



WiltshireCountyFA

Setting Up A Club

**Fancy playing 11v11 football and don't have a team?
Then why not set up your own club?**

Establish your team

Initial administration

Finance

Players

Insurance

Affiliation

Fixtures

Pitches

Kit & Equipment

Results / Public Relations / Press

Go Play!

If you are interested in starting a new club but think that it might be a daunting task, well fear no more!

Here's a step by step guide of the key aspects of setting up a club, with more detailed information overleaf. And if you need more help, the Wiltshire County FA staff are available to assist all new clubs and teams and have a free resource entitled 'Grassroots Club Administration' – contact us now on 01793 486047 or visit www.WiltshireFA.com



Setting Up A Club

Establish your team

Recruit players and name your team. Contact Wiltshire County FA to request whether the name is available and acceptable – there cannot be two teams in the same County with the same name and any name which is likely to cause offence will not be permitted. Decide which league the team wishes to play in and send an Expression of Interest to the appropriate League Secretary as soon as possible. For help recruiting players, contact the Wiltshire County FA.

Initial administration

Appoint Club Officials to set up a Club Committee that will run the club. Clubs must appoint roles of Chairman, Treasurer and Secretary to carry out key duties, plus a Welfare Officer for Youth Teams. Adopt a Constitution and other policies – sample policies can be obtained from Wiltshire County FA.

Finance income and expenditure to run the club

As a new club, it will be important to raise funds to run the club and initially these will probably be from player memberships, subscriptions and applying for grants. It is also advisable to produce a list of costs to run your team which will help you create a budget of income and expenditure for the season. For more information on grants available for the teams in Wiltshire, please see the 'Grants Guide' via www.WiltshireFA.com. It is advised to open a club bank account with at least two unrelated signatories. Such accounts can be opened with most High Street banks.

Players Registration, eligibility, discipline, child protection & coaching

Clubs must understand the rules of each competition they enter. All discipline is administered by the Wiltshire County FA and the Secretary of the club is responsible for ensuring that all players are eligible to play. If clubs have any doubts about eligibility, for example suspensions, they should contact us for details. For youth teams, it is important to be aware of Safeguarding Children policies. For advice please contact the Wiltshire County FA Welfare Officer Ian Hibbard Ian.Hibbard@WiltshireFA.com.

Insurance Public Liability and Personal Injury

Clubs need to have adequate insurance cover for their players in case of injury or accident whilst playing or travelling to matches. Wiltshire County FA has an arrangement with Bluefin Insurance in relation to compulsory public liability cover, please contact us for details.

Affiliation County Associations & Leagues

A club will need to affiliate to Wiltshire County Football Association and the appropriate League it wishes to join. Clubs are recommended to seek advice on suitable League membership from our County Headquarters.

Fixtures League & Cup Competitions

Fixtures are administered by the appropriate Competition which advises clubs of forthcoming matches. If it is a home match, the Club Secretary must arrange hire of a pitch, notify opponents and match officials of Kick-Off time and location of venue. For away games, arrange to inform your own team of venue, Kick-Off time and arrange for transport of players. Wiltshire County FA organises Cup Competitions which give an opportunity for teams to play against clubs from different Leagues or divisions.

Pitches Useful contacts & advice

Apply to your Local Authority, other local teams, Town / Parish Council or owner of a private ground to hire a pitch. Please note hire charges will vary.

Kit & Equipment

Purchase suitable equipment prior to the start of your fixtures and ensure you have sufficient equipment for all teams in your club. The necessary equipment will include, playing strip, first aid kit, nets and balls.

Results / Public Relations / Press

Ensure you pass on results of your matches to comply with Competition Regulations. All Clubs are recommended to establish good relationships with the local press to publish results, match reports and possibly just interesting stories about their club. Good PR will help raise the profile of the club; bring in new players and may even attract some sponsorship.