



SETTING UP A CLUB

Best Practice Guide

Setting up a Club

Introduction



All clubs must affiliate to their respective County Football Association (Northamptonshire County FA)

Affiliation provides quality assurance, helping to protect players, clubs, officials and administrators throughout the game.

Contents

- **Setting up a club – the easy to follow flow diagram**
- **Yearly timetable/timeline**
- **County FA contacts**
- **Useful downloads**
- **FA Charter Standard Club Programme**

By following these simple guidelines, you should be in a position to have your new club up and running in no time.

MINIMUM REQUIREMENTS FOR ADULT CLUBS

- **Personal Accident Insurance covering Temporary Total Disablement for a minimum of £30p/w (available from CFA for approx. £53.50)**
- **Public Liability Insurance in place for a minimum of £10mil (available from CFA for approx. £25)**
- **Named Secretary, Treasurer and Chairperson**

MINIMUM REQUIREMENTS FOR YOUTH CLUBS/CLUBS WITH U18 TEAMS

- **Qualified Welfare Officer who has attended a Welfare Officer Workshop, Safeguarding Children Workshop and has an in-date FA DBS Check**
- **Key Committee Members (Sec, Chair, Treasurer and Welfare Officer) to have completed the FREE FA Safeguarding for Committee Members Course**
- **ALL Youth Coaches and people in regulated activity with U18s to have an in-date FA DBS Check**
- **Public Liability Insurance in place for a minimum of £10mil (available from CFA for approx. £25)**

Setting up a Club

Step-by-Step



PLAYERS

Do you have enough players to start a team? Do you have a club name? The name you select should be unique to the individual club; The Northamptonshire FA will not permit a club to use the same or similar name as another club that is already affiliated, as this may lead to confusion.

VOLUNTEERS

Do you have enough volunteers to cover club organisation and administration? For a committee, you will need a minimum of a Chairman, Secretary and Treasurer. If it's a Youth Club (U18s and below), then a Welfare Officer must also be in place. Visit the Northamptonshire FA website www.northamptonshirefa.com for information on club rules, codes of conduct and safeguarding/welfare. Please make use of the downloads available to you. All volunteers who have direct access to youth players must have an in-date and valid FA Criminal Records Check (CRC/DBS).

BANK ACCOUNT

A club with more than one team will require a club bank account. This will need to be in the club's name and have a minimum of two signatories – one of which must be the treasurer of the club.

LEAGUES

You will need to apply for a place in a league before you affiliate to a County FA. There are a number of leagues in the county offering football in all forms, including youth, adult, female and veterans. For more details, please visit the following link: www.northamptonshirefa.com/leagues-and-clubs/county-leagues

COSTS

Before you affiliate to a County FA or league, it is advisable that you create a list of costs that will help you budget for fees, e.g. for affiliation and pitch hire that's paid out at the beginning of the season. The main income for clubs at the start is from subscriptions and membership fees.

FACILITY

Before applying to a league you may need to have a home ground. Without this you may not be able to register in a league. This can be a local authority or a school pitch if you don't have access to a privately owned one.

Setting up a Club

Step-by-Step



AFFILIATION

All affiliation forms can be downloaded from the Northamptonshire FA website (www.NorthamptonshireFA.com) or requested from the Governance Team at the County FA offices. As part of your affiliation to the CFA, you get public liability insurance plus player personal insurance. If there is a County Cup competition for your age group, you may want to enter it. Allocation of County Cups within the open age bracket is dependent on what division your team plays in.

KIT AND EQUIPMENT

Before the start of the season, you will need to purchase suitable kit and equipment. The necessary equipment will include a football playing strip, first aid kit, corner flags, balls and nets. There may be more as if your league is a RESPECT league, clubs will be expected to have designated spectator areas. Clubs should avoid the use of black kits as these will clash with appointed referees (check league rules).

FUNDING AND FUNDRAISING

It will be important to raise funds quickly to cover the essential expenditure, such as affiliation fees, league membership fee, pitch hire charges and kit. The treasurer will need to keep an accurate account of income and expenditure and feedback to the club committee at the general meeting. Funds can be raised by accessing numerous grants and funding schemes and for more information about those, please visit www.northamptonshirefa.com/leagues-and-clubs/finance/grants-and-funding

WORKFORCE DEVELOPMENT

Essential information about volunteer recruitment can be found in the Safeguarding and Welfare page of the Northamptonshire FA website. This page can be accessed via www.northamptonshirefa.com/about/rules-and-regulations/safeguarding-and-welfare. The club will then need to get qualified volunteers on board. For more on Northants FA's coach education programme, please visit www.northamptonshirefa.com/coaches/development-and-courses

FA CHARTER STANDARD ACCREDITATION

Once you have established roles within your club and got yourselves up and running, you should think about applying to become an FA Charter Standard Club. The FA Charter Standard programme is about recognising and rewarding clubs who are organised and provide Best Practice environment for all of their members. For further information about The FA Charter Standard programme please visit www.northamptonshirefa.com/leagues-and-clubs/charter-standard

Setting up a Club Timeline



PRE SEASON

1. **Players**– Ensure that you have the right amount of players for your squad. Make sure all players are registered
2. **League**– Ensure that you have a place in the correct age group of your preferred League
3. **Affiliation**– Complete and forward the affiliation form and club rules to the Governance Department of Northamptonshire FA. This also then applies to the league when you register with them. A downloadable template for club rules is available on the Charter Standard page.
4. **Facilities**– Arrange pitches and training facilities.
5. **Meetings**– Ensure that you schedule regular club meetings to deal with club business and any issues that may arise.
6. **Registration** – Ensure that all players are registered with the appropriate league. Usually, up to date passport type photographs are required.
7. **Equipment**– Purchase new equipment where necessary, ensuring that there is enough for all teams. Ensure that correct size footballs are used and you abide by specific league rules e.g. spectator areas for RESPECT leagues.
Ball Sizes
U7 to U10 = Size 3
U11 to U14 = Size 4
U15+ = Size 5
8. **Subscription and Fundraising**– Set a subscription rate for players and members to ensure club running costs are met and ensure that accurate records are kept of all income and expenditure.
9. **Delegation** – Club secretaries/team managers should seek support from other members to spread the administration workload where necessary, although the Club Secretary will always retain overall control of club administration. ALL correspondence to the County FA should come through the Club Secretary
10. **Respect** – Get everyone signed up to their respective Code of Conduct. Make everyone aware of the Respect Codes of Conduct relating to their age-group and get players, managers/coaches, welfare officers, club officials and parent/carers signed-up.
To access these, please visit www.northamptonshirefa.com/about/respect

Setting up a Club Timeline



BEFORE MATCH DAY

11. Confirm the fixture according to the league rules. **This should include the following: Kick-off time, kit colours, directions to the ground, availability of the pitch and confirmed match officials**
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MATCH DAY

12. Pitch – **Ensure that the pitch is correctly prepared with nets, flags, markings and access to changing facilities and toilets. Provide designated spectator areas.**
13. Match Officials – **If you are the home team (except in certain competitions) ensure that the match officials have been paid - get signed receipts to confirm payments.**
14. Registration Cards – **Ensure that these are exchanged and checked as per the league rules.**
15. Match Result – **Ensure that the result card is completed and sent as directed by the County/League/Competition as stated in the rules. In some cases the home team may have to also phone in the result on the matchday by a certain time.**

POST SEASON

16. Annual General Meeting – **arrange an AGM which includes presentation of accounts, review of season and preparation for the club presentation evening.**

***Respect Leagues – All clubs registered with leagues who have signed up to The FA Respect Programme must adhere to; designated spectator areas: i.e. the use of tape, roped stakes, marking cones or spray paint, to mark specific areas. All of these must be marked at least two metres away from the touchline.**

Setting up a Club

Northamptonshire FA Contact Details



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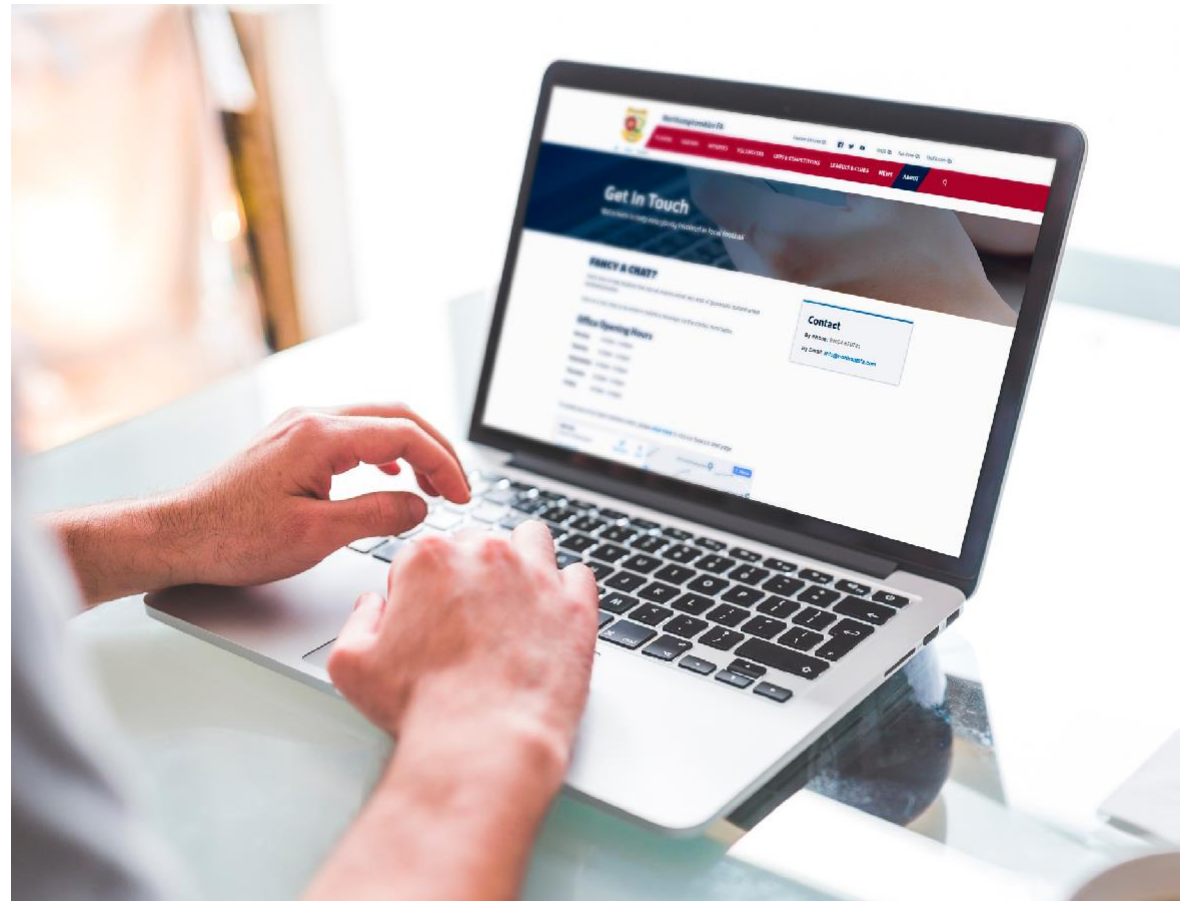
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Setting up a Club

Essential Safeguarding Downloads



Safeguarding remains high on The FA's agenda; the goal being to have someone at every club in the country aware of child protection and best practice, whether it's a Premier League Academy or a Sunday morning park side.

Safeguarding relates to any child under the age of 18 years. Safeguarding is about doing things the right way, doing things properly. It's about allowing children to enjoy the game without abuse of any kind. That means bullying, physical abuse, emotional abuse, sexual abuse or neglect.

The FA believes football can have a powerful, positive influence on children but that means everyone involved in football must take on the responsibility of looking after those children that want to play the game.

If you have any queries or concerns regarding safeguarding issues, please contact a member of our team on safeguarding@northantsfa.com

Further information and downloads

www.thefa.com/football-rules-governance/safeguarding

www.thefa.com/football-rules-governance/safeguarding/policy-downloads

www.thefa.com/football-rules-governance/safeguarding/best-practice-downloads



Setting up a Club

Criminal Record Checks (CRC/DBS)



As part of The FA's safeguarding children strategy, those working in eligible roles with children and young people are required to pass a criminal records check. This is in line with legislation and government guidance and is standard practice.

The majority of checks are processed electronically, ensuring that people can be confirmed to work with children and young people swiftly. Where the check highlights relevant information, this is investigated further and a risk assessment is carried out to establish whether or not they will be accepted to work with children and young people in football.

Eligibility is governed by legislation and government guidance. In brief this means anyone aged 16 years or over who undertakes any unsupervised roles with children and young people under the age of 18 is required to pass a CRC/DBS.

Obtaining a CRC/DBS

To find out if you need a CRC/DBS, please visit the link below.

www.thefa.com/football-rules-governance/safeguarding/criminal-record-checks

If you have any questions around CRC/DBS and the requirements, please contact info@northantsfa.com



Setting up a Club

FA Charter Standard Programme



The FA Charter Standard Programme is a best practice guide that sets standards of coaching, administration and safeguarding children for all clubs outside the Football League and Premier League.

As a benchmark for quality, it will improve the playing experience for all. It also recognises the club's commitment to coaching, player and coach development and the raising of standards of behaviour in the game.



The FA Charter Standard Club Programme now has three levels:

- **FA Charter Standard Club (Youth, Adult)**
- **FA Charter Standard Development Club**
- **FA Charter Standard Community Club**

For further information about the FA Charter Standard programme, please visit www.northamptonshirefa.com/leagues-and-clubs/charter-standard





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