



DAWFL

Club Education Programme

Updated July 2015

INTRODUCTION



Objectives

- To provide an understanding of the basic requirements in what makes a successful Club
- To highlight the key roles within a Club
- To outline good financial administration practises within Clubs
- To provide knowledge in completing administrative tasks throughout the season
- To ensure match days practises and rules are understood
- To outline the disciplinary and appeals processes
- To provide advice on getting your club publicity



CLUB SETUP

What makes a successful club?



- There is a lot of hard work required to ensure a Club runs successfully
- The key to success is sharing the workload.
 - Don't rely on one person to undertake all the different roles and tasks
- More volunteers and good planning will lead to a better organised and more efficient club
- What do you believe is required to ensure the successful running of a Club?





Club Constitution

- A club constitution is a simple document
 - It outlines the functions of the club
 - The procedures for membership
 - It defines the structure of the Club Committees and meetings.
- Having a club constitution will help clarify how the clubs procedures should work.
- It is vital that the constitution is open and non discriminatory
- A club constitution is often a pre-requisite for funding and if you are applying for tax relief.



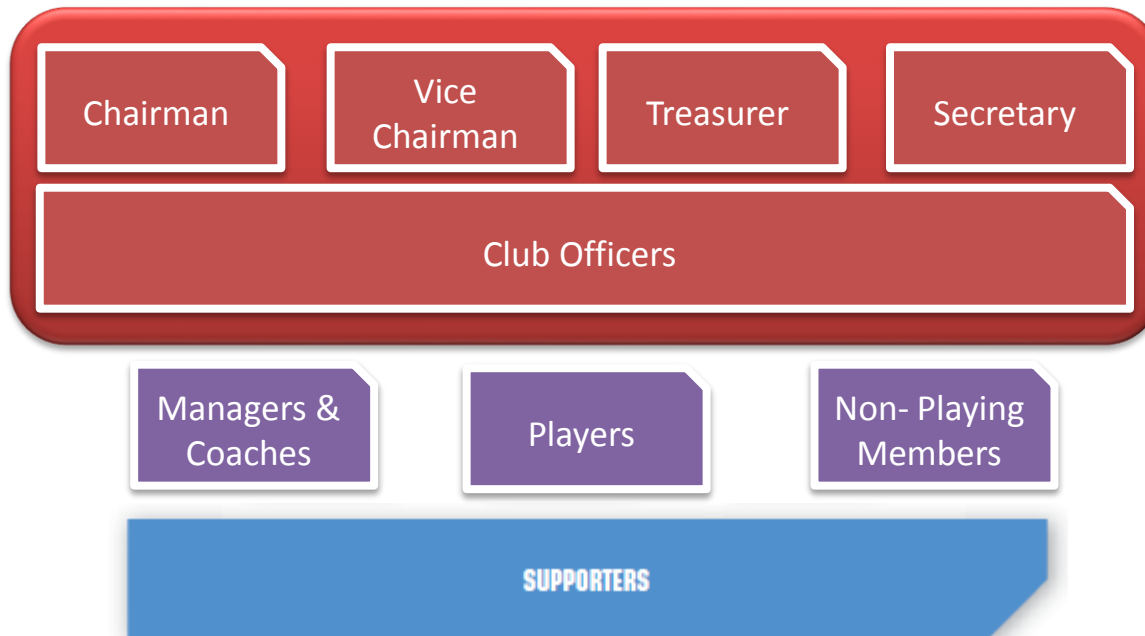
Code of Conduct

- These codes explain how your club expects its members to behave.
- Codes of conduct provide a guide and basis of expectations for a club.
- They encourage commitment to better and professional behaviour and outline principles on which a club is based.



Club Structure

- There are a few key people that are central to the smooth running of any club.
- Who do you believe these people are?



- Each Role requires key duties to be performed by the person appointed into it
- Always ensure the most appropriate person is appointed into that role, i.e. they have the correct skills



Key Duties - Chairperson

- What are the Key duties of the Chairperson?
- What attributes should a Chairman ideally have?
- The Chairperson
 - has a strategic role to play in representing the vision and purpose of the Club
 - is responsible for running the daily business of the club within the framework of policies set by the committee.
 - ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.



Key Duties - Treasurer

- What are the Key duties of the Treasurer?
- What attributes should a Treasurer ideally have?
- The Treasurer
 - maintains an overview of the clubs financial affairs
 - ensures that proper financial records and procedures are kept
- In the event a significant amount of money is going to be spent, e.g. over £200, this decision can be delegated to the Committee



Key Duties - Secretary

- What are the Key duties of the Secretary?
- What attributes should a Secretary ideally have?
- The Secretary
 - supports the Chair in ensuring the effective running of the committee.
 - deals with Club correspondence



Record Keeping

Communication and record keeping distinguishes the organised from the chaotic.

AGENDA & MINUTES

- What are agenda and minutes?
- Why are they needed?

CORRESPONDENCE

- Clubs key contacts should all provide email and postal address

MEMBERSHIP LISTS

- Used in case of an emergency

PLAYING RECORDS

- To determine if a player is eligible for a competition
- Who is top goalscorer? Due a testimonial etc.?

Purpose of Meeting: League Meeting
Date/Time: 29th September 2013, 7.30pm
Location: Ards Rangers Social Club, Portaferry Road, Newtownards
Meeting Reference: LM13-1403

Attendees (Committee Members):

Name	Initials	Name	Initials
Ian Frazer	IF	Mark Gilmore	MG
Neale Waterson	NW	Simon McCoy	SMCC
Conrad Kirkwood	CK	Andrew Rodgers	AR
Peter Lindsay	PL		

No.	Agenda Items
1	Minutes from Last Meeting
2	Fixtures
3	Change of Details
4	First Aid Kits
5	Club Education
6	Referees Comments
7	AOB

FINANCIAL

Financial Administration



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The Treasurer

- The treasurer has a significant part to play in the development of your football club.
- The role of the club treasurer will be to record and manage the club's finances on a regular basis.
- It will also be the treasurer's responsibility to report monthly finances to the club committee.
- It is not good practice for all tasks associated with club finances to be performed by one person without support from others.





Club Bank Account

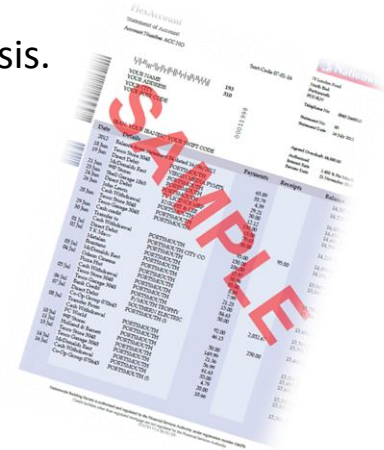
- Having a club bank account is a very important aspect of running a club the right way and should be one of the first things a treasurer does at a football club.
- Without a bank account if anything were to happen to a person responsible for handling cash or if they fall out with the club, everything might be lost.
- As a Committee try to keep an eye on the Account on a month by month basis.

Without one:

- You are putting the club, its officers and volunteers in jeopardy;
- Limited in what you can do – grants, fundraising;
- Officers/ volunteers will be handling cash, putting them at risk; and
- You are putting the club in a risky position.

Club Treasurer needs to ensure:

- Bank account is opened in your clubs name; and
- At least 3 signatories to the account and two of these must sign for payments over £100 etc



Annual Budgeting



PLANNING AND CREATING THE BUDGET

- Does anyone create a budget at home for your family?
- Clubs are no different, with a budget being required to ensure you don't get into financial difficulty
- Your budget should be prepared well in advance of your clubs financial year
- Split your budget into what you expect you will need to spend money on and what income you believe you will receive
 - This will give you an idea where there may be a shortfall and how much income you need to generate throughout the season





Annual Budgeting

- Can you give examples of what your Club might need to spend money on during the season?

Teams	Facilities	Overheads	Competitions	Referees
Kits Balls Bibs Cones Ladders/Hurdles Whistles First Aid Kits Pumps	Pitch Hire Training Netting Flags Goalposts Lawnmower Pitch Lining	Laundry Transport Insurance Electricity Water Cleaning	League Fees Affiliation Cup Entry Fees Fines	Match Fee Travel Expenses



DAWFL Costs

- Costs that need to be factored into your budget from the offset include

- Annual Subscription total per 1st XI **£75.00**

- Breakdown of charges for 1st XI**

- League Fees Premier and Division 1 £45.00
 - Billy Allen Memorial Shield £15.00
 - Sittlington Cup & Frank Moore Memorial Cup £15.00

- Annual Subscription total per 2nd XI **£60.00**

- Breakdown of charges for 2nd XI**

- League Fees Division 2A and 2B £30.00
 - Tommy Murphy Shield £15.00
 - Reserve Team Knock-Out Cup £15.00

- Junior Shield/ Cup Entry

- Player Registration **£1.00 per player**

- For example, 50 registered players = £50.00

- Player Transfer **£5.00 per transfer**

- For example, 5 transfers = £25.00

Examples:

1 Team with 30 Players

- £105

2 Teams with 50 Players

- £185

Fundraising



- Can you give us some examples of how Clubs can raise money?

- Some examples include

- Annual Fees
- Weekly playing fees
- Sponsored Walks, Cycles etc
- Jumble Sales
- Bag Packing at local supermarket
- Grants
 - Sports NI
 - Local Councils
 - International Foundations and Government Departments
 - National Lottery
- Night at the Races
- Disco
- Raffle/ Lottery Tickets
 - N.B. Before any club can sell raffle or lottery tickets they must obtain a licence from their local council.



FOOTBALL CARD		Date	
Record this in your memory book		19/07	
Home	Away	Home	Away
Goals	Goals	Goals	Goals
Assists	Assists	Assists	Assists
Yellow Cards	Yellow Cards	Yellow Cards	Yellow Cards
Red Cards	Red Cards	Red Cards	Red Cards
Substitutes	Substitutes	Substitutes	Substitutes
Minutes Played	Minutes Played	Minutes Played	Minutes Played
Set Pieces	Set Pieces	Set Pieces	Set Pieces
Goalkeeping	Goalkeeping	Goalkeeping	Goalkeeping
Other	Other	Other	Other

Insurance



- Every member of a club is likely to be a joint owner of any assets of the club, but also jointly liable for all or part of any debts
- In the present climate and culture of litigation insurance has become ever more important
- Clubs have a responsibility to protect themselves and their members
- All clubs should consider getting public liability insurance



Financial Accountability



- Every club should produce a set of Annual Accounts.
- This should show opening balance, income, expenditure and closing balance.
 - In simple terms, where your money has come from during the season, what it was spent on and how much is still in the Bank.
- These accounts should be signed off by the club committee at its Annual General Meeting.
- This will allow your Club to ensure there is nothing untoward going on
- The set of accounts will also help demonstrate accountability, which is required if applying for grants



LEAGUE

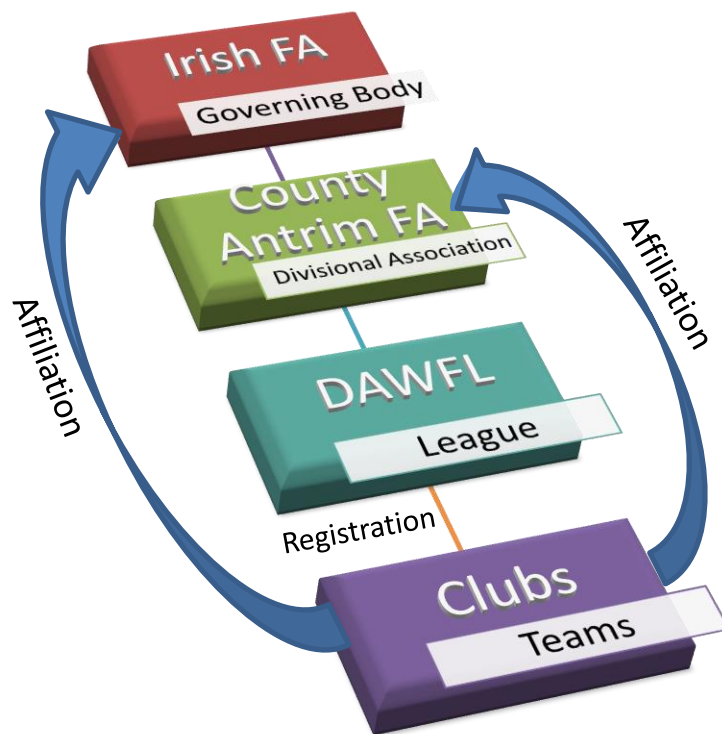


League Registration

- A team needs to gain membership of a league in order to play in organised competition.
 - In our case, that is the DAWFL
- In addition, each Club needs to
 - Affiliate to the County Antrim FA; this is done online at www.countryantrimfa.org
 - Affiliate to the IFA; this is done via the white Club Returns Card or can also now be completed online by clicking [here](#)
- If your Club is not properly affiliated, you will be suspended from playing competitive football and will lose all your points.

The screenshot shows the 'REGISTRATION' page of the County Antrim & District Football Association website. The page has a blue header with the association's logo and name. Below the header is a navigation menu with links: Home, About Us, Documents, News & Events, Competitions, Discipline, Registration & Affiliation, Links, and Contact. The main content area is titled 'REGISTRATION' and contains a section for 'Online Affiliation'. Under this section, there are 'Notes on Completion' which include: 'Online Affiliation form must be submitted and payment received by 30th June for Senior Shield and Steel & Sons Cup entries, or 15th August for Junior Shield entry and last day of February for Women's Challenge Cup.', 'A separate form must be submitted for each team.', 'Payment to include a £25 affiliation fee plus competition entry fee if applicable.', 'Once submitted the County Antrim FA Secretary must be notified in writing of any changes.', and 'Affiliation is subject to approval of Council.' Below the notes is a 'Team Details' section with a form containing fields for Team Name, Name of Ground, League (with a dropdown menu), Address of Ground, Colours, Town, Shirt, and Postcode.

IFA Affiliation





League Meetings

- No club shall be allowed more than two representatives per team at League meetings
- The person attending must be of suitable stature within their Club to deal with any queries raised by the League Committee at the meeting
- Attendance at League Meetings is mandatory
- Any clubs not represented at a League meeting shall be fined on each occasion, as per rules.
- If a club is absent from three meetings in a season, they will be required to explain their actions in writing to the League Secretary and appear in front of the League Council.
 - The League Council may fine, suspend or expel the Club.
- Apologies for absence will not be accepted



Competitions

- Clubs are automatically entered into the DAWFL League and Cups when they pay their Annual subscription Fees
- In order to enter
 - the Junior Shield the Club must register with the Co. Antrim FA and pay the relevant fee
 - the Junior Cup the Club must register with the IFA and pay the relevant fee



PLAYER REGISTRATION



Player Registration

- Players are registered using a R6 'Registration of an Amateur Player' form
- A club secretary is responsible for ensuring player registration forms are completed correctly and submitted on time
- All registration forms must be sent to the league in which the club's most senior adult teams participate.
- Registration forms must be sent by recorded post, and more than one form may be sent in one envelope. Secretaries should retain the yellow bottom copy for their records.
- Ensure players are not registered with another team - If there are any suspicions about a player then it is the responsibility of the secretary to ensure that the player in question has been released from their previous club.
- Registration Timelines
 - Players must be registered/ transferred at least 3 days before the date of the match, i.e. Wednesday for Saturday.
 - A player cannot be signed or transferred after 31 March in the current season.
- Please note, Loans are not permitted



Player Eligibility

- Only registered players are eligible to play in organised football.
- Players must be registered in accordance with the IFA Player Registration Regulations and their league rules.
- Any player shall be ineligible for the DAWFL if
 - they are not registered on the IFA Central Registration System
 - have taken part during the current season in
 - one or more IFA Premiership match; or
 - four or more matches accumulatively in the following competitions
 - IFA Championship Division 1 or 2;
 - Irish FA Intermediate Cup;
 - Premier or 1st Division Amateur League;
 - Steel and Sons Cup;
 - any games of Intermediate Status
- A player is only eligible to represent one DAWFL team on any one day.
- Only four recognised 1st team players will be eligible to play in the Reserve team cup competitions. A recognised 1st team player is defined as a player who has who has played 10 or more matches in the Premiership or Division 1.

Ineligible Player Penalties



- The DAWFL take the issue of playing ineligible players extremely serious.
- If caught playing an ineligible player
 - The club could be fined £50 per player and lose league points/ cup games
 - If they persistently do this, they could have their membership terminated.
- Any club permitting a suspended player/official to officiate at a game will be fined £50 and lose the points awarded for said game
 - The IFA may fine the club a further £350 (minimum)
- If the player is played under an 'assumed' name
 - The Club will be fined £100
 - The team represented will lose a minimum of 9 points
 - The Player will be suspended for 10 games
 - The Official who signed the match card will be suspended for 10 games.



Ballymena face elimination from Irish Cup over eligibility issue

Ballymena United face elimination from the Irish Cup amid eligibility doubts over striker Alan Davidson.

Davidson scored the decisive goal in his new club's 2-1 quarter-final win over Newry City, but it is believed the player was not registered for the cup.

IFA competition rules say that a player must be registered by 31 January to allow him to play in the competition.



Glentoran II are stripped of Steel and Sons Cup

Glentoran's reserve team have been stripped of the Steel and Sons Cup they won on Christmas Day after fielding an ineligible player in an earlier round.



Transfers

- Players are transferred using a R9 'Transfer of an Amateur Player form
- A player may transfer twice in a season on the central registration system, but during this period the player will be eligible to play in official matches for two clubs only.
- Clubs must agree to transfer a player within 7 days of request, unless they can show good reason why the player should be retained.
- A player may be transferred to another club provided he has not taken part in more than 10 games for his first club in the current season in the DAWFL
- A Club participating in the DAWFL may not transfer more than 4 players from another member club in a season, directly or indirectly, with the exception only if a Club ceases to exist.

International Transfers



- An amateur or professional whose last registration was held outside Northern Ireland may not be registered with a Club unless the Association has received an International Transfer Certificate (ITC) issued by the National Association which the player wishes to leave
- A player shall not, under any circumstances, be authorised to play in official matches for his new Club until an ITC has been received by the Association
- Only the Irish Football Association is entitled to request an ITC to enable a player to be registered in Northern Ireland
- International transfers of players are only permitted if the player is over the age of 18, unless certain criteria is met

MATCH DAY



Fixtures

- Clubs must play fixtures on dates arranged by the League/Fixture Secretary
- Free Weeks may be requested, however only 2 will be provided per Club in a season and a minimum 4 weeks notice must be provided
 - In the event a 1st XI is allocated a free week, their 2nd XI will also be issued one.
- Clubs may not cancel games by mutual consent.
- Fixtures which have been allocated to be played after 31 March may be rearranged, but may only be brought forward with permission from the League Council.
- Kick off times may be brought forward or moved back on the date arranged by the League, but only by mutual consent of both teams and the League Secretary





Pre-Game

- All teams must supply goal netting, proper nylon corner flags (6 foot with flags attached), a whistle, at least two match balls for home matches, and at least one match ball for away matches
- In the event two teams have the same colours, the home team must change.
- The home team must have their ground ready for inspection by the match official(s) 30 minutes before stated kick-off time.
- Match Cards must be completed and passed to the Referee before the game commences
 - Clubs must put full names in capitals, not initials, of all players including the substitutes on the match card before the game begins.
 - They must be signed by a Club official, who must also complete their name in Block Capitals
 - They must be completed in pen, i.e. not in pencil
 - Player's shirt numbers must correspond to that on the match card
 - In the event there is no official Referee, it is the home teams responsibility to provide a match card and ensure it is returned to the league within 72 hours of the game being played
- All teams must have a First Aid kit available at pitch side during fixtures. At a minimum the First Aid kit should contain (unopened) bandages and sterile water.



Referees

- If a referee fails to arrive for a Premier fixture, and a referee is available at the same ground, he should take charge of the Premier fixture providing his allocated fixture is not a Cup match which shall take preference.
- In the event a Referee fails to arrive, clubs must either mutually agree the referee or toss a coin for the choice of referee.
 - If teams fails to mutually agree or toss a coin, both clubs will be fined £150 and no points will be awarded for the fixture
- Any club official(s) or player(s) found guilty of assaulting a referee shall be expelled from this League.





Referee Costs

- Referees Fees
 - Referees are paid a standard £35, plus any additional travel expenses
 - The Home Club pays for the Referee in League matches, however the Away Club pays for Cup/Shield competitions
 - Referees asked to complete a pitch inspection are to be paid travelling expenses only
 - Whereby games are cancelled due to poor light, weather, unplayable surface etc., the Referee is paid
 - Half match fee and expenses, if the game has not kicked off
 - Full match fee and expenses, if the game has kicked off





Results

- Results need to be texted into the League Website in the format outlined within the Club Details document.
- Results must be sent on the date the game took place, i.e. before midnight.
- The result must be sent from the mobile number registered with the League Secretary.
 - If the result is sent from a different number, the result will not be recognised by the system.
- It is the responsibility of the Home Club to ensure that the result is texted into the League Website.
- A reminder text will be sent after the game. Please note, this is simply a reminder and in the event it is not received, it is still the responsibility of the Home Club to send the results text.
- In the event the Result is not received, a fine of £5 will be imposed on the Club.
 - Check the League website to ensure it is displayed.

DISCIPLINE

Discipline Administration



- The IFA administers all disciplinary matters for senior, intermediate and junior challenge cup fixtures and any junior matches involving teams from different divisional associations.
- Cautions and Sendings Off are dealt with the County Antrim FA
- The DAWFL administers the rules, as voted and approved by their member Clubs
- Failure to pay any fines imposed on your Club could not only incur additional fines, but also result in a suspension from all football



Disciplinary Examples

Cautions

- 5 cautions per season = 1 match
- 10 cautions per season = 2 matches
- Every additional 5 cautions per season = 3 matches

Dismissals

- Dismissed during a match = automatic 1 match suspension
- Using offensive, insulting or abusive language and/or gestures = Additional 1 matches
- Serious foul play = Additional 2 matches
- Violent conduct = Additional 2 matches
- Biting, head-butting or spitting = Additional 6 matches

Misconduct by Players or Officials (Off field)

- 1st Offence = 1 match suspension & £100 fine, 2nd Offence = 3 match suspension & £100 fine, 3rd or subsequent offence = 6 match suspension & £100 fine

Additional Offences

- Unsporting conduct = Minimum 1 match suspension & minimum £100 fine
- Assault = Minimum 2 match suspension & minimum £100 fine
- Biting, head-butting or spitting = Minimum 6 match suspension & minimum £100 fine



Disciplinary Examples

Additional Offences towards Match Officials

- Unsporting conduct = Minimum 4 match suspension & minimum £ 100 fine
- Assault = Minimum 6 month suspension & minimum £100 fine
- Biting, head-butting or spitting = Minimum 12 month suspension & minimum £100 fine

Media and Social Media Comments

- Comments made which imply bias, questions integrity, brings the game into disrepute or are offensive and/or insulting and are also considered to be football related = minimum 1 match suspension & minimum £75 fine

Ineligibility through suspension

- Playing/Officiating whilst under suspension = Min £350 fine from IFA, additional fine from DAWFL



Disciplinary Examples

Abandonment

- A team causing the abandonment of a match = Minimum £200 fine

Discrimination

- Offence caused using words or actions concerning race, colour, language, religion, origin, disability, sexual orientation or gender:
- Player - min 5 match suspension & min £150 fine
- Official - min 5 match suspension & min £250 fine
- Supporters - min £250 fine

Spectator Misconduct

- Improper conduct among spectators - A warning or a minimum £150 fine

Boyce calls for points deduction



Photo by David Hunter

Fifa vice-president wants to stamp out sectarian chanting

Former Cliftonville chairman, IFA President and current FIFA vice-chairman Jim Boyce has called for tougher punishments for Irish League clubs whose fans are found guilty of sectarian chanting.

Boyce's comments come in the wake of last night's County Antrim Shield clash between Linfield and Cliftonville at

Windsor Park, where referee Hugh Carvill warned that the match would be called off - with ten minutes remaining, and Linfield leading 3-0 - if the sectarian chanting did not desist.

Audible sectarian chants came from both sets of fans, and the particular unsavoury chanting ceased after the announcement was made.



Glentoran player attacked by fan



Hamilton (number 10) is attacked by a fan at Shamrock Park

Boxing Day Match Banned After Crowd Trouble



There is uproar today as the biggest match in the local soccer calendar has been effectively banned.

The annual derby between Linfield and Glentoran on Boxing Day was marred by crowd trouble at Windsor Park last December with the Irish Football Association's disciplinary committee now hitting both clubs with a £1,000 fine and banning any such

games on a public holiday for two years.





Appeals

- Appeals against decisions of the Committee must be lodged as directed in Article 14 of the IFA's Articles of Association
- Article 14 states
 - An appeal must be despatched by special delivery letter to the Chief Executive of the IFA within four days after the date on which the decision was notified in writing to the person or body concerned.
 - Such letter shall state the grounds of appeal.
 - A deposit of £100 shall be lodged with each appeal which shall be returnable only where the appeal is upheld.
 - A copy of the Appeal must be sent simultaneously by special delivery letter to the body or committee whose decision is appealed against

IRISH FA STATEMENT

Release Date: 19/03/2012

The Irish FA's Appeals Board met this evening (19 March) to consider the appeal by Newry City Football Club against the Irish FA Challenge Cup Committee's decision to dismiss their protest over the eligibility of Ballymena United player Alan Davidson in the JJB Sports Irish Cup Quarter-Final game on Saturday, 3 March 2012.

After a lengthy and detailed consideration of the submissions made by Newry City FC and the IFA Challenge Cup Committee the Appeals Board unanimously upheld the appeal of Newry City FC and found that Ballymena United's Alan Davidson was not eligible to play in the above match. Newry City FC are therefore reinstated into the 2012 JJB Sports Irish Cup.



PUBLICITY

Why do Clubs need Publicity?



- Why do you think it is good to get your Club publicity?
 - The more publicity you can generate for your team then the easier it is to attract players and potential sponsors.
- Can you think of ways to increase the publicity of your Club?
 - Newspapers
 - Match Reports
 - General Notices
 - Advertising
 - Websites
 - NI Clubs Website
 - Social Media, e.g. Facebook, Twitter etc
 - Meeting with Local Community Groups
 - Helping your local Community





Important Notes

- Don't expect the press to come to you looking for stories, you need to contact them
- Editors have a limited amount of space to fill, so don't be dismayed if your article is not published
- When producing match reports, check with the editor how many words they can accommodate.
 - Do not expect them to write the article or spell check it. They will have limited time, so will just dismiss your efforts if not up to a sufficient standard.
- Most papers only have a limited number of photographers, so ensure to take and send your own photos.
 - Remember, they need to be of good quality.
- Always include contact details, e.g. phone number, email address
- N.B. As the DAWFL has their own designated Charity each season, via the Charity Shield, no publicity of external charity events will be provided.



Article 20 – Media Comments

- Whilst recognising that the football public is interested to hear from those involved in the game, certain standards must be upheld in relation to public comments (whether written or verbal) by players and/or officials.
- The IFA's Disciplinary Code was updated to cover social media comments and ensure that these standards are upheld
- Article 20.1 of the IFA Disciplinary Code states

'If a player or official makes comments in the media or social media in which (a) they imply bias, question integrity and/or bring the game into disrepute or (b) are abusive, offensive and/or insulting and such comments are considered to be football related, they will be sanctioned with a minimum 1 match suspension and a minimum fine of £100 which will be imposed on their club'



Leon Knight banned for comments made on Twitter

Glentoran striker Leon Knight has become the first Irish League player to be suspended for comments made on a social networking site.



The Irish Football Association has not revealed the specific nature of the offence, but it is believed the ban may have been handed out for a combination of comments on Twitter.

The offence was committed while Knight was a Coleraine player, but Knight will now miss two Glentoran games.

Whitey Anderson * Ballinamallard United 3 Article 14.2 Charge

Glentoran manager Eddie Patterson has been hit with a touchline ban over his stinging criticism of referee Mervyn Smyth.

11 July 2011
Last updated at 16:57

Share  



Irish FA warns players over social networking sites

The Irish Football Association has warned players and officials that they could be punished for comments made on social networking sites.

An increasing number of Irish League players are using sites including Twitter and Facebook.

The IFA has now issued guidelines.

"Any comments which are considered improper, threatening, abusive, indecent or insulting can bring the game into disrepute and may lead to disciplinary action," said the IFA.

"Comments which may be considered as offensive, use foul language or contain direct or indirect threats aimed at other participants are likely to be considered improper, and will be subject to the Irish FA's Article 33."



Twitter is used by many players from the Irish League

Warrenpoint Town boss Barry Gray has also been banned under Article 14.2 of the IFA's Disciplinary Code, which covers comments made to the media and on [social media](#), for things he said following a defeat to Crusaders.



ANY QUESTIONS/ FEEDBACK?
