*County FA Youth Council Constitution:*

### Article 1: Structure of the Youth Council

* 1. The County FA Youth Council will have a lead County FA staff member ***James Lock*** who will remain consistent

throughout the Council until a time when they choose to retire from this position and should appoint a succeeding County FA official to relieve them.

* 1. The Council should be formed with a maximum of – but not limited to – 15 members representing the county demographic and age (16-25yrs) spread of youth football within the county approved by an open and transparent application process led by the County FA Youth Council lead.
  2. The Council should have two staff representatives from The County FA. The Lead County FA Officer and one other County Official recommended to be the County FA Designated Safeguarding Officer.
  3. The County FA Youth Council will meet face-to- face a maximum of ***10*** . Meetings will be coordinated

by the County FA Youth Council Lead in consultation with the Youth Council. Additional meetings/discussions will take place via e-mail or other networking forums. (Additional meetings can be added if/when necessary).

* 1. All meeting notes and actions will be circulated within ***10*** days of each meeting to all members of the County FA Youth Council, County FA Staff and County FA Board and ***Any other relevant committees that the County FA selects*** These should be written in conjunction with The County FA’s lead staff member
  2. County FA full time staff members are eligible to represent The County FA Youth Council if they meet the further criteria, however this is discouraged.

### Article 2: Conduct of the County FA Youth Council

* 1. The conduct of the Council is based on and designed to uphold and share a set of

core values which are aligned to The County FA Values.

* 1. The Council will operate as a democracy.
  2. The quorum of a minimum of ***4*** members, inclusive of a County FA staff member shall be required for all meetings.
  3. Uninvolved members or members who are acting in a manner detrimental to the core values of the game should be given the opportunity to explain their short comings. Action may be taken by the County FA Youth Council lead if approved by the Council to rectify this. Concerns of such a nature should be directed to the County FA Youth Council staff lead and to be resolved by the County FA Youth Council as a group.
  4. A Code of Conduct which all Youth Council members must sign, provides clarity on the minimum expected standards for all members.

### Article 3: Positions within the County FA Youth Council

The leadership positions within the Council will include ***the Chairperson, Vice- chairperson***

with remaining members being aligned to support the senior positions as ***project officers and area engagement officers***.

* 1. The Chairperson is to be elected through an open application process which is to be determined by the County FA. The election

process should include members of the Youth Council, where this isn’t possible the decision is to be made by County FA Lead staff members.

* 1. The Chairperson is responsible for directing meetings of the Council towards a productive end. They hold no further influence than any other Council member other than in directing the agenda of a meeting and representing the Youth Council where appropriate within the County FA governance structure.
  2. The Senior Officers are responsible for taking the notes of the meeting and drawing up

an action list. They should liaise with the Chairperson before circulation of these to the Council members. This should be within ***7*** days of any meeting.

* 1. These positions will be filled by a candidate standing for the position or a candidate being proposed. The Chairperson and the County FA Lead staff member will jointly elect members annually. This handover should take place at the last meeting of each season.

##### In the event of two or more candidates, the candidates may propose their case for selection then must leave the room while this is being discussed. A secret ballot may be used when the candidates are present. Candidates may vote for themselves

* 1. At any meeting a Chairperson and a Senior Officer must be present or a stand in assigned in their absence.
  2. The position of Chairperson has a recommended duration of two seasons; advance notice of one meeting should be given if the position is to be retired from. With Council approval the candidate may remain in their position for an additional season, if this additional season were to take the Chairperson above the upper age limit then a new Chair

is to be sought, with the former taking an advisory role.

* 1. If the Chairperson or any of the council members holding Senior positions are not fulfilling their roles this must be bought to the attention of the County FA Youth Council Lead.

### Article 4: Membership Length

* 1. Membership length of the County FA Youth Council is recommended to last a minimum of ***1*** season. Membership may be extended to ***3*** seasons with council approval.
  2. Membership maybe extended to a period of

***4*** years if special circumstances exist and providing the member is still involved in Youth Football (16-25), still falls within this age bracket and is not preventing a new member with the appropriate skillset from joining. All applications must be made to The County FAs Youth Council Lead for review.

* 1. Resignation from the council at any point will require ***1 months’*** notice so that their position maybe filled with a suitable candidate.
  2. Resigning members are not required to detail the reasons for their resignation.
  3. New County FA Youth Council members should ideally be similar in demographic and age criteria of the member they replace to ensure a representative spread of the now missing member. New members will be selected through open recruitment and interviewed by the County FA Youth Council lead.
  4. Integration of new members of the County FA Youth Council should be staggered to allow continuity of function of the Youth Council

### Article 5: County FA Youth Council and County FA Projects

* 1. Involvement of any project by the County FA Youth Council will require proposal of the project and two thirds council vote to be carried with final approval by The County FA

Youth Council Lead. This decision will be made on parameters including cost, benefit and a projection of how this will be achieved. (This is not an exhaustive list of criteria and details of any project should be provided by the member proposing that project).

* 1. ***The elected Senior Officer*** will oversee the project that they have been appointed to and is responsible for that project in collaboration with the Chairperson.
  2. ***The Senior Officer*** must delegate organisation and tasks to his/her team members based upon their expertise and available time commitment.
  3. The Youth Council will be responsible for running ***Monthly Blogs/Podcasts*** and other designated projects for young people as determined by the annual action plan.

(For guidance on compiling an action plan, see **page 6** onwards).

### Article 6: Terms of Reference:

* 1. The terms of reference as follows in this document will be reviewed annually to ensure the objectives of the County FA Youth Council remain appropriate.
  2. The terms of reference are designed to be loose in their guidance and to be used with a yearly action plan.
  3. This action plan is a fluid document. This document can be updated at any time, one year’s forward planning allows complex tasks to be considered thoroughly and time for adjustments. Aims should be outlined with proposed actions and evidence of completion recorded.

## County FA Youth Council Terms of Reference:

The purpose of these Terms of Reference is to provide a framework for The County FA Youth Council to be the mechanism to feed the views of young people into the decision-making process of the County Board and County FA staff. This will provide The County Football Association with a dedicated and organised forum on Youth Development and Education to support the development of programmes by elected staff.

### Authority:

The County FA Youth Council is authorised by the County FA Board via the appropriate ***governance committee/body*** to act in accordance with the Terms of Reference set out below. These Terms of Reference may be reviewed annually by the County FA Board, relevant delegated authority, The County FA Youth Council Lead staff and other selected County FA staff where applicable, and where appropriate, revised to accord with the changing requirements of the game within the county.

### Membership:

The County FA Youth Council will consist of a maximum of ***10*** young people, not including The County FA Lead staff member and other relevant County FA staff. The members shall be appointed through open recruitment, so that they represent all facets of football (including playing, coaching, refereeing, events, administration, leadership etc.) and the option to co-opt members with other expertise shall also be available subject to budget. The group may co-opt a person(s) onto The County FA Youth Council for meetings where they bring specific expertise to the group.

Membership positions

##### Chairperson

* 1. ***Vice- chairperson (Senior officer)***
  2. ***Secretary***
  3. ***Research Lead***
  4. ***Community Lead***
  5. ***Media Lead***
  6. ***Referee Lead***
  7. ***Coach Lead***
  8. ***Club rep lead***

**County Staff**

***FA County Lead - Project Lead***

***Designated Safeguarding Officer***

***Marketing lead***

***Delivery Lead***

The quorum of a minimum of ***4*** members, inclusive of a County FA staff member shall be required for

all meetings.

An average turnover of ***0*** membership will be utilised to ensure structure of the County FA Youth Council remains.

### Responsibilities:

The County FA Youth Council has a consultative responsibility, ultimately reporting to the County FA Board, the ***relevant committee/body***, County FA Youth Council Lead regarding the following aspects of Youth Development:

##### Encouraging and supporting young people in the national game and providing them

***with a voice***

* 1. ***Supporting the development of a fully inclusive and representative game***
  2. ***Providing feedback on any youth football policies that may impact upon young people in the national game***
  3. ***Having input into the future of the youth game and the strategic direction of youth football in the national game***
  4. ***Advise on the development of resources, programmes and campaigns for young people in the national game***
  5. ***Linking and promoting communication between youth participants in the national game***
  6. ***To support the set-up of club Youth Councils/ Forums if deemed appropriate***
  7. ***To distribute regular notes, actions and regular information***
  8. ***To communicate regular and appropriate messages to young people through social media accounts to help raise the profile of the County FA’s work with young people***

1. **Meetings:**

The County FA Youth Council will meet ***10*** . Meetings will be coordinated by the County FA Youth Council Staff Lead in consultation with the County FA Youth Council Chair. Additional meetings/discussions will take place via e-mail or other networking forums. (Additional meetings if/when necessary can be called).

All meeting notes and actions will be circulated within ***10*** days of each meeting to all members of the County FA Youth Council, County FA Board, relevant delegated committee/body and where appropriate across the organisation.

for cross-collaboration and easy access for Youth Council members and staff when required.

***Northamptonshire FA's*** *Youth Council VMOST*

**Vision**

**Mission**

***All young people (aged 25 and younger) feel they are skilled, valued and have a voice when acting in any role within football In which they choose to undertake***

***Provide young people with opportunities to scope, search and share their views about the current Impressions on football today***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objectives** | **1** | **2** | **3** | **4** | **5** |
| **To Provide *a platform in which young people can voice their views on football related topics by June 2022*** | **To Develop** *young people’s generic skills, such as communication, within the football environment by the end of 2023* | **To Create** *a safe environment in which 100% of young people feel secure and supported with a football setting by June 2025* | **To Deliver or Support** *6 key events open to young people by June 2023 which outcomes relate to our Vision.* | **To** *have one young person* **Representative** *on every County FA committee by the end of June 2024* |
| **Strategies to achieve**  ***[the above objective]*** | By ***using Social media and other online to promote young people's current views In football*** | By ***supporting all members who hold a position on the Youth Council*** | By ***support the strategic safeguarding group with meeting the safeguarding operating standards requirements*** | By ***keeping up to date with key events within the County that are relevant to*** | By ***Make sure NFA Youth Council Membership roles have relevance to each of the County FA committees*** |
| By ***Setting up own social media network that allows for safe discussion and debate*** | By ***actively engaging in projects and opportunities that will provide work experience*** | By ***actively engage/consult with young people within the county to ask on what*** | By ***Working with appropriate partners to plan and deliver events relevant to young people*** | By ***Keeping County FA informed of current Youth Council activity*** |
| By ***setting up an annual 'NFA Youth Council conference'.*** | By ***promoting and signposting opportunities that support young people’s development to individuals*** | By ***the promotion of current safeguarding processes and support systems that are accessible to young people*** | By ***working with the Workforce development to strategically support relevant CPD event*** | By ***Working with leagues and clubs to offer opportunities for young people to be a part of their existing structures*** |
| By ***meeting regularly to provide opportunity for young people to raise current views on football related topics and issues*** | By ***Working and supporting NFA staff in projects that have outcomes related to our vision and mission*** |  |  |  |
| **Tactics**  (actions needed to  deliver the above strategies) | ***[To be planned when full team is in place]*** | ***[To be planned when full team is in place]*** | ***[To be planned when full team is in place]*** | ***[To be planned when full team is in place]*** | ***[To be planned when full team is in place]*** |