

WESTMORLAND COUNTY FA CLUB HANDBOOK 2023/24



CONTENTS

- Page 3 - Affiliation
- Page 4 - Affiliation Checklist
- Page 5 - Player Registration
- Page 7 - Discipline
- Page 8 - Senior County Cups
- Page 9 - Youth County Cups
- Page 10 - Female County Cups
- Page 11 - Safeguarding Adults
- Page 12- Safeguarding Youth
- Page 13 - Facilities & Investment
- Page 15 - Coaching CPD
- Page 16 - Coach Education
- Page 17 - Welfare
- Page 18 - Referees
- Page 19 - Social Media



AFFILIATION



Affiliation is a key part of the football season! These next two pages will help you through all the key stages in your clubs affiliation for the 2023-2024 season. Affiliation is the process by which clubs “register” with their County Football Association, allowing them to play affiliated football for the new season.

It will also show you clear guidance of what to do on each section so you can get on to the pitch safely and as quickly as possible.

We will direct you to all the Grassroots support pages and helpful social media platforms as well.

Finally, there's a small checklist so you can ensure all areas are covered for your club.

[FA Grassroots technology support desk](#)

[Click Here](#)

[FA Grassroots technology twitter](#)

[Click Here](#)



AFFILIATION CHECKLIST



Starting Affiliation

- 1) Check officials & qualifications - for guidance click [here](#)
- 2) Add club and team grounds - for guidance click [here](#)
- 3) Read and accept Safeguarding declarations (*Available from 3rd May*)
- 4) Tidy up folded teams - for guidance click [here](#)
- 5) Assign teams to correct leagues - for guidance click [here](#)

After Affiliation Window Opens

- 6) Create new teams - for guidance click [here](#)
- 7) Affiliate teams as required
- 8) Add County Cups - for guidance click [here](#)

PLAYER REGISTRATION



Player registration is a key part to the football season. It is vital that all players are correctly registered for insurances and compliance purposes. Leagues may have differing deadlines on when players can be registered by before a match.

Be sure to check with your teams respective leagues on specific rules. Playing unregistered players in affiliated leagues and cups may result in a charge, points deduction or expulsion from a cup competition. It may also void clubs insurance.

When completing player registration you can e-mail any queries to info@westmorlandfa.com

YOUTUBE & HELPFUL NOTES

How to Register a player



Assign a player to a team



Submit a player to a league



Withdraw or cancel registration



Assign a training only player



Cancel a pending action



Club officials guide to player registration

[Click Here](#)

PLAYER REGISTRATION



Player Dispensation

Player Dispensation enables children with a disability, Significant Physical Development Delay (SPDD), or who are schooled no more than one year behind the age group prescribed by their date of birth (their “prescribed age group”) to play football outside of their prescribed age group.

In the past all applications have been made manually through downloading a form and submitting this alongside evidence to the equality mailbox. The key change to the 2023/2024 season is that all applications will now be made by the player's parent/carer via their whole game system portal.

Please share these changes with parents and carers wishing to apply for the upcoming season.

For more information click here -

[Click Here](#)

International Clearance

In accordance with FIFA Regulations, international clearance is required for any player over the age of 10 who is seeking to register for a club in England and has previously been registered for a club abroad (including the other Home Associations), or who is a foreign national seeking to register for the first time in this country.

For more information click here -

[Click Here](#)

DISCIPLINE



Next season the Football Association will be moving onto Platform for Football.

We will send out an up to date Discipline guide as soon as this is made available.

Check out the most recent FA Grassroots Discipline guide below.

[FA Grassroots Discipline Guide](#)

[Click Here](#)

SENIOR COUNTY CUPS



What can we play in?

Senior Challenge Cup

The Westmorland County FA Senior Challenge Cup is open to all Senior Adult clubs. You may enter a maximum of one team per club. This can be entered into at affiliation stage.

Benevolent Trophy

The Westmorland County FA Benevolent Trophy is open to all Senior Adult clubs. You may enter a maximum of one team per club. This can be entered into at affiliation stage.

Junior Cup

The Westmorland County FA Junior Cup can be entered by Senior Clubs, playing in Westmorland League Division 2 and below, West Lancashire League Reserve Divisions & the Furness League Division 1 and below. You may enter a maximum of one team per club. This can be entered into at affiliation stage.

Invitation Trophy

The Westmorland County FA Invitation Trophy is an invite only competition selected by the Westmorland County FA.

If you have any questions about cup competitions please contact
Jim.Bone@westmorlandfa.com

YOUTH COUNTY CUPS



Under 18's County Cup

The Westmorland County FA Under 18's County Cup for All Under 17/18 teams.

Under 16's Minor Cup

The Westmorland County FA Minor Cup for All Under 15/16 teams.

Dallam Tower Cup

The Westmorland County FA Dallam Tower Cup for All Under 14 teams.

Under 13's Boys Cup

The Westmorland County FA Under 13's for All Under 13 teams.

SM Jones Trophy

The Westmorland County FA SM Jones Trophy for All Under 11/12 teams.

If you have any questions about cup competitions please contact
jim.bone@westmorlandfa.com

FEMALE COUNTY CUPS



Women's Senior Challenge Cup

The Westmorland County FA Senior Challenge Cup is open to all Senior Adult clubs. This can be entered into at affiliation stage.

Under 16's Girls Cup

The Westmorland County FA Under 16 girls cup for All Under 15/16 sides.

Under 14's Girls Cup

The Westmorland County FA Under 14's girls cup for All Under 13/14 sides.

Under 12's Girls Cup

The Westmorland County FA Under 12's for All Under 11/12 sides.

If you have any questions about cup competitions please contact jim.bone@westmorlandfa.com

SAFEGUARDING ADULTS



Although there is no official requirement for the upcoming season, we as a County FA would recommend that any club with 16 to 18 year old's playing, have coaches that have a DBS and children safeguarding course completed.

As of next season 2024/25 this will be mandatory, so its advised to get this sorted as soon as possible to be compliant.

If you require any further details, please contact the safeguarding team at WestmorlandFA.

Safeguarding@westmorlandfa.com

SAFEGUARDING YOUTH



What do I need to know?

Football is a safe and inclusive game and something we pride ourselves on at Westmorland County FA.

All clubs nationally have to meet FA Safeguarding compliance and the minimum is stated on the right hand side.

Should you have any further questions you can contact the Safeguarding team at Westmorland FA.

Safeguarding@westmorlandfa.com

Course All Coaches Need

To hold an active role working with young people in Youth Football all coaches must have the following qualification.

Introduction to Football Coaching [Click here](#)

Safeguarding Children [Click here](#)

Introduction to First Aid [Click here](#)

FACILITIES & INVESTMENT



How can we help?

The Football Foundation are the Premier League, The FA and Government's charity. They provide funding to develop grassroots football facilities across the country and have a number of different funds and programmes which are currently accepting applications.

The Football Foundation also has a free app known as PitchPower which is used for inspecting and improving grass pitches. Once the assessment is completed the regional pitch advisor will generate a report on the findings with observations and recommendations. These recommendations can then support grant applications.

If you would like further information on funding available from the Football Foundation or if you would like to apply email:

Sophie.Hughes@Westmorlandfa.com

Funds and Programmes include:

- Funding for new or replacement goalposts.
- Grants for Storage Containers for equipment.
- Grants for portable floodlights for use in training areas.
- Grants for minor and major works to improve changing facilities or build new ones.
- A six-year tapered maintenance fund to help enhance or sustain the quality of grass pitches.
- Grants for grass pitch machinery and equipment
- Funding for works to improve the drainage of grass pitches.
- Grants towards ball retention systems, pest control fencing as well as boundary fencing and gates.
- Grants to build or improve the condition of small-sided artificial pitches.
- Grants to help transform unused spaces into quality grass pitches.
- Financial support from the Premier League for National League System and Women's Pyramid Clubs to improve stadium facilities.
- Support to install Automated External Defibrillators and External Storage Cabinets at grassroots football facilities.
- Support for clubs and organisations to become more energy-efficient, targeting clubhouses and pavilions.

COACH CPD



Coaching CPD

Learning and development is an active, continuous process. It's a journey that never ends. And one that is shaped by experiences and learning opportunities gathered anywhere, anytime. Throughout the season we will be running various CPD workshops to help support you in your coaching journey.

Working in partnership with England Learning, these workshops will provide you with some excellent tools and session ideas to take away and use within your own groups and teams. They will be a blend of face-to-face events, local and national webinars.

On completion of all CPD workshops, learning hours will also be added on to your FAN. Sessions this season will include:

- Developing on the Pitch
- Benefits of Small Sided Games
- How to Manage and Observe Difference
- Developing Skilful Players
- Introduction to delivering a coaching session

Keep updated on our dedicated Coaches page on our website or on our social media.

COACH EDUCATION



The England Football Learning website (previously the Bootroom) is your one stop shop for all FA qualifications, online learning and an excellent resource for coaching sessions and ideas.

It is the home of coaching and learning resources for English football, from grassroots to the professional game.

Please click the read more button to see all the sessions and training plans available for free online!

Helpful courses for your club

FA Playmaker course

START

Introduction to futsal

START

Introduction to first aid

START

Sudden cardiac arrest

START

There are hundreds of free coaching session available now on the FA Bootroom



READ MORE

WELFARE & SUPPORT



Welfare Support

All County FA Youth clubs have a welfare officer and this season year we will continue our support to those in this position.

Last season Westmorland County FA presented at the national safeguarding conference and shared good practice around seven minute briefings. This is a tool to help welfare officers deliver short but effective training sessions to coaches in the club.

They outline a topic and offer key instructions on to notice signs and deal with situations. They also raise awareness of situations that might occur.

This is something we will continue to do next season. If any open age clubs would like training or would like to be included please e-mail safeguarding@westmorlandfa.com.

Also we would be delighted to present these to clubs if and when required.

Interested in becoming a welfare officer click here



[Click Here](#)

REFEREES



Referee Marking

Please see the guidance on how you can effectively mark a referee after a game.

Please ensure that the person marking the referee was at the game.

For good practice, we advice that clubs mark the referee the day after the game.

This gives the marker the chance to reflect and analyse the game before entering an official mark.

How to mark a referee

Description	Things to look out for	Mark
The referee did well and showed a high level of performance. This match official should be operating higher.]	<ul style="list-style-type: none"> No errors in application of Law Great Fitness Levels In good positions for key match decisions Accurate decision-making skills Good use of voice and clear hand signals Allowed the game to flow safely A belief the referee should be operating at a higher level 	90 +
This referee showed some great promise, and we can see they can control games properly.	<ul style="list-style-type: none"> Good application of Law Clear hand signals Fit & close to decisions Speaks to players politely 	80 -89
This referee had a good game and is able to officiate on this league with no issues. A good performance for the level of football	<ul style="list-style-type: none"> Understanding of Law generally good Fitness acceptable for this level of football A good referee for this league 	70 -79
A Satisfactory performance for the level of football and overall, no issues. The match official requires improvement but there are no major concerns.	<ul style="list-style-type: none"> had little rapport with the players game was too difficult for them to handle A few errors in Law Poor Fitness and not up with play 	60-69
There are some clear issues with the performance and this display was below what is expected of a referee on this league.	<ul style="list-style-type: none"> Poor to no control of the game decision making was poor rarely in a position to judge challenges 	0-59

SOCIAL MEDIA



What are we on?

Westmorland County FA are on social media and can be found on Facebook, Twitter and YouTube. We offer in season updates on successes, fixtures, cup competitions and much more.

If you would like us to share social media advertisements for sanctioned tournaments, player and coach recruitment or success stories in the local area then please e-mail info@Westmorland FA.com or tag us on social media! Stay tuned for competitions throughout the year as well!

