

# Berks & Bucks FA

## Football Development



### How to start a Football club.

Most clubs are run under a committee consisting of a

**Chair** - responsible for leading / overseeing the club.

**Secretary** - responsible for the administration of the club,

**Treasurer** - responsible for club finances income & expenditure

**Child Welfare Officer** – Responsible for all U18's involved with the club – this person **must** have attended both an FA Child Protection & Child welfare officers' course (info available via [www.berks-bucksfa.com](http://www.berks-bucksfa.com))

Under these positions come team managers and volunteers. Its important that any volunteer (incl.all managers) who is likely to have solitary contact with a child must be CRB Checked (Criminal Records Bureau –cost £12 per person) you can find out more about this by contacting [thefa.com/crb](http://thefa.com/crb)

1. Make contact with the County FA – 01367 24 099 – ask for a club affiliation form it will cost about ..... to affiliate your team to the County FA – this will provide you with Public Liability Insurance and a handbook detailing all County teams , Leagues and officials.
2. Contact the League you wish to join. They will send you paperwork to complete, and provide you with details of costs, rules and registration deadlines.
  - Ensure you have the minimum number of players ready to play.
  - Do you have access to a pitch – check it is the correct size & has safe and correct sized goal posts for the age group you are running?
  - A suitable training facility.
  - Initial finances to provide kit & equipment

**Finances:** The club should set up a community bank account; the signatories should be three main club officials, of which 2 will be required to sign off any cheques. Please take note setting up an account can take some time and numerous journeys to and from the bank. Changing a signatory can also be a stressful affair and can sometimes take over 6 months so careful consideration should be taken when selecting the signatories.

Initial out lays will be.

- Playing kit & equipment incl. 1<sup>st</sup> aid bag
- Affiliation & fees to County FA & Leagues.
- Training & pitch hire
- Officials for matches

### Documentation

To run a club your members and officials should have guidelines, procedures & rules to follow. The FA provide help for clubs to put these together the minimum you should have is a constitution or set of rules. A template for this is available [www.thefa.com](http://www.thefa.com) – [GetInto -Football- CharterStandard - Club-CharterStandard –Downloads](#). There are numerous other forms that can be utilised on this website.



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*Berks & Bucks FA Factsheet*  
*Setting up a club*

Get into Football

