

# Somerset Football Association Limited, Governance Report 2023-2024 Season

## Introduction

The Somerset Football Association (SFA) is a company limited by guarantee and is registered in England, 3781853. It is a not-for-profit company.

The principal activities of the company in the year under review were those of promoting, fostering, developing and supporting the game of association football in every way, without discrimination, and taking all steps as shall be thought necessary or advisable for preventing infringements of the laws of association football as they apply from time to time, or any improper methods or practices in the game, and for protecting the game from abuses. within the county of Somerset as defined by the Football Association. Somerset FA

## Governance Structure

### Board of Directors

Somerset FA is governed by a Board of Directors comprising members from diverse backgrounds, both from the football community and independent. Its members are recruited for specific tasks and includes various business, and community leadership skills. The Board is responsible for strategic direction, policy making, and oversight of the association's activities.

#### Directors

The directors who held office during the year and up to the date of annual general meeting held on 11<sup>th</sup> July 2024 were as follows:

Mr L. Ballard	
Mr D. Braithwaite	(Resigned 6 July 2023)
Mr P. M. Chaplin	
Mr R. J. Hemburrow	(Resigned 6 July 2022)
Mr A. Hurford	
Mrs C. L. Morgan	
Mr R. J. Swaine	
Mr R. M. Horton	
Mrs D. M. Laing	
Ms K. Johnson	(Resigned 6 July 2023)
Mr L. Woodward	(Appointed 6 July 2023)
Mr R. Dyer	(Appointed 6 July 2023)

The Chair and Deputy Chair were elected by the directors, at their first meeting of the season. Phil Chaplin was elected Chair with Lee Ballard being elected deputy Chair.

During the 2023-2024 season the board met on the following dates:

- 28<sup>th</sup> September 2023
- 31<sup>st</sup> October 2023
- 23<sup>rd</sup> November 2023
- 20<sup>th</sup> December 2023
- 25<sup>th</sup> January 2024
- 21<sup>st</sup> February 2024

- 26<sup>th</sup> March 2024
- 25<sup>th</sup> April 2024
- 16<sup>th</sup> May 2024
- 16<sup>th</sup> June 2024

In line with the articles of Association, the following Directors stood down in rotation:

- P. M. Chaplin
- L. Ballard
- C. L. Morgan

All three indicated that they wished to re-stand as directors and their names were duly submitted to the nomination committee for consideration. The Nominations committee recommended to the board of directors that they be re-appointed as directors, the board voted for their re-appointment as directors, and this was endorsed by the Annual General meeting, and they will therefore serve as directors for the period 2024-2027.

No director received any payment for serving as a director.

### **Board Committees**

The Board is supported the following committees that focus on specific areas:

- Finance & Audit Committee
- Nominations Committee

The Finance & Audit Committee was formed by the Board of Directors during the year and Terms of Reference were agreed by the board of directors. The following directors were elected to serve on the Finance & Audit Committee:

- R Horton
- L Ballard
- L Woodward

R Horton was elected to serve as chair of the committee.

The first meeting if the committee took place on 4<sup>th</sup> March 2024

The Nominations Committee was chaired by Danni Laing, SFA HR Director after P M Chaplin and L Ballard both stood down from the committee as they both were standing down in rotation this year, neither played any part in the deliberations of the committee at any of the meetings. Given that both chair and deputy chair were subject to re-election it was felt that an independent member be appointed to the committee, the board of Directors therefore appointed Sue Henson-Green, Deputy Chair of the Gloucestershire FA to act on the committee for this season. The committee was therefore as follows:

- D Laing
- R Dyer
- S Henson-Green

The committee met on two occasions in June 2024 where they considered applications to board and compiled a report of their recommendations for the board.

## **Executive Team**

The Executive Team, led by the CEO, is responsible for the day-to-day management of Somerset FA. There are three departments, Football Services, Development and Safeguarding, which covers all areas of the business. At the time of the Annual General Meeting there were 11 members of staff.

## **Council**

Somerset FA is supported by the Somerset FA Council; the council meet during the 2023-24 season on the following dates:

- 11<sup>th</sup> July 2023
- 5<sup>th</sup> October 2023
- 7<sup>th</sup> December 2023
- 1<sup>st</sup> February 2024
- 3<sup>rd</sup> April 2024

Under the Articles of Association, effective for the season the council consisted of the following membership:

- President (if a member of council in their own right)
- Chairperson of Council; (who shall also be the Chair of the Board)
- Vice Chairperson of Council; (who shall also be the Vice Chair of the Board)
- 1 Representative of the Somerset FA IAG and 1 Representative of the Somerset FA Youth Council.
- 19 Councillors nominated by Somerset FA affiliated leagues.
- 24 Councillors from the football community

## **2023-24 Council**

### Somerset FA Chair of Council

P M Chaplin

### Somerset FA Deputy Chair of Council

Lee Ballard

### Life Members

Nick Griffin

Bob Hemburrow

Peter Hockley

Alan Hurford

Roger Brinsford

Alan Rosekilly

John Harvey

Logan Loveday

Roy Penney

### League Representatives

Gary Smart

Mid Somerset League

Chris Ware	Perry Street & District League
Matt Counsell	Somerset County League
Richard Swaine	Somerset County Women's League
Gary Best	Somerset U18 League
Dave Brine	Weston Super Mare & District League
Carrie-Anne Morgan	Yeovil & District League
Ron Hodgson	Yeovil Mini League
Richard Palette	Western League
Neil Marklew	Midsomer Norton & District Youth League
Grace Channing	Somerset Girls League
Martin Lever	Taunton Youth League
Karl Lindsay	Taunton & District Sunday League
Chris Donald	Woodspring Junior League
Sean Clarke	Yeovil & District Youth League

#### Football Community Representatives

Neil Meadows  
Helen Meager  
Dave Waller  
Robert Bunker  
Ian Barber  
Jane Haine  
Micheal Hawes  
Paul Coltman  
Richard Wood  
Chris Ellicott  
Dave Braithwaite

#### Youth Council Chair

Alex Caird

#### Somerset IAG

Lee Ballard

#### Council Committees

The following Committees of Council were effective for the 2023-24 season:

- Board of Appeal
- Leagues' Board of Appeal
- League Sanction Committee
- Property Management Committee
- Disciplinary Committee
- Referees Steering Committee (RefCo)
- Representative Team Committee
- County Cup Committee

- Leagues & Clubs Committee
- IT Committee
- Participant Financial Hardship Committee

All chairs and deputy chairs of the various committees and subcommittees were elected at the council meeting following the AGM.

Somerset FA also operated the following committees, although not constituted by Council

- Inclusion Advisory Group
- Youth Council

### **Articles of Association**

The Current Articles of Association were effective as of the 2022 AGM, having been adopted at an EGM in February 2022. So that Somerset FA comply with the FA Code of Governance new articles of association, based on the FA Model Articles, were proposed at an EGM, held on 16th May 2024; these articles were adopted unanimously and would be effective from the date of the 2024 AGM.

These changes would see Life members no longer be members of council as of right (they may seek a place on council through one of the other means available) Council would consist of league representatives and football community members along with the Chair, Deputy Chair, IAG representative and Youth Council representative. The new articles will also introduce Term limits for both Directors and Council members, all will be limited to a maximum of 9 years. All term limits begin effective as of the date of the AGM, 11<sup>th</sup> July 2024

### **President & Vice Presidents**

The President of the Association, Francis Hillier, sadly passed away in November 2023, after serving in the role for 27 years. As a mark of respect no immediate successor was appointed and the role will remain vacant for the time being.

There are no new nominations for Vice President received at the AGM. Existing Vice Presidents were returned to serve for a further term.

### **Representative on the Council of the Football Association**

Phil Chaplin was elected to serve as the representative of Somerset FA on the Council of the in 2023 for a three year term so there was no election this year.

### **Financial Management**

Somerset FA is a not for profit company. The accountancy year runs from 1<sup>st</sup> July – 30<sup>th</sup> June. At the Annual General Meeting of the Association, held on Thursday 11<sup>th</sup> July 2024, accounts were presented to the membership for the financial year ending 30<sup>th</sup> June 2023. These accounts were approved by the membership at the AGM.

These accounts had been prepared Old Mill Accountants, the companies' accountants. There is no audit of the accounts as the company turnover falls below the mandatory requirement for on.

The accounts are circulated to all members and are posted on the Somersetfa.com website and on Companies House in line with company regulation.

### **County Strategy**

The County Association developed a new 4 year county business strategy to run from July 2024-June2028, this was based on the FA National Game Strategy. The strategy was developed after four face to face consultations and an online survey. The Directors formally adopted the strategy at the May board meeting.

## Appendix A: SFA Committee Membership, 2023-24 season

### Board of Appeal

A R Carver (Midsomer Norton)                      J D Shearing (Yeovil)

### Leagues' Board of Appeal –

R L Brinsford    G Best    A P Hockley

A G Hurford    G Smart

And members of the Disciplinary Committee

### League Sanction Committee –

J Harvey (Chair) G Smart (Deputy Chair)

Appointed Member of the Board:                      A G Hurford

S Bayliss    G Channing    S Clarke

M Counsell    R Hodgson    M Hawes

C-A Morgan    R Palette    R Penney

A Rosekilly    R Swaine

Youth Council members to be appointed

### Property Management Committee

D Braithwaite    R Horton

A G Hurford    D Laing

### Referees Steering Committee (RefCo) – N Brown (Chair) N Meadows (Deputy Chair)

Appointed Member of the Board:

Referees Development Officer:                      **M Eva**

Referees Appointment Officer:                      **M Peters**

Referees Committee Administrator:                      **M Peters**

Assessors Coordinator:                      **S Snartt**

Assessors Appointments Coordinator:                      **M Peters**

Youth Council members to be appointed

P Donald    **S Densley**    **I Harley**

J L Harvey    R J Swaine    D Waller

With power to co-opt

### Representative Team Committee – R J Hemburrow (Chair) G Best (Deputy Chair)

Appointed Member of the Board:

Secretary

R Brinsford    S Clarke    C Donald

N Griffin    M Hawes    M Lever

N Marklew    C Ogilvie-Davidson

Youth Council members to be appointed

Team Managers: M Hopkins

(Women's team manager)    (U16 Boys team manager)

### County Cup Committee –

**S Bayliss** (Chair),    (Deputy Chair)

Appointed Member of the Board:                      C-A Morgan

**M Buller**    **A R Carver**    G Channing

M Counsell    **S Densley**    C Ellicott

R Hodgson    K Lindsay    H Meager

G Smart    C Ware    **P Williams**

Youth Council members to be appointed

With power to co-opt

**Leagues & Clubs Committee** – G Best (Chair) TBC (Deputy Chair)

(Formerly Charter Standard Committee)

Appointed Member of the Board: P M Chaplin  
R Bunker I Barber D Brine  
J Haine M Lever H Meager  
R Penney G Smart

**IT Committee** – P Coltman (Chair) TBC (Deputy Chair)

J Haine R Wood M Leaver

**Participant Financial Hardship Committee** – D Braithwaite (Chair)

Any member of Council can be co-opted as required to consider an application for assistance

**Inclusion Advisory Group** - L Ballard (Chair)

Appointed Member of the Board:

**S Burnett** **K Pearson** **O Moore**

Youth Council members to be appointed