

## **GUIDELINES FOR NEW ASSOCIATIONS**

### **INTRODUCTION**

The forming of a Local Schools' Football Association provides an ideal means of developing, supporting, and co-ordinating extra-curricular football within local schools. Where a Schools' Sports Association exists, it is possible for a Schools' Football Association to be part of that organisation.

Throughout the country, the size (in terms of member schools) of a Local Association varies considerably, from the small rural Primary Association with very few schools, to the large all-age organisations with over 100.

Representative football is popular with many Associations, for the opportunities it offers for children with ability to play against others of similar standard, but the strength of an Association is the service it provides for its members.

The National Body produces a coaching booklet, which is available to teachers in individual schools. An ESFA Regional Coach is appointed to each ESFA Region and can offer support in terms of advice and coaching sessions for pupils. Staff interested in coaching and obtaining an FA Coaching award, can obtain an ESFA Bursary to help towards the cost of these awards.

Local Associations usually organise competitions and other activities for their member schools, who also have the opportunity of entering County and National Competitions.

## **GUIDELINES FOR LOCAL ASSOCIATION SECRETARIES**

### **1. ADMINISTRATION**

- Enlist as much support as possible to ensure an efficient organisation
- Ensure all staff (PE and non-PE) are kept informed through regular newsletters which can be distributed AT NO COST TO THE ASSOCIATION through local LEA schools' post. (Address labels save time in addressing envelopes). Aim for a minimum of one newsletter every half term
- Distribute newsletters to other interested parties – Press and local radio/Local Councillors/Personnel at Education Offices/SFA Parents and Committee members
- Hold REGULAR meetings of Schools' FA Committee: pre-plan dates of meetings and notify everyone of these dates. Send out Agenda approx 2 weeks prior to meeting
- Fix date of Annual General Meeting early and make regular reminders – arrange date early enough to allow time to complete local affiliations and prior to the AGMs of the County Associations and the ESFA – this will assist with completion of affiliation forms to these bodies
- Ensure team managers are aware of relevant competition rules/ESFA Guidelines/Advisory Documents/Code of Conduct etc
- Appoint a Competitions Secretary to control local competitions – set local limit dates to ensure nomination of teams into local/national competitions can be submitted on time
- Appoint a Match Secretary to arrange all matches for Association teams – ensure she/he is aware of the various limit dates and appropriate competition rules. Try to plan a programme of matches and publicise the dates/venues etc in local press/to schools and players

- Make contact with local clubs re availability of grounds for Association matches/national competition games and end of season finals
- Distribute ESFA/County SFA Handbooks to all relevant parties

## **2. MATCH ARRANGEMENTS**

- Make a note of limit dates and make EARLY arrangements for games
- Produce a MATCH PROGRAMME (spectators like something in return for their admission payment)
- Do not 'undersell' yourself on admission charges - £1.00 minimum for adults (What are charges for local League/non-league soccer?)
- Numbered shirts help all concerned – especially if local press are covering the game.
- Make full use of parental support (gate/teas refreshments)
- DO NOT FORGET the match officials – offer expenses (many will refuse) and refreshments
- In all arrangements make Association/County games that little something extra from the normal school game, especially those in County/National competitions
- Organise a raffle at matches (parents?) as an additional source of income

## **3. SPONSORSHIP**

- Try to obtain local sponsorship for Association/individual competitions/Association teams/individual matches through personal contacts/parents of players/local industry and commerce/Local Round Table and Rotary Club/letter to local press

## **4. SOURCES OF POSSIBLE HELP**

- a) Teachers      Enlist the support of the local PE Adviser/Chief Education Officer.  
Use facility of meetings of Local Authority PE Staff to explain functions of SFA and to encourage staff to become involved.  
Emphasise it is not only PE Staff who can be involved – there are many other roles for non-PE staff eg. Press Officer, programmes, treasurer, competitions and match secretaries.  
Call meetings in school time with support of PE Adviser  
Write a letter to enlist support to ALL staff in ALL schools  
Personal contact with staff – PE and non PE – in schools
- b) Referees      Contact the Secretary of your local Referees' Association (can be contacted through the office of your local County FA). There may be a member of the RA who would willingly take on the task of appointing match officials for all your local matches, but ensure he gets adequate notice of dates/venues of matches. The local RA can also organise course for the staff/senior pupils leading to the examination in the Laws of the Game.
- c) Press            Appoint a press/publicity officer  
Make personal contact with local press/radio  
Ensure press reports are REGULAR – this will ensure regular coverage  
Mention competition sponsors – national and local – and forward press cuttings to sponsors/relevant bodies  
Publicise forthcoming matches – this will help to build up support
- d) Parents        Call a meeting with parents of Association players with a view to forming a "Parents/Friends Committee" to support the Schools' FA and its activities – help can be forthcoming in the following areas:

- Fundraising 100 Club/Raffles/Sponsor a Goal/Sponsorship
- Assisting with teams – training/Coaching/First aid
- Staging of matches – gate/refreshments/raffle/putting up nets etc
- Contacts for sponsorship

Consider the possibility of cross representation between the Parents/Friends Committee and the Schools' FA Committee.

- e) Ex Players Many ex-Association players would welcome the invitation to become involved.

### **MODEL RULES FOR NEW ASSOCIATIONS**

- 1) This Association shall be called the \_\_\_\_\_ Schools' Football Association, and be affiliated to the English Schools' Football Association, and
- 2) The objects/aims of the Association shall be
  - a) The mental, moral, and physical development and improvement of schoolchildren through the game of Association Football.
  - b) To promote and govern the game of Association Football within the schools in their area
- 3) Membership shall be open to all schools within the area, on payment of an annual fee of £ \_\_\_\_ An additional sum may be payable to enter competitions organised by the Association.
- 4) The Officers of the Association shall be the Chairman, the Hon Secretary, the Hon Treasurer, \_\_\_\_\_, who shall be elected each year at the Annual General Meeting.
- 5) The affairs of the Association shall be controlled by the Officers, together with representatives of member schools.
- 6) Every member school will be responsible to the Association for the actions of it's officials, players, and supporters.
- 7) The Association shall have it's own Bank Account, and audited accounts will be presented annually.
- 8) In the event of the Association being wound up, all monies remaining after any outstanding payments, shall be transferred to \_\_\_\_\_, or the English Schools' Football Association.

## MODEL RULES – SUPPLEMENT

As an Association develops (or even initially) it may wish to consider some of the following points for possible inclusion in its rule structure.

### **Affiliation:**

As well as to the ESFA an Association could affiliate to a County Schools' FA, a Federation of Schools' FA's, a Local Schools' Sports Association etc.

### **Meetings:**

- **Annual General**  
Timing. Business to be conducted. Proposals to Secretary by \_\_\_\_\_. Notice from Secretary
- **Special General**  
Terms under which they may be called – eg by (i) Officers (ii) by written request of \_\_\_\_\_ member schools
- **General**  
Frequency. Notice of Agenda
- **All Meetings**  
Quorum for each kind of Meeting. Voting entitlement. Standing Orders for conduct of meetings

### **Committee:**

Composition. Function/Powers/Terms of Reference. Each school represented or set number elected?

### **Finance:**

Membership Fees. Annual review or change only by proposal to AGM or SGM? Standard Fee or according to size/type of school. Entry Fees for Competitions. Entry Fees for Competitions. Insurance. Expenses.

### **Competitions:**

An Association may wish to include a paragraph indicating power to organise Competitions (or to indicate participation in other Association Competitions). Where an Association itself promotes a Competition it must produce a Rule Structure for that Competition and must register that Competition with the ESFA.

Playing Rules. Precedence for matches. Procedure for entries and disputes. Referees appointments. Finance. Finals. Responsibilities for Trophies. Arrangements for mementoes. Election of Competition Secretary.

### **Emergency:**

How to deal with urgent matters. Officers or Special Emergency Committee.

### **Representative Teams:**

Most Associations run representative teams and certain references may need to be included in rules. Team Selection. Team Management. Range of activity. Association colours. An Association needs to cultivate a good relationship with its member schools as to the priority of

representative players. While the usual precedence must be National – Area or Region – County – Local Association – School, sensible liaison, communication and forward planning will help to prevent players being placed in positions of conflicting loyalties.

**Discipline:**

Procedure for dealing with misconduct on and off the field

**Change of Rules:**

Normally only at an AGM or a SGM specifically called. A rule change is not usually allowed to be further amended within 12 months.

This list is not intended to be definitive! An Association will find its own balance between the “hard and fast” which ensures everyone knows where they stand and matters are less likely to be left be default, and the “flexible/unwritten” approach which is less restrictive.

Advice can always be obtained from your County Schools’ FA, your ESFA Council Member or the ESFA which has its own Rules Committee.