

Setting up a club



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 administrative 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 qualifications?
- Have you decided on a club name?

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!

If you need support with finding a pitch please get in touch at this point.

When do we need to start thinking about things?

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

January to April – You will need to start asking yourselves the questions at the start of this guide. There is not too much you can do at this point other than research the leagues you might want to enter and start considering advertising for players and obtaining a suitable venue.

May – Affiliation to Kent FA for the next season opens. This is essential and you'll find more info later. Applications for leagues will also close around mid-May, so get in touch with them before this!

June – Most Adult leagues will have their AGM's in May or June, which is when you will need to be voted in by the member clubs. The league committee will likely ask to meet you beforehand to get a better understanding of what the purpose of the club is. You might then need to introduce yourself to a room of representatives from each of the clubs before they vote on whether to allow your club into the league. Don't worry too much about this, it normally goes without incident!

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

July and August – Concentrate on working hard to give the players the best experience. This is a good time for the coaches to educate themselves by accessing any courses that Kent FA are running.



Who can help? Info@KentFA.com

Affiliation to Kent FA

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

The first part of the affiliation is to complete the following form: <https://form.jotform.com/91422575158965>. This will allow us to create your club on the Whole Game System which is the online platform for football administration and will allow you to complete your affiliation online.

As part of this affiliation on the Whole Game System you will purchase insurance, have the opportunity to enter Kent FA County Cups and inform us of who will be involved at the club. It is available 24 hours a day and you can save your progress and return to it at any point



Who can help? Info@KentFA.com

Roles at the club

There are three key roles that will need to be fulfilled within a Club. These can be held by the same person, but we do discourage this as it is not particularly sustainable.

The following document will give detailed guidance on many different roles that you may look to appoint at the club: <http://www.thefa.com/-/media/cfa/huntsfa/files/volunteer-roles/developing-the-football-workforce.ashx>

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 of our communication to so it is pivotal in making the club run smoothly.

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

Treasurer

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

Main responsibilities:

- Collecting subscriptions and 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



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 on their websites but it is important to remember that many leagues will close applications for next season around **mid May**.

Please visit <http://www.kentfa.com/leagues-and-clubs/county-leagues> to find out what adult leagues may be suitable for your new club!



Who can help? Info@KentFA.com

How about finances?

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

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

- Kent FA affiliation – this will include insurance
- League entry fees – this will vary depending on league
- Purchasing balls, cones, nets etc.
- Purchasing kit – will you be buying training tops or jackets?
- Facility hire – do they require any upfront payment for training?
- Referees – the leagues 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 parents but enough to cover enough expenditure
- Grants – we often have grants available to support the creation of new teams, you can view these here: <http://www.kentfa.com/leagues-and-clubs/finance/grants-and-funding>. It may also be useful to get in touch with Kent Sport or even a local parish or town council
- Fundraising – There are lots of ideas online about how you may fundraise. As well as sponsored events, you may be able to take advantage of joining charity events, such as car parking in town

- Sponsorship – Finding a headline sponsor is great, but challenging! Another idea may be to sell tickets at something around £50 each to lots of companies, with one of them being chosen at random to be the shirt sponsor. One thing to make sure of is that you constantly make your sponsors feel valued!



Who can help? Development@KentFA.com

I've heard about the FA Charter Standard programme, what is it?

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.

The FA Charter Standard accreditation is for clubs who can be proud to be places where people want to play. These are the clubs who demonstrate they offer well-run and sustainable football.



To apply for FA Charter Standard status click here: <https://form.jotform.com/90873904658975>

For more information about FA Charter Standard status, click here: <http://www.kentfa.com/leagues-and-clubs/charter-standard>



Who can help? CharterStandard@KentFA.com

This is great...but I still have questions, who do I ask?

At Kent FA we have a team dedicated to creating the best Football environment possible for you in Kent. If you need to get in touch with us please do not hesitate,

Give us a call on 01622 792 140

Or, if email is your thing.

For Adult Football – Jack.Jacobs@KentFA.com

For Women and Girls – Natalie Curtis – Natalie.Curtis@KentFA.com