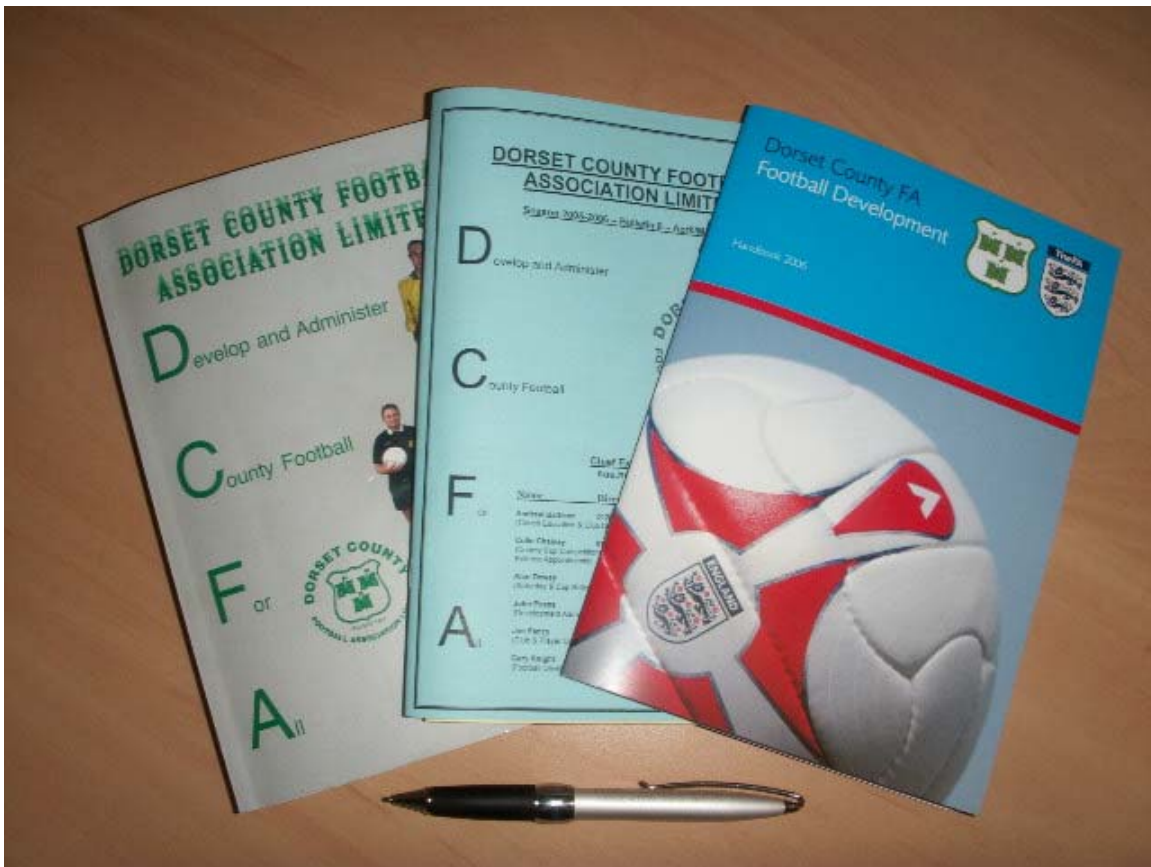


Develop and Administer County Football for All



Club Administration Manual

Club Administration Manual

Introduction

This information booklet has been compiled to assist new and existing club secretaries in their duties and responsibilities when dealing with the Dorset County Football Association. For those who have been secretaries for some time, the information contained herein may be very familiar but, for those who are new and as a refresher for those experienced secretaries, we hope it will prove useful in what is required by the County FA and why. No publication can cover all eventualities and it is therefore important to state at the outset that the County FA is available to assist secretaries wherever possible if situations arise which are not covered in this booklet. The time taken to check things out 'before the horse has bolted' can save the club a lot of unnecessary time, trouble and potential financial penalties. This booklet is not exhaustive and should not replace the County FA handbook. Not all scenarios or questions are addressed and the rules and regulations in the County FA handbook must be read. It is essential that you make the time to familiarise yourself with them, thus ensuring a trouble free season for you and your club.

Throughout the playing season, the vast majority of week-to-week correspondence such as arranging fixtures, result sheets, referee marks, etc, is between clubs and the Leagues in which they play. Other than Affiliation and County Cup Application dates, the next time that most clubs have contact with the County FA is in relation to misconduct forms after players/managers/spectators have been reported for alleged disciplinary offences at matches. It is this area that causes the greatest amount of confusion, irritation and in certain cases anger between the County FA and club. As such, a large amount of this booklet is dedicated to the obligations and requirements associated with disciplinary charge forms. Please remember, the requirements and obligations are those required by The Football Association. They set the Rules and Regulations, fines and suspensions; it is the County FA's duty to act on their behalf in their compliance.

In order to assist club's we have also included sections on club finances and a CD containing a draft club constitution. These sections will help you run your club in the best way possible and should enable the club to avoid any disputes involving money or club rules. There are two key points to remember throughout the season:

- The County FA will only correspond with the Club Secretary. Therefore please ensure that the Club Secretary signs all letters from the club. All replies from the County FA will be sent to the Club Secretary.
- If the Club Secretary changes or moves address it is essential that the County FA and the League are notified in writing immediately.



Setting up a Club – First Steps

Name

The name selected should be one that is unique to the individual club. The Dorset County Football Association Limited will not allow a Club to have a name that is the same as, or very similar to, another club as this causes confusion.

Players

Have you enough players that are interested in joining your team? If you are joining an 11 aside League you need fourteen players for each match and for Mini Soccer you need ten players. Remember not all players will be available every week.

Facilities

You need to identify a pitch for your home matches and a venue for training. The pitch will need to meet the regulations of the League in which you intend to play.

Volunteers

Have you enough Volunteers to run your club? You will need a Chairman, Secretary and Treasurer to run effectively within the FA Rules and Regulations and other Committee Members to assist. In addition a Manager and/or Coach will be needed to run the team at matches and for training.

The Secretary is the most important person in the club and is the official contact between the club and the County and other Competitions. This is the only person that the FA and the County FA will deal with.

Club Colours

Choose which colours your club wish to play in and purchase a playing kit. Remember that most local Leagues will not allow teams to play in Black as this colour clashes with the Referee. If you wish to wear the name of a sponsor on your kit you must apply for permission to the Dorset County FA who will advise you on FA Regulations regarding kit sponsorship. Please note that Youth Teams may not wear the names of Companies that are associated with alcohol, smoking or gambling.



Cost of Setting up a new Club

The following are the approximate costs of setting up a new Club or Team. The costs are obviously dependent on whether or not you are a new club or a new team that will be part of an existing club and the number of teams that you will be entering.

<u>New Club with one team</u>	<u>Mini</u>	<u>Girls</u>	<u>Boys</u>	<u>Adult</u>
*Affiliation Fee to DCFA	13.00	11.00	20.00	55.00
*Cup Entry Fee	18.00 (Under 10)	20.00	44.00	60.00
*League Entry Fee	23.00	21.00	75.00	54.00
*Public Liability Insurance	25.00	25.00	25.00	25.00
*Additional Handbooks (one Handbook is provided free of charge)	10.00	10.00	10.00	10.00
Personal Accident Insurance	22.00	29.00	29.00	75.00
*Player Registration	36.00	15.00	*****	60.00
***** In Dorset Youth League Registration Fees are included in League Entry				
New Playing Kit	500.00			
Pitch Hire Fee	50.00 per home game, this varies greatly.			
Footballs and equipment	200.00			

New Team as part of existing Club

A new team that is part of an existing Club will not have to pay an affiliation fee and the public liability will only be £11.00 rather than £22.00.

New Club with several Teams

A new Club with several teams will only have to pay one Affiliation Fee but other Fees for each Team. Public Liability Insurance is £25.00 for the first team and then £11.00 for each additional team.

The amounts quoted are only approximate particularly with the adult fees which vary according to what level your team compete at.

* Fees that are payable to DCFA or League

Registering with a League

You need to decide at an early stage which League your Club wishes to play in. This will be determined by the age and gender of the players and whether they wish to play on a Saturday or Sunday.

Listed below are Leagues which are run or sanctioned by the Dorset County Football Association which you may wish to apply to enter:

Dorset Mini-Soccer League

Under 8, Under 9 & Under 10 Divisions for boys, girls and mixed teams.

Secretary: Bob Mowlem, 43 Celtic Crescent, Dorchester, DT1 2TG.

Tel: 07947 840411 Email: robertmowlem@tiscali.co.uk

Applications for new clubs must be received by **1 June**

Dorset Youth League U11 – U16

Under 11 (boys, girls or mixed), Under 12, Under 13, Under 15 and Under 16 Divisions.

Secretary: Kelvin Day, 98 Bradford Road, Weymouth, DT4 0DW.

Tel: 01305 773566 Email: kelvin.day1@btinternet.com

Applications for new clubs must be received by **1 May**

Dorset Girls' League

Under 10 to Under 16 Girls (please check for actual age groups operating each season).

Secretary: Kirsty Marris, DCFA, Blandford Close, Hamworthy, Poole, BH15 4BF

Tel: 01202 688273 Email: kirsty.marris@dorsetfa.com

Applications for new clubs must be received by **1 June**

Dorset Saturday League

Open age League with six Divisions (players must be over 16 to register in League).

Secretary: Jon Fancy, DCFA Blandford Close, Hamworthy, Poole, BH15 4BF

Tel: 01202 688271 Email: jon.fancy@dorsetfa.com

Applications for new clubs must be received by **1 April**

Dorset Sunday League

Open age League with three Divisions (players must be over 16 to register in League).

Secretary: Jon Fancy, DCFA Blandford Close, Hamworthy, Poole, BH15 4BF

Tel: 01202 688271 Email: jon.fancy@dorsetfa.com

Applications for new clubs must be received by **1 April**

Dorset Women's League

Open age League with one Division (players must be over 16 to register in League).

Secretary: Jon Fancy, DCFA Blandford Close, Hamworthy, Poole, BH15 4BF

Tel: 01202 688271 Email: jon.fancy@dorsetfa.com

Applications for new clubs must be received by 1 June

Dorset County Youth League

Under 18 Boys League with two Divisions (players must be over 15 and Under 18 as at 31 August/1 September.

Secretary: Jon Fancy, DCFA Blandford Close, Hamworthy, Poole, BH15 4BF

Tel: 01202 688271 Email: jon.fancy@dorsetfa.com

Applications for new clubs must be received by 1 April

Club Affiliation

Every Club, regardless of which League they play in, must affiliate to their County Football Association. Please note that the Bournemouth FA is a League not a County and clubs that compete in the Bournemouth League must affiliate to either the Dorset or Hampshire County Football Association.

Affiliation Forms are available from the Dorset County Football Association.

A Club only has to affiliate once regardless of the number of teams. As part of the Affiliation process you have to pay for Public Liability Insurance, this is included on the Form. Each Club will be provided with a Handbook when they affiliate, but extra copies may be ordered on the Affiliation Form.

This Affiliation Form must be returned to the County Office by 1 June each Year. If you do not return it by 15 June your club will be liable to a Fine.

Personal Accident Insurance

Each club in membership must take out Personal Accident Insurance for their players – this is to ensure that players have financial cover in case of injury. The Dorset County Football Association offer a scheme for clubs to take out this cover; however, clubs are free to take out their own insurance provided that they send proof to the Dorset County Football Association.

It is essential that you insure your players prior to commencing training and friendly matches.

PLAYER REGISTRATION

Whichever League you compete in your club will be required to register your players.

The Player Registration Forms are available from the League and if you compete in a League that is run directly by the Dorset County Football Association then these forms are available from the County Office.

Most Leagues will have a date by which you need to register a number of players – in the Dorset League you need to register 12 players by 15 August.

Please note that from Season 2007/2008 players need to have reached the age of 16 to compete in Open Age Football

Other Requirements

Your club must keep a register of members, minute book and accounts – you may be asked to produce these records to the Dorset County FA. In addition a Balance Sheet must be forwarded by each club to the Dorset County Football Association by 31 December each year (except in first year of running)

What about Mixed football?

The regulations of The FA are very clear in stating that a child in the age ranges Under 7, Under 8, Under 9, Under 10 and Under 11 may play in a match involving boys and girls. Mixed football is not permitted for any other age groups.

What happens if the Club Secretary goes on holiday?

It is essential that you give us an alternative person to send any correspondence to. There are times when the County FA requires a response from the Club within 7 days. If the Club Secretary is away from his/her normal address then the Club may be suspended and/or fined for not replying. If we have an alternative or temporary secretary for the period of absence then this will not happen. Please remember to put the alternative details in writing.

Once the season has started, can the Club change its name?

The name of your club may only be changed until 1 August. An application to change the name must be made in writing to the Dorset County Football Association.



County Cup Competitions

Each Club has the responsibility to enter its most Senior Team in the appropriate County Cup Competition. Most Clubs choose to enter all their teams and the Dorset County Football Association Limited organize 11 adult competitions, 6 boys competitions, competitions for Girls and 1 Under 10 mixed mini soccer competition.

Entry into the County Cup Competitions is made on the Affiliation Form.

Players are registered for the County Cup if they are registered to play for the appropriate team in the League – please note players may not register on the day of the match in County Cup Competitions.

Draws and results of County Cup will be notified to your Club Secretary but can also be found on the DCFA Website.

It is essential that you refer to the Rules for each Cup Competition in the Dorset County FA Handbook and to the Cup Eligibility List, also shown in the Handbook.

Responsibilities for Clubs for Cup Matches.

- Ensure that the players are registered at least seven days prior to the Cup Tie
- Opposing Clubs in a Cup Tie shall exchange team sheets in the Referee's Dressing Room at least 30 minutes before kick off
- Each club may use a maximum of three substitutes which must be named to the referee in his/her dressing room at least 30 minutes prior to kick off
- When the club is drawn at home the ground must meet the necessary Grading Criteria if appropriate
- Notify the match officials, the visiting club and the DCFA Member in Charge (if one is appointed) of match details at least three days before the date of the match.
- The Home Club must pay the Referee and Assistant Referees' in accordance with the Fees and Expenses in the DCFA Handbook.
- Home Clubs shall telephone or email the result of ties to the Public Relations Officer within three hours of the completion of the match.
- Team Sheets must be sent to the Dorset County Football Association by both clubs within three days of the match.

Discipline

Please note that the advice given below is for guidance only. Please consult the Dorset County Football Association Handbook for further information or the County Office for any specific enquiry.

Disciplinary charges result from three events:

1. Cautions
2. Sendings-off
3. Misconduct charges

Before dealing with each of these individually, it is important first of all to remind secretaries that it is the Club Secretary's responsibility to ensure that all discipline forms are completed and returned to the County FA by the due date. It is also the Club's responsibility to pay any associated monies in the first instance. There are procedures for then obtaining the money from the players; this is dealt with later in this booklet. We know that in a lot of cases, secretaries pass the discipline forms to the individual players, or to age group managers in Youth Clubs, trusting that they will send them back on time, correctly completed with the appropriate payment. In the majority of cases this happens. However, on the occasions when they are not returned on time and penalties are imposed, it is not simply acceptable to say that the player/manager is at fault as the onus is on the club secretary to ensure their return by the due date, correctly completed and accompanied by any monies due. It is also important to note that financial penalties must not be imposed on a child. The player's club must pay any fine and/or administration charge arising out of misconduct committed by a child. In accordance with Football Association Regulations the definition of a child means a person who at the date of the relevant match was statutory school-leaving age or who is over the school leaving age, but is under the age of 18 and is for the time being attending a school or in full time education in an establishment of further education.

What happens if the club doesn't receive reports it is expecting?

If a player has been cautioned or sent off during a game and NO reports have been received from the County Office within seven days, it is the duty of the club secretary to contact this office to find out why they have not been received. There will be one of three reasons why they have not been received:

- the forms may have been lost in transit from the referee to the County FA
- the charge forms may have been lost in transit from the County FA to the Club
- the referee has not submitted the misconduct forms to the County FA

The first two points are self-explanatory and can easily be rectified. However, the last point raises serious issues. If the referee has forgotten to send the reports, a

suitable admonishment may be given and the forms received in due course. The instance of a referee not sending in the reports deliberately is another matter. It is not only unfair on the vast majority of referees who diligently submit their misconduct reports; it is also very unfair on those players who receive suspensions when others who commit similar offences go unpunished. If a referee has decided not to report the cautions or sending off's then this is a breach of Football Association Regulations. The Club Secretary is then required by Football Association Regulations to report this misconduct in writing to the County FA. Failure to report such referees could lead to further disciplinary being taken against the referee, and at certain levels of football lead to further action being taken against the Club. The County FA is committed to ensuring that all referees follow the Football Association Regulations. Only with your help can we ensure that this very small minority of referees do what is required of them under Football Association Regulations. This point is raised as we very often receive phone calls from secretaries/players who have received a letter informing them that as there has been no reply to the sending off/caution charges, the fine imposed has been increased because the forms were not returned by the due date. The callers often state that they have never received the original paperwork. Having now reminded all secretaries of the responsibility to contact the County FA Office if disciplinary reports are not received within 7 days, we can state that no requests to the County FA Offices to have the additional financial penalty removed will be considered. THIS WILL ALSO APPLY IF SECRETARIES FAIL TO INFORM THE COUNTY FA OFFICE OF A CHANGE OF ADDRESS.

How should the club deal with cautions?

These are the simplest to deal with, and require only the details of the player concerned and payment of the administration fee to be returned to the County FA offices. There is a 14-day period in which to complete and return the form and payment. The player no longer needs to sign the caution form. Club Secretaries must keep a list of all their players with their full address and dates of birth. This information is a statutory requirement of Football Association Regulations when completing disciplinary forms. Please note that there is NO right of appeal against an individual caution, other than in a case of mistaken identity.

How should the club deal with sending off's?

There are a number reasons why a player can be sent off and each of these will have a recommended punishment that the player is subsequently offered. It is therefore imperative that secretaries read the charge letter very carefully to find out the nature of the charge and who has been charged.

How should the club deal with other charges?

As with sending off's there are a number of different reasons for a misconduct charge to be preferred. Charges can be raised against players, club officials and/or clubs. It is again imperative that the secretary reads the charge letter very carefully. There may be times when a player is sent off and commits further misconduct after the sending off. If this happens then the player will receive an additional charge sheet. If there are any queries that you have then the answer should be found on either the charge sheet or attached pro-forma. However, if this is not the case then please contact the County FA Disciplinary Administrator who will give you the appropriate advice. What he/she will not do is to tell the club how to respond to a charge or give an opinion about what punishment may be received. He/she can however, clarify what charges have been preferred and answer any other questions you may have.

What is required of the club secretary and player before sending forms back to the County FA Office?

All disciplinary forms require the person's full name, address, postcode and date of birth on the appropriate section. It is a Football Association requirement that this information is supplied when responding to disciplinary charges. Any secretaries who do not have this information must obtain all of their players details for such eventualities. It is also imperative that the player or person charged signs the pro-forma before it is returned to the County FA. In the case of players, it is very important that ALL of the clubs that the player is registered with are listed in the relevant section. Copies of any suspensions/fines can then be sent to those clubs for their records. This can prevent clubs inadvertently playing a player who is serving a suspension incurred whilst playing with another club. From the beginning of Season 2003/2004, the Football Association have set the administration fee for all proven cases at £8.00. This is in addition to any fine that is imposed by the disciplinary commission. This administration fee is subject to annual revision.

What happens if the club is late in returning misconduct forms?

You need to make sure that the forms are returned to the County FA by the due date. Requests for personal hearings, mitigation or written rebuttals received after the date will not be allowed. The procedure followed by the County FA when a charge sheet and/or fine is late is contained in the County FA handbook and is stated on the charge sheet or decision letters sent to the club secretary. This includes both increasing the fines and in some cases the suspension of the club, including it's players and officials. If for any reason there are difficulties in obtaining signatures on Sendings Off/Misconduct forms within the 14-day period, do NOT sign the form on the person's behalf and return it. Contact the County FA Office for advice as to how to comply with the requirements. Please do this BEFORE the due date so as not to incur any extra fine.

What do the four choices on sending off or misconduct charge sheets mean?

The charge reply forms have 4 options:

1. Option 1 - The participant accepts the charge.

- In many cases the player will be offered the Football Association's recommended suspension and fine based solely on the referees report. The player can accept the referee's report and punishment by choosing this option. When sending the form back to the County Office payment of the stated fine and administration charge MUST accompany the form.
- In ALL other cases, the paragraph states that the participant accepts the charge without wanting to make any further comments. A Disciplinary Commission will then consider the matter and arrive at a decision.

2. Option 2 -The participant accepts the charge but wishes a Disciplinary Commission to consider a plea of mitigation before making a decision on any punishment.

- If the player has been offered a punishment and then selects this option, the offered suspension dates and fine are set aside i.e. they do not come into force. The administration fee of £8 should be sent when returning the forms. Any punishment/suspension dates will be notified to the player and club after the matter has been considered by a Disciplinary Commission.
- In ALL cases, selecting this option requires a written statement SIGNED BY THE PERSON CHARGED, giving the reasons for a plea of mitigation. It is very important to note that the wording of this option begins with 'I ACCEPT the charge/referee's report...'. On numerous occasions the 'plea of mitigation' actually turns out to be a non-acceptance or contradiction of the report.

3. Option 3 – Charge /report is not accepted but a Personal Hearing is not requested, known as a written rebuttal

- In this case any offered suspension and fine is set aside.
- The person or club is required to pay the administration charge of £8 and put in writing the reasons that the charge/report is disagreed with. This is then considered by a Disciplinary Commission.

4. Option 4 - Charge/report is not accepted and a Personal Hearing is requested.

- In this case any offered suspension and fine is set aside.
- Should the person or club wish any correspondence to be considered at the hearing then it must be sent to the County FA before the date stipulated for the return of the pro-forma. In ALL cases, a written statement SIGNED BY THE

PERSON CHARGED giving the reasons why the charge is not accepted and reasons for the request for a Personal Hearing should be made. Although this is not mandatory it helps the Disciplinary Commission prepare thoroughly for the case.

- A Personal Hearing fee of £25 (£100 in the case of a Step 5 or Step 6 team) must accompany the request for a Personal Hearing together with the administration charge of £8. A Personal Hearing fee must accompany each and every request for a Personal Hearing, so if a player has 2 charges and requires a Personal Hearing on each, then 1 X £33 and 1 x £25 must accompany the requests.

Can I appeal against the County FA decision?

Yes. The appeal procedure is included on all decision letters and must be followed closely. Failure to comply will mean that the Appeal will be rejected by the Football Association. It is important to remember that an Appeal to The Football Association is not a re-hearing of the case: essentially it is to ensure that the County FA have acted constitutionally and given the correct punishment for the misconduct that has been committed.

What happens if a player owes the club some money?

We mentioned earlier that it is the CLUB'S responsibility to pay any fines to the County FA in the first instance and then to claim the money back from the player. If the player fails or refuses to reimburse the club, the club secretary needs to contact the County Office, in writing, giving the full details. We will then write to the player, suspending the player until such time he/she reimburses the club. He/she remains suspended until such time as the outstanding money is repaid, however long that may take. The suspension is only removed when the player pays the total amount to the Club. It is also important to note that financial penalties must not be imposed on a child. The player's club must pay any fine and/or administration charge arising out of misconduct committed by a child, therefore we will not suspend a child in relation to fines paid by a club on behalf of a child to the County FA. If you are in any doubt about any of these matters or are uncertain as to what can or cannot be reimbursed, please contact the County FA Office.

How do I report racism?

In its commitment to ridding the game of racism, the Dorset County FA would like to take this opportunity of giving club secretaries advice on this sensitive, but very important matter. Could you please ask all your players that if they are the victim of racial abuse or harassment before, during or after a match to follow the under-mentioned procedure:

- Inform the referee or his assistant immediately
- Continue to inform the referee if the abuse persists

- Report the matter in writing to the County FA as soon as possible after the match
- In the report, identify the individual/s committing the abuse, detail the actual words or behaviour used and the action taken by the person alleging the abuse.
- Wherever possible, include the names of any witnesses together with any reports they can make and the match official/s name.

These points are extremely important in the context of the alleged offence. Making a report days or weeks later, particularly as a defence to a disciplinary charge, is not helpful to members of a Disciplinary Commission trying to establish the facts and whether any charges should be made. They were not present at the game and have to consider all the points being made, including the questions 'Was it reported to the referee at the time?' and 'Was it reported to the County FA straight away?' If the answers to those questions are 'No' they could prejudice any further action which may be taken. We ALL have a responsibility to tackle racism in football, please help us to do this by following the above procedure.

Club Finances

The Dorset County FA are aware that for most clubs it is not practical to employ the services of a book keeper/accountant due to the costs involved. On this basis, we would recommend that Treasurers should keep separate records for income (and where it has come from) and expenditure (and where it has gone to). These should be updated on a regular basis and balanced at least on an annual basis. The balancing element is calculated as follows, in steps;

1. Take your cash/ bank balance(s) at the start of the period/season.
2. Add on the income received during the period/season.
3. Take off the expenditure paid out during the period/season.
4. Your Bank/Cash balance at the end of the period/ season should be equal to Step 3

If the figures are incorrect, you will need to check through the income/ expenditure records. If you keep these income/ expenditure records up to date against Bank statements, this should help in ensuring your figures balance. The Bank statements should be retained for future checks. Once these have been balanced, another person, either from the club or independently, should verify the figures are correct.

An example of a balance sheet is as follows:

Balance Sheet

Opening Cash/ Bank Balance **£ 120**

Income

Players Subs £940

Fish and Chip Supper/ Disco £240

Sponsorship: A Ball Ltd £200

Total Income £1380

Opening Cash plus Income £1500

Expenditure

Pitch Hire £500

League & County FA Fees £150

New Shirts £200

New Nets £ 50

Footballs £ 50

Referee Costs £300

Hire of Pub for Supper/ Disco/ Food £150

Total Expenditure £1400

Closing Cash/Bank Balance £ 100

Club Rules

Although many clubs are merely a group of friends who want to play football together, it is essential to realise that it is necessary to conform to certain regulations. In effect, the “club” must be properly constituted. On the enclosed CD are set of Standard Club Rules, which are recommended by The Football Association for adoption by all football clubs. Adoption of these rules by your Club should help to ensure a dispute free season and enable the Club to be run smoothly.

Football Courses

Dorset County FA run many different Courses that cover coaching, club administration, first aid and refereeing. The County FA has managed to access funding in order to offer subsidies for some of the Courses.

Please find a full list of some of the courses run by the County FA below:

1st 4Sport Levels 1, 2 and 3 Certificate in Coaching Football

First Aid For Sport

1st 4Sport level 2 Treatment & Management of Injury

Child Protection and Best Practice Workshops

Emergency First Aid Courses

Goalkeeping Coaching Certificate Level 1 and Level 2

Referee Courses

Futsal Coaching and Referees' Courses

For further details of course content and on how to enroll please find enclosed a Football Development Brochure and a Referees' Education Brochure.

FA CHARTER STANDARD AWARD

The FA Charter Standard Award is a “kitemark” for clubs which

- Recognises Good Practice
- Raises Standards
- Rewards Quality

Charter Standard Clubs

Youth

- Constitution
- Code of Conduct
- Insurance
- Level 1 Coach with every Team
- Attend In Service Training
- Designated Welfare Officer

Adult

- Constitution
- Code of conduct
- Insurance
- First Aider with every team
- Attend In Service Training



Development Club

- Must meet Charter Standard Club criteria
- At least one Level 2 Coach
- 3 Year Development Plan
- At least 5 teams

Community Club

- Must meet Development Club Criteria
- At least 10 teams
- Male/Female teams
- Mini Soccer teams
- Youth – Adult
- 5 year Development Plan

County FA staff are available to support clubs that wish to work towards Charter Standard status.

Clubs receive equipment packages and invitations to In Service events as a benefit for achieving the Award.

County FA Contacts

Please find a list of the staff at the County FA and their title. Please contact them if you need any help:

Chief Executive

Mrs Sue Hough.
sue.hough@dorsetfa.com

Andrew Battison (Coach Education & Club
Development)

01202 688279
07908 647054
andrew.battison@dorsetfa.com

Colin Chainey (Cup & Competitions Manager)

01202 688275
07908 647050
colin.chainey@dorsetfa.com

Alan Dewey (Referee Appointments Secretary)

01202 688270
07966 806355
alan.dewey@dorsetfa.com

Jon Fancy (Dorset League Secretary & Discipline
Administrator)

01202 688271
07908 647049
jon.fancy@dorsetfa.com

Gary Knight (County Development Manager)
01202 688278
07908 647051
gary.knight@dorsetfa.com

Kirsty Marris (Development Administrator, Dorset
Girls' League
Secretary and Veterans League Secretary)
01202 688278
kirsty.marris@dorsetfa.com

Liz Pill (Disability & Education)
01202 688280
07908 647052
Liz.pill@dorsetfa.com

Website www.dorsetfa.com

We hope that you find this booklet helpful. We understand and appreciate that the role of a club secretary can be onerous and that you are doing the job voluntarily. Please take comfort though in the fact that you are playing a vital role in grassroots football; clubs cannot function properly without people like yourselves. The more efficient you are, the fewer problems the club has in its day-to-day running. Remember, the County FA office is here to assist you as much as possible, please do not hesitate to contact us if you need any advice or guidance.

You can also help us to provide a more efficient service to you by letting us know of things like change of address, telephone numbers, persons to address correspondence to if you are away on holiday, particularly through the season. We know that these changes have to be passed to the leagues in which your clubs play, but we also need the same information.

**GOOD LUCK FOR THE SEASON
REMEMBER, IF IN DOUBT, CONTACT US**

Dorset County Football Association Limited
Blandford Close, Hamworthy, Poole, Dorset, BH15 4BF
Fax: 01202 666577
Email: footballoperations@dorsetfa.com
Email: development@dorsetfa.com
www.dorsetfa.com

CD ROM

Please note that the following items are contained on the enclosed CD and these may be adapted for use by your Club:

- Draft Club Constitution
- Codes of Conduct (Players, Coaches, Parents/Spectators, Club Officials)
- Child Protection Policy
- Equal Opportunities Policy
- Income and Expenditure Account Form
- Weekly Subscriptions Form
- Match Day Accounts Form
- Players Performance Form

