

# SETTING UP A CLUB GUIDE



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# Section 1 – The First Steps





# Welcome

Dear Club,

Welcome to football in Oxfordshire.

This guide aims to support you with each step of your journey in creating a new football club in Oxfordshire.

We aim to assist you in a number of areas from the annual affiliation process to recruiting volunteers and funding your teams.

The vast majority of football throughout the county is played at a grassroots level for personal enjoyment. Before considering setting up a new club or team take into account the following;

- Are there enough potential playing members to be able to field a full side regularly?
- Are there enough willing volunteers to take care of the organisational side e.g. officers and committee?
- Do you know where you are going to play?

If you have doubts about this it may be worth you considering joining an existing club. You can search for local clubs or teams via [www.thefa.com/play-football](http://www.thefa.com/play-football) or contact the Oxfordshire FA Development Team on 01993 778586.

## Club Name

Contact Oxfordshire FA to agree a name for your club. The name you select should be unique to the individual club; County FAs 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. It is a good idea to have a list of several different names in mind before you contact the office.

## Club Officials

There is a lot of work involved in running a club and the key to success is sharing the workload. Clubs relying on one person to manage different roles and tasks will find it difficult to operate. More volunteers and good planning will lead to a better run club that is sustainable.

The business affairs of a club are generally managed by a committee consisting of club officials, team managers and ordinary members – usually players, parents or supporters. Members can take on an active role, or could just support the club through having their say on important matters at Annual General Meetings.

Clubs must appoint a **Chairperson**, **Treasurer** and **Secretary** to enable the club to function effectively within FA Rules and regulations. Clubs that have youth teams must also appoint a **Welfare Officer**. It is also suggested that other people are appointed to assist in other administrative areas of the club. Try to avoid “press ganging” someone who does not want the position as this may lead to problems during the season; consider asking friends and family members of players who may well be interested.

**Supporting Document: Club Officials - Roles & Responsibilities**

## Club Rules

Although many clubs are merely a group of friends who want to play football together, it is essential to realise that it is necessary to conform to certain regulations. In effect, the “club” must be properly constituted.

The following section lists a set of Standard Club Rules, which are recommended by The Football Association for adoption by all football clubs. Adoption of these rules by your Club should help to ensure a dispute free season and enable the Club to be run smoothly.

**Supporting Document: Suggested Club Rules**

# Affiliation

A Club will need to affiliate to a parent County Football Association, usually determined by the County the home ground of the club is located in.

## What is Affiliation?

Affiliation is the word used for registering a club with its County FA. It is through affiliation that the family of football is brought together and correct standards and discipline are maintained. Affiliation acts as a quality assurance and as a safety net to help protect players, clubs, officials and administrators throughout the game. This is an annual process.

## Benefits of Affiliation

- Being part of the structure of the National Game from grassroots upwards
- Eligibility to participate in competitions and leagues
- Join affiliated leagues
- Discipline and Fair Play
- Access to qualified registered referees (registered referees are not permitted to referee unaffiliated football)
- Opportunities to access grant aid and funding from Oxfordshire FA, Football Foundation and Sport England
- Access to information and advice from Oxfordshire FA Staff on development and governance.
- Opportunities to acquire appropriate public liability and personal injury insurance cover for your club, team and players
- Access to FA and Oxfordshire FA publications and resources
- Opportunities to participate in FA football development schemes
- The opportunity to make your club's views known on the future development of the game to both its County Football Association and The FA

Affiliation can be completed via the Whole Game System; an online football administration system.

# Insurance

## Public Liability Insurance

It is mandatory for all clubs to have Public Liability Insurance and this can be arranged for you by Oxfordshire FA as part of your affiliation.

This insurance provides protection against clubs' legal liability for bodily injury to third parties and damage to their property.

It is important to be aware that this insurance cover **excludes** 'participant to participant' or player to player incidents that occur on the field of play e.g. a player injuring another player through a bad tackle.

## Personal Accident Insurance

It is also mandatory for clubs with adult 11 aside teams to purchase personal accident insurance cover for each of those teams. There are a number of different companies who will supply personal accident insurance. Oxfordshire FA currently use Bluefin insurance. There are different levels of cover available and we recommend that you look at the range of benefits on offer to ensure you purchase the correct level of cover.

Details of Bluefin insurance can be found at [www.bluefinsport.co.uk](http://www.bluefinsport.co.uk)

Clubs will not be able to affiliate until they have purchased personal accident insurance cover. You can increase the level of cover throughout the season. You can also have different levels across the **TEAMS** - so if one **TEAM** wants to pay a bit more then you can increase their cover. We advise that you speak with your players and explain the different levels of cover and benefits.

This cannot be bought through Oxfordshire FA but can through a broker such as Bluefin who run FA National Game Insurance Scheme

## Oxfordshire FA Key Contact

Dave Callicott (Discipline & Governance Officer)

Tel: 01993 894401 or email: [Dave.Callicott@OxfordshireFA.com](mailto:Dave.Callicott@OxfordshireFA.com)

# Finances

Club finances should be managed and administered by the Club Treasurer. It is important to ensure that income exceeds or at least matches expenditure and that adequate records are kept.

For new clubs, it is important to raise funds quickly to cover essential expenditure such as affiliation fees, league membership fees, pitch hire charges (which may have to be paid in advance), kit and match official fees.

The first step for the Treasurer is to set up a bank account in the club name. Any cheques or withdrawals should require a minimum of two signatures from committee members. When a new club official with the authority to sign cheques is appointed, the bank must be notified immediately and a new bank mandate must be completed.

Second, set a subscription rate for players and members to meet your costs for the season. Carry out fundraising appropriate for the size of your club and seek local sponsorship for your club or teams to help raise finances.

The Treasurer needs to keep account of all club expenditure, as well as income. To help the Treasurer keep up-to-date records, the club should use a weekly account sheet. All teams could also have an account sheet, which they should give to the treasurer on a weekly basis.

Any petty cash should be balanced against receipts. A cash book and all vouchers must be retained by the club for at least two seasons preceding the current season to be available for production to the County FA whenever required. HM Customs and Excise or other bodies may require further information.

Every club should produce a set of annual accounts. This should show opening balance, income, expenditure and closing balance. These accounts should be signed off by the club committee at its Annual General Meeting.

A financial statement must be prepared, which must be verified each year by an appropriately qualified person. A copy of the financial statement shall, on demand, be forwarded to Oxfordshire FA.

Every member of a club is likely to be a joint owner of any assets of the club, but also jointly liable for all or part of any debts. Clubs should therefore consider suitable insurance. It is also important to make provision for how any cash, kit or other assets will be dealt with if the club ceases to exist.

**Supporting Documents: Example financial spreadsheet**



# Discipline Procedures

The role of the Oxfordshire FA is to ensure that the Rules and Regulations of The FA and County FA are upheld and to enforce good discipline and fair-play in the grassroots game.

Oxfordshire FA uses the Whole Game System, which is a CRM system where clubs can access their records through an online portal. The system enables all clubs (Secretaries/Chairpersons/Treasurers) to view information relating to their clubs' disciplinary cases. Clubs can

- Access their discipline 24/7 online
- View club discipline reports in real time
- All your club's discipline administration will be online
- Pay your discipline online
- Make a Claim for Mistaken Identity & Wrongful Dismissal
- View Player Suspensions in real time

The Whole Game System is free and easy to use and can be accessed via [wholegame.thefa.com](http://wholegame.thefa.com)

Email notifications are sent when there is something new to deal with and should not be ignored as it could mean extra financial penalties. There are a number of online resources available to help clubs with the Whole Game System. These can be found on the Oxfordshire FA website.

## Oxfordshire FA Key Contact

Dave Callicott (Discipline & Governance Officer)

Tel: 01993 894401 or email: [Dave.Callicott@OxfordshireFA.com](mailto:Dave.Callicott@OxfordshireFA.com)

# League and Cup Competitions

Application for membership to leagues must be made as soon as possible. Most leagues begin to formulate their divisions for the following season during April and May. The most important consideration before applying is to establish which day the club wishes to play football (i.e. Saturdays, Sundays or midweek).

Fixtures are administered by the appropriate league secretary, who advises clubs of forthcoming matches. If it is a home match, the club secretary must arrange hire of a pitch, notify opponents and match officials of kick-off time and location of venue. For away games, arrange to inform your own team of venue, kick-off time and arrange for transport of players. Oxfordshire FA also run County Cup competitions which give an opportunity for teams to play against clubs from different leagues or divisions.

Identifying where you would like to play at the start will give you a clearer idea of what you will need to put in place to be accepted into your chosen competition as each league has its own rules and requirements. County Cup information will be distributed at the time of club affiliation.

**Supporting Documents: League Information**

# Players

It is important that clubs are fully conversant with the rules of each league and cup competition that they may wish to enter. Whichever league you compete in your club will be required to register its players with that league.

Player Registration Forms will be available from the league you wish to compete in and each league will have its own deadline for these to be completed by.

Many leagues will have a cut-off date by which a club will need to register a minimum number of players in order to be allowed to start the season.

All misconduct (e.g. red and yellow cards) at grassroots level is administered by the Oxfordshire FA and the Secretary of the club is responsible to ensure that all players are eligible to play.

If clubs have any doubts about eligibilities, for example suspensions, they should contact Oxfordshire FA.

The club will be required to keep a membership book or electronic spreadsheet which should contain all members' names, addresses, date of birth, telephone number and league registration numbers.

# Funding

The club should identify ways of fund raising as early as possible.

## Grants and Bursaries

Developing the club costs money, whether you are looking for money for kit, coaching or officiating courses, starting a new team or developing your facilities there are a wide range of funding pots out there to be accessed.

Information on funding opportunities within Oxfordshire FA can be found at [www.oxfordshirefa.com/clubs/funding-guide](http://www.oxfordshirefa.com/clubs/funding-guide)

Specific information on football grants can be found via the Football Foundation ([www.footballfoundation.org.uk](http://www.footballfoundation.org.uk)) and Sport England ([www.sportengland.org](http://www.sportengland.org)).

## Oxfordshire FA Key Contact

Andy Earnshaw (Business & Facility Development Manager)  
Tel: 01993 894406 or email [Andrew.Earnshaw@OxfordshireFA.com](mailto:Andrew.Earnshaw@OxfordshireFA.com)

# Sponsorship

Sponsorship is an important source of fundraising for clubs of all sizes. The most common being a simple kit sponsorship arrangement where in return for shirt advertising the sponsor may pay for the purchase of the kit.

It is important to remember that sponsorship is a business deal between two parties in which both parties can benefit from the arrangement, so you need to consider what your club can offer the sponsor. You should look to prepare a sponsorship proposal emphasising the benefits of sponsorship to the company, including details of your achievements and potential with any publicity/ promotional material you have.

## Social events

Many clubs also raise income by holding a range of social events such as; Quiz nights, race nights, discos, raffles, sponsored events e.g. penalty shootout. These are usually good fun and help promote a team / club spirit.

# Kit and Equipment

Purchase suitable equipment prior to the start of your fixtures and ensure you have sufficient kit for all teams in your club.

The necessary equipment will include, playing strip (club colours), change of kit, first aid kit, goal nets and balls, corner flags and assistant referees flags.

## Playing Strip

Please note that shirts likely to be confused with the black coloured uniform worn by the referee are not permitted.

## Equipment

It is recommended that every club should have a minimum of 5 good quality match balls available. It is important to ensure you use the correct size ball. A size 3 ball for age groups U7 to U9. A size 4 ball for age groups U10 to U14. A size 5 ball for all other age groups.

Every club should supply an adequate first aid kit and have someone trained in basic first aid. Oxfordshire FA run FA Emergency Aid workshop throughout the year, the workshop is 3 hours long and the qualification is valid for 3 years.

Oxfordshire FA courses can be found at [www.OxfordshireFA.com](http://www.OxfordshireFA.com)



# Goalpost Safety

Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground;

- Portable goalposts must be secured as per the manufacturer's instructions; - Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts;
- Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn; and
- Regular inspections of goalposts must be carried out to check that they are properly maintained.
- Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage

The use of metal cup hooks on goals has been banned since season 2007/08 and match officials are instructed not to commence matches where such net fixings are evident for safety reasons.

Nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks.

Goalposts which are "homemade" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.

There is no BS/CEN standard for wooden goals and it is unlikely that wooden goals will pass a load or stability test. The FA recommends that wooden goals should be replaced when necessary with compliant metal, aluminium or plastic goalposts. All wooden goals previously tested by independent consultants have failed strength and stability tests.

The Football Foundation often have application windows for goalpost funding. More information can be found at [www.footballfoundation.org.uk](http://www.footballfoundation.org.uk)

**Supporting Documents: The FA Guide to Pitch and Goalpost Dimensions**

# Pitches and Training Facilities

One of the key tasks when setting up a new club is to identify suitable facilities for playing and training. This may seem a fairly obvious starting point but a lot of potential new clubs come unstuck when they work hard to have everything else in place only to discover there are no available facilities.

A good place to begin your search is on the internet.

The Football Foundation has a search engine facility which helps you identify pitches in your local area: [www.pitchfinder.org.uk](http://www.pitchfinder.org.uk)

Other options are to apply to your Local Authority, other local teams, Parish Council or owners of private grounds to hire a pitch.

## Oxfordshire FA Contact Details

Oxfordshire FA have a dedicated team of staff on hand to guide and support you with all aspects of football.

### General Office Details

Unit 4, Witan Park, Avenue 2, Station Lane, Witney, Oxfordshire, OX28 4FH

Tel: 01993 778586, Fax: 01993 862720

[www.OxfordshireFA.com](http://www.OxfordshireFA.com)

Twitter: @OxfordshireFA

Facebook: Oxfordshire FA

# Checklist

Do you have a Club Name?	
Do you have volunteers to help run the club?	
Do your volunteers have the correct qualifications and certificates? (i.e. all volunteers working with players at U18 and below require an FA Criminal Records Check)	
Do you have enough players?	
Have you identified an available pitch to play on?	
Have you purchased Personal Accident Insurance? (mandatory for adult 11v11 teams)	
Have you affiliated your club to the Oxfordshire FA?	
Have you identified a league to play in?	
Do you have a club bank account?	
Do you and your players understand discipline procedures?	
Do you need to identify a team sponsor?	
Have you sourced kit and equipment?	

Do you need additional support?

Contact Oxfordshire FA for additional support or advice



## Section 2 – Playing Football



# Pre-Season

**Players** - Ensure each team has a squad of at least 15 players or the appropriate number for mini-soccer or 9 aside football. In youth football the squad size should be no more than twice the number allowed on the pitch at any point.

**Affiliation** - Complete and forward the appropriate documentation and fees to Oxfordshire FA and league or other competitions.

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

**Meetings** - Organise club/team meetings (e.g. Weekly Training, Monthly Management Meeting, and AGM). Also attend relevant league meetings when required.

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

**Friendly Fixtures** - Arrange fixtures with secretaries of affiliated clubs.

**Subscription** - Set a subscription for players and members to meet your costs for the season. Carry out fundraising (appropriate to the club).

**Delegation** - Club Secretaries/Team Managers should seek support from other members to spread the administrative workload where practical.

**Supporting Documents: Player age bands 2016-17 season**

# Match Day Duties

## PRIOR TO THE GAME

### Confirm Fixture

e.g. kick-off time, colours, directions to ground, and availability of pitch with groundsman, match officials.

## ON THE DAY OF A GAME

**Pitch** - Ensure pitch is safe and correctly prepared with nets, flags, markings and access to appropriate changing facilities.

**Match Officials** - Ensure match officials have been paid. Depending on the competition rules, it may be the responsibility of either team to pay the referee; however, it is usually the responsibility of the home team.

**Refreshments** - Provide refreshments where appropriate.

**Results** - Ensure the result card is completed and posted (or emailed) in accordance with competition requirements to the appropriate league or Oxfordshire FA official to arrive by designated time. Please note the competition may require the result to be confirmed by telephone to the appropriate official. Level of detail on result card (e.g. players, goal scorers, substitutions, injuries etc) will be dependent on competition rule. The FA Full Time service allows team managers and coaches to report their results via SMS texting.



# Common Problems

## When things can go wrong

The main causes which can threaten the continued existence of a Club are clearly lack of players and club officials, but also include

- 1) Maladministration (especially finance matters)
- 2) The behaviour of the players, officials or spectators

## Maladministration

Communication between the Club Secretary and the other club members, league and Oxfordshire FA is essential for a club to operate properly.

It is important to be aware of all the rules and regulations for your league and County Association, in most cases fines are only in place to ensure the smooth running of organisations and as a deterrent. There is often no need for a club to incur penalties or fines if they meet the timescales designated by WGS. Acquaint yourself and others with timelines to pay league and County FA fine to avoid additional fines.

## OTHER TASKS

**Disciplinary Procedures** - This is an ongoing task throughout the season. The secretary must keep up to date with payments and procedures via the Whole Game System and also liaise with team managers and players. Normally you only get 7 days to acknowledge and pay. Training is available for the Whole Game System via the County FA, along with online videos via [www.OxfordshireFA.com](http://www.OxfordshireFA.com).

# Behaviour of Players, Coaches, Spectators

The committee must ensure that the team manager is directly responsible to the committee for the behaviour of the players. Decisions taken by the manager or committee under the code of conduct, whether it is a fine or suspension, must be carried out and recorded.

## Players and officials

The club are responsible to ensure players/spectators and Club Officials conduct themselves in an orderly fashion. Players and officials need to be reminded that they are the subject not only to football rules when playing the game, but the law of the land as well. Club officials must act at all times in the best interest of the game as well as their club. Civil and criminal liability can apply on the football field just like anywhere else. If anyone, including spectators, acts outside the law or their legal duties they could face prosecution of a civil law claim.

## Supporting Document: The FA Respect Codes of Conducts

# The FA Respect Programme

Respect is The FA's programme to address unacceptable behaviour in football – on and off the pitch.

On average, thousands of referees quit football every year because of the abuse they receive from players and from the sidelines. Lots of children also pack it in because of the attitude and actions of over-enthusiastic and pushy parents.

Respect is the collective responsibility of everyone involved in football, at all levels, to create a fair, safe and enjoyable environment in which the game can take place. It is the behavioural code for football.

For clubs, the Respect programme includes four practical steps to improve behaviour – on the pitch and on the sidelines – in and at matches throughout the country:

Step 1: Codes of Conduct

Step 2: Designated Spectators' Area

Step 3: The captain takes responsibility

Step 4: The referee manages the game

## Step 1: Codes of Conduct

There are Respect Codes of Conduct for:

- Young Players
- Adult Players
- Spectators and Parents/Carers
- Coaches, Team Managers and Club Officials
- Match Officials

Each Code explains that actions can be taken if the Code is broken. Although Oxfordshire FA or The FA will deal with cases of reported misconduct, clubs and leagues also have a role to play in dealing with poor behaviour from players, officials or spectators. This can range from education, mentoring, official warnings, suspension or even exclusion from the club.

For further guidance on these specific actions speak directly to your league or Oxfordshire FA.

## Step 2: Designated Spectators' Area

One of the key elements of Respect is the creation of designated areas for spectators. This area can be marked by an additional line, the use of cones, a roped-off area or use of a temporary spectators' barrier.

The areas literally draw the line which parents and spectators should not cross and research has shown it to have a beneficial impact on the behaviour of spectators and their impact on players and match officials.

If using the Respect barriers endorsed by The FA the ideal arrangement is to mark out a Designated Spectators' Area on one side of the pitch for fans and parents/carers from both sides to stand behind.

This allows the coaches of both teams to stand on the other side of the pitch, meaning players get instructions from just one side of the pitch.

You may prefer an alternative form of marking a Designated Spectators' Area, but you must ensure this is safe for both the spectators and the players. The FA strongly recommends you obtain formal agreement from the facility/pitch provider about which method of marking is most suitable for the pitch, before beginning any work or buying any new equipment.

The safety of the players, officials and spectators is paramount.

### **Step 3: The captain takes responsibility**

Often problems start at matches when individual players are abusive towards the referee, which escalates into several players confronting the referee at the same time – then it's anarchy.

Respect aims to stop this cycle before it starts. Only the captain can challenge decisions made by the referee and the captain needs to manage his/her team to ensure this is always observed. In some cases a youth team may not have an individual that is mature enough to take on this enhanced captaincy role. In such cases a common sense approach should be taken which may involve the referee working with a team manager rather than an on-field captain.

### **Step 4: The referee manages the game**

Referees are expected to work with the team captains to manage the players and the game effectively. They must control the game by applying the Laws of the Game and dealing firmly with any open show of dissent by players. (e.g. not move away from the incident, but stay and deal with it).

### **Oxfordshire FA Key Contact**

Nigel Saverton (Education, Welfare & Referee Support Manager)  
Tel: 01993 894404 or email [Nigel.Saverton@OxfordshireFA.com](mailto:Nigel.Saverton@OxfordshireFA.com)



## Section 3 – Club Development



# Education & Development

## Football Qualifications

Educational courses are a great way to improve your knowledge, understanding and expertise in football. Whatever your experience, whatever your level, there are always new things to learn. Whether you're just starting out with a youth club and want to become a Level 1 coach, looking to get into refereeing or wanting to improve your pitch side medical knowledge, you will find a course or workshop here that will suit your needs.

You will find all of our courses and workshops at [www.OxfordshireFA.com](http://www.OxfordshireFA.com)

## FA Licensed Coaches Club

The FA Licensed Coaches club has an overall aim to increase the quality of coaching to players within football in England. It will ensure that coaches are fully qualified, give them access to additional coaching tools, increase their coaching ability and provide them with opportunities to develop and progress in their coaching journey.

An FA licensed football coach has met the criteria necessary to be given a license to coach from The FA. This means the coach will:

- Hold a recognised and valid English/ UEFA coaching qualification
- Have an FA enhanced Criminal Records Check (CRC)
- Commit to a minimum level of Continuous Professional Development (CPD) every year
- Retain in-date Safeguarding Children and Emergency Aid certificates

## Why should I become a licensed football coach?

With the playing styles, systems and trends of the modern game constantly evolving, licensed coaches will gain access to latest developments in the game, furthering their own knowledge and understanding to help their players meet the demands of the modern game. Through a culture of ongoing learning and development, coaches own self-esteem will be elevated, giving individuals the knowledge that their adopted coaching methods, styles and practices are ethically sound and meet the requirements of the modern game. The FA Licensed Coaches scheme provides coaches with the continuous training necessary to handle the growing demands of the game at every level.

You can register as a Licensed Coach for free at [facc.thefa.com/](http://facc.thefa.com/)

## Oxfordshire FA Key Contact

James Shiplee (Football Development Officer)

Tel: 01993 894403 or email [James.Shiplee@OxfordshireFA.com](mailto:James.Shiplee@OxfordshireFA.com)

# FA Charter Standard Programme

The FA Charter Standard Scheme is a kite mark for quality clubs;

It aims to; Raise standards, Recognise quality and Reach excellence.

The scheme is free to apply for and is open to all adult and youth clubs. Even clubs with only one team can apply.

There are three different levels of Charter Standard:

- Charter Standard Club
- Charter Standard Development Club
- Charter Standard Community Club

The benefits include;

- **Use of FA Charter Standard logo.** This will help you to attract new players and raise your clubs profile
- **Nike equipment**
- **Free In-service workshops**
- **Personal support** from Oxfordshire FA Development Team
- **Media Support** to raise awareness of your club through FA Website, Local Press and quarterly newsletter
- **England Tickets** for U21, Youth and Female Matches
- **Charter Standard Plaque** and Award presentation
- **Funding** to get you money to develop
- **Discounts** on coach education courses and workshop

More information can be found at [www.oxfordshirefa.com/clubs/charter-standard](http://www.oxfordshirefa.com/clubs/charter-standard)

## Key Oxfordshire FA Contact

James Shiplee (Football Development Officer)

Tel: 01993 894403 or email [James.Shiplee@OxfordshireFA.com](mailto:James.Shiplee@OxfordshireFA.com)

# Player Recruitment

## Player Recruitment

It is essential that you have a good squad size to ensure you have a sufficient amount of players each match day.

We have a number of different initiatives and projects taking place throughout the year to help teams recruit players.

We can offer lots of advice around player recruitment such as creating flyers, linking with local schools or businesses etc.

We also have a Player Noticeboard where teams can advertise for new players.

Supporting Document: School Club Link Guide

Supporting Document: Player Recruitment Guide

### Key Oxfordshire FA Contacts

Sarah Wood (Football Development Manager)

Tel: 01993 894405 or email [Sarah.Wood@OxfordshireFA.com](mailto:Sarah.Wood@OxfordshireFA.com)

James Shiplee (Football Development Officer)

Tel: 01993 894403 or email [James.Shiplee@OxfordshireFA.com](mailto:James.Shiplee@OxfordshireFA.com)



# Volunteer Recruitment

One of the major tasks when starting a new club or for an existing club is to ensure you have enough people to run the club. There are a number of key roles, which need to be filled no matter whether you're a one-team start-up or a 30-team FA Community Club.

It is important for clubs to plan and co-ordinate their volunteers to ensure all essential roles are fulfilled. Often it falls upon one or two committed parents who take on the running of a club, but taking on too much can be a burden and roles should be shared where possible. As a starting point, it is recommended that each club appoints a volunteer co-ordinator to recruit, support and oversee the volunteer operation.

This should be a senior role within the club and should be a part of the club management committee. The volunteer co-ordinator should be approachable, friendly, a good communicator and team player, enthusiastic and committed to the club. The main duties of the role are to:

- Audit existing volunteer roles, paying regard to any people who are being over-burdened by taking on too many roles
- Work with the management committee to identify gaps
- Document the roles with associated tasks and skills required
- Invite all associated with the club to nominate themselves for a vacant role and be available to discuss with any interested parties
- Assist with any role handovers
- Support new and existing volunteers to carry out their roles
- Organise any necessary training, workshops or checks
- Consider a buddying or mentor scheme for new joiners
- Ensure you have a recognition and reward programme to thank volunteers for their commitment

Recruiting and retaining volunteers will be easier if you can provide upfront details of the responsibilities for each role and give an idea of how much time the role requires. Volunteers will want a clear idea of what is expected of them before signing up.

It may be useful to write a list of the roles required for the club and who fulfils these roles. When roles become vacant, you can then look to fill these with other clubs members or people associated with the club.

If your club takes time to find out the needs and interests of your volunteers, you can find appropriate rewards for them. You should understand what motivates each volunteer and ensure you recognise their contribution. As well as taking time to train and develop volunteers, it is also important to reward them at the end of the season. It is easier to retain a volunteer in a role than train a new volunteer, so bear this in mind when looking after existing helpers.

## Oxfordshire FA Key Contact

James Shiplee (Football Development Officer)

Tel: 01993 894403 or email [James.Shiplee@OxfordshireFA.com](mailto:James.Shiplee@OxfordshireFA.com)