



## Charnwood Sunday Football League

### **NEW CLUBS ENTERING THE C.S.F.L**

An information pack for New Clubs, wishing to enter the Charnwood Sunday Football League, this has been written as guidance for New Clubs. Please note that, whilst having everything in place would be fantastic for both the Club and the League, not all points are a strict requirement and the League will help you where necessary to get you where you want to be – on a football pitch on a Sunday morning!

#### **How Do I Apply To Enter This League?**

- You simply email the General Secretary, Mr. Steven Stanbridge ([stevenstanbridge@btinternet.com](mailto:stevenstanbridge@btinternet.com)), attaching a copy of the Application Form – This Form can be downloaded directly from the Charnwood Sunday Football League website ([www.charnwoodsundayleague.co.uk/NCAF.pdf](http://www.charnwoodsundayleague.co.uk/NCAF.pdf)). Alternatively, you can email the General Secretary requesting a form to be either emailed or posted to you.

Don't worry if you cannot fully complete the Application Form right now – if there are any fields left blank, we will cover these before we invite you to attend an interview and you will be given time to ensure these fields can be completed.

We work with all new Clubs from the very start, a simple enquiry, through to the end process of being accepted into the League. Once accepted, you will of course be provided as much assistance, if not more, than before you are officially accepted in to our League.

#### **How Much Does It Cost To Enter The League?**

- The Entry Fee consists of a Deposit (a one-off payment when entering the League), the Subscription (an annual fee payable per Team entered), and Cup Fees (Clubs with 1 Team are entered in 2 CSFL Cup Competitions, the League Cup and a Divisional Cup)
- The Entry Fee for 2011/2012 was £120 and this can be used as a rough guide as to what it would cost to enter a Club for the 2012/2013 season. The annual review of costs will be held at the end of January 2012 so a firm response can be provided anytime from February onwards as to whether it will remain the same or increase slightly.

#### **Are There Other Costs To Pay Out At The Start?**

- Yes – as a New Club, you will need to affiliate with Leics & Rutland County FA (hereafter “LRCFA”). You can visit their website and use the links on the right-hand side for further information, including a full Guide To Setting Up a New Club:

<http://www.leicestershirefa.com/Operations/Affiliation/Affiliating+A+New+Club/>

- Other costs, for example, pitch fees (depending on your venue) and player registration forms, need to be accounted for – please see our League Rules on our website for further information on cost of forms etc:

[http://www.charnwoodsundayleague.co.uk/useful\\_docs.html](http://www.charnwoodsundayleague.co.uk/useful_docs.html)



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#### What Will Our Club Need, To Be Successful In Our Application?

- The Charnwood Sunday Football League will enquire on the following points when interviewing any New Club (this list is solely used as an example and is not exhaustive):

- (i) **Club Name** – Has the Club checked with LRCFA that the name of the Club will be ok?
- (ii) **Structure** – Does the Club have a Committee? The League prefers one person holding only one position (although not mandatory, except for the Secretary and the Chairman not being the same person). The usual positions that are required include a Secretary, a Chairman and a Treasurer. Other positions in a Committee are most welcome, such as a Welfare Officer, First Aider etc, however the 3 listed earlier are a must.
- (iii) **Venue** – Have you secured a Home Ground for all your home fixtures? If so, you will need to check for any pitch-sharing issues, whether it's with our League or any other League (including Youth Football Teams) and inform the League of any pitch-sharing
- (iv) **Finance** – Has the Club got sufficient funds in place, not only to pay out the cost of setting up a new Club, but also some extra in case of unforeseen costs (eg: players getting cautioned, requiring more player registration forms or transfer forms etc)

For guidance, initial costs for new Clubs for 2011/2012, was in the region of £240. This includes affiliation to LRCFA and the League, as well as the set of player registration forms and League handbooks. Should you have to pay pitch fees in advance, this should be taken into account too.

- (v) **Sponsorship** – Do you have sponsorship to assist with the cost of new Kit(s) and Equipment required (Kits, Goal Nets, Footballs, Pumps etc)
- (vi) **Club Bank Account** – This is something the League insists on all new Clubs having in place for 2 reasons. Firstly, the League does not accept payments from 3<sup>rd</sup>-Parties. Secondly, and most importantly, it provides added security for the Club itself in the event of any changes or requiring to back-track for auditing purposes.
- (vii) **Kit and Equipment** – Do you have these in place in order to play immediately? Please see our League Rules (website link above) for further information on what you may need to purchase in order conform to League Rules and avoid un-necessary fines
- (viii) **Players** – The League operates on each Team requiring a minimum of 15 players to be registered in order to be able to fulfil their 1<sup>st</sup> League fixture of any new season. The League will therefore ask all new Clubs for a list of players, including specific details such as Full Name, Date of Birth, Club last played for (Saturday and/or Sunday).

For clarity, a Club with 1 Team must register a minimum of 15 players on/before the set deadline as per League Rules. A Club with 2 Teams must register a minimum of 30 players, and so on.

We hope this has been helpful for you! If you have any questions about setting up a new Club, please do not hesitate to contact the General Secretary, Mr. Steven Stanbridge, via email: [stevenstanbridge@btinternet.com](mailto:stevenstanbridge@btinternet.com). If you would rather speak to Mr. Stanbridge, please leave a contact number and the best time(s) to call and Mr. Stanbridge will contact you as soon as possible.

Best regards,  
The Charnwood Sunday Football League