



# Setting Up A Club Guide 2024/25





Our quick guide will give you a few things you need to consider. Things can get a bit confusing at times as some processes need to be followed in a certain way. If you have questions beyond this guide, then we've added some contacts for you to reach out to along the way!

## Where do we start?

Before you even start the process of setting up a club, you'll need to think about the following:

- Do you have enough players for a team that will be committed?
- Do you have somewhere to play your home fixtures and train throughout the winter?
- Do you have two people that are willing to manage the administration side of running a club including working with Kent FA, managing finances, and creating policies?
- Do you have two people that are willing to manage the team and invest time in obtaining the relevant qualifications?
- Are you committed to safeguarding young players and creating the right environment to safeguard all?
- Have you decided on a club name?
- Are you committed to safeguarding players including 16–17-year-olds in the open aged game?

Once you are able to answer yes to all of the above, you can start on your journey to your club kicking off for the first time!

## When do we need to start thinking about things?

The traditional season generally starts around the first or second week in September, so we will work backwards from there:

**January to May** - This is a great time to start preparing for the forthcoming season. You may wish to consider the following:

- Advertising for players
- Research and apply to the leagues you wish to enter. Please [click here](#) for a list of Kent FA affiliated leagues. Applications for leagues will close around mid-May, so it is important to get in touch with them before this.
- Obtaining a suitable venue
- Set up and review club policies and procedures.
- Make yourself aware of the safeguarding requirements for youth football and book onto the necessary courses.

**June** – Affiliation to Kent FA for the forthcoming season opens.

**1<sup>st</sup> July** – The new football season officially begins. If you have completed your affiliation prior to this, then it will be on the 1<sup>st</sup> July that this becomes active. It will last until the 30<sup>th</sup> June the following year.

**July-August** – Concentrate on working hard to give the players the best experience. This is a good time for coaches to also educate themselves by accessing any courses that Kent FA are running. Player registration also opens for the forthcoming season within the Club Portal.

# Affiliation to Kent FA

Each year, all clubs have to re-affiliate to Kent FA to be able to play in affiliated football. There is no fixed date that this opens, but it is usually the start of June.

To affiliate as a new club, the first step is to [click here](#) and complete the New Club Request form. Once complete this will allow us to create your club on our online platform for football administration and will allow you to complete your affiliation online.

As part of this affiliation, you will be required to inform us of who will be involved at the club, have the option to either upload or purchase the clubs Public Liability Insurance and teams Personal Accident Insurances and have the opportunity to enter Kent FA County Cups. It is available 24 hours a day and you can save your progress and return to it at any point.

## Roles at the club

There are four key roles that will need to be fulfilled within a Club. Importantly, these can be held by the same person, but we do not encourage this as it is not always sustainable.

[Click here](#) to get detailed guidance on many different roles that you may look to appoint at the club.

### Chairperson

Chair the committee meetings and AGM, assist the secretary to produce the agendas and head the committee in making decisions for the benefit of the whole club including disciplinary matters.

Main responsibilities:

- Chair committee meetings/AGM
- Agree monthly agenda for committee meetings and the AGM.
- Lead on decision making that will be for the benefit of the club.

### Secretary

This role is the first point of contact at the club for any external enquires and the person that Kent FA will send all our communication to, so it is pivotal in making the club run smoothly. It is important the club secretary regularly accesses their emails and logs into the FA system for key updates, messages, and information.

Main responsibilities:

- Attending league meetings
- Affiliating the club to the County FA and league(s)
- Registering players to the league(s)
- Organising the club AGM and other club meetings
- Dealing with discipline cases

## **Treasurer**

The main purpose of this role is to look after the finances of the club.

Main responsibilities:

- Collecting all money due to the organisation
- Paying the bills and recording information
- Keeping up-to-date records of all financial transactions
- Ensuring that funds are spent properly.
- Reporting regularly to the committee on the financial position and presenting a year-end financial report to the AGM

## **Welfare Officer (Open Aged Teams)**

The importance of this role cannot be underestimated. This person is not just the first point of contact for any safeguarding issues at the club, but should influence a safe, fun, and inclusive environment across the game.

It is important to note that this role requires the following to be completed and maintained.

[Player Welfare Course](#) – FREE 45 Minutes.

In date FA Enhanced DBS Check (If U18s in Open-Age Teams) – Please contact [safeguarding@kentfa.com](mailto:safeguarding@kentfa.com) if you need to obtain this.

As well as the above, Kent FA recommends the following is also completed.

[Online Safeguarding Adults Course](#) – FREE 60 minutes.

[Online Safeguarding for Committee Members Course](#) – FREE 45 minutes.

[Online Safeguarding Childrens Course](#) - £30 2 Hours.

[Online Welfare Officer Course](#) - £25 2 Hours.

Main Responsibilities:

- Liaising with the County FA Safeguarding team, the league welfare officer, other club welfare officers and at times, external organisations that may include the police, NSPCC, Social Services or LADO (Local Authority Designated Officer).
- Ensure relevant policies are in place and followed.
- Ensure the responsibilities of the role are diligently undertaking, including reporting concerns about safeguarding issues.
- Monitor and log patterns of poor practice and create action plans to address these.
- Ensuring everyone who is required to have an FA DBS check does one keeps it in date.
- Ensuring where required team officials are completing the relevant safeguarding courses.

# What safeguards do we need to think about?

Keeping players safe is at the absolute heart of what we want from our game. It is important that your club has the relevant policies and procedures in place.

You can find many of the templates that you will need by [clicking here](#)

## Safeguarding requirements for Open Age Teams.

Roles	SAFEGUARDING REQUIREMENTS FOR CLUBS WITH OPEN-AGE TEAMS				ENGLAND FOOTBALL
	FADBS Check	Player Welfare Course	Safeguarding for Committee Members Course	Safeguarding Adults Course	First Aid Course
Club Secretary		● Recommended			
Club Chair		● Recommended			
Club Treasurer		● Recommended			
Club Welfare Officer (Including Assistants)	● <b>Mandatory</b> <small>(If U18s in Open-Age Teams)</small>	● <b>Mandatory</b>		● Recommended	
Other Committee Roles		● Recommended			
Team Manager/Coach (Including Assistants)	● <b>Mandatory</b> <small>(If U18s in Open-Age Teams)</small>	● <b>Mandatory</b>			<small>(If England Football Accredited, one per team).</small> ○ <b>Mandatory</b> Otherwise Recommended
Team Medic/First Aider (Including Assistants)	● <b>Mandatory</b> <small>(If U18s in Open-Age Teams)</small>	● <b>Mandatory</b>			● Recommended

Only teams that have compliant team officials would be able to affiliate. Please note that whilst we expect FA DBS applications to be completed within 4-6 weeks of application, there are times where an application can take longer. We encourage you to factor this in when affiliating.

# What leagues are available?

We have a wide variety of leagues across the county. The below table will help you identify appropriate leagues. You can find more information [here](#). It is important to remember that many leagues will close applications for the forthcoming season around mid-May.

## **Adult Male Saturday Leagues**

Ashford & District Football League
Bromley & South London Football League
Canterbury & District Football League
Kent County Football League
Rochester & District Football League
Sevenoaks & District Football League

## **Adult Male Sunday Leagues**

Ashford & District Sunday League
Dover & District Sunday Football League
EV2 Sportswear North Kent Sunday League
Herne Bay & Whitstable Sunday League
Maidstone & Mid Kent Sunday Football League
Medway Area Sunday Football League
Orpington & Bromley Sunday Football League
Sheppey Sunday Football League
Thanet Sunday Football League
West Kent Sunday League

## **Adult Male Veterans Leagues**

The Len Martin Thanet & District Football League
Kent County Football League
Kent FA Walking Football League

## **Adult Female Sunday Leagues**

South East Counties Womens League
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## **Adult Female Veterans Leagues**

Kent FA Womens Casual League
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## **Adult Disability Leagues**

Kent Disability League
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## How about finances?

The sustainability of a club relies heavily on ensuring club's finances are in order.

With regards to expenditure, it is important to consider the following:

- Kent FA Affiliation fees including insurances.
- League entry fees. This will vary depending on the league.
- Purchasing balls, cones, nets etc.
- Purchasing Kit. Will you be buying training tops or jackets?
- Facility Hire. Do they require upfront payment for training?
- Referees. The league set these fees, so find out how much they are so you can budget.
- Fines. Unfortunately, it'll be sensible to have a little left over to pay any fines incurred.

Can you make use of the following income sources?

- Subscriptions – These must strike the balance between being affordable for parent but enough to cover expenditure
- Grants – We often have grants available to support the creation of new teams, you can view these [here](#)
- Fundraising
- Sponsorship

## I've heard about England Football Accreditation for clubs, what is it?

In 2021, England Football Accreditation succeeded the FA Charter Standard Programme. This new accreditation system is designed to elevate the standards of football by fostering the growth of clubs and leagues, acknowledging their dedication, excellence, and accomplishments. It seeks to commend clubs and leagues that contribute to enhancing football within their respective communities.

Through England Football Accreditation, clubs and leagues are empowered to cultivate enriching experiences and conducive environments where players, coaches, officials, referees, volunteers, and spectators can flourish.

Clubs can apply for England Football Accreditation at any time once affiliated and all the criteria are in place.

To find out more about England Football Accreditation and the criteria, [click here](#) or contact [development@kentfa.com](mailto:development@kentfa.com)