

Foreword from Keith Masters, Chief Executive Kent County Football Association

'No Club need ever pay a fine again'

That's a sweeping statement, but it's true. No Club need pay a fine. All that has to be done is to learn the various rules and adhere to them. In my long tenure in the Chief Executive Officer's role with the Kent County Football Association I have heard the complaint many times that 'Leagues keep fining us'. Well they only fine you if you break the rules.

This secretary booklet has been created to assist new and existing club secretaries in their duties and responsibilities when dealing with the Kent County Football Association. Experienced secretaries may find some of the information familiar but the guide can act as a useful refresher. For new secretaries we hope it will prove useful on what is required to get a game of football on. The booklet is not in place of the County Handbook.

The Kent County Football Association is the governing body for football within the county. Leagues govern football only within their own league. This may mean there is some duplication of paperwork but it is essential that rules and regulations are complied with.

The booklet has been produced as a result of the Kent Football Strategy which was launched in December 2007. The Development and Support Group, Chaired by Kellie Discipline, has worked hard to bring this Guide to Club Secretaries into production and I have pleasure in commending it to you.

I hope it helps you.

Keith Masters
Chief Executive
Kent County Football Association

A

AFFILIATION

Clubs will need to affiliate to a parent County Football Association and the appropriate League they wish to join. Clubs are recommended to seek advice on suitable League membership from their County Football Association. Affiliations are renewed annually. Existing clubs must affiliate by 1st July in the respective year. Failure to do so might incur a sanction and also preclude the club from entry into the County handbook for the ensuing year.

AFTER MATCH ACTIVITIES

- Complete match/result card and mark referee.
- Ensure the Match Officials have been paid.
- Forward match result card to appropriate League or Competition Officer.
- Arrange for the kit to be collected and ensure that it will be washed ready for the next game.
- Collect or arrange for players' subscriptions to be collected. Keep a record of who has paid and how much.
- Ensure that all kick-about balls and match balls are retrieved and accounted for.

AGE GROUPS

The predetermined age limit of players which defines the level of football to be played by any individual player and is based on academic years. The 31st August is the cut off date for age groups.

Mini Soccer – mixed small sided football for under 10
Youth – football for under 11 – under 18
Senior – 16 and over
Veterans – Over 35

ANNUAL ACTIVITIES/DUTIES

See Yearly Activities.

ANNUAL GENERAL MEETING

Every Club should have at least one meeting of its full membership, ideally prior to the start of the football season.

APPEAL PROCEDURES

Refer to Disciplinary Procedures.

AWAY TRAVEL

Inform players of meeting time, place, destination and kick off time.
Supply maps if necessary.

B**BALL**

See Footballs.

BANK ACCOUNT

A means of collecting and paying out money, the terms of which are agreed between the funds holder and account holders. It is recommended there should be three signatories with any two to sign cheques.

BENEVOLENT FUND

The Kent County Football Association operates a Benevolent Fund in addition to the mandatory Block Personal Accident scheme. Donations to the fund are always welcome and warmly received. The fund assists in areas where the insurance scheme does not extend and also can be used to relieve hardship incurred within the 14 days deferment period before the insurance scheme becomes operative. Forms to enable an application to the fund are available from the County Office.

BOOKINGS

See Disciplinary Procedures.

C**CANCELLATION OF FIXTURES**

See Postponed Fixtures.

CAUTIONS

See Disciplinary Procedures.

CHAIRPERSON

Although this person will generally not have a specific duty they will oversee the work carried out by the other officers of the club and preside over committee meetings.

CHANGE OF CLUB OFFICIALS

All changes of Club Officials, including changes of address, telephone numbers, E-mail addresses etc should be reported to the relevant organisations that the Club belongs to as soon as practical i.e. League, County FA, etc.

CHARTER STANDARD AWARD

The Football Association Charter Standard scheme is the core component of the Football Association Football Development programme. The scheme establishes minimum standards for football development and acts as a quality assurance mechanism recognising well run leagues, clubs and colleges.

CHILD PROTECTION

The Kent County Football Association believes that football should be safe and enjoyable for all children and advises that individuals involved in football should undergo Criminal Records Bureau (CRB) check to help in this process.

CLOSE SEASON

The period between 1st June and 30th June inclusive, during which time players can move between clubs without the need of a transfer form.

The only football allowable within this period is

- Small sided matches, mini-soccer matches or matches played according to the Laws of the Game up to 9 v 9 and those organised in connection with works clubs sports days on private grounds and at fetes and similar sports functions.
- Matches between Armed Services whilst in camp.
- Matches involving Boys Brigades, Scout and kindred organisations whilst in camp.
- Matches for national representative teams or clubs played under the auspices of FIFA or UEFA.
- Non-contract players may be approached without the need for giving seven days notice in writing after 31st May.

CLUB COLOURS

Ensure there is no clash of colours with opponents or match officials, if so arrange to change in accordance with Competition Rules, also check goalkeepers jersey for colour clash with opponents or match officials.

CLUB CONSTITUTION

The formal set up of the Club i.e. its officers, voting rights, rules. A template is available from the Football Association Website. A suggested Club Constitution is contained at the beginning of the Clubs section of the Kent County Football Association Handbook.

CLUB FINANCIAL OBLIGATIONS

An affiliated club must maintain proper accounting records for recording the fact and nature of payment and receipts so as to disclose with reasonable accuracy at any time the financial position of the club.

Most clubs in affiliation with The Kent County Football Association will be unincorporated bodies, therefore it is necessary for such clubs to prepare a financial statement which must be verified by an independent and properly qualified accountant.

Kent County Football Association Regulation 17 allows for the books etc of any club to be called for at any time for inspection.

CLUB NAME

The name by which you are collectively known which has to be approved in advance by The Kent County Football Association.

Within reason clubs can be called what they like as long as no one else has the same name and the name is not deemed derogatory or insulting to the game of football.

CLUB OFFICIALS

Chairman, Treasurer, Secretary and Welfare Officer are the Key club Officials.

CODES OF CONDUCT

Every club is encouraged to adopt codes of conduct. The Respect Programme has codes of conduct available on the Football Association web site.

COMMITTEE

It is recommended that Clubs should appoint a Chairperson, Treasurer, Welfare Officer and Secretary to enable the club to function effectively.

Clubs **MUST** appoint the respective officers listed.

CONFIRMATION OF FIXTURES

When you are the Home Club, dependent upon which Competition the fixture is in, details should be sent to the Opposing Club and the Match Officials at least seven days prior to the fixture giving

- details of the ground location,
- date and time of kick-off,
- colours you intend to play in.

Request confirmation of receipt of the notification from all those informed and if no confirmation is received (dependent upon the Competition Rules) then the appropriate County/League officials should be informed. See your County and League Handbooks.

If you are the Away Club then (dependent upon the Competition Rules) confirmation of receipt of the opponents instructions should be acknowledged.

A copy of the match instructions should also be given to your Team Manager as soon as practical so that he is aware of the details.

Any last minute changes to the match instructions or in the event of the match being cancelled, then all the people previously informed of the fixture should be notified immediately – giving notice of re-arranged dates if possible.

CONTRACT PLAYERS

See Registration of Players.

CORRESPONDENCE

In all cases prompt attention should be given to all correspondence received from all sources. Replies to that correspondence (where necessary) should be made as soon as possible, in writing if required, otherwise County and/or League Rules may be applied resulting in fines against the Club.

COUNCIL PITCHES

See Pitches.

COUNTY FOOTBALL ASSOCIATION

The organisation and control of the game played in each County is vested in the Council of each County Football Association. Members of the Council are available to help any league, club or individual with any problem that may arise. The work of each association is carried out by committees, staffs and boards which are responsible to each council.

COUNTY FOOTBALL ASSOCIATION CONTACTS

Individuals within the County Football Association office are responsible for specific areas within the organisation. Their contact details are in the County handbook and on the website.

CUP COMPETITIONS

Be aware of the rules – they will differ from the league rules.

Football Association Competitions – Football Association

County Cup

– County Football Association

League Cup

– League

D**DEBTS OF PLAYERS TO CLUB**

Football Association Rules do not permit a player to leave a club to join another whilst they have liabilities (financial or otherwise) to their former Club.

In such cases Clubs must first apply in writing to the player giving them a specific time to respond. If they fail then the Club may make an application for assistance to the Kent County Football Association who will take action against the player if the request is accepted. Clubs must be aware that the Kent County Football Association makes a charge for this service for its administration.

DISCIPLINARY PROCEDURES

Level 4 and above – all matters are dealt with by the Football Association – their website and handbook provide full details on procedures or you can contact the Associations disciplinary department for assistance.

Level 5 and below – all matters are dealt with by the County Associations – the County handbook will provide full details on procedures or you can contact the County for assistance. Football Association disciplinary procedures can also be implemented by your league.

Ensure that all fines for any offences are paid promptly to avoid any further fines being imposed. If there is a problem that means there may be a delay in payment, contact the relevant organisation and they will be able to offer you assistance which can save the club an additional fine.

DISMISSAL

See Disciplinary Procedures.

E**ELIGIBILITY OF PLAYERS**

See Registration of Players.

EMERGENCY SIGNINGS

See Late Registration.

EQUALITY POLICIES

Football is for everyone regardless of race, colour, religion, gender or sexual orientation. All clubs should have an equal opportunities policy.

F

FOOTBALL ASSOCIATION CONTRACTS

See Registration of Players.

FINANCIAL RECORDS

See Club Financial Obligations.

FINES

Bad administration and bad behaviour generate fines.

FIRST AID KIT

Each club should supply an adequate first aid kit at all matches as a measure of good practise.

First Aider – Does the League/Competition Rules require your team to have a first aider in attendance at all matches?

FIXTURE CONFIRMATIONS

See Confirmation of Fixtures.

FOOTBALLS

Under 8 size 3, up to and including under 14 size 4, over 14 size 5.

FUNDING

Running a football club requires money whether it is for building a new clubhouse or buying a new team kit. Help is at hand from a range of Funding pots. Applicants are encouraged to consider how each of the sources could meet their needs thereby ensuring that funds stretch further and that a successful application is more likely.

- The Football Foundation is the UK's largest sports charity. Funded by the Premier League, The Football Association and the Government, the Foundation directs £40m every year into grass roots sport.
- Sport England is the strategic lead for delivering the Government's sporting objectives in this country distributing both Lottery and Exchequer funds to sport.
- Kent Sport Leisure & Olympics levers funds into Kent sport from trusts, foundations, governing bodies of sport, Sport England, the European Union, the National Lottery and other funding agencies.

G

GOAL POST SAFETY

Guidelines available from the Football Association Website.

GRANTS

See Funding.

GROUND

Ensure that goalposts, nets and corner posts are available and meet safety standards.

Ensure that the pitch is marked out in accordance with the Laws of the Game.

Ensure that the surface and surrounding area is not a danger to players, officials and spectators.

GROUND CRITERIA

The standard that a club ground must meet to play in steps 1 to 7 of The National League System.

GROUND SHARING

Refer to your League for the ground sharing regulations. Some Leagues do allow this but there are some that do not. Clubs wishing to Ground Share must seek permission from the league and follow the relevant procedures that are in place. Ground Sharing is permitted but not in order to gain promotion or to avoid relegation.

H

HANDBOOK

Some clubs have their own handbook. Upon affiliation Leagues and the County Football Association will supply their own handbooks to clubs. These are useful publications and a Secretary should read through these each season to ensure there have been no changes in procedures and regulations.

HOSPITALITY

Dependent on the League and Competition level, hospitality is given to match officials and the opposition, before, during and after the match.

I

INSURANCE

Public and player's liability insurance is compulsory. The Kent County Football Association offers insurance with affiliation. The Association runs a block mandatory personal accident scheme for clubs at Intermediate, Junior and Youth levels of the game. Details are circulated each year with the affiliation documents.

INTERNATIONAL CLEARANCE

Players must have clearance to play in England. Check with all players that you sign and if any have played abroad ask them to confirm they have obtained clearance to play in England. You can check with their previous club or with the registration department at the Football Association.

J

JEWELLERY

See Player's Equipment.

K

KEEP RECORDS

Keep a record of Accounts, Players Registrations, Match Records etc., as these records could be required by your League, Competition, The Kent County Football Association or the Football Association.

KIT ADVERTISING

Refer to the Kent County Football Association handbook or Football Association website for full details on what can be used as an advertisement on players' kit and for the sizes of advertisement allowed.

L

LATE REGISTRATIONS

Are you allowed to register player(s) on match days? check if this is appropriate in League or Competition Handbook.

LAWS OF THE GAME

The 17 Laws of Football are issued by FIFA and renewed annually. These 17 Laws (by which any 11 v 11 match is played) are sanctioned by the International Federation of Football Associations (FIFA). Subject to the agreement of the member association (FA, SFA, FAW & IFA) concerned and provided the principles of the Laws are maintained, the Laws may be modified in their application for matches for players of under 16 years of age; women footballers; veteran footballers over 35 years of age and for players with disabilities. The following modifications are permissible:- size of field of play; size, weight and material of the ball; width between the goalposts and height of the crossbar from the ground; duration of the periods of play and substitutions.

LOCAL AUTHORITIES

The majority of grass roots football in Kent is played on Local Authority owned pitches. Many Local Authorities will have a Playing Pitch Strategy in place which will detail whether there is a surplus or deficit in adult, youth and mini-soccer pitches.

Local Authorities have Leisure Officers and Sport Development Officers that will be able to assist you with football pitch provision.

M

MATCH BALLS

See Footballs.

MATCH DAY PROCEDURES

Duties of the Home Team Secretary include:

- Checking with the local council or their club groundsman if the pitch is playable and in the event of inclement weather arrange for a local referee (Level as required – see Competition Handbook) to come and inspect the pitch in order to inform the Match Officials and opposition as early as possible of the decision to prevent unnecessary travelling on their part.
- Arrive at the ground early to welcome the Match Officials and opponents (see Hospitality).
- Confirm with your opponents that there is no colour clash and if so take appropriate action.
- Confer with your team Manager checking that the players he intends to use that day are all registered with the League and are eligible to play in that Competition and Round of that Competition (check League and County Handbooks for the Competition Rules).
- Give Team list and substitutes names to the Referee and where necessary give him the name of your club linesman, also to opponents when necessary i.e. County Cup game.

- Pay the Match Officials prior to the match or afterwards if they prefer.
- Where the use of a council pitch is necessary pay the groundsman (depending on Local Council rules).
- Check the Competition Rules as sometimes match expenses are shared with the away side.
- Supply at least two Match Balls which must be shown to the Referee prior to the kick-off.
- Ensure that where a council pitch is being used that the corner flags and goal nets are in place prior to kick off.

MINI SOCCER

The principles and rules of Mini-Soccer are similar to those in Association Football, except that the pitches are smaller and there are fewer players on each team. Depending on the age group, the number of players and size of pitch can vary from four-a-side for the youngest, to seven-a-side for the under 10s. The goal size for all age groups is 12ft by 6ft (3.6m by 1.8m).

MINUTE BOOK

Minutes must be taken of all meetings – these provide an official record of the Club's affairs.

N

NON-CONTRACT PLAYERS

See Registration of Players.

O

OFFSIDE

See Laws of the Game.

P

PITCHES

A designated area for the use of playing a football match, the size of which must conform to that stipulated in the Laws of the Game as defined by the member association. The pitch may be either Council or privately owned and may entail the payment of a fee for its use.

Where the Club uses a Council Pitch as their Home venue then you must be aware of the rules governing that venue and take the appropriate action – such as pre-payment for the pitch and the collection of dressing room keys etc. during the

week prior to the fixture (see your League Handbook). If pre-payment is not required then report to the Council groundsman prior to the kick-off time on the day of the fixture, paying for the pitch and where necessary collect the corner flags and put up the nets, returning them to the groundsman after the end of the match.

PLAYER'S DEBTS

See Debts of Players.

PLAYER'S ELIGIBILITY

See Registration of Players.

PLAYER'S EQUIPMENT

Club kit (see Confirmation of Fixtures) should be delivered to the dressing room prior to the kick-off, confirming that the goalkeeper's strip does not clash with the opponents' colours. No player, including the goalkeeper shall be permitted to wear black or very dark shirts, but may wear tracksuit bottoms as part of their basic equipment.

All items of jewellery (necklaces, rings, bracelets, earrings, leather bands, rubberbands etc) are strictly forbidden and must be removed before a player enters the field of play. Using tape to cover jewellery is not acceptable.

The basic players' equipment is listed in The Laws of The Game Handbook – Law 4. issued by the Football Association.

PLAYER'S REGISTRATION

See Registration of Players.

POSTPONED FIXTURES

Ascertain who is responsible for declaring that the pitch is unfit to play, it may be the owners of the ground and not left to the match referee.

Do the competition rules allow the club to call in a local Referee to inspect the pitch to avoid the visitors and match officials travelling?

Notice of a postponed fixture must be given without delay to the opponents Secretary, League Fixture or Cup Competition Secretary, Referees Secretary and Match Officials – and dependent upon the Competition to the Divisional Secretary and Chief Executive (see Competition Handbook).

PRE-MATCH ACTIVITIES

Confirm with the team manager that he is aware of all the information he needs for the fixture – ideally in the week prior to the match. Where kit colour clash is involved then it is normal for the Home Team to change – see Competition Handbook. Where a council pitch is involved pay for the pitch to the council or groundsman as directed.

PYRAMID OF FOOTBALL – NATIONAL LEAGUE SYSTEM

Football, for all, save that of recognised 'Sunday' Clubs is organised into different levels of Status. What was once known as the 'Pyramid of Football' has now been replaced by the National League System which comprises seven levels of football below the level of the Football Association Premier League and the Football League. It contains 91 league competitions and more than 1600 clubs and comes under the jurisdiction of the Football Association.

There is promotion and relegation between the leagues at the varying levels. The system actually allows for any ambitious club to progress through the system.

The National League system is divided into various 'Steps' and for information purposes they are listed hereunder.

- Step 1 **Conference National**
(Currently known as Blue Square Premier League)
- Step 2 **Conference North** **Conference South**
(Blue Square North) (Blue Square South)
- Step 3 **Contributory League Premier Divisions**
To include the Ryman (Isthmian) Premier League
- Step 4 **Contributory Leagues – Regional Divisions**
- Step 5 **Supply Leagues**
(14 Leagues or Divisions of Leagues Including Kent League Premier)
- Step 6 **Senior Leagues**
(17 Leagues or Divisions of Leagues – no Step 6 League in Kent at present)
- Step 7 **Other Senior Leagues**
(43 Leagues or Divisions of Leagues, mainly County Leagues including the Premier Division of the Kent County League)

Q

QUALITY

A well run Club is an asset to football. Good organisation brings forth success. Always seek to provide quality within your respective club.

R

RECORDING TEAM DETAILS

Register players with the League or Competition in accordance with the League or Competition Rules.

Keep a list of all players registered with the League or Competition and the matches in which they play.

RED CARDS

See Disciplinary Procedures.

REFEREES

A person appointed by the competition or an individual who is agreed upon by both participating teams to control and fully enforce the Laws of the Game in connection with the match to which he or she has been appointed.

In an ideal world there would be an official referee for every affiliated game of football played. Sadly this is not the case and many League rules will carry the requirement in the event of a non-appointed referee or the two participating clubs to agree on a person to act.

It must be remembered that once this person is agreed upon he or she then enjoys the same authority as a qualified appointed person and must be treated as such.

Players and officials must show respect to the referee at all times from the moment he or she arrives at the fixture until the time they leave.

REGISTRATION OF PLAYERS

Each League or Competition will operate their own procedures for registering players, so you will need to refer to your League Handbook under the registration of players section.

Non-contract – most clubs will register players as a non-contract player. Players registered non-contract can be dual registered with other leagues.

Contract – should the club wish to register a player under written contract you should refer to the Football Association for full details on the procedures. A contract player can only sign and play for one Club.

Transfers – each League will operate their own regulations so you will need to refer to your League Handbook for full details. When approaching players to join your club you will need to follow the Football Association guidelines. For Contract players you will need to make contact with the Club direct and not the player. For non-contract players you can approach a player once the seven day approach regulation has been applied. Full details of this procedure can be found in the Football Association Handbook and on the Football Association website.

Youth and Junior Levels – refer to the respective League Handbook.

Eligibility of Players – each League will have in place the procedures that need to be followed to ensure that a player has been registered and is eligible to play for your club. You must also check that a player does not have any suspensions outstanding (see disciplinary procedures).

Age – Check your respective League Handbook for age restrictions on players. Check with the Football Association for contract players. Ensure that players are eligible to play, especially in cup competitions and if they are under suspension.

RELIGIOUS DAYS

A player cannot be made to play football where religious observances precludes such activities, unless he has consented to do so. For full details refer to the Football Association handbook or website.

RESPECT PROGRAMME

Respect is The Football Association's programme of activities to combat unacceptable behaviour at every level on and off the pitch. Respect will ensure a safe positive environment for everyone to enjoy football.

RESULTS

Dependent upon League and Cup Rules of the Competition results should be telephoned in to the appropriate League/County Officer after the match (see Competition Handbook). Also a Result Sheet for that Competition must be filled in with all the relevant information required dependent upon the Competition Rules (see Competition Handbook).

In the event of a drawn Cup match – dependent upon the Competition Rules – it may be your duty to agree a replay date, but some Cup Competitions insist on the League arranging this.

S

SAFEGUARDING CHILDREN

Safeguarding Children is an ongoing priority. From the 2008/09 season, each youth club is required to have a Club Welfare Officer to enable the club to affiliate. A Club Welfare officer must have attended a Safeguarding Children Workshop, Welfare Officers Workshop and have a CRB.

SECRETARY

This position is without doubt the most important in the club. The Secretary is the official contact between the Club and any Competition, County Football Association and Football Association. All correspondence is carried out via the Secretary.

SPONSORSHIP

Sponsorship is now a fully accepted part of football. Advertising is permitted on clothing worn during the game provided it fully conforms to Football Association Regulations relating to advertising. Where a team comprises all players under the age of 18 years nothing must be displayed which is considered, by the Association, to be detrimental to the welfare, health or general interest of young persons or is otherwise considered inappropriate having due regard to the age of the players.

STATUS

Below the National Leagues System sits the County Structure and that is defined as:-

Senior – to obtain such Clubs must be of Intermediate Status.

Intermediate – status is accorded to Junior Football considered to be at the higher level of Junior Status Football and is placed below that of County Senior Football.

Junior – is status accorded to the level of Clubs/Leagues and NOT the age of players participating therein.

Youth – football organised for players all of whom are below the age of 18 as at midnight on 31st August in the year.

Sunday Football – is football played by Clubs and Leagues solely on Sunday and has no organised status accorded thereto.

SUSPENSIONS

See Disciplinary Procedures.

T

TRANSFER OF PLAYERS

See Registration of Players.

TROPHIES

A souvenir presented to either individuals or teams on winning a competition. It may be necessary to have the individual or teams name engraved on the item presented and would need to be returned to the organising competition by a given date, depending on the competition rules, or a fine may be incurred.

U

USEFUL CONTACTS

See back of booklet.

V

VOLUNTEERS

Grass roots football thrives on volunteers and every effort should be made to attract more into the game.

W

WASHING OF KIT

Wash or arrange for the kit to be washed for the next fixture.

WELFARE OFFICERS

All clubs that have a youth section must have in place a Club Welfare Officer before they can affiliate to the County Football Association. Contact your County Football Association for details on how to become a Club Welfare Officer and what the role involves.

WOMEN AND GIRLS FOOTBALL

Girls can play mini soccer in a mixed team or a girls only team up to under 13. There are two girls leagues in Kent offering football from under 10 – under 18. Ladies football is catered for by the South East Counties League. Details of the leagues are in the Kent County Football Association hand book.

Y

YEARLY OR ANNUAL ACTIVITIES

- Attend League or Competition Annual General Meeting.
- Attend League or Competition meeting to receive League Handbooks.
- Check your home venue meets the requirement of League or Competition Rules for pitch size etc, and notify League or Competition when your ground is available for use.
- If you should be using a Council pitch, ensure that fees have been paid to the local authority as required.
- Complete application forms for entry into the League or Competition and pay all appropriate fees.
- Pay affiliation and insurance fees to the Kent County Football Association.

YELLOW CARDS

See Disciplinary Procedures.

Z

ZZZZZZZZZZZ sleep.

JANUARY:

- Check League Rules regarding applications for next season
- 3rd Round Kent Senior Trophy
- 3rd Round Kent Intermediate Cup
- 3rd Round Kent Intermediate Challenge Shield
- 4th Round Junior and Sunday Cups.

FEBRUARY:

- Semi-Final Kent Intermediate Challenge Shield
- 5th Round Junior and Sunday Cups (county-wide)

MARCH:

- Semi-Final Kent Senior Trophy
- Semi-Final Intermediate Cup
- 6th Round and Semi-Final Junior and Sunday Cups

APRIL:

- Final Kent Senior Trophy
- Final Kent Intermediate Challenge Shield
- Final ties of Kent Junior Cup and Kent Sunday Cup
- Closing date for nomination to Kent County Football Association Council

MAY:

- Affiliation Forms etc sent to all Clubs
- Notice of Kent County Football Association Annual General Meeting sent to all Members
- Final ties of Kent Junior Cup and Kent Sunday Cup
- 31st May all football ends.
- Renewal of League Membership

JUNE:

- Close season. The only football which can be played is that in accordance with the provisions of Football Association Rules.
- Kent County Football Association Annual General Meeting
- Non-contract players may be approached without the need to give seven days notice.
- Affiliations must be made to Kent County Football Association

JULY:

- Pre-season commences.

AUGUST:

- Organise signing-on evening and parent's evening
- Commencement of season

SEPTEMBER:

- Preliminary Rounds of Junior and Sunday Cups

OCTOBER:

- 1st Round Kent Senior Trophy
- 1st Round Intermediate Cup
- 1st and 2nd Rounds Intermediate Challenge Shield
- 1st Rounds of Junior and Sunday Cups

NOVEMBER:

- 2nd Round Junior and Sunday Cups

DECEMBER:

- 2nd Round Kent Senior Trophy
- 2nd Round Intermediate Cup
- 3rd Round Junior and Sunday Cups

Acknowledgment

My sincere thanks to all those individuals who contributed to the production of this guide book. In particular, my thanks go to members of the Development and Support Working Group who displayed great enthusiasm and commitment to producing this practical and easily understood guide.

The guide was produced in response to consultations that took place back in 2007 when it became apparent that there was no simple or easy reference book for Football Administrators. I hope that this guide will be useful to those that are new to the role and also the more experienced, for when they may occasionally need to undertake a new duty or one that they have not done for sometime.

Finally, my personal thanks to Liz Symons (Kent County FA Womens Development Officer), Fred Altree (Council Member Division 4), Graham Logsdon (Council Member Division 3) Malcolm McLean (Council Member Division 3) and Tony Scott (Council Member Division 1), for their hard work and constructive contributions.

Kellie Discipline

Chair

Development and Support Working Group

Contacts

Club Chairman

Club Treasurer

Registration Secretary

League Secretary

Fixture Secretary

Referees Secretary

Result Secretary

Club CWO

League CWO

Pitch Bookings

1st Team Manager

Kent County Football Association

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The Football Association

www.thefa.com

The Football Foundation

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Kent Sport Leisure & Olympics

www.kentsport.org





