

SHEFFIELD FA FC

GROW YOUR WAY

1★ CLUB DEVELOPMENT PLAN

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ACCREDITED
PART OF ENGLAND FOOTBALL

SHEFFIELD FA FC

CLUB DEVELOPMENT PLAN

As an England Football Accredited Club, we give you the tools and support to create a club development plan that ensures your club is built to last.

This plan will help you in six important areas:

- Identity
- Governance
- Football Development
- Finance
- Facilities
- Marketing & Communications

With this plan in place, you'll be on the way to developing a successful, sustainable club at the heart of your community: a great environment where everyone can thrive together.

This Club Development Plan is for YOU.

It's for you to use and adopt however you like.

Use some of it, use all of it, it's yours to edit. Why? Because nobody knows your club better than you and the people who run it with you.

It's here to help you all plan together for a successful season.

For more ideas and inspiration for your club's development needs please visit: [The Leagues and Clubs YouTube Hub](#).

SEASON PLANNER

WHY WE EXIST

Use this planner to set goals and create tasks to complete which will help you understand your clubs vision, and what its purpose is.

Tip: Visit our [England Football League and Club Hub](#) on YouTube for ideas and insights to help you develop a vision and mission for your club.



Objective	Timescale	Who is responsible?	Cost	When will you review this?
To provide the opportunity for all to participate in grassroots football	2022-2023 Season	The club committee	Annual club running costs	Quarterly
To allow the local community to socialise via football	2022-2023 Season	The club committee	None	Weekly
To keep players fit and healthy	2022-2023 Season	The club committee	None	Monthly
To improve the mental health of our players through exercise	2022-2023 Season	The club committee	None	Weekly
To offer equal opportunities to play football to all male, female, non-binary and disability groups.	2022-2023 Season	The club committee	None	Weekly
To assist our coaches and players in gaining FA coaching, medical, safeguarding or refereeing qualifications.	2022-2023 Season	The club committee	Professional Development budget of £1000	Monthly

2022-23

YOUR SEASON PLANNER

Use this planner to set the goals and tasks you need to complete for a positive season on and off the pitch. Think about what needs to happen both monthly and weekly.

Tip: Visit our [England Football League and Club Hub](#) on YouTube for ideas and insights to help you plan ahead for a successful season.



Objective	Timescale	Who is responsible?	Cost	When will you review this?
Complete all planning for season ahead e.g. pitch bookings, coach hiring, squad membership fee etc.	2 months	The club committee	£2000	Annually
Affiliate with the Sheffield FA and complete our player registration.	2 weeks	The club committee	£100	Annually
Create a coaching syllabus for the season and update weekly if required.	Full season	The club committee	£0	Weekly
Create monthly social calendar for players and parents/ other half's.	Full season	The club committee	£0	Monthly
Book all courses in Safeguarding, Coaching and Medical that are required or due to expire.	Full season	The club committee	£100 – £300	Annually and Monthly

Begin advertising the club for the season ahead.	Full season	The club committee	£50 -100 on paid promotion via social media	Weekly and Daily if necessary
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2022-23

YOUR BUDGET PLANNER

Use this planner to set the goals and tasks you need to complete for a clear plan for your club budget and finances.

Tip: Visit our [England Football League and Club Hub](#) on YouTube for ideas and insights to help you with your club finances.



Objective	Timescale	Who is responsible?	Cost	When will you review this?
Buy new kit for all teams	1 season	The club committee	£3000	Yearly
Pay all coaches	1 season	The club committee	£4000	Monthly
Ensure all coaches have access to club funding for qualifications.	1 season	The club committee	£1000	Quarterly
Hire new upgraded facility	1 season	The club committee	£2000	Weekly

BUDGET OVERVIEW

To download a Club budgeting template please click [here](#).

Season	Cost (£)
Total Projected Income	£11,000
Total Projected Expenditure	£10,000
Annual Balance	£1,000



CLUB OPERATIONS PLANNER

Use this planner to set goals and the tasks you need to complete to build your volunteer team. It can also be used to identify key responsibilities for those who are already playing their part in your club.

Tip: Visit our [England Football League and Club Hub](#) on YouTube for ideas and insights to help you make the most of the people at your club.



Objective	Timescale	Who is responsible?	Cost	When will you review this?
Complete all planning for season ahead e.g. pitch bookings, coach hiring, squad membership fee etc.	2 months	The club committee	£2000	Annually
Affiliate with the Sheffield FA and complete our player registration.	2 weeks	Club secretary	£100	Annually
Create a coaching syllabus for the season and update weekly if required.	Full season	Coaches	£0	Weekly
Create monthly social calendar for players and parents/ other half's.	Full season	Club social secretary	£0	Monthly
Book all courses in Safeguarding, Coaching and Medical that are required or due to expire.	Full season	Club Development Officer	£100 – £300	Annually and Monthly

Begin advertising the club for the season ahead.	Start in August 2022	The club committee	£50 -100 on paid promotion via social media	Weekly and Daily if necessary
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ROLES AND RESPONSIBILITIES



Use this to record who's who within your club, and what they do there. This is useful to share with club members and put on display as known key points of contact. You can add as many other roles to the list as you like.

CHAIRPERSON

Overall oversight, chairs board meeting, chief club representative, bank payment authorisation

TREASURER

Responsible for bank accounts, budgeting, debt collection, preparation of annual accounts

CLUB DEVELOPMENT OFFICER

Responsible for growing and developing the clubs through FA Programmes, initiatives, funding and sponsorship

SECRETARY

Club contact, arranges fixtures, head of administrative tasks, Pitch Organisation

TEAM MANAGER

Squad Selection, Team Selection, Football direction, Footballing Strategy, Runs training, Match-day discipline

WELFARE OFFICER

To promote a safeguarding children policy, anti-bullying policy and equality policy, responsible for recruitment processes including the taking up of references and submitting FA DBS checks (getting the right people into the game).

SPONSORSHIP MANAGER

Responsible for Sponsorship procurement, Kit design/production, Social Media, Brand development, Match Videos, Coordinate PR with Secretary

MARKETING PLANNER

Use this planner to set goals and the tasks you need to complete to understand your market, and the methods you will use to listen to and communicate with them.

Tip: Visit our [England Football League and Club Hub](#) for ideas and insights into how to market your club and communicate effectively. Think about placement opportunities with local education providers, or give players within your club the opportunity to manage your online presence and social media content.



Objective	Timescale	Who is responsible?	Cost	When will you review this?
Open Instagram account	1 day	The Club development officer	£0	Monthly
Boost posts through paid advertisements	1 season	The Club development officer	£50-100	Monthly
Contact local newspapers for exposure	1 season	The Club development officer	£0	Monthly
Enter all LFA/Football competitions	Ongoing	The Club development officer	£0	Monthly
Contact local county FA to get involved with initiatives	Ongoing	The Club development officer	£0	Monthly

USEFUL LINKS

England Football Resources

[England Football – Leagues & Clubs](#)

[England Football Accreditation](#)

Club Learning Opportunities

[YouTube - The League and Club Hub](#)

[England Football Learning](#)

Club Resources

[Club Structures Guide](#)

[Contact details for County FAs](#)

Other Grassroots Support

[Football Foundation](#)

[Football Foundation – Local Plans](#)

[Sport England](#)

[Sport England – Funding](#)