

**Wiltshire County FA Ltd**

**COMMITTEE MEMBERSHIP APPLICATION PACK**

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Wiltshire FA Committees Explained

# About Wiltshire FA

Established in 1884, Wiltshire FA has been making a significant contribution to the community for over 135 years. With the vision to ‘Unite the community to provide football for all’, Wiltshire FA has grown to now support over 1,000 grassroots football teams, which is in excess of 19,000 participants, across the county.

**What we do**

We offer administration and support to players, clubs and leagues. We govern the game in Wiltshire making sure it is safe, positive and inclusive.

We strive to develop football in Wiltshire delivering competitions, services and initiatives to inspire people to take part in football and making sure there are participation opportunities for all.

We offer professional training to enhance standard and skills of the football workforce, developing the next generation of coaches, referees, medics and administrators.

We aim to support people’s football journeys, encouraging lifelong links to the game.

**How we operate**

As a not-for-profit organisation we reinvest our funds back into grassroots football aligning investment to the seven key objectives of the association as outlined in our 2021-2024 strategy for football. These include,

• Grow the game so more people can have the opportunity to play football

• Sustain the game for those already enjoying playing football and for future generations

• Keep football safe for everybody

• Improve facilities across the county

• Provide outstanding training and development

• Bring more investment into the grassroots game in Wiltshire.

• Develop strong relationships with stakeholders and partners and to raise the profile of football

# What is the Wiltshire FA membership?

Wiltshire County FA is a membership organisation, as such we work closely with our member clubs, leagues and strategic partners to ensure that the Wiltshire FA is representative of the people in Wiltshire that we serve and that members have a voice within the organisation. To enable this to happen we recruit a Board of Directors with the skills and experience best suited to support the decision making within the association. In addition, we recruit two member committees (Football Development & Football Services Committee). Members of these groups represent the views of member leagues and clubs and have a vested interest in sustaining and developing the grassroots game in Wiltshire.

Committee Structures

The Committee Structure is highlighted below and has been designed to align with Wiltshire FA staff role profiles to ensure the County FA continues to serve and develop grassroots football within Wiltshire. The Committees shall provide guidance and support on our football services and how we develop the game across the County.

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**Where we recruit** representation for our Wiltshire FA Committees

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| --- | --- |
| **Representation**  | **Proposed structure (Max number of spaces)** |
| Elected Wiltshire league members  | 24 |
| Wiltshire Schools Football  | 2 |
| Armed Forces Football  | 1 |
| Wiltshire Referee Association  | 2 |
| Geographical Representatives  | 6 |
| Senior Referee  | 1 |
| Wiltshire FA Youth Council  | 2 |
| Small Sided Football  | 2 |
| Inclusion Advisory Group  | 2 |
| Life Vice Presidents & Independent members  | 15 |
| Total  | 57 |

NB: Each league in Wiltshire has the option to appoint up to two members to represent the league. One member will provide support to football development and the other football services.

Purpose of Wiltshire FA Committees

* To debate issues and reflect the views of the members.
* To support football within Wiltshire.
* To make decisions on the recommendations put forward by the executive team for the benefit of the game.
* To positively represent Wiltshire FA at all times and highlight the work being undertaken.
* To provide clear feedback on decisions made to those you represent.

# Wiltshire FA Committee Members Roles & Responsibilities

* To attend and actively participate in Committee meetings ( as prescribed below). Committee meetings usually take place at the Wiltshire FA Headquarters and usually last no more than 2 hours in duration.
* To sit on one Committee (Football Development or Football Services). The committees will focus on the priorities of the Wiltshire FA Strategy and make relevant and timely football decisions for the staff to implement.
* Support Wiltshire FA activities, including but not limited to the following.

‘Ability Counts’ disability football festivals.

Wiltshire FA County Cup matches.

Wiltshire FA disciplinary & personal hearings (when suitably trained).

Attendance at a minimum of three Wiltshire FA County Cup Finals is a requirement for all committee members.

**Frequency of meetings**

* The Football Development and Football Services Committees each meet twice per season. The two committees meet on the same day/time and this helps maintain togetherness and helps facilitate collaboration**.**
* Each committee elects a Chairperson, who is supported by the Football Development Manager and Football Services Manager to prepare and coordinate the meetings.
* Twice yearly the two groups come together for a whole team meeting. This occurs in July at the start of the season and June at the Wiltshire FA AGM.



NB: Additional meetings can be called if required.

NB: Meetings can be a blend of face to face and virtual sessions.

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| --- | --- |
| **No of meetings per season**  |  |
| Football Development Committee | 2 |
| Football Services Committee | 2 |
| Other (Previously Council, now a full committee meeting) | 2 |
| Total  | 6 |

# Benefits of being a FA Committee Member

* Committee member are issued with a Wiltshire FA identity card, which permits you entry into grounds of clubs affiliated to the Wiltshire FA. You should contact the club in advance to inform them of your intention to attend the fixture. The card will not permit you entry to Swindon Town F.C first team matches.
* Expenses: The role of a Committee Member is voluntary. You may claim travelling expenses for attending meetings or events when working or representing the Wiltshire County Football Association on official County business. Mileage is currently 27p per mile.
* Ticket Purchasing: Committee Members currently have the opportunity to purchase via a ballot tickets for the FA Cup Final. The opportunity to purchase tickets for other matches e.g. England Internationals will be conveyed to you from time to time.

What skills do I need to be a Wiltshire FA Committee Member?

The following attributes are desirable for membership of the Wiltshire FA Committee.

* A broad knowledge of the issues and the aspirations of the members that you represent.
* A sound understanding of the modern game of football in its various forms and of the structures and processes within football.
* The ability to clearly and articulately represent the views of those that you represent.
* The ability to report back to those you represent, either verbally or in writing, in a timely manner that can be easily understood.

# How do I apply to become a Wiltshire FA Committee Member?

Representation is either by application or election from member leagues or associations.

Election:

* Affiliated League
* Referees Association
* Schools FA
* Small Sided Football
* Forces
* Youth Council
* Walking Football Representative
* Ability Counts Football Representative

Application:

* Senior Referee
* Independent members

NB: Life vice presidents are automatically enrolled onto one of the committees and are not required to apply.

**Committee Terms of Reference**

1. **Football Service Committee**
	1. The committee will be known as the Wiltshire Football Association Football Services Committee (WFAFSC).

**2. Purpose & Remit**

2.1 To oversee, encourage and give support to the governance of football within the County of Wiltshire.

2.2 To manage, control and advise the Board of the Wiltshire Football Association (WFA) on all matters connected to the WFA County Cup Competitions.

* 1. The governance activities shall include:
1. Sanction of rules of the Leagues affiliated to the WFA to ensure conformance with the Standard Code of Rules (SCOR) and Standard Code of Rules Youth (SCORY).
2. Judicial Services.
3. Audit of Wiltshire Leagues and Clubs financial accounts.
4. Appeals from Wiltshire Clubs to decisions from Wiltshire affiliated leagues.
5. Assisting Volunteers.
6. Safeguarding.
7. **Membership**

3.1 The WFAFSC will be chaired by a member nominated by the WFAFSC.

3.2 The WFA Football Services Manager will be a non-voting member of the Committee and act as Secretary for the Committee (or appoint a member of the WFA staff to act as Secretary in his/her absence).

3.3 At least one Wiltshire FA Director should be present at each WFAFSC.

3.4 From Season 2022/23 membership of the WFAFSC will be recruited via a transparent election and application process from:

Election:

* Affiliated League
* Referees Association
* Schools FA
* Small Sided Football
* Forces
* Youth Council
* Walking Football Representative
* Ability Counts Football Representative

Application:

* Senior Referee
* Independent members

3.5 The membership may be amended from time to time by the Wiltshire FA Board.

3.6 Appointments shall be for a period of three years.

3.7 The WFAFSC can co-opt members on a meeting-to-meeting basis dependent on the agenda and discussion point.

1. **Frequency of Meetings**

4.1 Meetings shall be held not less than two times each year, and at such other times as required.

* 1. Meetings may be called by the Chair of the WFA Board, the WFA CEO, the Chair of the WFAFSC.

**5. Attendance at Meetings**

* 1. Members should attend as many meetings as possible, and where unable to attend should submit their apologies in advance of the meeting.
	2. If a member fails to attend three consecutive meetings, they may be replaced by another member on the advice of the WFA Board.
	3. Quorum of the Committee shall be four members. If the Chair is not present at a meeting, the remaining members shall elect one of themselves to Chair the meeting.
	4. The ex-officio members of the WFA may attend any meeting of the WFAFS.

NB: Ex-officio officers are the Chairman of the Board and CEO who can attend and vote on both committees.

1. **Notice of Meetings**
	1. Agendas for meetings shall be distributed to members at least five days in advance of a meeting.
2. **Minutes of Meetings**
	1. The Secretary of the WFAFSC shall ensure that a formal record of Committee proceedings and resolutions is maintained.
	2. Any action points agreed at a meeting shall be circulated to all members no later than three days after the meeting.
	3. Following approval of the minutes by the Chair they shall be circulated to all members of the WFAFSC and all members of the WFA Board.

**8. Authority**

8.1 The WFAFSC is authorised by the WFA Board of Directors to:

1. Investigate, or cause to be investigated, any activity within its terms of reference.
2. Seek any information that it requires from any employee of the organisation to perform its duties and require all employees to co-operate with any request made by the WFAFSC.
3. Delegate any of its duties as is appropriate to such persons or person as it thinks fit.
4. **Reporting**
	1. The Chair of the WFAFSC shall report to the WFA Board at regular intervals on the matters it has reviewed, make recommendations when requested or when the Chair of the WFAFSC considers appropriate.
	2. The WFAFSC shall produce an annual report of the activities during the year which shall form part of the Company’s Annual Report and Accounts.
5. **Budget**
	1. No additional budget has been designated to the WFA
	2. Should funds be required for any reason, an application shall be made to the WFA Board by the WFA Football Services Manager.

**11. Safeguarding**

11.1 Each member of the WFAFSC will be expected to obtain and maintain the following qualifications and certificates:

1. Annually sign the Wiltshire Code of Conduct form.
2. Sign and return a safeguarding Code of Conduct Form.
3. Attend an annual safeguarding briefing from the Designated Safeguarding Officer.
4. Complete the Safeguarding Adults Course.
5. Hold an in-date Safeguarding Children Certificate
6. Holds an in-date Safeguarding for Committee Members qualification
7. Hold an FA DBS check where applicable.
8. **General**
	1. These Terms of Reference may be reviewed and amended at any time by the WFA Board of Directors.
	2. Reasonable expenses in line with the WFA Expenses policy will be paid.
	3. All members are reminded that some discussions and subsequent outcomes are confidential, and these should not be made public or disseminated without the permission of the Association Chair or CEO.

**Committee Terms of Reference**

1. **Football Development Committee**
	1. The committee will be known as the Wiltshire Football Association Football Development Committee (WFAFDC).
2. **Purpose & Remit**
	1. To oversee, encourage and give support to the development of football within the County of Wiltshire.
	2. These activities shall include:
3. Development of new and existing facilities for the benefit of football in Wiltshire.
4. Development of football for all regardless of gender, age or disability.
5. Create opportunities for all to participate in the game through recreational football.
6. Referee training and development.
7. Coaches training and development.
8. Support to the Green Lane hub facility**.**
9. **Membership**

3.1 The WFAFDC will be chaired by a member nominated by the WFAFDC.

3.2 The WFA Football Development Manager will be a non-voting member of the Committee and act as Secretary for the Committee (or appoint a member of the WFA staff to act as Secretary in his/her absence).

3.3 At least one Wiltshire FA Director should be present at each WFAFDC.

3.4 From Season 2022/23 membership of the WFAFDC will be recruited via a transparent election and application process from:

Election:

* Affiliated League
* Referees Association
* Schools FA
* Small Sided Football
* Forces
* Youth Council
* Walking Football Representative
* Ability Counts Football Representative

Application:

* Senior Referee
* Independent members

3.5 The membership may be amended from time to time by the Wiltshire FA Board.

3.6 Appointments shall be for a period of three years.

3.7 The WFAFDC can co-opt members on a meeting-to-meeting basis dependent on the agenda and discussion point.

1. **Frequency of Meetings**
	1. Meetings shall be held not less than two times each year, and at such other times as required.
	2. Meetings may be called by the Chair of the WFA Board, the WFA CEO, the Chair of the WFAFDC.
2. **Attendance at Meetings**
	1. Members should attend as many meetings as possible, and where unable to attend should submit their apologies in advance of the meeting.
	2. If a member fails to attend three consecutive meetings, they may be replaced by another member on the advice of the WFA Board.
	3. Quorum of the Committee shall be four members. If the Chair is not present at a meeting, the remaining members shall elect one of themselves to Chair the meeting.
	4. The ex-officio members of the WFA may attend any meeting of the WFAFDC.

NB: Ex-officio officers are the Chairman of the Board and CEO who can attend and vote on both committees.

1. **Notice of Meetings**
	1. Agendas for meetings shall be distributed to members at least five days in advance of a meeting.
2. **Minutes of Meetings**
	1. The Secretary of the WFAFDC shall ensure that a formal record of Committee proceedings and resolutions is maintained.
	2. Any action points agreed at a meeting shall be circulated to all members no later than three days after the meeting.
	3. Following approval of the minutes by the Chair they shall be circulated to all members of the WFAFDC and all members of the WFA Board.
3. **Authority**
	1. The WFAFDC is authorised by the WFA Board of Directors to:
4. Investigate, or cause to be investigated, any activity within its terms of reference.
5. Seek any information that it requires from any employee of the organisation to perform its duties and require all employees to co-operate with any request made by the WFAFDC.
6. Delegate any of its duties as is appropriate to such persons or person as it thinks fit.
7. **Reporting**
	1. The Chair of the WFAFDC shall report to the WFA Board at regular intervals on the matters it has reviewed, make recommendations when requested or when the Chair of the WFAFDC considers appropriate.
	2. The WFAFDC shall produce an annual report of the activities during the year which shall form part of the Company’s Annual Report and Accounts.
8. **Budget**
	1. No additional budget has been designated to the WFA
	2. Should funds be required for any reason, an application shall be made to the WFA Board by the WFA Football Development Manager.
9. **Safeguarding**
	1. Each member of the WFAFDC will be expected to obtain and maintain the following qualifications and certificates:
10. Annually sign the Wiltshire Code of Conduct form.
11. Sign and return a safeguarding Code of Conduct Form.
12. Attend an annual safeguarding briefing from the Designated Safeguarding Officer.
13. Complete the Safeguarding Adults Course.
14. Hold an in-date Safeguarding Children Certificate
15. Holds an in-date Safeguarding for Committee Members qualification
16. Hold an FA DBS check where applicable.
17. **General**
	1. These Terms of Reference may be reviewed and amended at any time by the WFA Board of Directors.
	2. Reasonable expenses in line with the WFA Expenses policy will be paid.
	3. All members are reminded that some discussions and subsequent outcomes are confidential, and these should not be made public or disseminated without the permission of the Association Chair or CEO.

**Wiltshire FA Committee Application Form**

|  |  |
| --- | --- |
| 1. **Applicant full name**
 |  |
| 1. **Are you nominating someone on behalf of one of the below elected roles?**
* Affiliated League
* Referees Association
* Schools FA
* Small Sided Football
* Forces
* Youth Council
* Walking Football
* Ability Counts
 |  |
| 1. **If you answered yes to question 2 please add the name of the person you are nominating for election.**
 |  |
| 1. **If you answered yes to question 2 please add the elected role you are nominating for.**
 |  |
| 1. **What committee are you applying for?**
 |  |
| 1. **Address of applicant or nominee**
 |  |
| 1. **Do you have an FA (FAN) number? If so please include the number.**
 |  |
| 1. **Applicant or nominee contact number**
 |  |
| 1. **Applicant or nominee email address.**
 |  |
| 1. **Are there any accessibility requirements?**
 |  |
| 1. **In no more than 500 words please tell us why you are applying or nominating a person for a role on the committee**
 |

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on the form, to the best of my knowledge is complete, accurate and not misleading. As a member of any committee, I understand that I will be asked to complete the relevant training and qualifications to support the organisation’s commitment to Safeguarding.

Signed by applicant or nominator:

Print by applicant or nominator:

Please complete and return this application with your CV to oliver.selfe@wiltshirefa.com or alternatively post your application to Oliver Selfe, Wiltshire FA, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP.

We would appreciate it if you could complete our optional, anonymous Equality Monitoring Form to assist the Association in monitoring its Equality, Inclusion & Diversity activities.

**Diversity mONITORING FORM**

The Wiltshire County Football Association (Wilts FA) is required to compile anonymous information on those individuals accessing its services and activities.

Diversity monitoring is the process of gathering and analysing data on people’s characteristics. These characteristics are sometimes referred to as race, gender, transgender, disability, religion and belief, sexual orientation, age and disability. Monitoring allows The Wilts FA to understand the makeup of those accessing its programmes within affiliated football and helps us meet the needs of individuals if activities need adapting.

Anyone involved with affiliated football are encouraged to respond to the questions about themselves, however, participation is entirely optional, and you are not obliged to self-declare your characteristics. Participation, however, provides us with a clear picture of the makeup of those involved with our programmes and the information we receive is only used for monitoring and statistical purposes only.

**GENDER**

Male Female

**AGE**

 16 – 20 21 – 30 31 – 40 41 – 50 51 – 60 61+

**ETHNICITY**

Indicate in the appropriate box your ethnic background. *Ethnic categories are not about nationality, place of birth or citizenship. They are about the group to which you feel you belong to. The descriptions below are from the 2011 census.*

**White**

 British English Scottish Welsh Irish Gypsy or Irish Traveller

Any other white background

**Mixed**

White & Black Caribbean White & Black African White & Asian

Mixed background Mixed other background

**Asian**

British-Indian Indian British-Pakistani Pakistani British-Bangladeshi

Bangladeshi British-Chinese Chinese Any other Asian background

**Black**

Black Caribbean Caribbean British African African

British Other Any other Black background

**Other Background** Other **Prefer not to disclose my ethnic origin**

**DISABILITY**

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down’s syndrome). Some people including those with cancer, multiple sclerosis and HIV/AIDS are automatically protected as disabled people by the Act.

**Do you consider that you meet this definition?**

Yes No

**If you have indicated yes, please indicate the impairment(s) that you feel applies to you:**

Blind/partially sighted Deaf/hard of hearing Physical disability Learning disability

Communication barriers Experience of mental and emotional distress Prefer not to say

**RELIGION or BELIEF**

**How would you describe the religion to which you feel you belong?**

Christian Buddhist Hindu Jewish Muslim

Mormonism Sikh Atheist No Religion/Faith Jehovah’s Witnesses

Other faith background Prefer not to say

**SEXUAL ORIENTATION**

Which of the following options best describe how you think of yourself?

Heterosexual/Straight Gay Man Gay Woman/Lesbian Bisexual Other

Prefer not to say