans
- To review and oversee the structure and provision of disability football in the county to ensure it is fit for purpose
- To offer support and guidance to disability teams and participants to enable participation to be sustained and where possible increased
- To map and track disability football provision throughout the county to help set objectives and priorities
- To plan, support and deliver workshops and events to support the disability game
- To consider and request support from The Hampshire FA Community Trust for disability football activities that meet the objectives of the Trust
- To liaise with other relevant groups or programmes where required to deliver disability activities in partnership
- Ensure that each decision made has considered Safeguarding as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- These terms of reference can be altered at any time by the Football Management Board
- Produce minutes of all meetings held
- Act as ambassadors for Hampshire FA in our football communities and beyond

#### **Meeting Dates (Wednesday) – (WebEx may be used)**

24<sup>th</sup> July 2019

27<sup>th</sup> November 2019

26<sup>th</sup> February 2020

27<sup>th</sup> May 2020

All constitutional matters are covered in the Articles, Membership Rules and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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## **HAMPSHIRE FA**

### **TERMS OF REFERENCE FOR: CHARTER STANDARD & RESPECT COMMITTEE**

Membership of the standing committee: The Officers and FA Representative (If held independently), Appointed Board Member, up to twelve Elected members (Voting Members). HFA FDO – Youth (Non-Voting). The Chairman and Deputy Chairman will be elected at the first meeting.

- To support the work of The Hampshire FA in the area of Charter Standard & Respect and provide reports or updates as and when required
- To monitor delivery of the charter standard & respect section of the Hampshire FA Operational & Committee Plans
- Support the Football Development Team with the implementation and management of The FA's policy and instructions about Charter Standard and Respect
- To manage the process of Charter Standard & Respect monitoring including the recruitment and training of monitors
- To support the Football Development Team with the identification of possible leagues and clubs that may be able to achieve Charter Standard status or during the process of an application to achieve Charter Standard
- To ensure that all Respect Leagues and Clubs are acting in accordance with the agreed codes of conduct that have been signed by all participants belonging to Respect Leagues and Clubs
- To support the designated Respect matches and events organised by the Hampshire FA
- To plan, support and deliver workshops and networking events to support Charter Standard leagues and clubs and facilitate the sharing of good practice wherever possible
- To liaise with other relevant groups or programmes where required
- Ensure that each decision made has considered Safeguarding as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- These terms of reference can be altered at any time by the Football Management Board
- Produce minutes of all meetings held
- Act as ambassadors for Hampshire FA in our football communities and beyond

#### **Meeting Dates (Wednesday) – (WebEx may be used)**

10<sup>th</sup> July 2019

13<sup>th</sup> November 2019

12<sup>th</sup> February 2020

13<sup>th</sup> May 2020

All constitutional matters are covered in the Articles, Membership Rules and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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## **HAMPSHIRE FA**

### **TERMS OF REFERENCE FOR: THE FOOTBALL MANAGEMENT BOARD – COMPETITIONS SUB GROUP**

Membership of the sub group: The Officers and up to six elected members (Voting members). HFA Competitions secretary (Non-Voting), Sub Group to elect a chairman at its first meeting.

- to control and manage all of Hampshire FAs Cup Competitions on and behalf of Hampshire FA and to make decisions on matters arising out of the Competitions, which shall be deemed to be a decision of Hampshire FA
- to alter or add to the Rules of the Hampshire FA Cup Competitions they from time to time deem to be required, subject to the approval of Hampshire FA. (Proposals must be submitted to the Membership Committee by the 31<sup>st</sup> October in any year)
- To be appointed as match delegate as a representative of the sub group at key matches within Hampshire FA cup competitions as and when required
- to provide assistance at Hampshire FA Cup matches and finals, as and when required
- Ensure that each decision made has considered Safeguarding as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- Produce minutes of all meetings held
- These terms of reference can be altered at any time by the Football Management Board
- Act as ambassadors for Hampshire FA in our football communities and beyond

Up to four meetings in a season. WebEx may be used.

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