

RECRUITMENT PACK | Hampshire FA

Football Management Board, Focus Groups & Subgroups 2022-2025



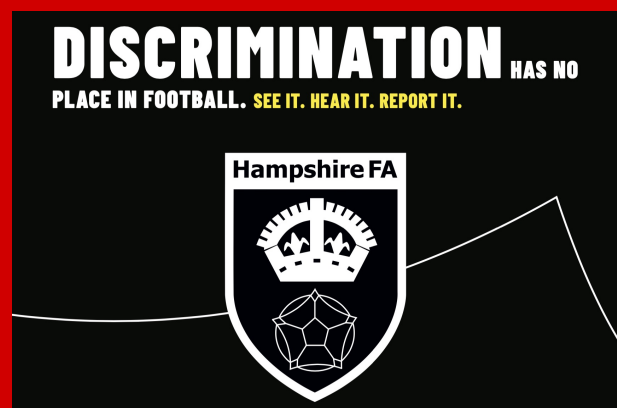
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INTRODUCTION

CAN YOU MAKE A DIFFERENCE TO GRASSROOTS FOOTBALL?

If so, we want to hear from you...

Hampshire FA's vision is to *use the power of football to build a better future for all communities in Hampshire* by providing football participation opportunities in a safe, enjoyable and inclusive environment.

Hampshire FA is seeking committed and passionate members of the local football community to join its Boards, Focus Groups and Subgroups as follows:

- Football Management Board
- Inclusion Advisory Group
- Safeguarding Steering Group
- Referee Focus Group
- Male Pathway Focus Group
- Female Pathway Focus Group
- Disability Focus Group
- Competitions Focus Group

All roles are voluntary with reasonable expenses paid in accordance with the Articles of Hampshire Football Association Limited and its Membership Rules.

Safeguarding is at the heart of what we do!

Hampshire FA is committed to ensuring that safeguarding within grassroots football is always front and centre, and we are committed to ensuring that all volunteers receive appropriate safeguarding and welfare training and complete a full enhanced Criminal Records Check disclosure.



Each Group is different, find the right one for you...



Football Management Board

Oversee football delivery across the county, enabling the Board of Directors to focus on business development.



Inclusion Advisory Group

Use local insight to challenge board and staff to champion inclusion throughout the organisation.



Safeguarding Steering Group

Ensure that safeguarding children and vulnerable people is prioritised and embedded across all Hampshire football.



Referee Focus Group

Oversee the recruitment, training and continuous development of referees in Hampshire.



Male Pathway Focus Group

Innovate to sustain, grow and diversify male participation from tots to walking football and everything in between.



Female Pathway Focus Group

Oversee competitive and recreation football for women & girls and maximise the impact of WEURO2022.



Disability Focus Group

Assess current competition and *turn up & play* provision, identify areas for growth and develop a network for success.



Competitions Subgroup

Coordinate delivery of 32 County Cups a season and explore new opportunities to enhance our competition pathway.

Click on any [title](#) for full the Terms of Reference

HOW TO APPLY



If you are interested and would like to be considered, please complete a brief online application form by clicking [here](#). Please contact us if you require the form in an alternative/offline format.

The closing date for applications is the **14 May 2022**.

All applications will be considered by a Selection Panel who will recommend shortlisted members for Season 2022/23 to be considered by the Football Management Board in June 2022.

Require further details?

Check www.HampshireFA.com for further information about us or contact CEO Neil Cassar at neil.cassar@hampshirefa.com or via telephone 01256 853000 with any questions.



Terms of Reference

FOOTBALL MANAGEMENT BOARD, FOCUS GROUPS & SUBGROUPS | Hampshire FA



Football Management Board (FMB)

Membership:

The Officers (President non-voting) (5) and FA Representative (1) (If held independently), the chair of each focus group (6), (if a focus group chair is unable to attend for any reason, then someone from the focus group can attend) up to four (4) independent members appointed through an open recruitment process and the IAG Chair (1) (Voting Members). HFA staff members will attend as required. HFA Football Development Manager will act as secretary. Company Chair will chair these meetings unless they decide to delegate to someone else.

Purpose, Role & Responsibilities:

- Make recommendations to, and implementing and monitoring policies set by the Board and/or the Football Management Board in relation to the promotion and raising standards of participation in all forms of association football at all levels within the county including but without limitation; 11v11, 9v9, mini-soccer, small sided, futsal, disability football, recreational, walking football – for all genders and inclusion
- Ensure that Hampshire FAs business and operational strategies are implemented along with the FA/HFA grassroots strategy
- Ensure that the Youth Engagement Strategy is implemented across all focus groups
- Make recommendations to, and implementing and monitoring policies set by the Board and/or the Football Management Board in relation to the raising standards in the way that the game of association football is administered, governed, and organised in the county by sanctioned competitions
- Control and management of Hampshire FA Cup Competitions
- Establish closer links with affiliated Leagues and clubs
- Responsibility for the management of the focus groups of the Company and to receive bullet points/minutes of all meetings of focus groups and FMB subgroups for approval of the FMB
- Ensuring budget allocations from the Board are effectively monitored through its focus groups and that any funding applications are forwarded to the Chief Executive for consideration by the Board of Directors or its appointed subgroup
- The FMB is responsible for its own and the focus groups and FMB subgroups carrying out their terms of reference
- To receive, consider, recommend, draft or revise articles, rules and regulations of the Company, Divisional FA's, Leagues, and League Cup Competitions including proposals forwarded relating to Hampshire FA Cup Competitions, and to draw attention to conflicts and/or anomalies within them and to relevant difficulties which may not have been foreseen by the proposer. This includes the Divisional Football Associations standard code of rules including DFA cup rules
- To consider and if appropriate approve the sanction of Leagues and Competitions and their rules, under FA regulations for their sanction and control of Leagues and Competitions
- For all new competitions, the Committee shall seek the observations of the Leagues and Competitions from within the Division(s) from which the application for sanction is received before they consider sanction
- To maintain the Articles, Membership Rules and Standing Orders and make recommendations for any proposed amendments to Articles, Membership Rules and Standing Orders to the FMB
- To maintain the Precedence List and make recommendations for alterations to the FMB
- To provide support for Leagues and Competitions to implement amendments to FA Standard Code of Rules into their own rules
- To work with the Football Operations team regarding the affiliation of leagues and clubs and other membership related activities including but not limited to applications to advertise, applications for charity matches, applications to play foreign opposition and international clearance
- To appoint members of its committee to its Rules, Regulations & Articles Subgroup and to set terms of reference and objectives as considered appropriate
- To receive and approve any proposed amendments to Articles, Membership Rules, and Standing Orders
- Implementing and monitoring policies set by the Board of Directors and/or the Football Management Board relating to the development of players, coaches and referees in the county
- To assist with identifying and supporting relevant actions and objectives contained within the Hampshire FA Operational Plan
- To support Divisional FA Development Groups (where required)

- To deal with relevant matters relating to youth football within the County
- To plan and co-ordinate meetings of Adult and Youth Leagues, as individual groups and jointly, along with an annual conference to share good practice and update on changes in FA and Hampshire FA Rules and Regulations
- To work collaboratively with Youth and Adult Leagues to increase football participation
- To proactively work with Youth and Adult Leagues on supporting the transition from Youth to Adult football
- Ensure that each decision made across the FMB remit has considered Safeguarding and Inclusion as part of its processes and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- Liaising on matters of policy with any focus group or other relevant bodies established in connection with refereeing, equality, inclusion, safeguarding or any other issues that may affect football in the county from time to time
- Produce minutes of all meetings held
- These terms of reference can be altered at any time by the Board of Directors
- Act as ambassadors for Hampshire FA in our football communities and beyond
- Delegating the appropriate power to in accordance with their respective terms of reference, and operating the following focus groups (and any subsequent subgroups appointed under their remit):
 - (i) Referees Focus Group;
 - (ii) Female Pathway Focus Group;
 - (iii) Male Pathway Focus Group;
 - (iv) Disability Focus Group;
 - (v) Competitions Focus Group;
 - (vi) Youth Network Focus Group.

All constitutional matters are covered in the Articles, Membership Rules, and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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 Company Chair/CEO. (As per the signed Code of conduct).

Meeting Dates 2022/23 - Min 4 per season

Wednesday 7th September 2022

Wednesday 4th January 2023

Wednesday 1st March 2023

Wednesday 21st June 2023

EGM – Monday 27th February 2023

AGM – Saturday 24th June 2023

(Video Conferencing may be used)

Inclusion Advisory Group (IAG)

Membership:

The Officers (President non-voting), the appointed Lead Director and up to eight others, as determined by the Board of Directors (Voting members). HFA staff members will attend as required. HFA Community Engagement and Inclusion Officer will act as secretary. (Non-Voting). The Chair of the IAG is appointed by a separate open process.

Purpose, Role & Responsibilities:

- The IAG is charged to engage a diverse range of football community representatives who understand the challenges faced by existing and potential participants and, with that collective knowledge, check and challenge the Hampshire FA to ensure proactive pursuit of inclusivity.
- The Group should consider the nine protected characteristics defined within the Equality Act 2010 and explore ways to diversify the Hampshire football community through the delivery of the Equality Action Plan.
- Instil confidence and transparency in reporting discrimination and to generate confidence in the reporting and subsequent handling of discrimination cases and be transparent with the outcomes
- To monitor and implement the delivery of the Equality, Diversity and Inclusion section of the Hampshire FA Strategy and Operational Plans
- Increase and promote knowledge, awareness and understanding of equality, diversity and inclusion – and what constitutes discriminatory behaviour within football, providing information, guidance and training
- The Group has been formed to promote and address inclusion and diversity within football
- The Group will discuss issues and formulate solutions, share ideas and good practice
- Inform and educate staff and volunteers; develop strategies and policies with regard to;
- inclusion and diversity; engage and network to increase participation within all communities
- in order to positively influence the Hampshire FAs Business Plan
- Maintain the Preliminary award and gain The FAs intermediate Equality Standard Award
- Advance equality of opportunity amongst all our football communities
- Foster good relationships with and between all our football communities
- Eliminate unlawful discrimination, harassment, and victimisation
- Increase diversity in football's talent pool
- Bring a diverse perspective to the Hampshire FA
- Identify any equality issues, support the identification and delivery of solutions
- Assess and advise on equality impacts arising out of county plans
- Identify key issues/trends to promote the growth of the game through inclusion and diversity interventions
- Work with external organisations and groups across the Hampshire FA County area
- Ensure that each decision made has considered Safeguarding and Inclusion as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- Produce bullet points of meetings held
- These terms of reference can be altered at any time by the Board of Directors
- Act as ambassadors for Hampshire FA in our football communities and beyond

All constitutional matters are covered in the Articles, Membership Rules, and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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 Company Chair/CEO. (As per the signed Code of conduct).

Meeting Dates 2022/23 - Min 2 per season

Thursday 1st September 2022

Thursday 9th March 2023

(Video Conferencing may be used)



Safeguarding Steering Group (SSG)

Membership:

The Officers (President non-voting), to be chaired by the appointed Director and the subgroup will include up to six others, as determined by the Board of Directors (Voting members). HFA staff members will attend as required. HFA Safeguarding Administrator will act as secretary. (Non-Voting).

Purpose, Role & Responsibilities:

- To ensure Hampshire is complying with The FAs Safeguarding 365 guidelines
- Ensure that the necessary qualifications are held by those that require them across the Company
- Monitor and ensure validation visits are taking place
- Organise a meeting with the Youth League and club Welfare Officers once every 6 months
- Make sure that Safeguarding is at the forefront of the Company
- Ensure that each decision made across the Company has considered Safeguarding and Inclusion as part of its processes and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- These terms of reference can be altered at any time by the Board of Directors
- Produce bullet points/minutes from meetings held

All constitutional matters are covered in the Articles, Membership Rules, and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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Meeting Dates 2022/23 - Min 2 per season

Thursday 15th September 2022

Thursday 19th January 2023

(Video Conferencing may be used)

Referee Focus Group (RFG)

Membership:

The Officers (President non-voting) and FA Representative (If held independently), Appointed Board Member, up to eight elected members, (Including a third of the members are under the age of 24) (Voting Members). HFA staff members will attend as required. HFA Referee Development Manager will act as secretary. The Chair will be elected at the first meeting.

Purpose, Role & Responsibilities:

- To deal with matters concerning referees in accordance with the FA Regulations for the registration, promotion, and control of referees
- To monitor delivery of the Referees section of the Hampshire FA Strategy and Operational Plans
- To appoint referees and assistant referees to matches played in accordance with the Laws of the Game as decided by the International Board including county cup finals and the allocation of observers and mentors where appropriate. Appointments will be made only to clubs partaking in any sanctioned competitions of the Hampshire FA and other affiliated Associations, Leagues, or Competitions
- Permit referees on the Official Lists of other Counties or Service Associations to affiliate with the Association
- To hear and determine appeals from decisions of Local Area Referees Committees
- To receive all reports and complaints alleging incompetence against referees and assistant referees registered with the Association
- To oversee, encourage and give support to Referee Development, at all levels within the county
- To oversee and encourage basic referee training within the county
- To actively retain referees, with particular emphasis on the newer qualified referees
- To ensure that Hampshire FA have enough Tutors, Observers, Mentors, Appointment Secretaries, and the required workforce to deliver the county plan
- To provide assistance when required for referee's report writing and their attendance at disciplinary hearings
- To encourage engagement with leagues and clubs to help educate participants in refereeing matters
- To organise appropriate training for Observers, Mentors and any other training that is required
- To appoint subgroups as necessary with delegated powers to support the work of the Referees Focus Group. Ensure any subgroup achieve their terms of reference set by this Group
- To monitor delivery of the referee's section of the Hampshire FA Strategy & Operational Plans
- To consider requests for Hampshire FA registered referees to officiate in tournaments or other matches played
- To deal with referee low marks of HFA affiliated competitions that are not covered by a LARC
- Ensure that each decision made has considered Safeguarding and Inclusion as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- These terms of reference can be altered at any time by the Football Management Board
- Produce bullet points/minutes of all meetings held
- Act as ambassadors for Hampshire FA in our football communities and beyond

All constitutional matters are covered in the Articles, Membership Rules, and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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 Company Chair/CEO. (As per the signed Code of conduct).

Meeting Dates 2022/23 - Min 2 per season

Monday 7th November 2022

Monday 8th February 2023

(Video Conferencing may be used)

Male Pathway Focus Group (MPFG)

Membership:

The Officers (President non-voting) and FA Representative (If held independently), Appointed Board Member, up to eight elected members (Voting Members). HFA staff members will attend as required. HFA Male Football Development Officer will act as secretary. (Non-Voting). The Chair will be elected at the first meeting.

Purpose, Role & Responsibilities:

- To support the work of The Hampshire FA in the area of the male pathway and provide reports or updates as and when required
- To monitor delivery of the male pathway section of the Hampshire FA Strategy and Operational Plans
- To review and oversee the structure of the male pathway in the county to ensure it is fit for purpose
- To plan, support and deliver workshops and events to support the male game
- To support the work of The Hampshire FA in the area of The FAs Football Accreditation Programme & Respect and provide reports or updates as and when required
- To monitor delivery of The FAs Football Accreditation programme & respect section of the Hampshire FA Strategy and Operational Plans
- Support the Football Development Team with the implementation and management of The FA's policy and instructions about The FAs Football Accreditation Programme & Respect
- To manage the process of The FAs Football Accreditation Programme & Respect monitoring including the recruitment and training of monitors
- To support the Football Development Team with the identification of possible leagues and clubs that may be able to achieve The FAs Football Accreditation status or during the process of an application to achieve Football Accreditation
- To ensure that all Respect Leagues and Clubs are acting in accordance with the agreed codes of conduct that have been signed by all participants belonging to Respect Leagues and Clubs
- To support the designated Respect matches and events organised by the Hampshire FA
- To plan, support and deliver workshops and networking events to support Football Accreditation leagues and clubs and facilitate the sharing of good practice wherever possible
- To liaise with other relevant groups or programmes where required
- Ensure that each decision made has considered Safeguarding and Inclusion as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- These terms of reference can be altered at any time by the Football Management Board
- Produce bullet points/minutes of all meetings held
- Act as ambassadors for Hampshire FA in our football communities and beyond

All constitutional matters are covered in the Articles, Membership Rules, and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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Meeting Dates 2022/23 - Min 2 per season

Monday 7th November 2022

Monday 8th February 2023

(Video Conferencing may be used)

Female Pathway Focus Group (FPFG)

Membership:

The Officers (President non-voting) and FA Representative (If held independently), Appointed Board Member, up to eight elected members (Voting Members). HFA staff members will attend as required. HFA Female Pathway Football Development Officer will act as secretary. The Chair will be elected at the first meeting.

Purpose, Role & Responsibilities:

- To support the work of The Hampshire FA in the area of women & girls' football and provide reports or updates as and when required
- To monitor delivery of the female pathway section of the Hampshire FA Strategy and Operational Plans
- To review and oversee the structure for women & girls' football in the county to ensure it is fit for purpose
- To offer support and guidance to female teams/referees/tutors/mentors and administrators to enable participation to be sustained and where possible increased
- To map and track women & girls football provision throughout the county to help set objectives and priorities
- Ensure that the Euro 2022 Legacy is achieved
- To consider and request support from The Hampshire FA Foundation for women and girls football activities that meet the objectives of the Foundation
- To plan, support and deliver workshops and events to support the female game
- To support the work of The Hampshire FA in the area of The FAs Football Accreditation Programme & Respect and provide reports or updates as and when required
- To monitor delivery of The FAs Football Accreditation programme & respect section of the Hampshire FA Operational & Committee Plans
- Support the Football Development Team with the implementation and management of The FA's policy and instructions about The FAs Football Accreditation Programme & Respect
- To manage the process of The FAs Football Accreditation Programme & Respect monitoring including the recruitment and training of monitors
- To support the Football Development Team with the identification of possible leagues and clubs that may be able to achieve The FAs Football Accreditation status or during the process of an application to achieve Football Accreditation
- To ensure that all Respect Leagues and Clubs are acting in accordance with the agreed codes of conduct that have been signed by all participants belonging to Respect Leagues and Clubs
- To support the designated Respect matches and events organised by the Hampshire FA
- To plan, support and deliver workshops and networking events to support Football Accreditation leagues and clubs and facilitate the sharing of good practice wherever possible
- To liaise with other relevant groups or programmes where required
- Ensure that each decision made has considered Safeguarding and Inclusion as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- These terms of reference can be altered at any time by the Football Management Board
- Produce bullet points/minutes of all meetings held
- Act as ambassadors for Hampshire FA in our football communities and beyond

All constitutional matters are covered in the Articles, Membership Rules, and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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Meeting Dates 2022/23 - Min 2 per season

Monday 28th November 2022

Monday 20th February 2023

(Video Conferencing may be used)

Disability Focus Group (DFG)

Membership:

The Officers (President non-voting) and FA Representative (If held independently), Appointed Board Member, up to eight elected members (Voting Members). HFA staff members will attend as required. HFA Disability Football Development Officer will act as secretary. The Chair will be elected at the first meeting.

Purpose, Role & Responsibilities:

- To support the work of The Hampshire FA in the area of Disability Football and provide reports or updates as and when required
- To monitor delivery of the disability section of the Hampshire FA Strategy and Operational Plans
- To review and oversee the structure and provision of disability football in the county to ensure it is fit for purpose
- To offer support and guidance to disability teams and participants to enable participation to be sustained and where possible increased
- To map and track disability football provision throughout the county to help set objectives and priorities
- To plan, support and deliver workshops and events to support the disability game
- To consider and request support from The Hampshire FA Foundation for disability football activities that meet the objectives of the Foundation
- To liaise with other relevant groups or programmes where required to deliver disability activities in partnership
- Ensure that each decision made has considered Safeguarding and Inclusion as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- These terms of reference can be altered at any time by the Football Management Board
- Produce bullet points/minutes of all meetings held
- Act as ambassadors for Hampshire FA in our football communities and beyond

All constitutional matters are covered in the Articles, Membership Rules, and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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Meeting Dates 2022/23 - Min 2 per season

Wednesday 23rd November 2022

Wednesday 22nd February 2023

(Video Conferencing may be used)

Competitions Focus Group (CFG)

Membership:

The Officers (President non-voting) and up to eight elected members (Voting members). HFA staff members will attend as required. HFA Senior Operations Officer (County Cups) will act as secretary. (Non-Voting). The chair will be elected at its first meeting.

Purpose, Role & Responsibilities:

- To control and manage all of Hampshire FAs Cup Competitions on and behalf of Hampshire FA and to make decisions on matters arising out of the Competitions, which shall be deemed to be a decision of Hampshire FA
- To alter or add to the Rules of the Hampshire FA Cup Competitions they from time to time deem to be required, subject to the approval of Hampshire FA. (Proposals must be submitted to the Football Management Board by the 31st October in any year)
- To be appointed as match delegate as a representative of the subgroup at key matches within Hampshire FA cup competitions as and when required
- To provide assistance at Hampshire FA Cup matches and finals, as and when required
- Ensure that each decision made has considered Safeguarding and Inclusion as part of its process and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- Produce bullet points/minutes of all meetings held
- These terms of reference can be altered at any time by the Football Management Board
- Act as ambassadors for Hampshire FA in our football communities and beyond

All constitutional matters are covered in the Articles, Membership Rules and Standing Orders of the Company/Association. Also, members may be required to undertake certain training as the role requires.

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Meeting Dates 2022/23 - Min 2 per season

Monday 5th September 2022

Monday 5th December 2023

(Video Conferencing may be used)



☎ : 02393 879998

✉ : FrontLawn@HampshireFA.com

🐦 : @FrontLawnHFA

Mon-Fri 8:30am – 10:00pm

Sat-Sun 8:30am – 5:30pm



☎ : 01604 345020

✉ : Stoneham@HampshireFA.com

🐦 : @StonehamLaneHFA

Mon-Fri 8:30am – 10:00pm

Sat-Sun 8:30am – 6:00pm



☎ : 01256 853000

✉ : Winklebury@HampshireFA.com

🐦 : @WinkleburyHFA

Mon-Fri 8:30am – 10:00pm

Sat-Sun 9:00am – 6:00pm

