

Lancashire FA | FAQs

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General Questions

- **Q. What is furlough leave?**

A. Furlough leave is a temporary leave of absence for economic reasons and is designed to save jobs in the long term. The Lancashire FA staff who are affected by this understand and are supportive of this decision. We all very much look forward to their return to work at the earliest possible opportunity.
- **Q. Who should I contact now?**

A. During this time, please direct any enquiries to one of the six members of staff mentioned above, or to info@lancashirefa.com. Our office and facilities are closed, and staff are working remotely, so email is the preferred method of communication. We will respond as swiftly to your request as we can but do ask for your patience at this time, if there is a delay in our response due to the reduction in staff available.
- **Q. What is the current situation with grassroots football?**

A. Grassroots football matches, and friendlies are currently suspended, and this will continue until further notice in accordance with advice from The FA. Certain training and coaching can be undertaken, in line with the latest advice (dated 12th June) from The FA, which can be found [here](#).
- **Q. What is the latest position with Coaches working with children?**

A. As at 12th June, The FA have confirmed that Coaches must work on a ratio of one coach to groups of no more than five children in each group (1:5) and there must be a minimum of two FA-DBS-checked adults present at any one time. For the avoidance of doubt this means:

 - if there is only one group, there must be two FA DBS checked adults / coaches, therefore the ratio is 2:4 coaches to children; or
 - if there are two or more groups of 5 children, coaches can work on the ratio of 1:5 coaches to children.

Full information on this guidance can be found [here](#), and you should check for any updates as this is a moving situation.
- **Q. How will you communicate with me and update me on this situation?**

A. We will continue to keep you updated with developments at Lancashire FA through our social media channels, website and newsletters. We will also be continuing to run our League weekly WebEx meetings, where we are available for a Q&A session every Thursday night.
- **Q. What is the future for football in Lancashire?**

A. We are doing everything we can to maintain the infrastructure of football during this time and have been exploring with our footballing partners and the football community a recovery plan that will enable us to get football back up and running as soon as it is safe to do so. This has included free affiliation for all our clubs and discounted Public Liability Insurance, or a contribution if you choose to buy this externally. We will provide you with more information about the other elements of our recovery package in due course. We need your support, enthusiasm and passion for the game to finalise this. We have been seeking your opinions and ideas so that we can get this right, and we will continue to do this, so that we can all be ready for the return of our Players, Teams, Coaches, Referees, Volunteers, Parents, Clubs and Leagues.

- **Q. Will there be financial support from the FA/LFA's due to lost revenue**
A. The FA & Lancashire FA are looking at a recovery package to support Leagues and clubs. We have already announced that this has included free affiliation for all our clubs and discounted Public Liability Insurance, or a contribution if you choose to buy this externally. We will provide you with more information about the other elements of our recovery package in due course. In the meantime, see our funding pages, guides and the Facilities and Investment Section for other tools, tips and thoughts.

- **Q. What steps are needed to resume footballing activities using the latest FA Guidance?**
A. If you decide that you are able to resume footballing activities as per the latest guidance, then you need to make sure you:
 - Are following the correct government advice on social distancing and are maintaining appropriate distances (2 metres) between people who are your responsibility.
 - Are following the guidance by The FA
 - Are always considering the risks, and have completed risk assessments for Health & Safety, First Aid and PPE, and have appropriate and sufficient PPE and first aid equipment with you.
 - Have checked that your insurance (both personal accident and public liability) is in place and adequate for your activities.

If, having considered the above elements carefully, including your personal situation, you do not feel you can work within the safety parameters put in place by The FA, then you should not continue with any football activities as this could jeopardise both your own and your family's health, as well as those of the people in your care.

- **Q. Can Lancashire FA provide risk assessments for clubs?**
A. Lancashire FA is not able to assess Health and Safety for individual clubs or advise on the appropriateness of individual Risk Assessments carried out by clubs. As autonomous bodies, it is for clubs to assess the risks appropriately, according to their internal procedures, and then make a risks-based decision according to their individual circumstances about the resumption of footballing activity

Football Services, including affiliation, discipline, cup competitions

- **Q. What is the current situation with regards to County FA competitions?**
A. We have garnered opinions on how best to complete the competition and the decision on how to proceed here will depend on the return date for football. We will do our utmost to ensure that the competitions can go ahead, however, we need to balance this with any impact on fixtures for the 20/21 season. We are exploring various options and will of course let everyone know as soon as we can.

- **Q. Will we be refunded for any discipline payments that have been made, or do any outstanding fines now become void due to the season ending?**
A. Unfortunately this will not be the case any fines paid or outstanding will retain this status, the issuing of fines is not dependent on a season being completed. Similar to a game that has been abandoned, the sanctions still remain. However, we appreciate that these are difficult times for clubs and if you would like to contact us to request a reasonable extension, we will be happy to accommodate.

- **Q. What is the situation with discipline suspensions?**
A. Suspensions that are outstanding will be served at the start of the team's competitive season.
- **Q. How will meetings be carried out, if we are unable to have personal hearings.**
A. Correspondence hearings will still be taking place via conference call. Those participants who wish to have a personal hearing, will have these arranged once we have been cleared to work in this way.
- **Q. When will the affiliation window open?**
A. The affiliation window is open from 15th June to 17th July. Our latest newsletter contains all the information you need to complete the process, and we are running regular support sessions and providing further information on our twitter feed. [Full guidance on the process can be found here.](#)
- **Q. How can we consider registrations for next season (Dates are fixed) if we don't know when this season may end or be cancelled, same issue re AGM's**
A. The season is now concluded – [see Option 1 and 2 for further guidance.](#)
- **Q. Can we register a tournament?**
A. Again at present we do not know how and when the indefinite suspension of grassroots football will be lifted. It would be advisable if tournament organisers started to put together contingency plans in terms of options dependent on when things return to normal so you can update your entrants. In other words, let them know dependent on the month you are back when you would hope to play and what is the final deadline for cancelling the competition.

Coach Education and Training:

- **Q. Will you still be taking enquiries and bookings for courses in the future?**
A. At present there will be no courses scheduled until at least the end of July and any changes will be reviewed in line with ongoing guidance
- **Q. I haven't heard about my UEFA B application for 2020?**
A. The places for the 2020 UEFA B have now been filled. If you haven't been registered for it and contacted, then unfortunately you have not been successful on this occasion. We had over 300 applications, so we were unable to get back to each applicant. However, the window for 2021 will open later this year and you are more than welcome to apply.
- **Q. What happens with regards to a current course that I was booked on?**
A. By now you should all have been informed via e-mail, on next steps. Again, if you have not managed to pick up the email, there will be no course delivery till at least the end of July – please note this will be reviewed as per above.

Referees

Update 21st June 2020: Our Referee Development Officers remain on furlough leave. We would like to thank you all for your patience since the registration window supposedly opened on June 1st. We knew nationally there had been technical glitches. These were rectified by the FA but Lancashire

referees were still finding it difficult to access the application process via the portal. On Friday we believe we identified where the issue lay and have hopefully resolved it. This means all of you should now be able to register provided, if sixteen or over you have a valid DBS check if planning to officiate in the youth game (please see below).

We are happy to inform you that the application process for DBS has now reopened to grassroots football although the verification of ID documents remains problematic and is not immediately available. For those who have reached the age of sixteen since last season's registration and have not received a DBS since then, you will need this in place PRIOR to registration. Any existing DBS that expired between March 1st and October 1st 2020 has received an automatic one year extension. Full guidance on the application process is attached.

- **Q. When does referee registration open?**
A. Although we still have no clarity around when the 2020-21 season will commence, the referee registration window is open.
- **Q. Do I still need to update my safeguarding accreditation prior to registration for 2020-21?**
A. The mandatory requirements around referee safeguarding have been deferred by twelve months to allow workshops to be arranged upon resumption. Referees who are eligible to access the free Online Safeguarding Recertification should still do so.
- **Q. How do I apply for promotion from L7 or L6?**
A. Please see all the relevant details [here](#). Note the closing date is 30th June 2020.
- **Q. What's the latest guidance on referee registrations?**
A. You can access the latest guidance [here](#).
- **Q. How do I apply for a FA/CRB Check?**
A. You can access [FA CRB County Applicant Guidance here](#) with all the details of how to apply for your CRB check.

Affiliation

- **Q. How do I get my affiliation number as soon as possible?**
A. By applying immediately. The portal opened on June 15th and remains open until 17th July. Full guidance on affiliating your club can be found [here](#).
- **Q. What do I need to do for insurance?**
A. You need to purchase personal accident insurance ensuring that it covers the exact number of teams on the affiliation, both senior and junior. **Please upload your certificate of insurance NOT your insurance booklet.** Please double-check you are **uploading a certificate for 2020-21 NOT an historic copy**
- **Q. What do I need to ensure for each team?**

A. If a youth club, double check that there is a named manager or coach for each team and that they have an **“Accepted”** FA DBS as failure to have this will prevent affiliation.

- **Q. How do I ensure a FAN number is correct for my volunteers?**

A. You can see from the Whole Game System if the FAN you are using has the correct safeguarding and DBS details attached. If it does not, please do not use this FAN but contact neil.yates@lancashirefa.com to see if we have a duplicate FAN situation and he will help to resolve the matter.

- **Q. We have a new unqualified Club Welfare Officer. What should we do?**

A. DBS is now reopened to grassroots football so the new CWO should immediately apply for DBS through the club PIN. We will verify the documents as soon as possible. In the meantime they can complete the [Online Safeguarding for Committee Members](#). We will work with clubs to ensure they meet the other requirements of the role as soon as is practicably possible.

Safeguarding and Well-Being

Update 22nd June 2020: When we originally published our Affiliation Guide to assist you in affiliating your club for 2020/21, we informed you that for this season only DBS non-compliance for a manager or coach would not be an obstacle to progressing and completing the application.

Subsequently, the FA has reviewed its safeguarding protocols and concluded that this does not provide the necessary safeguards that football needs. As such, it will now not be possible for a coach without an FA DBS, or one that expired prior to 1st March 2020 and has not been renewed, to be attached to a team on the affiliation form.

On a more positive note, it is now possible for clubs to recommence processing and verifying DBS applications. Many of our clubs have already taken advantage of this facility and conduct all their own DBS checks. However, every club can do this independently by [emailing fachecks@thefa.com](mailto:fachecks@thefa.com) with the name of the club verifier (usually the Club Welfare Officer), whereupon the club will be sent full details of how to use the system with a PIN and secret word to guarantee security. Please note the importance of observing social distancing and hygiene standards when verifying documents in person.

We apologise for any extra work caused by this change of direction. Should any of you encounter difficulties in affiliating as a result please [email Lancashire FA](#) and a member of the team will provide you with support.

- **Q. Can we continue to process new DBS application and renewals?**

A. Yes. Club verifiers can once again process applications and check ID documents. However, this process must observe social distancing and hygiene guidelines.

- **Q. Can we verify applications via e-mailed document copies?**

A. No. The FA will not accept verification from document copies sent online.

- **Q. We have lots of renewals due in the next six months. How will this affect the club?**
A. Any DBS due for renewal between March 1st, 2020 and October 1st, 2020 has been automatically extended by one year to reduce pressures on clubs and the system.
- **Q. Can we carry out face-to-face Identity (ID) Document Verification for DBS Checks?**
A. Yes, the latest guidance provided by The FA has confirmed that face-to-face ID document verification can now take place as long as the verifier and those requiring their ID to be verified observe all Government guidelines – [find full information and specific FAQs here](#).
- **Q. We have coaches who were due to renew before March 1st. What happens with them?**
A. You need to process their renewal in the normal way as part of the affiliation process. Coaches can have **no involvement** in permitted youth football activities until the DBS is returned “Accepted.” Renewals should be started three months before the previous check expires to prevent the lapse of a legal requirement.
- **Q. How will the current situation affect affiliation?**
A. You will need to ensure all coaches, managers and volunteers are DBS compliant in order to affiliate your teams. See below guidance for clubs using the WGS Portal in light of this change.
- **Q. How will referee registration be affected by the current shutdown of football and the requirement for safeguarding accreditation prior to next season?**
A. The FA has postponed the mandatory safeguarding requirements for referees from June 2020 until the 2021-22 season. This will allow referees sufficient time to attend workshops and the county FA the time to arrange them and allocate tutors. Referees who can recertify online should continue to do so. Any questions on Safeguarding for Referees should be directed to neil.yates@lancashirefa.com.
- **Q. How can we get a new club welfare officer qualified in time for the new season with no workshops currently being held?**
A. We will work with clubs to ensure new CWOs gain the necessary qualifications as soon as possible. We will ensure plans are in place to prevent any impact on the club in terms of affiliating. New recruits should access the [online safeguarding course for committee members](#) to speed up this process.
- **Q. What will happen to our Charter Standard if we cannot get volunteers on safeguarding and first aid workshops in time?**
A. Lancashire FA in conjunction with the FA will adopt a common-sense approach and will not penalise any club where it is evident that progress towards achieving or retaining Charter Standard was directly, adversely impacted by the shutdown of football.

Guidance for Clubs in WGS Portal in light of changes connected with the Covid-19 pandemic and amendments to the FA/DBS Check

- **Q. Can I add a Welfare Officer in the Portal Affiliation form without a current FA DBS check?**
 A. Yes to allow you to start the process, but you will receive warnings and you will not be able to submit the affiliation form. With face-to-face DBS verification now reinstated, you are reminded that all Welfare Officers must have a current FA DBS check.
- **Q. Can I add a Welfare Officer in the Portal Affiliation form without a SGW or WOW?**
 A – Yes, you will receive warnings, but this is allowed, and the affiliation form can be submitted.
- **Q. Can I add a Youth Team Manager or Coach in the Portal Affiliation form without an FA DBS?**
 A – No, with face-to-face FA DBS checks reinstated, all Youth Team Managers and Coaches must have a current FA DBS.
- **Q. Can I add a new Welfare Officer in the Portal Club Officials page without an FA DBS, SGW or WOW?**
 A – No, this is not allowed. If you need to have a new Welfare Officer who does not have any of these, you will need to contact your County FA who can support getting the FA DBS check and can record the need for an action plan for the Safeguarding and Welfare Officer Workshops.
- **Q. Can I add a new Youth Team Manager or Coach in the Portal Team Officials page without an FA DBS?**
 A. No, this is not allowed. With face-to-face DBS verification now reinstated, all Youth Team Managers and Coaches must have a current FA DBS.

Facilities Development and Investment Support (Inc grants and funding)

- **Q. Are there any grants schemes that can help our club to pay outstanding invoices and general running costs to support us?**
 A: Yes, in principle there are, however you need to assess the criteria and if you meet this as per the funder, please see the following key links, which may be of interest to you.
<https://www.businesssupport.gov.uk/coronavirus-business-support/>
<https://www.sportengland.org/how-we-can-help/our-funds/community-emergency-fund>
 (Sport England’s Community Emergency Fund is temporarily paused to new applicants).
- **Q. What is the current advice on how to maintain our pitches, so that when football re starts they are in good order and shape as we are worried, they won’t be ready?**
 A. Look at the [dedicated pages, resources and articles](#) from our colleagues at the newly branded Grounds Management Association, formally the Institute of Groundsmanship (IOG) who as you know carry out the Pitch Inspections as Part of the FA Pitch Improvement

Programme. Ensure you always follow the Government Guidance regarding social distancing first, and stay up to date with the daily changing situation.

- **Q. Are ongoing projects still being supported with their funding applications and pre application?**

A. Where possible we are still supporting and communicating with projects that are at an advanced stage, as the Football Foundation are still also supporting. Again, from a remote working platform. The Football Foundation will no doubt be guiding applicants and communicating to ourselves as well. As the situation evolves, we will maintain communication where possible, always following government guidance. Potential future queries are also being dealt with, but this will be limited and specific based on what is possible considering the above. In addition see partner web links that have further FAQ sections.

- **Q. What about “Grow the Game” grants?**

A. We have been informed as of the 8th April that this [specific fund has been suspended](#) in light of the present situation. Check the [Football Foundation website](#) for updates. The Football Foundation will have already contacted successful applicants directly.

- **Q. Are you still able to do FA Pitch Improvement Inspections.**

A. NO these and all other site contacts have, until further notice, been fully suspended with full agreement from the IOG/ GMA. We are still able to take enquiries and discuss with you grass pitch improvement. Our colleagues at the IOG/GMA are currently on furlough, and if you do have any enquiries or want to register your interest for a future PIP, please email rachel.owen@lancashirefa.com, who will provide you with support and put this in the queue for when the GMA do return.

- **Q. What about projects that are identified in the LFFP, what is the plan there?**

A. As you will appreciate, we will do what we can whilst working remotely and to support and put plans in place that are robust and maintain a healthy communication with local partners. However, at this present time many of our community partners are currently dealing with significant other challenges, so being mindful, we are dealing with this on a case-by-case basis and offering our fullest support. We are also as a county FA in weekly and regular dialogue with our colleagues and funding partners.

- **Q. Our club / organisation has recently been awarded funding from the Football Foundation for a project. What do we need to do?**

A. We would strongly advise that you maintain a healthy dialogue with the Football Foundation and their central enquiries. If you do not have details of the grant officer, or they have not been in touch with you, e-mail enquiries@footballfoundation.org.uk. They will advise what is the best practice whilst we will also monitor and support clubs and organisations locally where possible, again whilst maintaining all government rules and guidance

- **Q. What is the latest status on the Pitch Preparation Fund**

A. If your Pitch Preparation Funding application has been successful, but you have not yet accepted our offer, you will be receiving an email from us advising you to go to your go Football Foundation Account and confirm acceptance of the grant before 3rd July. These are the steps you will need to take to do this:

1. Click the '[Access my offer letter](#)' link from the email you receive from us
2. Log in to your account

3. Find your grant under the 'delivery & payment' section
4. Click on the grant and scroll down until you see the link for 'complete your acceptance'
5. Follow the instructions on the page to confirm acceptance of the grant and provide your signature

League & Club Development

- **Q.** What will be the processes for Health checks?
A. All Annual Health checks are now completed and awarded, none are currently outstanding.

Refunds

- **Q. Should League and County FA fees be refunded if season void**
A. We respect the autonomy of County FAs, as the sanctioning bodies of grassroots Leagues, as well as the autonomy of the Leagues themselves to have local decision-making rights in this respect.
- **Q. Will there be a rebate on Club Affiliation/League sanction fees**
A. There will be no rebate for Club Affiliation and League Sanction Fees for the 19/20 Season. Lancashire FA has provided free affiliation for the 20/21 season and discounted Public Liability Insurance as part of the recovery package for clubs. There will not be any discounts available for League Sanction or Public Liability for Leagues for the 20/21 season (as explained at the regular League update meetings). Lancashire FA will in due course communicate the full recovery package for all member Leagues/clubs

Promotion and Relegation:

- **Q. Is there an option to decide on promotion/relegation on an "Average points per game basis"**
A. Click to access the FA Statement [with Options 1 & 2 on this specific area.](#)

Bluefin Insured Leagues/Clubs

- **Q. P/Liability- P/Accident Ins, will it be a rebate or discount rolled onto next season?**
A: There will be no rebate on Public Liability Insurance for the 19/20 season, however, 50% discounted insurance (or a contribution of £27 if taken outside of the affiliation process and not via Lancashire FA) is being provided for the 20/21 Season. Bluefin have advised the following regarding Personal accident Insurance:

All Personal Accident policies to remain in force until the expiry date, 30 June 2020;

At the next renewal, all premiums will be discounted to reflect the period of inactivity The Personal Accident insurance provided via the NGIS covers all organised footballing activities, so although all league and cup fixtures have been concluded

for the 2019/20 season, the Personal Accident insurance will cover your affiliated Clubs/Teams in respect of :-

Friendlies

Training

Tournaments

Coaches, whilst attending County FA organised Educational courses

Club Social Events

Subject, of course, to adherence to the relevant advice / guidance issued by the Government and/or The Football Association.

The renewal invitation that will be issued in respect of the Personal Accident insurance for the 2020/21 season, will make specific reference to the premium adjustment made to reflect the period of inactivity due to the Government measures, thus ensuring full transparency, and avoid any misunderstandings, accordingly.

Independent Insurers

- **Q. P/Liability- P/Accident Ins, will it be a rebate or discount rolled onto next season?**
A. Clubs who have secured their Public Liability / Personal Accident Insurance from any other insurance provider, should check their policy and payments with their own Insurance provider.

AGM's SGM's

- **Q. Can Leagues re-schedule their:**
 - **New club application dates**
 - **Player Registration dates**
 - **Rule proposal dates**
 - **SGM Dates/AGM dates**

A. Yes, the above dates can be re-scheduled in sequence to support the challenges in adhering to current agreed dates. (League committees can arrange an SGM/AGM with your member clubs via e-mail/ & E-mail voting / by WebEx or a Microsoft Teams meeting set up on your behalf by Lancashire FA.

If the social distancing instructions are removed (**Govt & PHE guidance permitting**), we will offer out the Lancashire FA meeting rooms for Leagues to hold their AGM's (Free of Charge) if they wish to hold a formal meeting for their AGM's.

This will under no circumstances be allowed unless restrictions are lifted.
- **Q. Can we hold meetings via remote system?**
A. Yes you can – see the guidance on The Knowledge Base, with a specific section entitled [The Digital Gym](#) for a full explanation of the remote meetings system.
- **Q. Can a vote be carried out remotely via e-mail**
A. Yes it can. Click to access the FA Statements which includes [options 1 and 2](#) for details of how an email vote can work on page 3.

FA SCOR'S SCOR (Standard Code of Rules – Adult) and SCORY (Standard Code of Rules – Youth) changes for 2020/21

- **Q. What are the SCOR'S SCOR and SCORY changes for 20/21 and have they been fully approved?**

A. SCOR & SCORY Update for 2020/2021 Season - Please note these proposed changes are still being approved. If you have any questions or queries, please [contact John Treacy](#).

SCOR & SCORY Preamble - At the end of the current preamble to add "Please note that from the 2021/22 season all players must be registered through WGS."

SCORY Changes for 2020/2021 Season - The ball size for Under 10s to change from size 4 to a size 3 ball

- **Q. Who should make these changes?**

A. As these are the only changes, we recommend our member leagues make these two changes within their existing rules to save League officials time. All other parts of SCOR/Y remain the same.