

# Club Action Timetable



## Pre-season

### Players

Ensure each team has a squad of at least 14 players or the appropriate number for mini soccer/small sided teams.

### Affiliation

Complete and forward appropriate documentation and fees to your County FA, league and other relevant competitions.

### Facilities

Arrange pitches which comply with appropriate league regulations and specifications. It is also prudent to arrange/book training facilities early.

## Risk Assessment

Carry out a risk assessment on training and playing venue.

## Meetings

Organise club / team meetings (eg, weekly training, monthly management meeting, AGM). Also attend relevant league or County FA meetings when required.

## Registration

Ensure all players are registered with appropriate league and/or County FAs. Up-to-date photographs may be required.

## Friendly Fixtures

Arrange fixtures with affiliated club secretaries.

## Subscription

Set a subscription for players and members to meet your costs for the season. Carry out fund-raising appropriate to the club.

## Code of Conduct

As a club, agree Codes of Conduct for officials, players, spectators. You can use the RESPECT Codes either as they are, or as a starting point to tailor to suit your club.

## Parents' Night

If you have a youth section, organise a parents' night and distribute a club introductory pack (for more information visit [TheFA.com/RESPECTguide](http://TheFA.com/RESPECTguide)).

Feedback clearly shows how impacting and important it is to have a pre-season meeting with parents and carers, as it allows a club to clarify its ethos, gain buy-in from parents and carers with the RESPECT Codes of Conduct, be clear on selection criteria for teams, and to support the club generally.





## During the Season

### Meetings

#### League / competition

Many leagues and competitions have regular meetings throughout the season. These are good opportunities to keep in touch with other clubs and keep up to date with changes on relevant football developments.

#### Club committee

Your own club committee should meet to ensure that the club is running smoothly. A record of these meetings should be kept which need not be complicated, just a record of any decisions or actions agreed (see Resource J on page 97).

#### Players'/parents' meetings

These can be very informal, but a great way to keep everyone in touch with your club. This can be done as part of training.

#### Training

Does your club want to train?

- If yes, book your venue.
- Set your coaching programme.

#### Home Games

- Book / confirm pitch.

Confirm to opposition team:

- kick-off time;
- directions;
- team colours.

#### Confirm with match officials:

- kick-off time;
- venue/directions.
- Confirm kick-off time with your own team!

#### On Match Day

- Ensure pitch is safe.
- Ensure goalposts are secure
- re the goal nets up and corner flags in place?
- Are the changing rooms open (and tidy)?
- Pay the match officials.
- Ensure all equipment is safely put away.
- You may wish to provide refreshments.

#### Away Games (Six Days Prior)

Confirm with opposition:

- kick-off time;
- directions;
- colours.
- Confirm kick-off time, venue and directions with your players

#### Away Games (Match Day)

Arrive in plenty of time.

#### For Home and Away Games

Your league / competition may require you to provide the referee with a team sheet.

#### Results

Ensure the result card is completed and posted to the appropriate league/ competition official to arrive by designated time. Please note that the competition may require the result to be confirmed by telephone to the appropriate official. The level of detail on the result card (eg, players, goal scorers, substitutions, injuries) will depend on league / competition policy. Check your result card is correctly completed, as this saves everyone time later.



## Other Tasks

#### Administration

Keep on top of your administration. Please reply to correspondence promptly, as this not only helps you, but also the officials of other clubs or leagues who are also volunteers.

#### Disciplinary procedures

Unfortunately this is an ongoing task throughout the season. Remember, the more you can do to get players to stay out of trouble, the easier your job is. The secretary and player must complete and return appropriate documentation with fines. A record should be kept of players' discipline and it should be ensured that any suspended players do not play.

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## End of Season

#### Annual General Meeting

Your club should hold an AGM to review the year, elect club officers and approve the club accounts.

#### Accounts

The AGM should agree the annual accounts. Many County FAs ask for a copy of these accounts.

#### Presentation Evening

It is good to have a presentation evening, not only for the players but to thank all the volunteers who keep the club going throughout the year.