

# Surrey FA

## Club Survival Guide



## Club Survival Guide 2019-20

This guide is predominantly aimed at new clubs wishing to compete within the County and offers advice and support on all the things our experience tells us would be useful for club officials.

Whilst we have tried to provide as much information as possible and included links to specific guides within our website, if you feel like you still have questions then you can always contact [info@surreyfa.com](mailto:info@surreyfa.com) or telephone the office 01372 373 543.

### FA Player Registration

Having set up your club, you will have had to provide the league with your players' registration details. They may have asked for photo ID, paper forms and you may even still be waiting for your player ID cards to arrive in the post. However, there is another cheaper (it's free!!) option, and it is a less time consuming means of registering your players.

The FA Player Registration process, utilising the Whole Game System (WGS), allows clubs and leagues to administer their player data online. This will allow all player data to be captured securely and efficiently, avoiding many of the time consuming manual processes.

Whilst clubs can adopt online registrations to help manage their player data, it is currently up to the leagues to decide which process they use (On-line/Off-line Registration etc.) to unlock the full benefits for clubs. If you are in any doubt, please contact your league.

The FA has a dedicated Technology Adoption Team who can be contacted using [playerregistrations@thefa.com](mailto:playerregistrations@thefa.com). Similarly staff here in the County Office will be able to advise on how you can start using Player Registration. Please consult your County FA in the first instance before contacting the FA directly. Contact us on [playerregistrations@surreyfa.com](mailto:playerregistrations@surreyfa.com).

### The FA Matchday App

The new FA Matchday App is a great way for coaches, clubs officials, players and parents to engage with their teams, making manual, time consuming administration a thing of the past.

The app has recently been linked with PayPal to help you even more, allowing players to pay match fees, parents to pay subscriptions. This new partnership will even offer financial rewards just for using the service. The app and its features are all linked to other FA systems such as Full-Time and Whole Game System, and best of all, it's free!!

To see video tutorials and more details on how the app can work for you, please [click here](#). Please note that all features within the app will not be available unless your club team is competing in a league which uses the FA Player Registration process (see 'player registration' above for details).

### FA Charter Standard

The FA Charter Standard award is an important programme of The FA National Game Strategy and recognises best practice and quality assurance of grassroots football provision.

By committing to coaching, player and volunteer development whilst raising standards of behaviour in football, clubs can access a number of exclusive benefits, programmes and initiatives each season.

There are four different levels of FA Charter Standard available for clubs to achieve, each with their own set of criteria that must be satisfied. They are:

- **Adult/Youth** - Entry-level accreditation
- **Development** - Enhancing the quality and scope of the football offering
- **Community** – The most advanced level of club development and football provision.

For clubs who have FA Charter Standard accreditation, the challenge is to progress to the next level or to maintain that level each season. Clubs must also be in a position to demonstrate a good disciplinary record and administration to their leagues and Surrey FA.

Your local FDO will be able to provide further support about completing any charter standard application [click here](#) for a list of contacts.

Benefits of being a charter standard club include but are limited to:

- Free Nike footballs
- Use of the FA Charter Standard Logo on club website, letterheads and information
- Free Legal help from The FA
- FA Skills Programme – 6 weeks coaching support sessions
- Access to discounted coaching courses throughout the year
- Dedicated coaching and administration in-service training events
- FA recognition for best practice which promotes club to new players and volunteers
- Access to player recruitment and team delivery funding schemes
- Helps attract sponsors
- Recognise volunteers through the FA Community Awards
- Regular Charter Standard Newsletter
- Opportunity to ball boy for The FA
- Free tickets for selected matches
- Priority access to new development initiatives

## Discipline Charges

During the season you may receive notifications via the Whole Game System (WGS) that your club and/or one of your club's players has been charged with misconduct. Misconduct can be as simple as a yellow or red card issued to player(s) or more serious for example an assault or where a club has been deemed as not having controlled its spectators.

Your club secretary will be the point of contact for all discipline matters and it is strongly advised that they use and know how to administer club discipline using their WGS portal. This will allow clubs to monitor their club discipline and pay fines where necessary.

Surrey FA has a dedicated team for resolving issues regarding discipline and can be contacted using [discipline@surreyfa.com](mailto:discipline@surreyfa.com).

## League Meetings

The league that your club teams are entered into will hold meetings throughout the season that will require attendance by a Club Official(s). Your league will provide details of all meetings and it is vital to send representation whenever possible as you may end up being fined by the league for non-attendance. This includes both the Annual General Meeting (AGM) and any Special General Meetings (SGM) that the League hold each season.

**AGM** – to elect officers for the season, vote on the constitution of the league and approve rule amendments

**SGM** – to propose and agree rule changes or changes to the constitution or election of a new official during the season.

## Club Code of Rules

Under County Rules, every club must adopt a set of Club Rules, which should be approved at the clubs own AGM (meetings of which must be kept and updated). The rules that are adopted depend on the structure of the club. Your local Football Development Officer will be happy to support you in collating a set of Club Rules for your club.

The FA does not have any rules or requirements that specify that a club must be structured in one form or another (outside those set out in the Standard Code of Rules, which form the basis of the League's Rules) It is a matter for each club to determine the legal form that is best based on its own circumstances.

The majority of football clubs in England are unincorporated associations comprising a group of individuals bound together by the constitution or rules of the club. This means that the club is not a legal person in its own right and so any contract of the club must be entered into by someone on behalf of the club. Normally a committee runs the club and it will be a member or members of the committee, who will enter into contracts and hold land on behalf of the club.

A club should seek independent legal advice in relation to the most appropriate structure and form that it should adopt and the steps to be taken if a club is considering making any changes to its structure including but not limited to incorporation. Before making any structural changes the club should give prior notice to The FA (and the league and County FA of which it is a member), in relation to the application of football's rules.

## What to do if disbanding

It can be a daunting task to set up and run a football club, especially if you find yourself in the unfortunate position where there may not be enough players to continue, or no one is prepared to take on the vital roles of Chairperson, Treasurer or Secretary.

In the unfortunate event that a club needs to disband you'll need to follow the correct procedure in order to ensure all debts are settled and the County FA are aware you are no longer competing. You should aim to:

- Call an emergency management committee meeting to discuss the issues.

- Call an EGM (Extraordinary General Meeting) or AGM to officially disband the club.
- Let your local Football Development Officer know the outcome of this meeting.
- Email [info@surreyfa.com](mailto:info@surreyfa.com) to let Surrey FA know you will be disbanding.

You may be required to complete a form and answer some questions to ensure there are no debts to Surrey FA, league or any external organisations; and that your own assets are dealt with accordingly (alongside your Club Rules).

Club names are left dormant for a period of 5 years, with the option that other clubs can take up ownership of that particular name if left dormant for a period of 2 years (unless the previous management committee give permission for it to be used before 2 years).

## Changes to Club Officials

As per Surrey FA rules, you'll need to keep County FA informed of any changes to your **Secretary, Treasurer and Chairperson**. Youth Clubs will also need to inform Surrey FA of any changes to the **Club Welfare Officer**. Failure to do so will mean that you may miss out on important club correspondence and a possible charge against the club for failing to comply with County Rules.

Any changes to your club officials can be made through WGS using the club dashboard or by email to [affiliation@surreyfa.com](mailto:affiliation@surreyfa.com).

## Football Debt Recovery

Sadly every season player's leave clubs without paying their debts or clubs might fail to pay debts to leagues once folded. The debt recovery scheme is the clubs and leagues opportunity to try to recoup the money owed.

Below you will find the process that must be followed in making an application to this scheme. It is limited to £50 minimum total claim, except for the recovery of discipline monies.

### Stage 1:

Club gives notice in writing to the individual concerned with a breakdown of the debt owed. Correspondence must provide a date before which payment must be received.

### Stage 2:

If payment has not been received by the date stated the club may request in writing a suspension of the participant. Surrey FA should be approached within **28 days of formal payment being requested** in writing and within **112 days of the debt being incurred**.

### Stage 3:

Request must be sent to Surrey FA using the application form available and must include the following:

- Name, Address and Date of Birth of participant
- Detailed summary of all monies owed including dates
- Copy of the original letter sent to participant requesting Payment
- Any other clubs participant is registered with (if known)

**Stage 4:**

Suspension notice sent to participant, including administration fee, by Surrey FA.

**Stage 5:**

Payment sent to County Association or appeal requested within 21 days from date suspension notice was issued. If no payment is received or appeal requested on the 22nd day following suspension notice being issued then participant is suspended from all football activities until the debt is cleared.

**What is a Valid Debt?**

Football debts are defined as those costs arising directly from football activity, and as such would include disciplinary costs (e.g. fines), match costs (e.g. match fees) and playing expenses (e.g. pitch hire). Incidental costs (e.g. fund raising activities, club subscriptions) do not fall within the scope of Football Debt Recovery.

For example, the following would be a valid debt which would fall under the debt recovery procedures:

- Fines from discipline cases (cautions, dismissals, misconduct charges)
- Match fees

The following would not be a valid debt:

- Club subscriptions/Signing on fees/Internal club fines
- Lottery or any other fund raising schemes
- End of season trip costs
- Kit/Equipment
- External Club Debts

Where a club has disbanded its qualifying debts may be apportioned against its registered members and officers, and action taken against them individually to recover the club's debt. In these instances, players and officials will be suspended from all football activity until the debt is cleared.

If you wish to make an application to the debt recovery scheme please contact [discipline@surreyfa.com](mailto:discipline@surreyfa.com) or call 01372 373 543.