

Setting up a club for players under 18?



Our quick guide will give you a few things you need to consider. Things can get a bit confusing at times as some processes need to be followed in a certain way. If you have questions beyond this guide, then we've added some contacts for you to reach out to along the way!

Where do we start?!

Before you even start the process of setting up a club, you'll need to think about the following:

- Do you have enough players with parental consent for a team that will be committed?
- Do you know the age qualifications for different age groups and how they relate to your list of players?
- Do you have somewhere to play your home fixtures and train throughout the winter?
- Do you have at least three people that are willing to manage the administrative side of running a club including working with Oxfordshire FA, managing finances and creating policies?
- Do you have two people that are willing to manage the team and invest time in obtaining the relevant qualifications?
- Are you committed to safeguarding young players and creating the right environment for them to love the game?
- Have you decided on a club name?

Once you are able to answer yes to all of the above, you can start on your journey to young club kicking off for the first time! If you need support finding a pitch, please get in touch at this point.

When do we need to start thinking about things?

The start of the traditional season generally starts around the first or second week in September, so we will work towards there:

January to April – You will need to start asking yourselves the questions at the start of this guide. There is not too much you can do at this point other than research the leagues you might want to enter and make contact with them to ask what they require you to do to become a member and when by. Then start considering advertising for players and obtaining a suitable venue. Towards the end of this period is a good time to look at what courses are available for you and others to take on the different roles. Some courses such as Welfare Officer Workshops are only offered once or twice a year.

May – Affiliation to Oxfordshire FA for the next season opens. This is mandatory and you'll find more info later. Applications for leagues will also close around mid-May!

June – Most youth leagues will have their AGM's in June, which is when you will need to be voted in by the member clubs. The league committee will likely ask to meet you beforehand to get a better understanding of what the purpose of the club is. You might need to introduce yourself to a room of representatives from each of the member clubs before they vote on whether to allow your club into the league. Don't worry too much about this, it normally goes without incident!

1st July – The new football season officially begins. If you have completed your affiliation prior to this then it will be on 1st July that this becomes active. It will last until June 30th the following year.

July and August – Concentrate on working hard to give the players the best experience. This is a good time for coaches to educate themselves by accessing any courses that Oxfordshire FA are running.



Who can help? Development@Oxfordshirefa.com

Affiliation to Oxfordshire FA

Each year, all clubs need to be members with Oxfordshire FA to be able to play affiliated football. It is normal to complete this by 1 July so that systems are loaded that then allow leagues to create fixtures and importantly for you to register your players for the season (players will need to have emails linked to parental consent).

To start this process, please contact Oxfordshire FA's Governance Team via Sanctioning@oxfordshirefa.com to get yourself and your club setup on the Whole Game System. This is currently the platform for football administration and will allow you to complete your membership online.

As part of this membership on the Whole Game System you will receive various insurances, have the opportunity to enter Oxfordshire FA County Cups and inform us of who will be involved at the club. It is available 24 hours a day and you can save your progress and return at any point.



Who can help? Sanctioning@Oxfordshirefa.com

Roles at the Club

There are four key roles that will need to be fulfilled within a Youth Club (or a club with a youth section). Importantly, these can be held by the same person, but we do discourage this as it is not particularly advisable for various reasons.

The following page will give you details on many different roles that you may look to appoint at the club: <http://www.oxfordshirefa.com/volunteers/volunteering-roles>

The four roles mentioned below will all need to complete the online Safeguarding for Committee Members course that can be accessed here: <http://learning.thefa.com/course/view.php?id=308>

Chairperson

This person will Chair the committee meetings and AGM, assist the Secretary to produce the agendas and lead the Committee in making decisions for the benefit of the whole club including disciplinary matters.

Main responsibilities:

- Chair committee meetings/AGM
- Agree monthly agenda for committee meetings and the AGM

- Lead on decision making that will be for the benefit of the club

Secretary

This role is the first point of contact at the club for any external enquiries and the person that Oxfordshire FA will send all our communication to, so it is pivotal in making the club run smoothly.

Main responsibilities

- Attending league meetings
- Applying for membership to the County FA and league(s)
- Registering players to the league(s)
- Organising the club AGM and other club meetings

Treasurer

The main purpose of this job is to look after the finances of the club.

Main responsibilities:

- Collecting subscriptions and all money due to the organisation
- Carry out the banking functions, including being signatory with at least one other officer
- Paying the bills and recording information
- Keeping up-to-date records of all financial transactions
- Ensuring that funds are spent properly
- Reporting regularly to the Committee on the financial position and presenting a year-end financial report to the AGM

Welfare Officer

The importance of this role cannot be underestimated. This person is not just the first point of contact for any safeguarding issues at the club, but should influence a safe, fun and inclusive environment across the game.

It is important to note that this role requires additional training. They need to complete the following:

- Safeguarding Children Workshop 3 hours
- Welfare Officer Workshop 3 hours

Details of these workshops and availability can be found on www.OxfordshireFa.com. This individual will need both of these and an FA approved DBS check in place on their record before the system will allow the club to become a member. Please note that due to the various parties who supply information towards a DBS record, then it can take six weeks (sometimes longer) to get it through and on their records.

Main responsibilities:

- Liaising with the County FA Designated Safeguarding Officer, the League Welfare Officer, other clubs Welfare Officers and at times, external organisations that may include the police, NSPCC or social services
- Ensure relevant policies are in place and followed
- Work with committee members, team managers/coaches and of course parents.

- Ensure the responsibilities of the role are diligently undertaking, including reporting concerns about safeguarding issues
- Monitor for patterns of poor practice and create action plans to address these
- Ensuring everyone who needs an FA DBS check does one and keeps it in date
- Ensuring officials complete The FA Safeguarding Children Workshop
- Ensure there is a thorough OFA Safeguarding Risk Assessment in place for all club run events such as Summer Tournaments



Who can help? Development@Oxfordshirefa.com

What safeguards do we need to think about?

Keeping our young players safe is at the absolute heart of what we want from our game. It is important that your club has the relevant policies and procedures in place.

For more guidance, please visit our website: <http://www.oxfordshirefa.com/about/rules-and-regulations/safeguarding-and-welfare/policies>



Who can help? Safeguarding@Oxfordshirefa.com

What DBS's do we need in place?

There are strict requirements around DBS checks. These are checks on someone's potential criminal record.

Firstly, your Welfare Officer needs to have a DBS check and be in a position to do checks for your club. This process can be started by contacting Safeguarding@Oxfordshirefa.com

Once your Welfare Officer is up and running, they will be able to initiate checks for those in your club that need it. This will mainly be coaches and managers. You can ask the Safeguarding team for more information.



Who can help? Safeguarding@Oxfordshirefa.com

What leagues are available?

We have a variety of leagues across the county. Below is information to help you identify appropriate leagues. You can find more information on their websites, but it is important to remember that many leagues will close applications around mid-May.

Oxford Mail Youth League (Charter Standard League)

Secretary: Robert Roslyn (secretary@oyfl.org.uk / 07542 891092)

Age groups: U7-U21

Day/Time of play: U7-U10 Saturday 10:30am. U11-U16 Sunday 10:30am. U17-U20 Sunday 2.00pm.

Squad size: Teams to register no more than 14 players for U7 to U10, 18 players for U11 to U14, 21 players for U15 to U16, and 22 players for U17 to U20.

League Website: www.oyfl.co.uk

Oxford Mail Girls League (Charter Standard League)

Secretary: Claire Finn (clairefinn7@hotmail.co.uk)

Age groups: U8-U16

Day/Time of play: Saturday morning at 10:00 am

League Website: www.ogfl.org

Witney and District Youth League (Charter Standard League)

Secretary: Terry Williams (secretary@wdyfl.org / 07973 134743)

Age groups: U7-U16

Day/Time of play: U7-U11 Saturday morning at 10:30. U12-U16 Sunday afternoon at 2:00 pm

Squad size: U7-U11 – double the amount of the playing format. U12-U16 – 18 players

BoBi League (Berkshire, Oxfordshire and Buckinghamshire Inclusive League)

Secretary: John Ayling (johnbrandonayling@gmail.com / 07799 530991)

Age groups: Adult Male, Adult Female, U16, U12, U8

Disability groups: PAN-Disability (BOBi Non-Premiership) / Mental Health Football (BOBi Premiership)

Day/Time of play: Sunday 10:30am – 3pm (BOBi Non-Premiership) / Tuesday 11am – 2pm (BOBi Premiership)

League Website: www.bobileaguefootball.org.uk



Who can help? Development@Oxfordshirefa.com

How about finances?

The sustainability of a club relies heavily on ensuring the clubs finances are in order.

With regards to expenditure, it is important to consider the following:

- Oxfordshire FA membership – this may also include County Cup Competitions
- League entry fees – this will vary depending on the league
- Purchasing balls, cones, nets, first aid kit, etc
- Courses for members to go on- safeguarding, first aid, etc
- Purchasing kit – will you be buying training tops or jackets as well as playing kit?
- Facility hire – do they require any upfront payment for matches or training?
- Referees – the leagues set these fees, so find out how much they are so you can budget
- Fines – unfortunately, it'll be sensible to have a little left over to pay any fines incurred

Can you make use of the following income sources?

- Subscriptions – these must strike a balance between being affordable for parents but enough to cover enough expenditure
- Grants – we often have grants available to support the creation of new teams. There are also grants available via The FA & The Football Foundation for specific teams. Please get in touch with us for more information.

- Fundraising – There are lots of ideas online about how you may fundraise. As well as sponsored events, you may be able to take advantage of joining charity events, etc
- Sponsorship – Finding a headline sponsor is great, but challenging! Another idea may be to sell tickets at something around £50 each to lots of companies, with one of them being chosen at random to be a shirt sponsor. One thing to make sure of is that you constantly make your sponsors feel valued.



Who can help? Development@Oxfordshirefa.com

I've heard about the FA Charter Standard programme, what is it?

The FA Charter Standard Programme is The FA's accreditation scheme open to all grassroots clubs and leagues. It aims to raise standards in the grassroots game, supporting the development of clubs and leagues, recognising and rewarding commitment, quality and achievement.

The FA Charter Standard accreditation is for clubs and leagues who can be proud to be places where people want to play. These are the clubs who demonstrate they offer well-run, safe and sustainable football.



For more information about FA Charter Standard status, click here:
<http://www.oxfordshirefa.com/leagues-and-clubs/charter-standard>



Who can help? Development@Oxfordshirefa.com

What format of football will we be playing?

The FA have some key recommendations for how our youth game is played. This is simply for the benefits of our young players. You'll need to know things like:

- Players dates of birth so you know which age group they can play in.
- How many players per side?
- How long each half lasts
- The maximum playing time a player can play in one day
- What are they key learnings at each age group?
- Heading guidelines set out by The FA

The handy guide on the next page should help with these questions!

An at-a-glance guide to junior football



- Format:** 5 v 5
- Match length:** 20 mins E/W
- Player game time:** 40 mins/day, 60 mins/comp
- Pitch size:** 40yd x 30yd
- Ball size:** 3
- Goal size:** 12ft x 6ft
- COMPETITIONS**
Two weeks of trophy events, three times a season
- KEY LEARNINGS**
 - having fun
 - playing with my friends



- Format:** 7 v 7
- Match length:** 25 mins E/W
- Player game time:** 60 mins/day, 90 mins/comp
- Pitch size:** 60yd x 40yd
- Ball size:** 3
- Goal size:** 12ft x 6ft
- COMPETITIONS**
Four weeks of trophy events, three times a season
- KEY LEARNINGS**
 - acquiring skills
 - trying my best



- Format:** 9 v 9
- Match length:** 30 mins E/W
- Player game time:** 80 mins/day, 120 mins/comp
- Pitch size:** 80yd x 50yd
- Ball size:** 4
- Goal size:** 16ft x 7ft
- COMPETITIONS**
Six weeks of trophy events, three times a season. U12s as U13/14s
- KEY LEARNINGS**
 - being part of a team
 - game play



- Format:** 11 v 11
- Match length:** 35 mins E/W
- Player game time:** 100 mins/day, 150 mins/comp
- Pitch size:** 100yd x 60yd
- Ball size:** 4
- Goal size:** 21ft x 7ft
- COMPETITIONS**
Any varieties including one season-long league table
- KEY LEARNINGS**
 - taking responsibility
 - positional awareness



- Format:** 11 v 11
- Match length:** 40 mins E/W
- Player game time:** 100 mins/day, 150 mins/comp
- Pitch size:** 110yd x 70yd
- Ball size:** 5
- Goal size:** 24ft x 8ft
- COMPETITIONS**
any varieties including one season-long league table
- KEY LEARNINGS**
 - in-game decisions
 - tactical appreciation



- Format:** 11 v 11
- Match length:** 45 mins E/W
- Player game time:** 120 mins/day, 180 mins/comp
- Pitch size:** 110yd x 70yd
- Ball size:** 5
- Goal size:** 24ft x 8ft
- COMPETITIONS**
any varieties including one season-long league table
- KEY LEARNINGS**
 - in-game decisions
 - tactical appreciation



HEADING GUIDANCE



HEADLINES:

- No heading in training in the foundation phase (primary school children)
- Graduated approach to heading for children in the development phase U12-U16
- U18 heading drills should be reduced, to take into consideration the heading exposure in matches
- Don't over inflate the footballs: use the lowest pressure authorised by the Laws of the Game

Age Group	Heading frequency
U7, U8, U9, U10, U11	Heading should not be introduced in training sessions at this age
U12	Heading remains a low priority – 1 session per month & max 5 headers
U13	Heading remains a low priority – 1 session per week & max 5 headers
U14, U15, U16	Heading remains a low priority – 1 session per week & max 10 headers
U18	Heading drills should be reduced as far as possible, taking into consideration the heading exposure in matches

This is great.... but I still have questions, who do I ask?

At Oxfordshire FA we have a team dedicated to creating the best football environment possible for you in Oxfordshire. Please do not hesitate to get in touch!

Give us a call on 01993 894407

Or, if email is your thing,.

For Youth & Adult Male – Michael Thurlow via Development@Oxfordshirefa.com

For Women & Girls – James Shiplee via Development@Oxfordshirefa.com

For Disability – Colin Williams via Development@Oxfordshirefa.com

We hope this short guide has provided you with the relevant details to get started. If you have any further questions or require support, please get in touch with Oxfordshire FA's Football Development Team via the below details.



Who can help? Development@Oxfordshirefa.com