

# Norfolk Club Development WebEx

## 23<sup>rd</sup> April 2020

- If you haven't already done so, please ensure you select "Call using Computer" to join the meeting so that you can fully participate
- All apart from the presenter are set to mute
- Prior to the meeting starting, open the Chat function so that you can use this during the meeting to add comments as you wish and also see others comments / responses
- If possible, we would prefer you to turn your camera on as that makes the meeting more personal, but please remember if you do we can all see anything that may be happening behind you!
- Please be respectful of the views and opinions of others at all times
- The meeting is scheduled to start at 6.30pm



# Agenda

- Welcome – Gavin Lemmon, Norfolk FA CEO
- Government Business Aid
- Sport England Community Emergency Fund
- FA Business Continuity Planning
- The FA & McDonalds Grassroots Football Awards
- Sport England Club Matters
- Coaching update
- Other equally important news...





**Gavin Lemmon**  
Norfolk County FA CEO



# Housekeeping

- Other CFA members of staff online
- I will work swiftly through the content...there's lots of it!
- Please keep your microphones muted
- To ask questions please unmute your microphones
- Alternatively please use the chat function to submit questions
- Content development focused
- I will circulate a recording of this WebEx & the slide deck afterwards



# Government Business Aid

- The Government have recently established a number of temporary funds to support public services, businesses and people.
- This funding **could** be accessible for some local clubs
- 12 month business rates holidays – includes the leisure sector
- Small Business Grant Funding of £10k for all businesses in receipt of small business rate relief / rural rate relief
- Grant funding of £25k for businesses including leisure, with property with a rateable value of between £15k & £51k
- If you are yet to have any communication with your district local authorities please let me know
- Please refer to the Governments website for further information



# Sport England Community Emergency Fund

- Community Emergency Fund – £20m pot specific to help clubs, leagues and community organisations who are experiencing financial hardship due to Covid-19
- Open to all sports, so this fund will be competitive
- Sport England wish to prioritise investment to organisations who support their strategic priority population groups
- Grants of £300-£10,000
- All other current government support must be exhausted for applicants
- Can cover rent, utility costs, insurances, facility or equipment hire, Core staffing costs (including casual workers)
- The fund will not fund costs beyond the end of July 2020
- Apply online via Sport England website, decision given in around 10-14 days
- Norfolk FA will play no part in the decision making process



# FA Business Continuity Planning

- A Business Continuity Plan (BCP) is a document which can help clubs and leagues prepare and understand how to respond against an unpredicted event.
- Typically a BCP should be completed prior to any unpredicted event
- However if a club or league does not have a BCP this document can be used to undertake emergency planning by looking into the operations and finances of the club or league.
- This type of planning will help identify the risks which the club or league may face now and in the future.
- Identifying risks will allow a club or league to begin exploring ways to mitigate risk and plan accordingly.
- The FA have created a template BCP which we are encouraging clubs and leagues to consider using.



# Club Business Continuity Planning 2019/20



Ian Grange FC

Norfolk FA



How To Guide



Resources



Risks Log



Cash Flow



Action Plan - Now



Risks Table



Financial Risk Table



Action Plan - Future



# How To Guide

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## What is a Business Continuity Plan?

A business continuity plan is a working document that reflects the business (club) as it is and not as it was. The plan should be easy to read and concise. The plan states what tasks should be done, but not necessarily how to carry them out. This allows the business (club) to have ownership, flexibility and creativity to make the plan suit relevant. There are four stages to creating a business continuity plan:

- Identify - understand risks and the likelihood of them happening
- Analyse - the risks and their impact on the business (club)
- Create a plan of action - understand what can/should be stopped, what can continue and what needs to be started. All these different areas need to be assigned to someone so responsibility can be taken for monitoring and actioning the plan.
- Test and refine (continue to review and adapt the plan, ultimately ensuring its still fit for purpose).

[Risk Log](#)

This section is all about identifying the risks which your club currently faces and what it may face in the future. These risks should look to include all football activities and operations. Financial risks will be covered later on within the document. Understanding the likelihood of these risks happening and what impact they will have if they occur, is vital. Risks are identified as 'High (5-4)', 'Medium (3)' and 'Low (2-1)'. Those risks which have been identified as 'High' for likelihood to happen and 'High' on impact should be logged on your action plan.

## Risks Log

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### Example

Risks	Category	Likelihood of this risk happening	Impact of this risk happening
Number of Committee members reduced	Volunteers	3	5

[illegible]

# Risks Table

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	1	2	3	4	5
5	•	• Club unable to run its annual presentation day	•	• Club unable to pay 2020/21 league membership fee	• Club unable to run its annual 5-a-side tournament
4	•	•	•	• Contract with beer supplier continuing whilst closed	•
3	•	•	•	•	• Number of Committee members reduced
2	•	•	•	•	• Players do not wish to continue playing once restrictions lift
1	•	•	•	•	•

**Likelihood** <----->

**Impact** ----->

# Cash Flow

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Items	Commentary	2019-20 Forecast	Income to Date	Current difference of income to date against forecast	Likelihood of no further income	Impact of no further income
<b>INCOME</b>						
Membership fees - youth male		5,000.00	4,900.00	- 100.00	5	2
Membership fees - youth female		5,000.00	4,900.00	- 100.00	5	2
Membership fees - adult male		1,000.00	1,000.00	-		
Membership fees -adult female		1,000.00	1,000.00	-		
Match Day fees		2,000.00	1,200.00	- 800.00	5	5
Sponsorship		5,000.00	5,000.00	-		
Grants		2,000.00	1,000.00	- 1,000.00	3	3
Fundraising activities (Charity quiz night)		10,000.00	5,000.00	- 5,000.00	4	5
Sporting events (pre season tournaments)		15,000.00	-	- 15,000.00	5	5
Facility hire				-		
Bar		20,000.00	15,000.00	- 5,000.00	5	5
Café				-		
Donations/Gifts				-		
Merchandise				-		
Bank Interest / Investment Income				-		
Other Income				-		
Other Income				-		
Other Income				-		
Other Income				-		
<b>TOTAL CASH IN</b>		<b>66,000.00</b>	<b>39,000.00</b>	<b>- 27,000.00</b>		



# Cash Flow cont.

EXPENDITURE	Commentary	2019-20 Forecast	Expenditure to Date	Current difference of expenditure to date against forecast	Likelihood of further expenditure	Impact of further expenditure
Facility hire (training and match day facilities)		15,000.00	12,000.00	3,000.00	1	1
Facility Rent & Rates		30,000.00	25,000.00	5,000.00	5	5
Utility charges (gas, electricity)		20,000.00	14,000.00	6,000.00	5	5
Sinking funds				-		
Property repairs & Maintenance				-		
Salary Costs Staff - NET PAY				-		
Salary Costs Staff -PAYE / NI				-		
Salary Costs Staff - PENSION				-		
Salary Costs Players				-		
Insurance - Football specific (public liability)				-		
Insurance- Non-Football				-		
Marketing Costs (monthly website subscription)				-		
Bar and merchandising costs				-		
Commercial costs (Sky/BT subscriptions)				-		
TV licencing				-		
Sports events (pre season sports tours)				-		
Bank Charges				-		
Kit & Equipment		500.00	-	500.00	1	1
Return Sponsorship money				-		
Referee Fees				-		
Discipline charges				-		
Training courses/DBS checks				-		
Other Expenditure				-		
Other Expenditure				-		
<b>TOTAL CASH OUT</b>		65,500.00	51,000.00	14,500.00		

Cash Balance (statement against ledger)

Savings

-
-
-

## Finance Summary

Predicted Income

66,000.00 Actual Income

39,000.00

Predicted Expenditure

65,500.00 Actual Expenditure to date

51,000.00

Total

500.00 Total to date

-12000

Closing Balance

-

12,000

# Financial Risk Table

	A	B	C	D	E	F	G
1							
2							
3							
4							
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5			<ul style="list-style-type: none"><li>Membership fees - youth male</li><li>Membership fees - youth female</li></ul>			<ul style="list-style-type: none"><li>Match Day fees</li><li>Sporting events (pre season tournaments)</li><li>Bar</li><li>Facility Rent &amp; Rates</li><li>Utility charges (gas, electricity)</li></ul>	
5							<ul style="list-style-type: none"><li>Fundraising activities (Charity quiz night)</li></ul>
4							
6							
3				<ul style="list-style-type: none"><li>Grants</li></ul>			
7							
2							
8							
1		<ul style="list-style-type: none"><li>Facility hire (training and match day facilities)</li><li>Kit &amp; Equipment</li></ul>					
		1	2	3	4	5	
9							
10							
11							

## Action Plan - Now

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### Example

[illegible]

0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0

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## Examples

What can you look to CONTINUE to do	Responsibility	By When	Budget
Example 1: To communicate and connect with members and volunteers	Committee	Weekly	£0.00

What can you look to START to do	Responsibility	By When	Budget
Example 1: Review and update the business continuity plan/business plan	Committee	April	£0.00

[illegible][illegible]



# Resources

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Useful Resources	Topic	URL	Responsibility	By When
Government	Employment/Health	<a href="https://www.gov.uk/">https://www.gov.uk/</a>		
HMRC	Employment	<a href="https://www.gov.uk/government/organisations/hm-revenue-customs">https://www.gov.uk/government/organisations/hm-revenue-customs</a>		
Public Health England	Health	<a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a>		
The FA	Football & Safeguarding	<a href="http://www.thefa.com/get-involved/player/the-fa-charter-standard">http://www.thefa.com/get-involved/player/the-fa-charter-standard</a>		
		<a href="http://www.thefa.com/football-rules-governance/safeguarding/section-6-safeguarding-in-the-digital-world">http://www.thefa.com/football-rules-governance/safeguarding/section-6-safeguarding-in-the-digital-world</a>		
Muckle LLP	Contracts/GDPR/Employment	<a href="https://www.muckle-llp.com/what-we-do/sports/the-football-association/">https://www.muckle-llp.com/what-we-do/sports/the-football-association/</a>		
Sport England	Funding/Health	<a href="https://www.sportengland.org/news/coronavirus-information-sector">https://www.sportengland.org/news/coronavirus-information-sector</a>		
Heads Together	Mental Health	<a href="http://www.headstogether.org.uk/heads-up/">http://www.headstogether.org.uk/heads-up/</a>		

*Please note, the above links were accurate and of relevance on 15.04.2020. These are subject to change so please ensure you explore all the most relevant and up to date information*

# Remember...

- Be broad in terms of thinking – don't only think about the here and now but also the future.
- Complete the plan with relevant committee members/trustees/board of directors.
- Delegate appropriately and utilise the full skillsets you have within your football clubs
- Avoid duplicating any work unnecessarily – your club/league may already have documents in place that you can draw from and add into the BCP.
- If the completed plan has identified several risks both operationally and financially, try not to panic!
- The process is designed to highlight high risk areas and explore ways to mitigate
- Contact [support@NorfolkFA.com](mailto:support@NorfolkFA.com) if you require further guidance or support.



# The FA & McDonalds Grassroots Awards

- The FA and McDonald's Grassroots Football Awards are for people who make a positive difference to the grassroots game.
- County FAs select a local winner for each from the public's nominations. These form a shortlist for our national winners, selected by a national judging panel.
- This year's categories are:

Grassroots Coach of the Year for Adults	Rising Star of the Year
Grassroots Coach of the Year for Youth	We Only Do Positive Respect Award
Grounds Team of the Year	Grassroots Project of the Year
Grassroots Club of the Year	Grassroots Match Official of the Year
Volunteer	Grassroots League of the Year

- Nominations are open, and the window closes on 18<sup>th</sup> May 2020  
<http://www.thefa.com/get-involved/grassroots-football-awards/nominate>
- Club of the year is a **whole club nomination**, not an individual team.



# Club Matters – Virtual Workshops

- Club Matters is a scheme funded by Sport England to provide **free**, convenient and practical resources to help organisations to develop, grow and becoming more sustainable
- Clubs can pick from a variety of workshops to be delivered as training for their volunteers; including (but not limited to) Club Management, Club Marketing and Club Finances
- Due to COVID-19, Club Matters have now made these workshop available online!
- The workshops will run for a maximum of 2 hours
- The number of delegates required to run a workshop is 4. This number should include a minimum of 2 different clubs with a maximum of 12 delegates per workshop
- If clubs are interested, simply fill in the workshop request form, which can be [found here](#).
- The online virtual workshops will be available until the end of June 2020





# Club Matters – Virtual Workshops

In addition, Club Matters have now introduced 3 open workshops available to all clubs and volunteers. Dates can be found below:

- Planning for Your Future: Thursday 30th April 2020 (6.30-8.30pm)
- Introduction to Legal Structures: Wednesday 6th May 2020 (6.30-8.30pm)
- Leadership Teams: Tuesday 12th May 2020 (6.30-8.30pm)

Clubs can book on to these FREE workshops by clicking [here](#).



# Coaching Update

- The FA's new Education Platform; FA Learning - <https://falearning.thefa.com/>
- FA Learning is nearly fully operational
- The Boot Room provides a wide range of practical guides and sessions for coaches, including session plans, videos, interviews, information on the England DNA & coaching philosophy
- The FA's free online safeguarding recertification module is housed here, although this is not currently accessible
- Locally no coach education is currently being delivered by Norfolk FA
- However we are taking Expressions of Interest from coaches wanting to take part in coach education once current restrictions are lifted
- Visit <http://www.norfolkfa.com/coaches/development-and-courses> to find the Expression of Interest form and all information relating to Norfolk FA run courses



# Other equally important news...

- Norfolk County FA FAQ's
- League AGM dates
- Running an online club AGM - <http://www.norfolkfa.com/news/2020/apr/07/norfolkfa-b-development-webex>
- FA Digital Gym for Clubs - <https://grassrootstechnology.freshdesk.com/support/solutions/48000450819>
- Club Sponsorship Toolkit...coming soon
- Muckle Covid-19 Club Guidance - [https://www.muckle-llp.com/wp-content/uploads/2020/04/Impact-of-COVID-19\\_FA-Charter-Standard-Clubs-FAQs\\_LINKS.pdf](https://www.muckle-llp.com/wp-content/uploads/2020/04/Impact-of-COVID-19_FA-Charter-Standard-Clubs-FAQs_LINKS.pdf)
- **Grass Pitch Maintenance Special – 7<sup>th</sup> May 2020 with Phil Jeggo (GMA) and Graham Turner (The Football Foundation)**



# Contacting Norfolk FA

Please direct enquiries to [info@NorfolkFA.com](mailto:info@NorfolkFA.com) or if more appropriate, to any of the five non furloughed members of staff listed below and we will respond as soon as we can:

Gavin Lemmon – CEO and Senior Safeguarding Lead  
[Gavin.Lemmon@NorfolkFA.com](mailto:Gavin.Lemmon@NorfolkFA.com)

Matt Carpenter – Football Services Manager (Deputy Senior Safeguarding Lead)  
[Matt.Carpenter@NorfolkFA.com](mailto:Matt.Carpenter@NorfolkFA.com)

Ian Grange – Facilities, Investment, and Development Manager (Deputy Designated Safeguarding Officer)  
[Ian.Grange@NorfolkFA.com](mailto:Ian.Grange@NorfolkFA.com)

Rebecca Burton – Marketing & Communications Manager  
[Rebecca.Burton@NorfolkFA.com](mailto:Rebecca.Burton@NorfolkFA.com)

Lynnette Bygrave – Finance Officer  
[Lynnette.Bygrave@NorfolkFA.com](mailto:Lynnette.Bygrave@NorfolkFA.com)





Do you have  
any  
Questions?



#NorfolkFootball  
**FOR ALL**

# Take care of yourselves and those around you...



 **STAY AT HOME**

**PROTECT  
THE NHS**

 **save  
lives**