

A GUIDE TO CLUB ADMINISTRATION



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Introduction

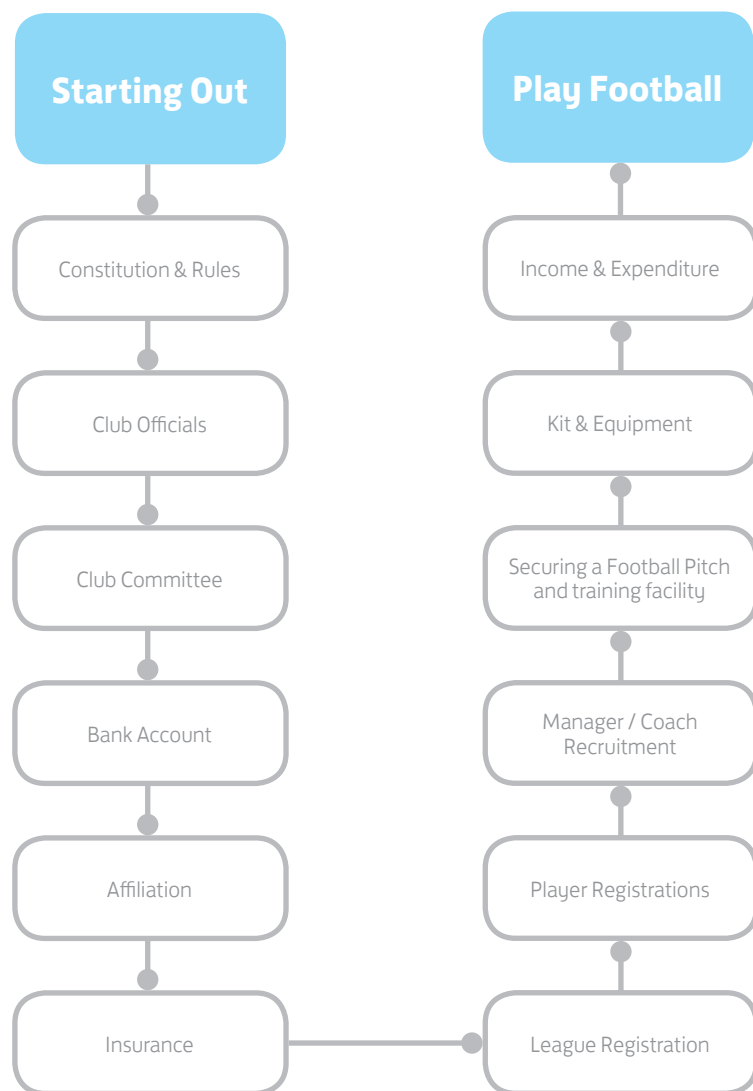
This guide has been created at the request of volunteer club administrators to support them in understanding the necessary requirements of administering a club effectively. For many volunteers the administration of a football club may seem daunting but this guide will hopefully assist new club administrators in the essential tasks required. It is by no means an exhaustive list of activities and definitions but should be seen as a resource to work alongside The FA, County Football Association and League handbooks where more detailed and specific information in relation to participation in their competitions is available. This resource also supports the www.TheFA.com/YourGame site where further information is available.

An A-Z of club administration provides details of specific areas of club administration but please refer to The FA, your County Football Association and / or League handbooks for further clarification.

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Setting Up a Club



Constitution / Rules

A club must have rules that are written in a club constitution that all members must agree at an Annual General Meeting (AGM) in order to affiliate to their County Football Association (County FA). The Football Association (The FA) provide a set of suggested club rules for members clubs (unincorporated) and these can be found at:

www.TheFA.com/YourGame/SettingupaClub/CreatingaClub

The name of the Club must be included in the Constitution.

Club Officials

All clubs need to appoint a Chairman, Secretary and Treasurer with no one person holding more than two of these positions. A Club Welfare Officer is required if the club have any youth teams (U18 and below) and they must have attended The FA Safeguarding Workshop, the Welfare Officer Workshop training and have an enhanced FA CRB check. County FAs organise these 3 hour workshops.

Club Committee

The Club Officials and other members of the club may form a Committee to oversee the running of the club on behalf of the members. Committee members may be given specific titles or roles that best suit their skills so the club can utilise their knowledge and experience. It's a useful exercise to find the skills and experience of club members or parents of players as the club could benefit greatly from these skills and possibly save finances.

Bank Account

All clubs need to have a separate bank account in order to affiliate to their County FA. It is recommended that there are two or three signatories for the account and that two signatories are required for cheques.

Affiliation

All clubs need to affiliate to their local County FA in order to play in sanctioned competitions and this ensures the club is within The FA structures of football. Affiliation takes place pre-season and County FAs have different deadline dates. All clubs must renew their affiliations each year.

Insurance

It is recommended that County FAs require their clubs to have £10M public liability cover in order to affiliate. In many instances the County FA with which they affiliate will offer and can provide this level of cover. Ensure the club has the appropriate insurance cover for all elements of its activities as these may not be covered by public liability cover alone, i.e. personal accident.

League Registration

All clubs must register with a league in order to have their team(s) play within that specific competition. Contact the league well before the start of the season to discuss entering a team. Leagues may want to interview new clubs prior to the summer AGM. Your County Football Association will be able to provide you with a list of leagues suitable for your teams.

Player Registrations

Each League or Competition will operate their own procedures for registering players so refer to their rules. You are advised to familiarise yourself with the rules covering formal approach of players (see Player Transfers). Most players will be registered as non-contract players so are able to be registered with clubs in other Leagues and can play on a Saturday and a Sunday for example.

Manager & Coach recruitment

Identify and recruit a manager/coach for the team who is responsible for managing the team both off and on the field of play. It is important that the person appointed will display the positive values of the club expected by the Committee and that they are appropriately qualified and/or experienced. The FA have produced Responsible Recruitment guidelines to assist clubs.

Securing a Football Pitch and training facility

Identify a pitch where you would like to play your games and train. Contact the owner of the pitch or facility to agree hiring it for the season. In many cases this may be the Local Authority, Parish Council or Local Education Authority. Ensure you are fully aware of what equipment you may have to provide and erect prior to a fixture e.g. posts, nets, pegs, corner flags. Also identify any opening and closing arrangements for changing facilities. Always check early and book in advance if possible.

Kit and Equipment

Kit and equipment needs to be purchased prior to the start of the season with enough to last the length of the season. This may include balls, bibs, first aid kits, spare whistle and flags. nets and corner flags dependent on the ground. The club needs to be aware that no black or near black shirts are permitted at most levels of football so when choosing team colours be aware of this but check with your County FA and League.



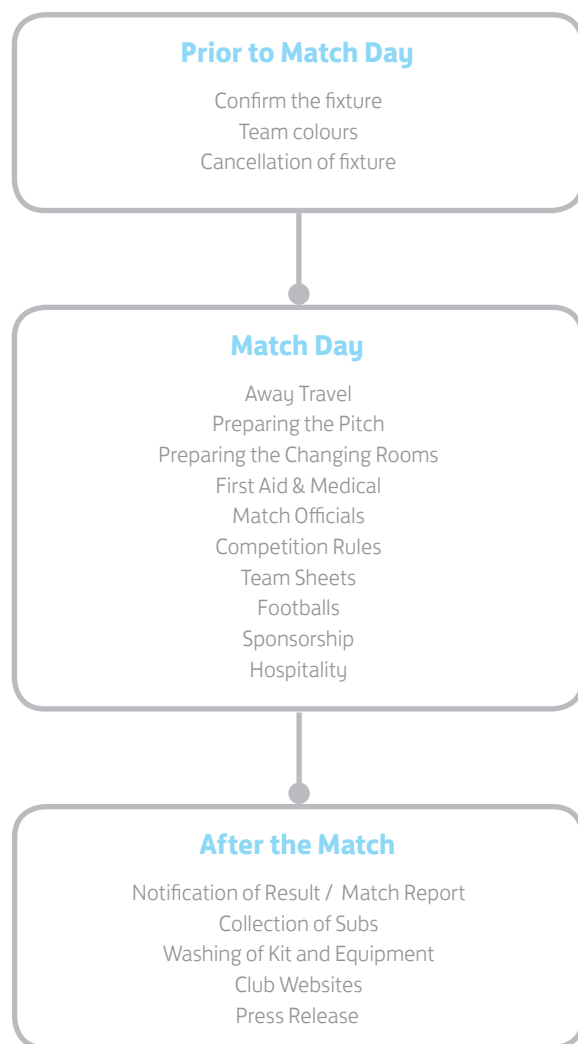
All clubs should project what their income and expenditure will be over the season and ensure they keep an accurate record throughout the year in order to produce an annual statement. It is essential that clubs set a policy for a collecting income through membership or match fees that all players must agree to. Template balance sheets, income and expenditure sheets are available from www.TheFA.com/YourGame

A club should implement codes of conduct by which it would like all its members, spectators and players to abide by and identify the possible sanctions that may apply if they don't. The codes establish what the club believe to be appropriate positive behaviours that will enhance the reputation of the club and support the values of the club. All FA Charter Standard Clubs implement The FA Respect Codes of Conduct as part of the criteria. These are available from www.TheFA.com/Respect



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Duties in and around Match Day



PRIOR TO MATCH DAY

Confirming the Fixture

The process of confirming a fixture varies with each competition so ensure you are aware of the league's process but generally the Home Club details should be sent to the opposition and the match officials 3 to 7 days before the fixture giving:

- Details of the ground location
- Date and time of kick off
- Colours you intend to play in

Competitions will normally require a confirmation of the details from the opposition. Don't just leave a voice mail or send an email and assume its been received. The opposition, match officials and competition should be notified immediately of last minute changes to the match giving notice of any revised details.

Team colours

Ensure there is no clash of kit colours including the goalkeeper's jersey. Each competition will have their own minimum period of notice that the teams have to notify each other of the kit colours and which team has to make any alternative arrangements.

Cancellation of Fixture

The pitch owner or Local Authority may be responsible for deciding that the pitch is unplayable so ascertain if this is the case or whether this is left to the match officials. Some competitions allow a local referee to inspect the pitch well before the start of the match to avoid the opposition, match officials and spectators travelling to the ground. Ensure you inform the opposition, the officials and the competition secretary as soon as the match is cancelled.

Match Day

Away travel

When travelling to away fixtures ensure all drivers have directions or the postcode for satellite navigation systems and give sufficient time to allow for any unexpected incidents. Ensure those transporting others have the appropriate insurance cover.

Preparing the Pitch

Ensure the pitch is safe, playable and the posts are erected correctly and the nets are securely fastened. Always secure portable goals. It is always wise to make a full inspection of the pitch and remove anything that may be unsafe. For youth football ensure the Respect barrier is erected correctly or alternative options are in place to stop the spectators encroaching on to the pitch.

Preparing the Changing Rooms

Open and clean the changing rooms prior to both teams arriving. Check that both the home and away visiting team changing rooms are clean, accessible and safe, removing any items that may cause injury or offence to the players and officials.

First Aid Medical Requirements

Always ensure you have the appropriate first aid equipment and trained, competent personnel prior to the start of the game. Competitions may set their own standards of provision to which clubs have to conform. Always ensure the first aid kit is replenished after each match or incident where it is used. The County FA will run appropriate first aid courses for club personnel.



Match Officials

Confirm the appointment of the match official(s) if made by the League, County FA or The FA. If the match official cannot make the appointment for some reason inform the competition and try to make alternative arrangements. Some competitions will require teams to provide their own assistant referees to run the line so ensure you have someone available.

Greet the match official(s) when they arrive at the ground and show them to the changing rooms and pay them either prior to or after the fixture whichever they prefer. Some competitions may state when to pay the officials.

Competition Rules

Always ensure you are aware of the rules of the competition for example if you are playing a knock out competition and the game is level after full time whether the game is replayed or goes to extra time and penalty kicks. As teams may play in numerous competitions clarify the rules prior to the match with the opposition club officials and the match officials.

Team Sheets

Submit a completed team sheet to the match official(s) and the opposition Club Secretary if the competition rules require this and by the stated time of the competition. Check your specific competition rules and whether any players are cup tied or suspended for the fixture. Ensure that all players are eligible to play within that game as errors may result in the match being forfeit and the club receiving a financial penalty, as will not correctly completing the team sheet and submitting it within time.

Footballs

Match balls that meet Law 2 of the Laws of The Game need to be provided. Some competitions may provide these otherwise competition rules may state what match balls and how many need to be provided prior to the start of the game. Ensure the match officials have checked the match balls prior to kick off.

Remember U8's use size 3, U9 – U14 (inclusive) use size 4 and U15 and above use size 5.

Sponsorship

If the club has any sponsorship agreements that provide the sponsor with specific rights e.g. using branded warm up kit or displaying sponsorship boards, make sure these rights are delivered each game. Leagues and competitions may also have their own sponsorship agreements that require clubs to display specific branding so make sure you are aware of these.

Hospitality

Provide appropriate hospitality for the match officials and the opposition according to club custom or competition requirements. Some competitions also require hospitality for opposing club officials.

Hospitality may be required prior the commencement of the match, during half time and after the game has concluded. Providing hospitality over and above what is required reflects positively on the club.

AFTER THE MATCH

Notification of Result / Match Report

Ensure that the result of the competition is forwarded to the competition or league as soon as possible and within the specified time limits for each competition. Each league and competition may have different timescales but make sure the match report form is completed in full and received on time or the club may receive financial penalties. Ensure it is signed by club officials from both teams and the match official if required.

Collection of Match Fees

If your club collects match fees from players each game make sure these are collected straight after the game to reduce the chance of players building up debts owed to the club. Many clubs have experienced cashflow problems as they don't have a process for collecting match fees after a game.

Washing of kit and equipment

Collect all the dirty kit and equipment at the end of the game and make sure it is washed and cleaned prior to the next fixture.

Club Websites

The club may wish to post the result on the club website together with a match report. Remember that results for U7 or U8 teams should not be posted on websites including that of the club. The FA have produced guidelines on photograph use and are soon releasing guidelines for social media. These will be found at www.TheFA.com/YourGame

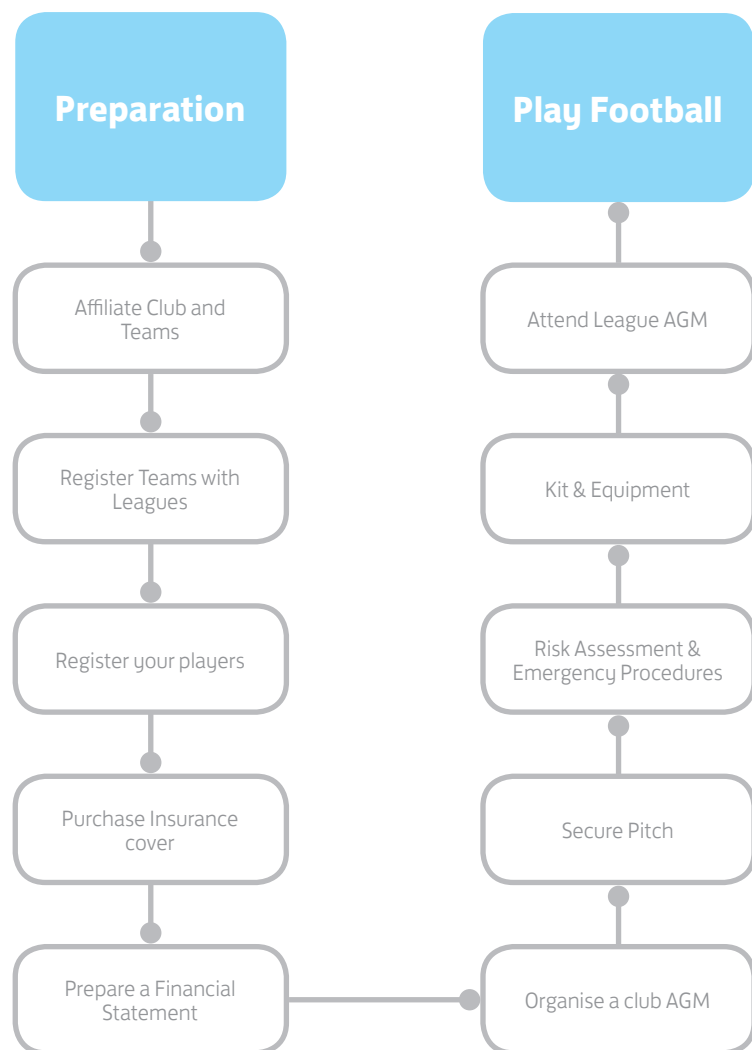
Press Release

It is advantageous to promote your club in any local press or media outlets. The production of a press release sent to the Sports Editor of your local newspaper could provide positive media coverage for your club and any associated sponsors.

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Annual Activities



Affiliate club and teams with County FA

All clubs need to affiliate to their local County FA in order to play in sanctioned competition and this ensures the club is within the FA structures of football. Affiliation takes place pre-season and County FAs have different deadline dates. All clubs must renew their affiliations each year.

Register teams with leagues

All clubs must register with a league in order to have their team(s) play within that specific competition. In order to register your teams they must first be affiliated by the County FA.

Register Players with League

All players have to be registered to play in a particular competition. Each League or Competition will operate their own procedures for registering players so refer to their rules and ensure all your players are registered and eligible to play prior to the start of the season.

Most players will be registered as non-contract players are able to be registered with clubs in other Leagues so can play on a Saturday or Sunday for example.

Insurance

It is recommended that County FA's require their clubs to have £10M public liability insurance and cover in order to affiliate. In many instances the County FA with which they affiliate will offer and can provide this level of cover. Ensure the club has the appropriate insurance cover for all elements of its activities as these may not be covered by public liability cover alone, ie personal accident cover.

Prepare a financial statement

It is important clubs forecast and monitor their cashflow throughout the year. Setting and monitoring a budget of expected income and expenditure will ensure the club is aware of the financial position of the club throughout the season. This will support the preparation of a financial statement and balance sheet to present at the club AGM.

Organise an Annual General Meeting (AGM)

An AGM should be organised each year for its full club membership to review the club's officer positions, financial reports and club related issues. It is an opportunity for all members to attend, learn and question how their club is organised and comment on the annual report and statement of accounts. Amendments to the rules and constitution of the club should be determined at the AGM.

Secure pitch, changing and training facilities for season

Arrange pitches and changing facilities that comply with appropriate league regulations and specifications. Ensure these are secured for the whole of the season. Understand what requirements there are e.g. any opening or closing arrangements, if the club need to provide nets and corner flags. It may also be prudent to agree any training facilities required.

Risk Assessment & Emergency Procedures

Complete a risk assessment for both the changing and playing facilities identifying and completing any necessary changes required or highlighting any precautions that need to be made during the season. Ensure an emergency plan is in place for the site including how to contact the Emergency Services and how they can gain access to the site.

Purchase appropriate kit, equipment and replace lost or damaged equipment

Kit and equipment needs to be purchased prior to the start of the season with enough to last the length of the season. You may need to replace equipment from the previous season so ask the relevant people that use it including any managers and coaches what they require.

Attend the League AGM

Many leagues organise an AGM and host regular meetings throughout the season. These are a good opportunity to discuss any key issues with the league and keep in touch with other clubs and keep up to date with any relevant football developments.



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A-Z of Club Administration

A	Affiliation	Age Eligibility
	Age Groups	Annual General Meeting
	Appeals process - disciplinary	Away Travel
B	Balance Sheet	Bank Account
C	Chairperson	Change of Club Officials
	Charter Standard	Club Colours
	Club Constitution / Rules	Club correspondence
	Club Officials	Close Season
	Codes of Conduct	Committee Structure
	Confirmation of fixtures	County Football Association
	Cup Competitions	
D	Debts of players	Disciplinary process
E	Emergency signings (late registrations)	Equality policy
F	Finance	Fines
	First Aid / medical	Fixtures, confirming & cancellation
	Footballs and size	Friendly fixtures
G	Goalposts	Grant Aid
	Ground Grading	Ground Sharing
H	Half Time Refreshments	Handbooks
	Hospitality	
I	Income & expenditure	Insurance
	International clearance	International Fixtures
J	Jewellery	
K	Kit Advertising	
L	Laws of the Game	Leagues
	League registration	Local Authority facility provision

M	Match based suspensions (discipline)	Match day programmes
	Match Fees	Member Services
	Mini-soccer	Minute book / records
	Mixed football	Moving Leagues
N	National League System	Notification of match result / report
O	Officials - match officials	
P	Pitch	Pitch sizes
	Player contracts (NLS)	Player eligibility
	Player registration	Player transfers
	Postponed fixtures	Preparing the pitch
Q	Qualified Coach	
R	Religious calendar	Respect
S	Secretary	Sponsorship
	Substitutions	
T	Tax, National Insurance & PAYE	Team Sheets
	Term based suspensions (discipline)	Tournaments & sanctioning
U		
V	Volunteers	
W	Washing of kit and equipment	Welfare / Welfare Officer
X		
Y		
Z		

Detailed information on the A-Z of Club Administration

A	Affiliation	All clubs need to affiliate to their local County FA in order to play in sanctioned competition and this ensures the club is within the FA structures of football. Affiliation takes place pre-season and County FAs have different deadline dates. All clubs must renew their affiliations each year.								
	Age Eligibility	There are strict age eligibility criteria especially within mini and youth football ensuring players of similar ages compete against each other. Please check the league rules. It is the responsibility of the club to ensure players are eligible to play within specific competitions.								
	Age Groups	<p>The predetermined age limit of players which defines the level of football to be played by any individual player is based on academic years. 31st August is the cut off date for age groups:</p> <table><tr><td>Mini-soccer</td><td>U7 to U10</td></tr><tr><td>Youth football</td><td>U11 to U16 but also includes U17, U18 teams</td></tr><tr><td>Adult football</td><td>16 and over on the day of the game</td></tr><tr><td>Veterans</td><td>35 and over (some Leagues have a set date)</td></tr></table> <p>1. No player under the age of 15 as at midnight on the 31 August in the playing season shall play in a match where any other player is older or younger by 2 years or more.</p> <p>2. For under 7s the player must be the age of 6 and under 7 as at midnight on 31 August in the playing season.</p> <p>3. For under 11s the player must be the age of 10 and under 11 as at midnight on 31 August in the playing season.</p>	Mini-soccer	U7 to U10	Youth football	U11 to U16 but also includes U17, U18 teams	Adult football	16 and over on the day of the game	Veterans	35 and over (some Leagues have a set date)
	Mini-soccer	U7 to U10								
	Youth football	U11 to U16 but also includes U17, U18 teams								
	Adult football	16 and over on the day of the game								
Veterans	35 and over (some Leagues have a set date)									
Annual General Meeting	An annual club meeting for its full club membership to review the club's officer positions, financial reports and club related issues. It is an opportunity for all members to attend, learn and question how their club is organised and comment on the annual report and statement of accounts. Amendments to the rules and constitution of the club should be determined at the AGM.									
Appeals process - discipline	Clubs may appeal against some disciplinary charges to the County FA by requesting a personal hearing. Such procedures will be detailed on the charge letters sent by the County FA.									
Away Travel	Inform players and parents of players the destination and meeting time prior to kick off. Supply directions, postcodes or maps if necessary and any opposition travel information highlighted in the league handbook.									

B	Balance sheet	A balance sheet showing the assets and liabilities of the club should be produced, certified and presented to members at the AGM each year.
	Bank Account	All clubs need to have a separate bank account in order to affiliate to their County FA. It is recommended that there are two or three signatories for the account and two signatories required for cheques.
C	Chairperson	The figurehead of the club overseeing and presiding over committee meetings, resolving any significant issues and an advocate for the club with external organisations.
	Change of Club Officials	The club must inform the County FA to which it club affiliates if there is any change in the Club Officers. These can be altered through Member Services and the County FA will automatically be alerted
	Charter Standard	The FA's kitemark club and league programme demonstrating that clubs and leagues adhere to minimum operating standards including child protection, welfare and coaching.
	Club Colours	<p>Ensure club colours are in accordance with competition rules and there is no colour clash with the opposition and the officials, including the goalkeepers jersey. No black or near black shirts are permitted at most levels of football.</p> <p>Competition rules will dictate whether the home team or away team change colours if there is a clash.</p>
	Club Constitution/ Rules	A club must have club rules that are written in a club constitution that all members must agree at an AGM. The FA provide a set of suggested club rules for members (unincorporated) clubs.
	Club correspondence	The Club Secretary is responsible for all club correspondence both internally in the club and with external agencies e.g. League, County FA.
	Club Officials	All clubs need to appoint a Chairman, Secretary and Treasurer and one person should hold no more than two of these positions. A Club Welfare Officer is required if the club have any youth teams (U18 and below). [see Welfare]
	Close Season	<p>The official close season runs from 1st June to 30th June inclusive and is a time when non contract players may be approached by other clubs without the need of a transfer form.</p> <p>The only football allowed within this period is small sided, mini-soccer, 9v9 matches or those organised in connection with works clubs sports days on private grounds and at fetes and similar sports functions. All festivals and tournaments need to be sanctioned by the relevant County FA or FA. A small number of pilot projects have been sanctioned in the close season.</p>

	Codes of Conduct	Codes of Conduct identify what the club believe to be positive behaviours that will enhance the reputation and the ethos or values of the club. All FA Charter Standard Clubs have to implement the FA Respect Codes of Conduct as part of the criteria.
	Committee Structure	The committees required by a club to ensure an effective and efficient running of the club and good club governance.
	Confirmation of and cancellation fixtures	<p>The process of confirming a fixture varies with each competition so ensure you are aware of the league's process but generally the Home Club details should be sent to the opposition and the match officials 3 to 7 days before the fixture giving:</p> <ul style="list-style-type: none"> • Details of the ground location • Date and time of kick off • Colours you intend to play in <p>Competitions will normally require a confirmation of the details from the opposition. The opposition, match officials and competition should be notified immediately of last minute changes to the match giving notice of any revised details.</p>
	County Football Association	All clubs must affiliate to their County FA who administer, govern and develop football throughout that county. Representatives from local leagues and clubs may be elected as Council representatives of the County FA who through its Committee structures ensure the governance of the game throughout the county.
	Cup Competitions	When affiliating clubs may be required to compete in County or League Cup Competitions and must make sure they are aware of the rules of the competitions as these may vary.

D	Debts of players	FA Rules do not permit a player to leave a club and join another whilst they have liabilities (financial or otherwise) to their former club. In such cases the club must write to the player giving them specific time to respond. If the player fails to respond the club can seek assistance from their County FA who will take action against the player if the request is accepted. Please refer to your County FA Handbook as not all debts qualify for recovery.
	Disciplinary process	<p>The disciplinary process for the majority of clubs is dealt with by the County FA, except for those playing in Steps 1-4 of the National League System where The FA administer the discipline.</p> <p>The FA or County FA handbook provides all details of the disciplinary process. Ensure that all fines for any offences are paid promptly to avoid any further fines being imposed. If there is any problem including the delayed payment of the fine contact the relevant County FA that may be able to offer clubs support. Both match based (the number of matches a player may miss through suspension) and term based (the dates when a player is suspended) suspensions exist at present so ensure you are fully aware of these and which relate to your club and players.</p>
E	Emergency signings or late registrations)	Dependant on the competition clubs can register new players on the same day of the fixture. See the competition rules.
	Equality policy	Football is for all and each club should have an equality policy. The FA provide a generic Equality Policy for clubs to adopt.

F	Finance	All clubs should keep accurate and full accounts of all their financial activities in the form of an annual profit and loss report and balance sheet. It is important clubs forecast and monitor their cashflow throughout the year.
	Fines	Clubs can be fined for both on field indiscipline and poor administration off the field. It is the responsibility of the club to ensure they and their members pay such fines and that they are paid within the required timescale otherwise this may lead to additional fines for non-payment.
	First Aid / medical	It is important that all clubs have the appropriate first aid equipment and trained personnel at their fixtures and training sessions. Clubs should know the location of their nearest Accident & Emergency Dept together with having an emergency procedure for their venue; access to the pitch for an ambulance for example.
	Fixtures	It is important that clubs complete all their required fixtures otherwise sanctions may be taken against the club.
	Footballs and size	Under 8s use size 3 Under 9 - 14s (inclusive) use size 4 Under 15s and above use size 5
	Friendly fixtures	Ensure all friendly fixtures are with affiliated clubs otherwise any insurance cover may be void. Organise friendly fixtures with the Secretaries from other clubs.
G	Goalposts	Ensure all goalposts are safe – guidance available from www.TheFA.com/Goalpostsafety Recommended goalpost sizes are: Mini soccer (U7-10s) 12'x6 Youth football & 9v9 (U11-14s) 16'x7 U15s to Adult football 24'x8'
	Grant Aid	There are many potential areas of funding for clubs wishing to develop their activities. The Football Foundation is the predominant funder for football which has numerous schemes to develop a club's activities and facilities. Details can be found at www.FootballFoundation.org
	Ground Grading	Clubs within the National League System must adhere to specific ground grading criteria that are relevant for the level of football they play.
	Ground Sharing	Ground sharing is permitted but not in order to gain promotion. Each League is empowered to decide on local ground sharing arrangements within their respective competitions so refer to their rules.

H	Half Time Refreshments	Many Leagues require clubs to provide half time refreshments for both home and away teams and match officials. As a minimum it is courteous to provide match officials with refreshments at half time.
	Handbooks	Generally County FAs and Leagues produce their own handbooks that provide clubs with the details of the rules within their respective competitions. Increasingly these are being placed on their website. It is essential Club Secretaries have access to a copy and are aware of the rules within.
	Hospitality	Competitions especially within the National League System have rules providing hospitality for officials, match officials and opposing teams. These will be highlighted in the league handbooks.
I	Income & expenditure	All clubs should keep an accurate record of their income and expenditure throughout the year and retain an annual record.
	Insurance	It is recommended that County FAs require their clubs to have £10m public liability insurance cover in order to affiliate. The majority of County FAs offer insurance as part of their affiliation. Clubs must ensure they have adequate insurance cover for all their activities in addition to public liability cover.
	International clearance	If players have been playing abroad (including Wales, Scotland and Ireland) they must gain international clearance from The FA and this includes all youth players aged 12 and over crossing borders. Clearance is provided by The FA Registrations Dept.
	International Fixtures	All fixtures either at home or abroad that involve foreign opposition (excluding Wales, Scotland and Northern Ireland) must receive clearance from The FA. Forms are available from the County FA and clubs must give at least 14 days notice as clearance has to be obtained from the other national association involved.
J	Jewellery	All items of jewellery (necklaces, rings, bracelets, earrings, leather bands etc) including wedding bands must be removed before the player enters the field of play. Using tape to cover jewellery is not acceptable.
K	Kit Advertising	There are restrictions on what can and cannot be advertised on football kits together with size limitations on the advertisements allowed. Refer to The FA or County FA handbook for these details.

L	Laws of the Game	The 17 Laws of the Football are issued by FIFA and renewed annually. The laws may be modified in their application for matches of players U16 years of age, for women's football, for veterans football (over 35 years of age) and disability football.
	Leagues	Leagues organise the majority of the competition structure throughout the country and are sanctioned by The FA or County FAs.
	League registration	All clubs must register with a league in order to have their team(s) play within that specific competition.
	Local Authority facility provision	The vast majority of grassroots football is played on Local Authority pitches so you will need to contact your Local Authority to identify any available pitches and how to hire them.
M	Match based suspensions (discipline)	Sanctions based on the number of matches a player will be suspended – as opposed to term based sanctions
	Match day programmes	Some leagues require clubs to produce a match day programme with certain advertisements included. Refer to your league handbook.
	Match Fees	It is good practice to collect match fees from players before or at the end of each fixture. This increases the cashflow of the club. Many clubs fold due to lack of cashflow and unpaid match fees so it is ideal to collect these on the day of the fixture.
	Members Services	The FA's electronic administration tool allowing clubs to manage their administration and club details Online. Chairman, Treasurers, Secretaries, Welfare Officers, FA Charter Standard Co-ordinators and other Club Officers can access Member Services. Accessible through your County FA website.
	Mini-soccer	The appropriate game for U10s to be introduced to football with appropriate size goals, pitches and rules.
	Minute book / records	All clubs should keep a minute book or record of all meetings overseen by committees of the club.
	Mixed Football	At present mixed football is only permitted up to and including the U11 age group.
	Moving Leagues	If a club wishes to move Leagues it should give provisional notification to their existing League by 31st December and confirmation by the 31st March although this may vary dependant on League rules. For clubs within Steps 1-6 of the National League System confirmation should be provided by 31st December.

N	National League System	Otherwise known as the Non-league Football Pyramid, the National League System contains Steps 1 to 7 with the Football Conference League at Step 1 and many County Leagues at Step 7. Step 1 then progresses to the Football League Division 2.																																															
	Notification of match result/report	Competitions and Leagues require clubs to inform them of the results of fixtures and complete a match report. There may be financial penalties for not following the correct procedure so check local rules. In the event of a drawn Cup match the competition may require the teams to organise a replay date although some competitions will arrange this for the teams.																																															
O	Officials; match officials	Competitions and leagues have different processes for allocating officials to fixtures. Many require clubs to contact officials prior to the fixture to confirm their availability. Some Leagues require clubs to provide their own assistant referees at both home and away fixtures. Pay the match officials either prior to the fixture or after as preferred by the match officials.																																															
P	Pitch	A designated area for the use of playing a football fixture, the size of which must conform to that stipulated in the Laws of the Game as defined by The Football Association and League.																																															
	Pitch sizes	<div>A designated area for the use of playing a football match, the size of which must conform to those stipulated in the Laws of the Game. These being:</div> <table><thead><tr><th></th><th>Recommended</th><th colspan="2">Length (yds)</th><th colspan="2">Width (yds)</th></tr><tr><th></th><th></th><th>max</th><th>min</th><th>max</th><th>min</th></tr></thead><tbody><tr><td>Mini-soccer U7,U8</td><td>50 x 30 yds</td><td>50</td><td>30</td><td>30</td><td>20</td></tr><tr><td>Mini-soccer U9,U10</td><td>60 x 40 yds</td><td>60</td><td>50</td><td>40</td><td>30</td></tr><tr><td>Youth U11,U12</td><td>80 x 50 yds</td><td>80</td><td>70</td><td>50</td><td>40</td></tr><tr><td>Youth U13, U14</td><td>90 x 50 yds</td><td>90</td><td>70</td><td>50</td><td>40</td></tr><tr><td>Youth U15, U16</td><td>100 x 60 yds</td><td>110</td><td>90</td><td>70</td><td>50</td></tr><tr><td>Youth U17, U18 & senior adult</td><td>110 x 70 yds</td><td>130</td><td>100</td><td>100</td><td>50</td></tr></tbody></table>		Recommended	Length (yds)		Width (yds)				max	min	max	min	Mini-soccer U7,U8	50 x 30 yds	50	30	30	20	Mini-soccer U9,U10	60 x 40 yds	60	50	40	30	Youth U11,U12	80 x 50 yds	80	70	50	40	Youth U13, U14	90 x 50 yds	90	70	50	40	Youth U15, U16	100 x 60 yds	110	90	70	50	Youth U17, U18 & senior adult	110 x 70 yds	130	100	100
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	Player contracts (NLS)	Should a club wish to register a player under a written contract the club must contact The Football Association Registrations Dept. A player under contract can only play for one club. There is a standard contract template for players within the National League System.																																															

	Player eligibility	Each League will have in place the procedures that need to be followed to ensure that a player has been registered and is eligible to play for a club. The club must also ensure that the player does not have any suspensions outstanding. There may be age restrictions on players within a League so ensure your players comply to the League rules.
	Player registration	Each League or Competition will operate their own procedures for registering players so refer to their rules. Most players will be registered as non-contract players and are able to be dual registered with other Leagues.
	Player transfers	When approaching non-contract players the club will have to follow The FA's regulations. Formal written notice of approach needs to be given by a club to the club of the player with whom they wish to approach. The player can be signed following the 8th day after the date of registered delivery of the written notice and the player must have been registered on or before the 21st day. Any non-contract player can be approached during the month of June without written notice. Each League will operate additional regulations in relation to transferring players so refer to their rules.
	Preparing the Pitch	Ensure that the pitch is safe and the goalposts, nets and flags erected safely and securely (some clubs may need to provide their own equipment including pegs for the nets). Ensure the changing rooms are open and tidy. Pre-season complete a comprehensive risk assessment for the pitch and changing rooms documenting any potential risks and how these are to be removed or reduced. Ensure the area is fit for activity each time it is used.
Q	Qualified Coach	It is the aim of The FA to have a qualified coach with all youth teams. County FAs organise coach education courses to qualify volunteers.
R	Religious calendar	The FA produces a religious calendar identifying the religious holidays and celebrations. A player cannot be made to play football where religious observances precludes such activities unless they have consented to do so.
	Respect	The number one concern of all those involved in grassroots football is to reduce and stop abuse towards players and officials. The FA's Respect programme aims to support all involved in football stamping out this abuse.

S	Secretary	The Club Secretary carries out or delegates all administrative duties that enable the club and its members to function effectively. The Club Secretary is a pivotal role within the club receiving all correspondence from The FA, County FA and Leagues. If the Club Secretary is unavailable for a period of time please inform the parent County FA and provide a temporary contact to ensure the club receives all relevant correspondence.
	Sponsorship	Sponsorship provides invaluable income at all levels of football and advertising on club kits is permissible within established FA restrictions. Where a team comprises of all players under the age of 18 years old nothing must be displayed which is considered by The FA to be detrimental to the welfare, health or general interest of young people.
	Substitutions	Check Competition and League rules for the number of substitutes allowed ranging between 3 and 7. Substituted players in min-soccer, youth (U16 and below), womens and veterans football may replace another player at any time but check local Competition and League rules for clarification.
T	Tax, NI & PAYE	All football clubs are subject to taxation. Those clubs paying players should ensure they are PAYE and NI registered and comply with the statutory requirements of the relevant authority.
	Term based Sanctions (Discipline)	Sanctions based on the fixed period of time a player will be suspended irrespective of the number of games – as opposed to match based discipline.
	Tournaments & sanctioning	One day 5, 6 or 7 a-side tournaments must be sanctioned by the County FA or by The FA if involving affiliated teams from more than 3 County FA areas. The competition organiser is required to complete and submit the appropriate forms to The FA relevant County FA or FA Sanctions Department. A minimum of 28 days is required to sanction the tournament.
V	Volunteers	Volunteers are the backbone of football in the country and clubs should look to support and reward their volunteers at every opportunity. A club should try to identify the roles required within the club and allocate volunteers to these roles.
W	Washing of kit	Ensure kit and equipment is washed after every fixture.
	Welfare / Club Welfare Officer	Every club with a youth team (U18 and below) must have a Club Welfare Officer in order to affiliate. The Club Welfare Officer must have an FA Enhanced CRB check and have attended The FA Safeguarding Workshop and Welfare Officer Workshop training. All County FAs organise these workshops.

The Football Association

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The FA - working for football at every level

The FA is the governing body for football in England, responsible for developing the game at every level - from international football to the grassroots. We're responsible for 24 different England Teams, including the Senior Team, six youth teams, three women's teams, eight disability teams, the England C and the Futsal Team. There are also eleven FA Competitions, including the world's greatest knockout competition, The FA Cup.

By administering the Laws of the Game in this country, The FA acts as the guardian of English football, whilst developing its future by investing in schools, clubs, counties, leagues and the women's game. The FA has also developed the new Wembley Stadium.