

Setting up a Club

Best Practice Guide

Liverpool FA



Setting up a Club

Introduction



All clubs must affiliate to their respective County Football Association (Liverpool FA)

Affiliation provides quality assurance, helping to protect players, clubs, officials and administrators throughout the game.

Contents

- Setting up a Club – The easy to follow Flow Diagram
- Yearly Timetable / Timeline
- County FA Contacts
- Useful Downloads
- FA England Football Accreditation Programme

By following these simple guidelines you should be in a position to have your new club up and running in no time.



Setting up a Club

Flow Diagram



Players

- Do you have enough **players** to start a team? Do you have a Club Name? The name you select should be unique to the individual club; Liverpool FA will not permit a club to use the same or similar name as another club that is already affiliated as this may lead to confusion.

Volunteers

- Do you have enough **volunteers** to cover club organisation and administration? For a committee you will need a minimum of a Chairperson, Secretary, and Treasurer and Club Welfare Officer – FA training required for all afore mentioned roles, includes Safeguarding for Committee Members. Welfare Officer requirements differ depending if you are a youth club, open aged club or have disability teams.
- Visit Liverpool FA website www.LiverpoolFA.com for information on Club Rules, Codes of Conduct and Safeguarding/Welfare – use the downloads available to you.
- All volunteers who have direct access to players under the age of 18 must have an in date valid FA DBS Check, this includes Open age Teams with Youth Players.

Bank Account

- This will need to be in the club's name and have a minimum of two signatories one of which must be the treasurer of the club.

Leagues

- You will need to apply for a place in a league before you affiliate to a County FA.

Costs

- Before you affiliate to the County FA, or league it is advisable that you create a list of costs that will help you budget for fees eg for affiliation and pitch hire that are paid out at the beginning of the season. The main income for clubs at the start is from subscriptions and membership fees.

Facility

- Before applying to a league you may need to have a home ground, without this you may not be able to register in a league. This can be a local authority or school pitch, if you don't have access to a privately owned one.

Setting up a Club

Flow Diagram



Affiliation

- Affiliation forms are available on request, please email clubs@liverpoolfa.com or can be downloaded from the Liverpool FA website (www.LiverpoolFA.com) or requested from the county offices from the Football Services Team. As part of your affiliation to the CFA you get public liability insurance plus Player Personal Insurance. If there is a County Cup competition for your age group you may want to enter it.

Kit & Equipment

- Before the start of the season you will need to purchase suitable kit and equipment. The necessary equipment will include football playing strip, first aid kit, corner flags, balls and nets.

Funding & Fundraising

- It will be important to raise funds quickly to cover the essential expenditure such as affiliation fees, league membership fee, pitch hire charges and kit. The treasurer will need to keep an accurate account of income and expenditure and feedback to the club committee at the General meeting. Funds can be raised by accessing numerous grants and funding schemes and for more information about those that are on the Liverpool FA website [Click Here](#).

Workforce Development

- Essential information about volunteer recruitment can be found in the Safeguarding and Welfare page of the Liverpool FA website. The club will then need to get volunteers qualified for their roles within the club please visit the England Football Education Programme by [Clicking Here](#).

FA England Football Accreditation

- Once you have established roles within your club and got yourselves up and running you should think about applying to become an FA England Football Accredited Club. The FA England Football Accreditation is about recognising and rewarding clubs who are organised and provide Best Practice environment for all of their members. For further information about The FA England Football Accreditation please [Click Here](#).

Club Workforce

Role Requirements



There are a lot of different roles at football clubs and all play a vital role in how the club functions. Below you will find the mandatory requirements for each role in Youth Football and on the following page the mandatory requirements for Open Age Adult Football.

Youth Football

Club Welfare Officer

- In date and accepted FA DBS Check
- FA Safeguarding for Committee Members Course - <https://learn.Englandfootball.com/courses/safeguarding/safeguarding-for-committee-members>
- FA Safeguarding Children Course - <https://learn.Englandfootball.com/courses/safeguarding/safeguarding-children-course> - in date at all times (Every 2 years)
- FA Welfare Officer Course - <https://learn.Englandfootball.com/courses/safeguarding/welfare-officers-course>

Committee members (Club Secretary, Treasurer, Chair plus any other role on the committee)

- FA Safeguarding for Committee Members Course - <https://learn.Englandfootball.com/courses/safeguarding/safeguarding-for-committee-members>

Coaches, Assistant Coaches, Managers and Assistant Managers;

- In date and accepted FA DBS Check – in date at all times (Every 3 years)
- FA Safeguarding Children Course - <https://learn.Englandfootball.com/courses/safeguarding/safeguarding-children-course> - in date at all times (Every 2 years)

Club Workforce

Role Requirements



There are a lot of different roles at football clubs and all play a vital role in how the club functions. Below you will find the mandatory requirements for each role in Open Age Adult Football.

Open Age Adult Football

Club Welfare Officer

- Must be named on Club Record when affiliating
- In date and accepted FA DBS Check if eligible – This will be needed if any players registered for the club are aged Under 18 years of age
- Complete Mandatory Player Welfare Training once available

Committee members (Club Secretary, Treasurer, Chair plus any other role on the committee)

- Complete Mandatory Player Welfare Training once available

Coaches, Assistant Coaches, Managers and Assistant Managers, First Aiders;

- In date and accepted FA DBS Check if eligible – This will be needed if any players registered for the club are aged Under 18 years of age
- Complete Mandatory Player Welfare Training once available

Setting up a Club

Timeline / Time Table

Pre- Season

1. **Players** – Ensure that you have the right amount of players for your squad. Make sure all players are registered on - [Club Portal](#)
2. **League** – Ensure that you have a place in the correct age group of your preferred League
3. **Affiliation** - Complete Affiliation Form and forward to Football Services Department of Liverpool FA. This also then applies to the league when you register with them.

A downloadable template for Club Rules is available in the FA Club Portal.
4. **Facilities** – Arrange pitches and training facilities.
5. **Meetings** – Ensure that you schedule regular club meetings to deal with club business and any issues that may arise.
6. **Registration** – Ensure that all players are registered with the appropriate league. Usually up to date passport type photographs are required.

7. **Equipment** – Purchase new equipment where necessary, ensuring that there is enough for all teams. Ensure that correct size footballs are used and you abide by specific League rules

Ball Sizes

U7 to U10 = Size 3

U11 to U14 Size 4

U15+ = Size 5

8. **Subscription and Fundraising** – Set a subscription rate for players and members to ensure club running costs are met and ensure that accurate records are kept of all income and expenditure.

9. **Delegation** – Club Secretaries/Team Managers should seek support from other members to spread the administration work load where necessary, though the Club Secretary will always retain overall control of club administration. ALL correspondence to the County FA should come through the Club Secretary

10. **Respect** - Getting everyone signed-up to their respective [Code of Conduct](#).

Make everyone aware of the [Respect Codes of Conduct](#) relating to their age-group and get players, managers/coaches, welfare officer's, club officials and Parent/Carers signed-up.

Setting up a Club

Timeline / Time Table



Before Match Day

10. Confirm the Fixture according to the League rules– This should include the following; 'Kick off' time, kit colours, directions to ground, availability of the pitch and confirm Match Officials

Match Day

11. **Pitch** – Ensure that the pitch is correctly prepared with nets, flags, markings and access to changing facilities and toilets. Provide Designated Spectator Area's.

12. **Match Officials** – If you are the home team (except in certain competitions) ensure that the Match Officials have been paid, get-signed receipts to confirm payments.

13. **Registration Cards** – Ensure that these are exchanged and checked as per the League rules.

14. **Match Result** – Ensure that the result card is completed and sent as directed by the County/League/Competition as stated in the rules. In some cases the home team may have to also phone in the result on the match day by a certain time.

Each League is different so please ensure that you read your League rules.

Post Season

15. **Annual General Meeting** – arrange AGM which includes presentation of accounts, review of season and preparation for Club Presentation Evening.

* **Respect Leagues** – All clubs registered with leagues who have signed up to The FA Respect Programme must adhere to; Designated Spectator Area's: i.e. the use of tape, roped stakes, marking cones or spray paint, to mark specific areas, all of these must be marked at least 2 meters away from the touchline.

Setting up a Club

Liverpool FA Contact Details



Football Services Department

Should you need any support regarding affiliating your team or club please contact the Football Services team.

Football Services Contacts

Tel: 0151 523 4488

Email: Info@LiverpoolFA.com or Discipline@LiverpoolFA.com

Website: www.LiverpoolFA.com

Designated Safeguarding Officer

The County FA employ a full time Welfare Officer to offer clubs and volunteers advice and guidance on all welfare and safeguarding issues.

Lisa Morrison

Tel: 0151 523 4488 Ext 204 / 07595070809

Email: Safeguarding@LiverpoolFA.com

Referee Development Officer

The County FA employ a full time Referee Development Officer to support the recruitment, retention and development of referees.

TBC

Tel:

Email: referees@liverpoolfa.com

Football Development

The County FA employ Development Officers who will be pleased to advise Clubs regarding any Developmental issue, including Coach Development, Funding and Investment, England Football Accreditation, Volunteer Development and a Specific Officer's are in place for Women and Girls and Disability Football.

Development Contacts:

Tel: 0151 523 4488

Website: www.LiverpoolFA.com

Office address:

**Liverpool FA
Drummond Road
Thornton
Liverpool
L23 9YP**

www.liverpoolfa.com

Setting up a Club

FA England Football Accredited Club Programme



The FA England Football Accreditation is a best practice guide that sets standards of coaching, administration and safeguarding children for all clubs outside the Football League and Premier League.

As a benchmark for quality, it will improve the playing experience for all. It also recognises the club's commitment to coaching, player and coach development and the raising of standards of behaviour in the game.

For further information about the FA England Football Accreditation please [Click Here.](#)



