

CLUB SECRETARIES

A GUIDE TO GOOD PRACTICE



FOOTBALL DEVELOPMENT DEPARTMENT



The following pages are a guide to help new Club Secretaries – or even experienced ones!

- Our thanks go to the Taunton & District Saturday League for their inspiration and ideas
- Remember – any figures quoted may not apply to your Club – every Club and every League varies – check before compiling a forecast budget
- If in doubt – ask around – there are many very experienced Secretaries out there who will be willing to help you



Most clubs have one person who is both Secretary and Treasurer

Their responsibilities are numerous and include different areas: -

1. To your Club
2. To your players
3. To your League
4. To Somerset FA



Responsibilities to your Club

1. Pre-Season Budget

- is your club financially viable?
- are your subs at the right level?
- Do you need sponsorship?
- Do you need to Fund Raise



Simple Budget

Home Game

Income

Players Subs (say 12 x £4)	£48
Raffle/Scratch Card	<u>£20</u>
	<u>£68</u>

Expenditure

Referee's Fee	£15
Referee's Expenses	£ 5
Pitch Fee	£25
Laundry	£10
Raffle Prize	£10
Food	<u>£10</u>
	<u>£75</u>

Balance -£7



Simple Budget cont.

Away Game

<u>Income</u>	Players Subs (say 12 x £4)	£48	<u>£48</u>
<u>Expenditure</u>	Laundry	£10	
	Transport	£10	
			<u>£20</u>
		Balance	+£28

Summary

12 Home Games (12 x -£7)	-£ 84
12 Away Games (12 x £28)	<u>+£336</u>
=	<u>+£252</u>



Simple Budget cont.

Match Day income	£252	
Memberships (say 20 x £10)	<u>£200</u>	
	£452	
<u>Expenditure</u>		
FA Affiliation + Cup Entry	£47 (2008/09 fig)	
League Membership	£70	
Other Cup Entry Fees	£15	
Match Balls	£70	
Other Kit- First Aid, bottles etc	£50	
Insurance	£15	
Trophies	<u>£90</u>	
	£352	
Income over Expenditure		£100

IS THIS ENOUGH????



Responsibilities to your Club cont.

2. Ensure all League and FA requirements are met on time

Run a simple diary of dates

(1.) Somerset FA

(2.) League Membership/ Closed Dates

(3.) Players Fines etc

3. Keep good accounts for possible FA or League inspection

4. Ensure you have an AGM and take minutes of it and all other meetings



Responsibilities to your Players

1. Keep accurate records of player's debts to the club
 - a) See match record sheet
 - b) See players debt list
2. Inform them early of any Somerset FA paperwork
3. Inform them about Insurance Options
4. Ensure all club kit is in good order and replace where necessary, particularly first aid items
5. Ensure all players are correctly registered
6. Is player Foreign (inc Welsh/Scottish) – get International Clearance Form signed
6. If player is a service man write to his C.O.
7. Chase all old or current player debts
8. Keep accurate cash and bank records
(see spreadsheet)



Responsibilities to the League

1. You are the first port of call so be available
2. Ensure at least 11 players are registered 7 days before 1st game
3. Return all team sheets correctly and on time
4. Ensure match results are reported in on time
5. Keep good registration records of all players
6. Ensure all debts are paid on time
7. Close any date by 15th of previous month
8. Pass on fixture list to team manager(s)
9. Inform Team Manager of any fixture amendments
10. Inform other club officers of handbook amendments
11. Liaise with opponents if no referee appointed
12. If bad weather - check ground **early**
13. Communicate with League Secretary/Officials as required



Responsibilities to the League Cont.

11. Encourage players to attend first aid course
12. Encourage players to attend Referee course
13. Ensure Referee is paid before or after match
14. Keep master copy of all League forms
15. Ensure all Cup rules are understood by Team Managers
16. Check that there are no colour clashes
17. Ensure senior players are re-instated
18. Ensure that you or a substitute attend all required League meetings
19. Familiarise yourself with your League's Handbook & rules



Responsibilities to Somerset FA

1. Ensure affiliation on time and correct
2. Ensure players fines are paid on time
3. Send in match report sheets of all County games
4. Ensure good club accounts are kept
(See Accounts Sheet sample)
5. Support the FA Code of Conduct
6. Familiarise yourself with the FA Handbook and rules
7. Consider applying to be an FA Charter Club



Match Day and preparation

1. Make sure that you are contactable
2. If you have no referee try your hardest to get somebody to referee the game
3. Do not tell your players a game is cancelled until after you have spoken to the Fixture Secretary.
4. Remember – if you cancel a game you may have fixture congestion toward the end of the season
5. After the game ensure the referee is paid (on home games)
6. Report the result, home or away.
7. Be aware of Press schedules and time scales