

INFORMATION GUIDELINES FOR NEW CLUBS



**Club Action Plan Timetable | Suggestions
for Club Rules | Football Development**

Stage One

Contact the County F.A. to agree a name for your Club. You will not be allowed to have a name that is similar to one that already exists. It is recommended to have several different names in mind before you contact the County F.A. Office. An affiliation form will then be issued in late May.

Stage Two

A General Meeting of all the intended members of your new Club should be called. A Chairman, Secretary and Treasurer should be elected, together with other persons to form a management committee. In cases of Youth Clubs, the meeting should be of parents/guardians, who will also need to elect a Club Welfare Officer. A set of Club rules must be agreed. To assist you with this process, we have included a set of model rules that can be used as a basis; you will be able to adapt them to suit your individual purposes.

Stage Three

A Bank/Building Society Account must be opened in the Club's name. A record of all transactions must be kept by the Club, with the accounts being audited on an annual basis.

Stage Four

Your Club should then decide whether they wish to apply to join a League. Leagues normally start considering applications of new Clubs from January for the following season. Details regarding local Leagues in Essex can be obtained from the County F.A. Office.

Stage Five

The Club should identify ways of fundraising as early as possible. A kit, plus access to a substitute colour, will need to be purchased; a home pitch needs to be obtained and paid for; Referees fees and expenses will need to be paid for home games and affiliation fees to the County F.A. and Leagues need to be covered.

If your Club is to be sponsored, and it is your intention to have the sponsor's name on the player shirts, approval from the County F.A. must be obtained. The logo or name must not exceed an area greater than 200 square centimetres. In cases of sponsorship for Youth Clubs, a sponsor's name or logo must not be a product or service or other activity that is detrimental to the welfare, health or general interest of young persons or is considered inappropriate having regard to the age of the players.

Stage Six

The club will need to identify a home pitch. Most Local authorities have pitches for hire, or you may find some local Clubs that own their grounds and are willing to hire them to outside Clubs, particularly company sports grounds or local schools.

Stage Seven

Finally, welcome to football in Essex. If you have any further queries, please do not hesitate to contact the County F.A. office. The office is open from 9:00am to 5:00pm between Monday and Friday. Alternatively, you may contact your local Group Representative. Details will be available in the County Handbook, which you will receive upon affiliation.

Suggestions for Club Rules

[All clubs must be properly constituted (E.C.F.A. Rule 2), and are required to institute Rules in accordance with these suggestions]

As recommended by The Football Association

1 Name The club shall be called the “..... Association Football Club” and shall be affiliated to the Essex County Football Association.

2 Objects Its objects shall be to provide association football for its members and such social and recreation pursuits as may be deemed desirable by the Committee. (Any other specific objects should be mentioned here.)

3 Officers The Officers shall consist of, all of whom shall be elected at the Annual General Meeting.

4 Committee The Club shall be controlled by a General Committee consisting of the Officers and other members who shall be elected at the Annual General Meeting. The General Committee shall meet once per and the proceedings at such meetings shall be duly recorded in a Minute Book. At meetings of the General Committee members shall form a Quorum.

5 Powers of Committees The Property and/or assets of the Club shall be vested in the General Committee. The General Committee shall have power to appoint such Sub-Committees as may from time to time be deemed necessary and shall receive reports of such Sub-Committees at its meetings.

The General Committee shall have the power to suspend or expel any member deemed guilty of conduct prejudicial to the good name of the Club.

The General Committee shall have power to fill such vacancies as may arise in its constitution between Annual General Meetings.

The General Committee shall have power to declare a seat vacant should a member absent himself from consecutive meetings without any explanation deemed to be satisfactory.

6 Membership Membership shall consist of playing and non-playing members. (Any special conditions relating to membership should be stated here.) Candidates for election shall be proposed and seconded by Club members.

A register of members of the Club and the date of election shall be kept by the Secretary.

In the event of non-payment of subscription by, membership shall be deemed to be terminated. A member wishing to resign shall give notice to this effect in writing to the Secretary, with this notice to be accompanied by payment of all Club dues at that date.

7 Subscription The Annual Subscription to the Club shall be:-

(a) Non-playing Members: £.....

(b) Playing Members: £.....

Subscriptions shall be payable not later than annually.

8 Annual Meeting The Annual General Meeting shall be held not later than in each year. The Secretary shall give seven clear days' notice of such Meetings to all members. The Financial Statement and Secretary's Report shall be presented at the Meeting, which will also elect the Officers and General Committee by ballot, appoint auditors and transact any other business.

9 Extraordinary General Meeting An Extraordinary General Meeting may be convened by the General Committee when deemed desirable and also upon the written request of members. The Secretary shall give seven clear days' notice to all members of such a Meeting, at which members shall form a Quorum.

10 Finance The General Committee shall cause to be kept proper books of account which shall be audited yearly. Official receipts for all monies received shall be signed by the.....

11 Alteration to the Rules No alteration to these Rules shall be made except at the Annual General Meeting or at an Extraordinary General Meeting convened for that purpose and only if supported by of those present and voting at such a Meeting. Notice of proposed alteration to these Rules must be given in writing to the Secretary by in each year, and notified to members on notice of Meeting.

12 Other Business Any matters not governed by the foregoing Rules shall be dealt with by the General Committee, the decision of which shall be final and binding.

(Note: It may be found necessary to amend or add to these Rules to meet specific local circumstances.)

Club Action Plan Timetable

PRE-SEASON

1. **Players**
Ensure each team should have a squad of at least 14 players, or appropriate number for Mini-Soccer teams.
2. **Affiliation**
Complete and forward affiliation form and New Club Rules and monies to the County FA. This also applies to an affiliation of a League/Competition, if you are entering one.
3. **Facilities**
Arrange pitch(es) which comply with appropriate League regulations and specifications. It is also prudent to arrange/book training facilities.
4. **Meetings**
Organise Club/team meetings (e.g. weekly training, monthly management meeting, AGM). Also attend relevant League or County F.A. Meetings.
5. **Registration**
Ensure all players are registered with appropriate League. Up-to-date photographs may be required and, where there is age qualification, ensure all players are of the correct age.
6. **Friendly Fixtures**
You are now at a stage where you can start arranging friendly fixtures with corresponding Club Secretaries.
7. **Equipment**
Purchase new equipment where necessary. Ensure enough equipment for all teams.
8. **Subscription and Fund-Raising**
Set a subscription for players and members. Carry out fundraising (appropriate to the Club).
9. **Delegation**
Club Secretaries/team managers should seek support from other members to spread the administrative work load where practical, although remember that the Club Secretary is the chief administrator.

PRIOR TO THE DAY OF THE GAME

10. **Confirm Fixture** – e.g. Kick-off, colours, directions to ground, availability of pitch with groundsman, match official(s).

ON THE DAY OF THE GAME

11. Pitch

Ensure pitch is correctly prepared with nets, flags, markings and access to changing rooms.

12. Match Officials

If you are the home team (except County Cup Matches where fees and expenses are shared), ensure that match officials have been paid.

13. Refreshments

Provide refreshments where appropriate.

14. Result

Ensure that the result card is completed and posted to the appropriate body to arrive by designated time. Some competitions will require the home team, or in some cases the winning team, to phone the result to a designated number.

OTHER TASKS

15. Disciplinary Procedure

This is an ongoing task throughout the season. Dependant on Club policy, the Secretary and/or player must complete and return appropriate documentation. Disciplinary details are, ultimately, the responsibility of the Club, so the Secretary should deal with these matters promptly.

END OF SEASON

16. AGM

Arrange AGM and/or presentation evening.

Other information that you might find useful:

Football Status:

1) Men's Football is divided into two categories:

- a) Senior Football
- b) Junior Football

2) Youth football is from Under-11-year-olds to Under-18s. Normally youth football is divided by age groups such as Under-11, Under-12, Under-13 through to Under-18s.

3) Mini-soccer is for boys and girls who fall into the category of Under-7s, Under-8s, Under-9s and Under-10s who must only play small-sided games which are normally 7-a-side. Further details regarding mini-soccer can be obtained from the County F.A. Office.

4) Women's Football also has two categories, those being women's football clubs and girls football clubs.

5) Veterans Football Clubs are placed into the Junior Football category.

County Cup Competitions

The County F.A. run cup competitions for all of the above mentioned categories, with the exception of girls' football, and boys' football at Under-11's. Cup Competitions are not organised for mini-soccer.

To apply for entry to County Cup Competitions, your Club must be a member Club of a League and be affiliated to the Essex County F.A. Applications must be returned with the Affiliation forms by 1st July each year.

Development of Football

The County F.A. employ Development Officers who will be pleased to advise Clubs regarding any Development issue, including coaching courses, first aid courses etc.

Football Development

Essex has a long and impressive history in football. There are countless Leagues, Clubs, Officers, Players, Schools, Referees and E.C.F.A. officials, who carry out their duties admirably.

Football Development is now one of the most important aspects within the game. Here at the E.C.F.A. we have a Development Team who aim to develop the quantity and quality of participation in football. Here is an introduction to some of the areas of our work:

Mini-soccer has now been introduced for children ranging from Under-7s to Under-11s. A scaled-down version of full-size soccer, it is the ideal introduction to football for a child.

F.A. Top Sport Football is running throughout Essex. It is a partnership between the F.A. and the Youth Sport Trust to offer 7-11-year-olds appropriate footballing opportunities as part of a schools P.E. programme and a Club's community programme.

Charter Standard: The F.A. Charter Standard for both Clubs and Schools aims to raise standards, recognise good practice and reward quality. Currently within our County, 150 Clubs have registered an interest with the F.A. and 20 Clubs in Essex have received the Charter Standard award. The Charter Clubs and Schools allow children take part in quality football sessions in a safe and friendly environment.

Football Education Programme: At the E.C.F.A. we aim to make Football Education available throughout the County and to encourage as many people to attend as possible. In addition to F.A. Coaching Courses we offer Workshops and Courses for those seeking to improve in many areas including Child Protection, First Aid, Club or League Administration, The Treatment of Football Injuries and Refereeing. Since April 1999 almost 4,000 people have attended an E.C.F.A.-organised course.

Women's and Girls Football: This is the fastest growing sport in the world. Girls and women's football events have been and continue to be organised throughout the County. The first-ever Women's only Junior Team Manager course was organised in Essex.

None of this can be easily achieved without your support and we at the E.C.F.A. look forward to working with you in order to meet our aims. Please feel free to contact us at the E.C.F.A. office if you have any comments or queries about Football Development in your area of the game.

Some useful contact details:

Development	Tel: 01245 393 070
Coaching Course Organisation	Tel: 01245 393 071/2
Governance	Tel: 01245 393 080/1/2/3
Cups & Competitions	Tel: 01245 393 084
Press & Publicity	Tel: 01245 393 085
Referees & Welfare	Tel: 01245 393 093
Fax	01245 393 089
Email	info@essexfa.com
Website	www.essexfa.com

Club Insurance

All Affiliated Clubs are insured for Public Liability for their players and members. Further details may be obtained from the County Office.

Safeguarding Children

Safeguarding Children means protecting children from abuse of all aspects. This includes physical, sexual, emotional, neglect etc. Unfortunately, child abuse is a problem within society and Football is not an exception from this.

The F.A.'s commitment to ensuring the safety of our young players means that as well as having a Child Protection Policy, a three-hour Safeguarding Children Workshop is now mandatory on all coaching courses. From season 2008-2009, every Youth Club will be required to have a designated Club Welfare Officer.

Since April 2001 the County F.A. has organised many Safeguarding Children workshops, which have been extremely well attended.

The workshop not only helps to protect all young players under the age of 18, but also provides essential guidance for the thousands of adults, including Coaches, Managers, Parents, Physiotherapists, Match Officials, Club and League Officials, involved in football.

Clubs and Leagues have been busy appointing their own Club Welfare Officer.

***If you require any information on this important area of the game please contact:
Helen Hever, E.C.F.A. Welfare Officer, on 01245 393 098 or at helen.hever@essexfa.com***

***If you have any concerns about any child or young person phone:
FA/NSPCC Child Protection Helpline - 0808 800 5000 (24hrs, Confidential & Free)***