



# **SSE WILDCATS CENTRES CFA OPERATING MANUAL 2018/2019**





# CFA OPERATING MANUAL 2018/2019

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# INTRODUCTION

## DOUBLING PARTICIPATION

In March 2017 The FA launched the Strategy for Women's and Girls' Football, Game Plan for Growth. The vision, whether competitively or recreationally, to be the no1 team sport of choice for every girl and woman in England.

The SSE Wildcats concept was introduced in 2017 to address the findings that only 3% of all mini-soccer teams cater exclusively for girls and as such only 41% of girls (compared to 95% of boys) under the age of 10 regularly play football.

An SSE Wildcats Girls' Football Centre is a permanent opportunity for girls aged 5 – 11 to try football for the first time in a fun and safe environment. Participants will have fun, develop fundamental skills, try a variety of sessions and lay the foundations for a lifelong love of sport. The sessions are delivered by qualified coaches on a weekly basis, either evenings or at weekends.

The aim is simple:

**HAVE FUN, MAKE FRIENDS, PLAY FOOTBALL!**

# SSE WILDCATS STRATEGY *KEY OUTCOMES*

## KEY PERFORMANCE INDICATORS

- Sustaining 75% of SSE Wildcats Centres delivered in 2018
- To grow new sustainable SSE Wildcats centres

## PILLAR 01 | OPERATIONAL DELIVERY

Deliver a fit for purpose offer that encourages brand new girls to try football for the first time

## PILLAR 02 | PARTNERSHIPS AND STRUCTURE

Grow capacity and delivery reach through sustainable organisations that are committed to developing girls football

## PILLAR 03 | WORKFORCE

Build, inspire and unite the SSE Wildcats workforce through high quality training and development support

## PILLAR 04 | PROFILE AND BRANDING

Use high profile events as catalysts to engage, signpost and inspire new SSE Wildcats participants and volunteers

## PILLAR 05 | MONITORING AND EVALUATION

Demonstrating impact and long term sustainability of funding and provision





## WHAT IS SSE WILDCATS?

## THE VISION

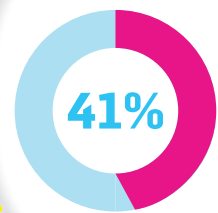
**CREATE & DELIVER A SUSTAINABLE FOOTBALL OFFER FOR 5-11 YEAR OLD GIRLS, PROVIDING OPPORTUNITIES TO EXPERIENCE FOOTBALL FOR THE FIRST TIME IN A FUN & SAFE ENVIRONMENT**



# WHY WE CREATED SSE WILDCATS?

**ONLY 3%** Of mini teams are girls only

**JUST**



Just **41%** of girls aged under 10 play football (compared to **95%** boys)



The majority of girls want girls only football

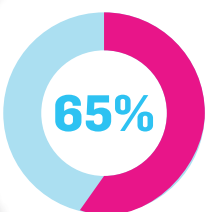


More informal opportunities needed for girls to gain confidence in football at an early age



To give girls aged 5-11 the opportunity to experience football in a fun and safe environment

**ONLY**



Only **65%** of current female footballers started playing before they were 10 years old

**BY 2020**

To support The FA's strategic objective to double female participation by 2020

**BY 2021**

To support our objective to make football the number one sport of choice for women and girls by 2021

# WHAT IS SSE WILDCATS?

**IN SPRING 2017, THE FOOTBALL ASSOCIATION AND SSE TEAMED UP TO LAUNCH A NEW INITIATIVE, SSE WILDCATS, DESIGNED TO INSPIRE GIRLS AGED BETWEEN 5-11 TO GET INVOLVED IN FOOTBALL.**

SSE Wildcats provide regular opportunities for girls to play football and take part in organised sessions in a fun and engaging environment.

The centres are accessible for all, running on a weekly basis either evenings or at weekends, utilising qualified coaches and local facilities. They provide a safe environment where girls with no football experience can have fun whilst engaging with the sport, developing fundamental skills and meeting new friends along the way.



# SSE WILDCATS VALUES



- **HAVE FUN**
- **MAKE FRIENDS**
- **PLAY FOOTBALL**

**"WILDCATS MAKES ME FEEL FANTASTIC!"**

**RUBY AGE 9**

**"I JOINED WILDCATS TO MAKE NEW FRIENDS"**

**EMILY AGE 6**

**"I JOINED WILDCATS BECAUSE I WANTED TO PLAY FOOTBALL WITH OTHER GIRLS"**

**ALICE AGE 7**

# WHERE SSE WILDCATS FITS ON THE FEMALE PATHWAY



The graph above shows the different pillars that we as The FA categorise women & girls football into. As you can see SSE Wildcats sits under 'Football For Fun' as a recreational community session. SSE Wildcats is a first introduction to football for the novice girl. Naturally

girls will transition through the pathway into competitive teams, however it is important that centres remain a permanent opportunity for girls to try football for the first time.

# OBJECTIVES



# IMPACT OF SSE WILDCATS

SSE Wildcats Girls' Football Centres are changing the culture of girls football in England and are growing year on year, see the results below from Year 2.



# WHAT OUR PARENTS SAY!



## **CAROL – Parent**

*“I just wanted to say a big thank you to you all for helping Katie learn some fantastic football skills and how to play football, she has really enjoyed all the sessions.”*

## **MARTYN – Parent**

*“Thanks for all your hard work at Wildcats, it's great to have a girls-only football session that's so well run.”*

## **EMMA – Parent**

*“Just wanted to say that we've been really impressed with the sessions so far, really well run, enthusiastic coaches and lovely to see both our girls developing a love of football! Husband is happy with this coinciding with the World Cup too!”*

## **RAJINDAR – Parent**

*“Thank you for yesterday evening's session - my daughter was left on a real high by the end of the evening despite her hesitant start - she doesn't stop asking when the next session will be!”*

## **SOPHIE – Parent**

*“The sessions have been brilliant and its such a great way to encourage girls and build their self esteem, confidence and work as teams! I am happy to help out and train as a coach! I have a little football knowledge as I now live and grew up in a rugby household but am keen to learn!!”*

## **BARBARA – Parent**

*“Isabelle is loving it she's only 5 but its really improved her coordination and fitness levels. The coaches are all lovely but Chloe is her favourite and is a great positive role model. Thanks for setting up the scheme and offering girls this opportunity, some of the older girls are fantastic players!!!!”*

## **ROSIE – Parent**

*“Dear Wildcats, firstly a huge, huge thank you to all involved in Wildcats. My daughter has absolutely loved it and it has been a great introduction eye opener to her that girls can play football!! It's been a great course, good value easily accessible and brilliantly taught. Thank you.”*



## **PROGRAMME OVERVIEW**



# WHO CAN APPLY?

Applications are welcomed from any organisation that meets the SSE Wildcats criteria.

Organisations that delivered SSE Wildcats in either 2016/2017 or 2017/2018 can apply to run additional centres, in doing so they must continue running the original centre(s) they have set up. Organisations will not be funded to deliver new centres to replace existing centres.

Additional SSE Wildcats Centres must run at a different time and must have new/different players.



# TIMELINE

CENTRE	2018			2019														
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC			
NEW SSE WILDCATS CENTRE	NEW CENTRE GUIDANCE	APPLICATION & APPROVAL				INDUCTION	DELIVERY – MINIMUM 16 WEEKS											
EXISTING SSE WILDCATS CENTRE	DELIVERY		RENEWAL GUIDANCE	RENEW	DELIVERY – MINIMUM 16 WEEKS													

## NEW CENTRES

Guidance distributed to CFAs  
Week commencing 1st October 2018

Application window for new centres  
1st November – 4th December 2018

CFAs Assessment & Approval window  
4th December - 20th December 2018

Induction training March 2019

Delivery dates Centres must begin activity  
in April 2019 following induction training

Renew Application January 2020

## EXISTING CENTRES

Renewal guidance distributed  
1st December 2018

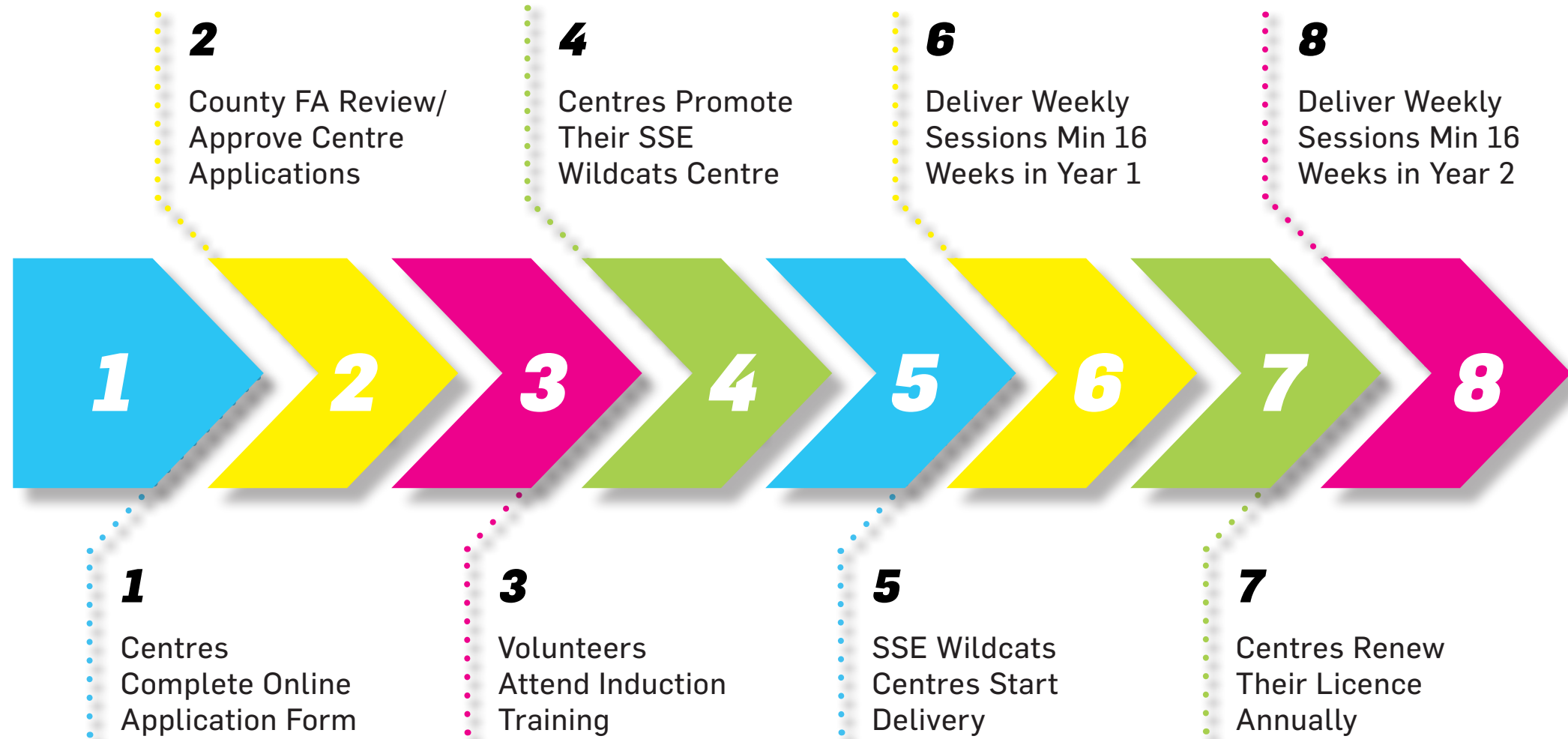
Renewal window for existing centres  
2nd - 21st January 2019

CFAs Assessment & Approval window  
2nd – 25th January 2019

Delivery dates  
Following approved application

Renew Application January 2020

# PROGRAMME STRUCTURE
















# BENEFITS



# WHAT CENTRES WILL RECEIVE

New SSE Wildcats Girls' Football Centres will receive:

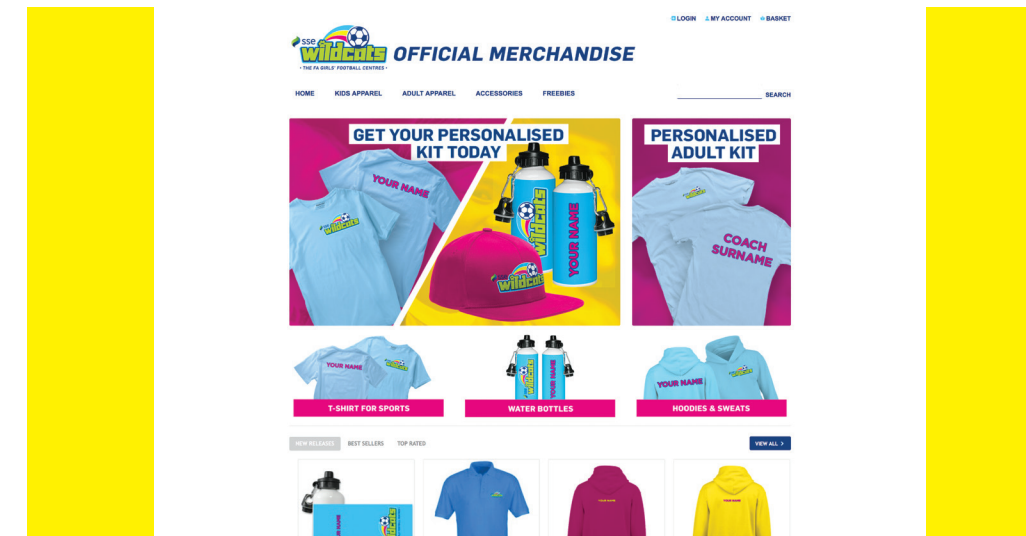
<h2>FUNDING</h2>	<h2>CENTRE SUPPORT</h2>	<h2>KIT &amp; EQUIPMENT</h2>	<h2>RESOURCES</h2>
 <p>Organisations will be able to access a start up grant of £900</p>	 <p>Staff Induction Training</p>  <p>FA Coach Mentor Support</p>	 <p>30 Nike Footballs</p>  <p>SSE Wildcats Bibs</p>	 <p>Branded Marketing Assets</p>  <p>30 x My Great Adventure Booklets</p>
 <p>Access to SSE Wildcats CPD Sessions</p>	 <p>National Search Engine</p>  <p>Access to HIVE Learning</p>	 <p>SSE Wildcats Banner</p>  <p>Cone Stickers</p>	 <p>Access to online merchandise shop</p>  <p>Session Resources</p>

# BRANDING & MERCHANDISE

Centres will receive branding and marketing material that can be used to promote sessions and will be provided with branding guidelines that must be adhered to.

Centres will have access to an online SSE Wildcats Shop, allowing you to purchase exclusive branded SSE Wildcats merchandise which can be personalised to your centre!

The shop has a range of clothing available such as t-shirts and hoodies as well as additional accessories including branded water bottles.



**HAVE FUN, MAKE FRIENDS, PLAY FOOTBALL**

SSE Wildcats Girls' Football Centres gives girls aged 5-11 the chance to get involved in football. Sessions take place nationwide at evenings or weekends giving girls the opportunity to play in a fun and safe environment.

FIND A CENTRE NEAR YOU AT [THEFA.COM/PLAY-FOOTBALL](http://THEFA.COM/PLAY-FOOTBALL)



# FUNDING

Start-up funding will be provided by the FA for new SSE Wildcats Centres only

## ORGANISATION FUNDING

- Organisations will be able to access a start up grant of £900
- Organisations will receive funding in year one and funding in year two of the programme

## PARTICIPANT FUNDING

- SSE Wildcats Centres should include a sessional charge of up to a maximum of £3/hour/person
- Centres that wish to increase charge must submit a rationale in writing to the CFA, it is up to the CFAs discretion to allow this

## COUNTY FA FUNDING

- For every approved new SSE Wildcats Centre the CFA will receive funding in the following format:
- £900 for the deliverer and £100 for the CFA towards administration of SSE Wildcats

# FUNDING MODEL

Reach and supply of opportunity are paramount to the delivery of SSE Wildcats centres nationally therefore the following funding model applies:

## SSE WILDCATS CENTRES OPERATING IN THE COMMUNITY

Funding available - £900

Year 1 delivery in 2019 - £600

Year 2 delivery in 2020 - £300

CFA's must ONLY approve applications that are classed as a 'Community Session'. Please refer to the below definition when approving your centres.

Community session definition:

- An open access centre that any girls can access
- If operating at a school, the session must start 30 minutes after the school day has ended, to ensure other surrounding schools are able to access this centre.
- If operating at a school they must allow other schools and participants to attend the session.

# WHAT CAN FUNDING BE USED FOR?

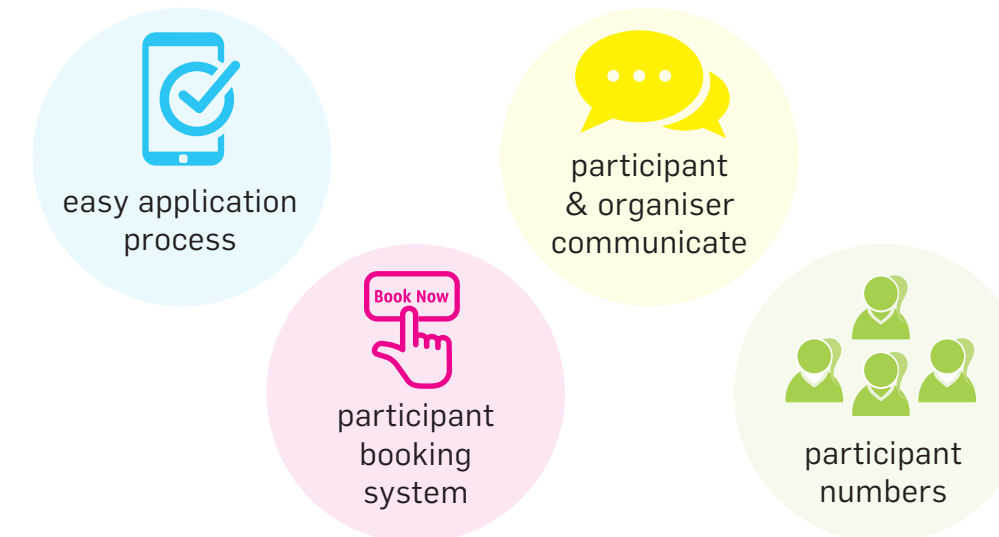


# TECHNOLOGY

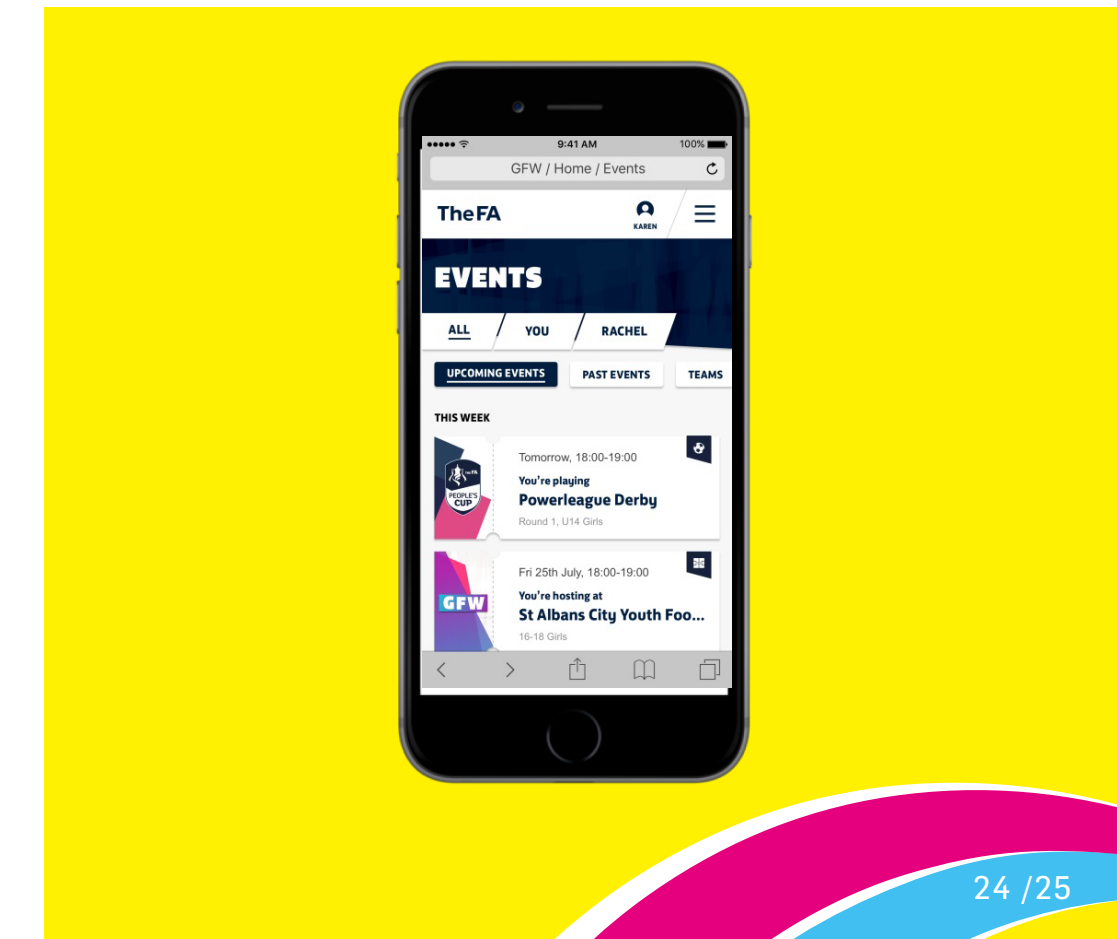
The FA has released a new digital platform that makes it easy for organisations to apply for and organise their SSE Wildcats Centre. The platform will also enable parents and participants to search for and find their local SSE Wildcats Centre.

There will be a participant booking system as well as areas for organisers to take attendance.

The platform will enable participants to book onto a SSE Wildcats session and keep informed about session details.



The platform will enable organisers to communicate with participants by sharing updates, capture user information to understand participation numbers and streamline the process of organising and facilitating sessions.



# TECHNOLOGY

The Events platform will enable CFAs to:

## INSIGHT

Understand which centre has delivered new players or retained people in the game

## DATA

Build up clear view of every participant in FA programmes and FA touchpoints

## ORGANISE

Centralise administration and track activity

## APPROVE

Automate approval of event organisers with CFA checkpoints

## VISUALISE

Observe trends in participation to understand what is happening and why, within SSE Wildcats

## TRACK

Monitor bookings as well as attendance at individual events and programmes

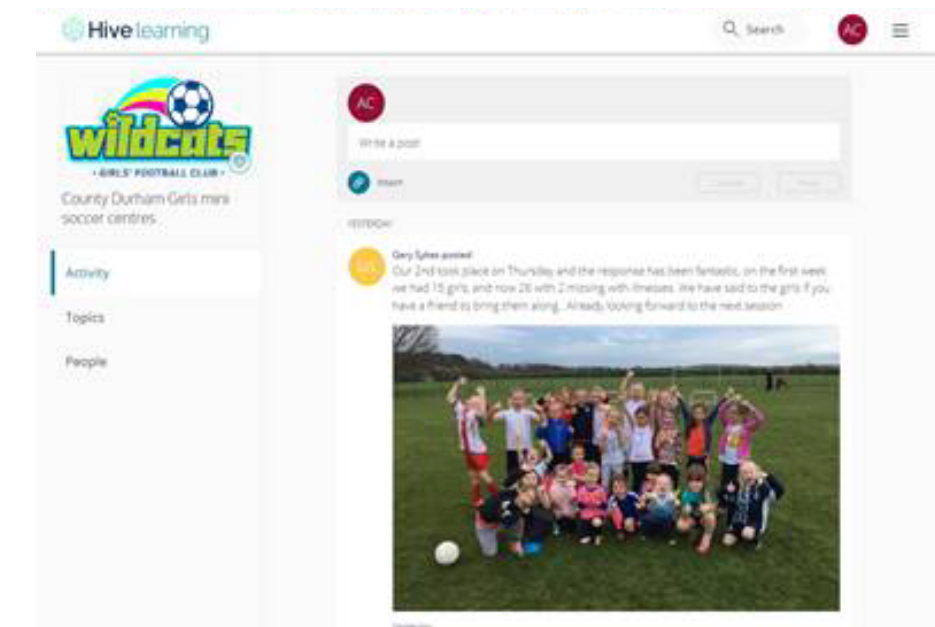
# SUPPORT

## WHAT IS HIVE LEARNING?

A digital platform where SSE Wildcats Centres can share good practice, ask questions and access resources. This will be overseen by FA Staff.

All SSE Wildcats Centre coaches & volunteers will be invited to join this network. Please refer to the following guidance when using digital platforms:

<http://www.thefa.com/football-rules-governance/safeguarding/best-practice-downloads>



# MONEY CANT BUY EXPERIENCES

SSE, the official Wildcats sponsor contribute funding to the SSE Wildcats initiative and have supported the programme through marketing initiatives and campaigns rewarding both volunteers and centres. Here are two examples of rewarding our workforce. There will be many incentives running throughout 2018/2019 to reward our amazing workforce!

- Volunteer Tina Hamilton presented the SSE Women's FA Cup Trophy at Wembley Stadium
- Pen Mill Ladies SSE Wildcats Centre received an all expenses trip to the Women's FA Final at Wembley Stadium

**SSE** @YourSSE · 16/05/2018  
@TinaHamilton77, coach at @FJSCgirlsteam, reflects on her once-in-a-lifetime experience of presenting the #SSEWomensFACup to winners, @ChelseaLFC!



0:39 16.5K views

1 2 48

**SSE** @YourSSE · 05/05/2018  
Our #SSEWildcats from @PenMillLadies are on their way to @wembleystadium to watch the highly anticipated #SSEWomensFACup final. We're proud to have partnered with @FA to create the SSE Wildcats programme for girls aged 5-11: [bit.ly/2Kfw6Oa](https://bit.ly/2Kfw6Oa)



11 22

# QUALITY IMPROVEMENT SCHEME

SSE Wildcats QIS has been introduced this season to support the long term retention of SSE Wildcats centres. It has been specifically designed to support the SSE Wildcats volunteers with implementing the key messages from local induction training.

This Quality Improvement Scheme is a combination of quality assurance and quality development, that includes tailored training and development for local centre staff.

The FA Coach Mentor team will visit each SSE Wildcats centre once per season (2019 & 2020). They will also work alongside the County FA to deliver 1 x SSE Wildcats CPD session.

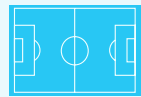


# FUTSAL

SSE Wildcats centres can apply to deliver Futsal.

Centres will receive 30 Futsal balls in their kit package

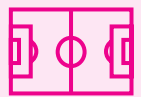
To deliver a Futsal Centre, here are the basic principles that you must adhere to:



The surface must be a hard court



The ball must be a Futsal ball



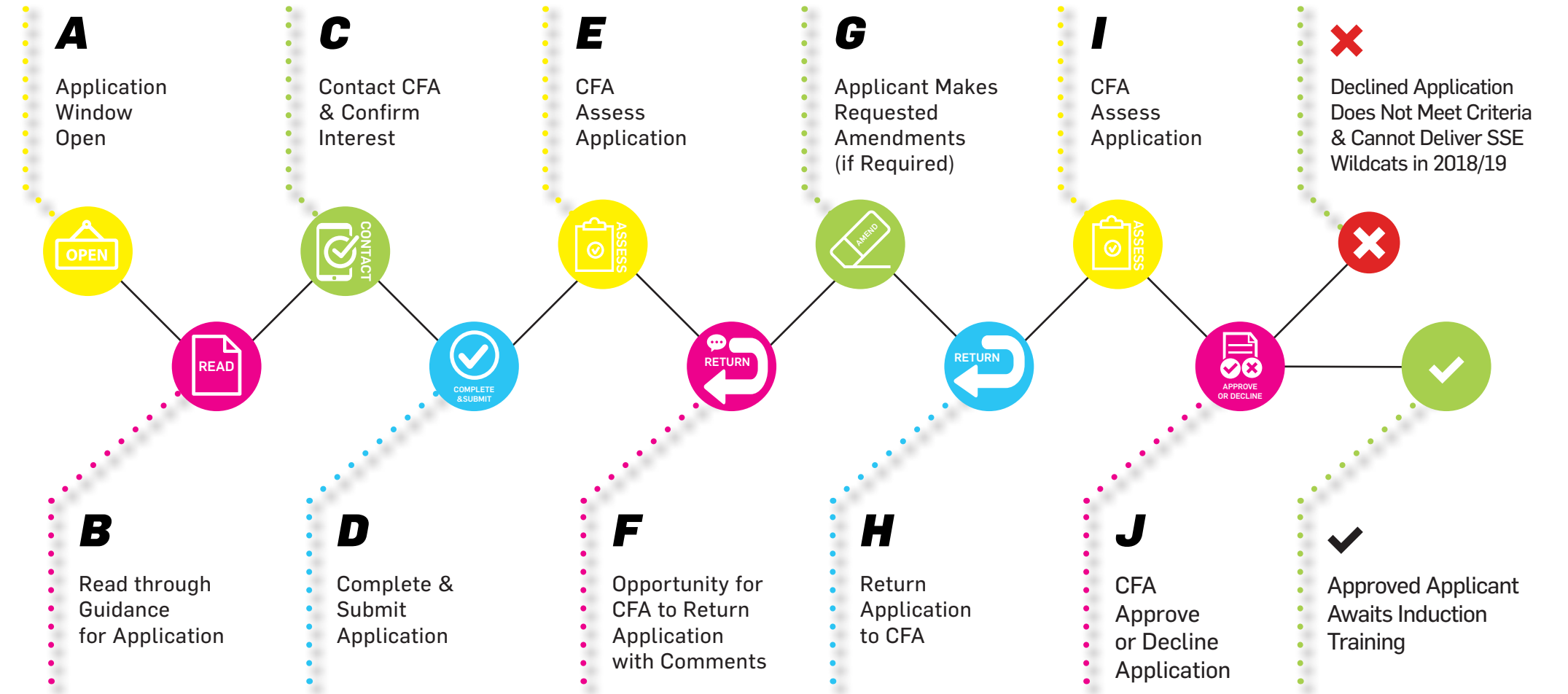
The pitch must have touchlines and not play off walls



Must use 3mx2m futsal goals

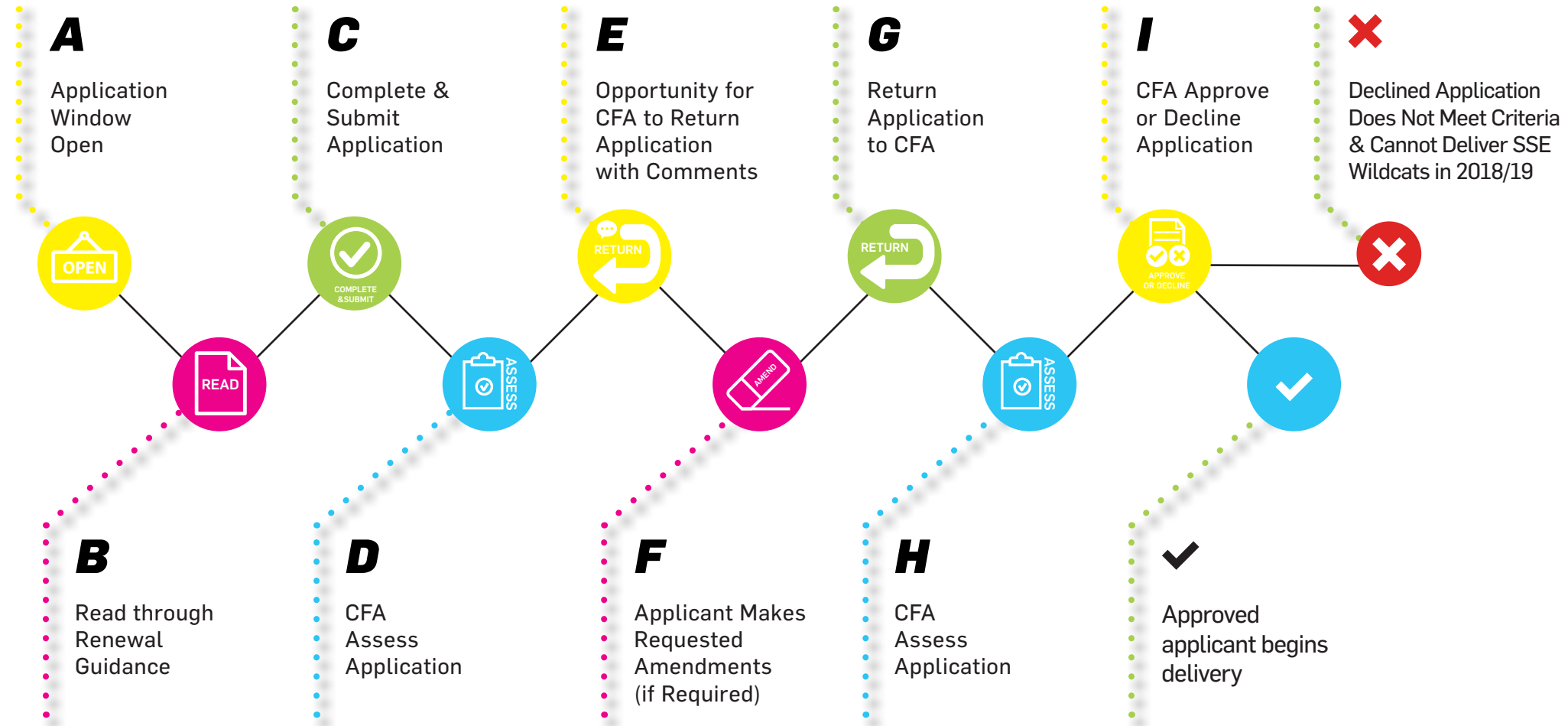


# NEW CENTRES APPLICATION PROCESS





# EXISTING CENTRES RENEWAL PROCESS



**PROGRAMME CRITERIA**

# CRITERIA

**1** Centres must have capacity for a minimum of 30 participants

**2** Centres must operate within community hours, to allow accessibility for all

**3** Centres must enter a service level agreement with the CFA on application, and must operate within the parameters of this agreement

**4** Centres must be inclusive

**5** Centres must attend SSE Wildcats Introduction training

**6** SSE Wildcats Centres must demonstrate entry and exit routes for participants into the programme



**7** Centres must commit to a minimum of 2 year delivery

**8** Centres must evidence a safeguarding policy

**9** Centres must evidence a Health and Safety policy

**10** Centres must have public liability insurance

**11** Centres must meet and adhere to the staffing criteria throughout delivery of the programme

**12** SSE Wildcats Centres must be able to evidence the sustainability of the programme post funding

# CRITERIA 1. DELIVERY



To become an SSE Wildcats centre applicants must commit to a minimum of 2 year delivery. This is to ensure the sustainability of the programme and make sure that we retain the fun offer for girls to try football for the first time.

Delivery must consist of the following:

**1**  
A MINIMUM OF  
16 WEEKS  
IN YEAR 1  
(2019)

**2**  
A MINIMUM OF  
16 WEEKS  
IN YEAR 2  
(2020)

16 weeks is the minimum number of weeks delivery and we encourage applicants to deliver for as many weeks as possible during the year.



# CRITERIA 2. SAFEGUARDING



## SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

The delivery of all SSE Wildcats Centre activities must have appropriate safeguards embedded in line with the FA safeguarding policies and procedures. This will allow centres to maximise enjoyment and minimise risk.

All SSE Wildcats Centres must be able to evidence the following:

- A Safeguarding Children Policy

If you do not currently have a policy you can download the FA policy here:

<http://www.thefa.com/football-rules-governance/safeguarding/policy-downloads>

### Safeguarding Children Policy

The FA's Safeguarding Children Policy principles must be adhered to by SSE Wildcats Centres and all of its related activities. When working in partnership to deliver football activity it must be clear as to how these principles will be adhered to and the process for recognising and responding to concerns about a child.

The FA Safeguarding Children Policy principles are that:

- the child's welfare is, and must always be, the paramount consideration;
- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, faith or sexual orientation;
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
- working in partnership with other organisations, children and young people and their parents and carers is essential.

The safeguarding policy must be clear about the following requirements:

- The referral process via The FA Case Management Team Safeguarding@TheFA.com or 0800 0835 902
- A named Designated Safeguarding Officer at each activity/event
- Safer recruitment including DBS checks; via The FA CRB (checks completed via the Premier League and/or PL Club should make use of The FA portability agreement to comply with the requirement for an FA accepted DBS check)
- Safeguarding training; completion of The FA Safeguarding Children Training e.g. SCW/WOW (NB - EFL and PL Club DSOs may evidence training provided for their role as DSO rather than complete the FA WOW)

## REPORTING CONCERNS

The reporting of concerns should be made as easy as possible. There must be a designated safeguarding officer for each activity who is clear about The FA referral and whistleblowing processes.

## PREVENTION

Implementing preventative safeguarding measures to help create safe and enjoyable environments for each aspect of the proposed activities is essential.

## PLANNING, DELIVERY AND COMPLIANCE

All parties must be clear about the safeguarding requirements for SSE Wildcats Centres and who is responsible for what safeguards during i) planning, ii) delivery and iii) compliance monitoring.

# CRITERIA 3 & 4. HEALTH, SAFETY & INSURANCE



Centres must evidence the following:

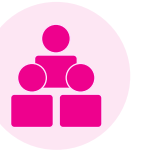
A health and safety policy that states the venue's commitment to Health and Safety, clearly stating who does what, when and how. Further guidance available at HSE Health and Safety Made Simple.

<http://www.hse.gov.uk/simple-health-safety>

- An emergency arrangements policy covering Fire and First Aid procedures.
- A completed FA SSE Wildcats H&S Guidance and Venue Checklist. (distributed with centre application guidance document)
- A copy of the venues Public Liability Insurance certificate with a minimum limit of indemnity of GBP 5 million.
- A copy of the delivery organisations Public Liability Insurance certificate with a minimum limit of indemnity of GBP 5 million ensuring that insurance covers the participants from the age of 5 years upwards.



# CRITERIA 5. STAFFING



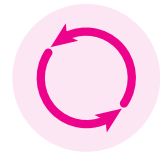
There must always be a minimum of two adults (18+) available at any one time, one of which must be a level 1 coach, and there must be a minimum of 1 staff member (18+) to every 16 children (1:16).

Where the children are aged 8 or younger centres will require more staff and a minimum of two adults (18+) should always be present (ratio 1:8). If the children have additional needs e.g. learning needs or a disability the ratio should be higher than 1:16 to ensure centres can meet the specific needs of any given group.

STAFF	DESCRIPTION
1 X FA LEVEL 1 COACH	Must hold a minimum of FA Level 1 (age 18+) with an in date FA CRC, FA Safeguarding training and FA Emergency aid qualification. (checks completed via the Premier League and/or PL Club should make use of The FA portability agreement to comply with the requirement for an FA accepted DBS check)
VOLUNTEERS	The minimum age for a volunteer is 14, where the volunteer is under 16 they must have parental consent to volunteer, volunteers under the age of 18 must be supervised at all times. If volunteers are 18 or over they must hold an in date FA CRC.
1X DESIGNATED SAFEGUARDING OFFICER (DSO)	The DSO must have attended FA Welfare Officer Workshop (WOW) or PL/EFL equivalent DSO training. The DSO is responsible for ensuring safeguards are in place and maintained effectively. All staff, parents & carers and players must be made aware as to whom this person is and how to contact them.
FEMALE	To increase the number of role models within football and meet the demographic of participants, at least one volunteer/coach must be female.

**Note:** When submitting staff an automated check will take place to ensure the staff member has appropriate qualifications. U16s should not be registered on the system.

# CRITERIA 6. SUSTAINABILITY



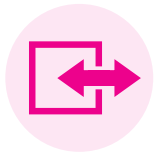
SSE Wildcats Centres must be able to evidence within their application the sustainability of the programme following their initial start up fund:

Questions to consider in their sustainability plan:

- How they will work with the CFA?
- How much are they going to charge participants to ensure all costs are covered?
- How are they going to recruit volunteers?
- How are they going to involve parents?
- What links do they have to wider networks local CS Clubs/Colleges/Universities?



# CRITERIA 7. ENTRY & EXIT ROUTES



SSE Wildcats Centres must demonstrate transition of participants, when appropriate. This must consist of how and where players will be recruited from and where participants will be signposted to continue to play football in an environment that replicates the SSE Wildcats Centre.



## CRITERIA 8. INDUCTION TRAINING



Centres must commit to SSE Wildcats Induction Training.

SSE Wildcats Induction Training will be delivered locally by the FA Coach Mentor Team in March of 2019. County FAs will be responsible for supporting the organisation and delivery of this training. Further guidance will follow.

The training will consist of:

- Theory
- Practical
- Administration
- Marketing support

It is the CFA responsibility to ensure all new SSE Wildcats Centres attend.



## CRITERIA 9. INCLUSIVE



Centres must reflect the diversity of the population of the local area and organisations must be inclusive of disabled participants.

All the general principles of how to plan and deliver football sessions and activities are equally applicable when working with players with Special Educational Needs and Disabilities (SEND).

In addition, centres will need to think carefully about the following:

- Whether additional safety checks are necessary
- The need for individual goals may be more important
- How to adapt the way centres deliver and organise the session to accommodate everyone
- The length, intensity and frequency of sessions as well as the drills or activities within each session. For example, some players with SEND may tire more quickly, others may need regular rests, some have difficulty regulating temperature and need to rehydrate more frequently

Centres may also need to:

- Be creative in finding a variety of ways to explain or develop a particular skill
- Adapt drills and warm-ups to accommodate the needs of particular athletes
- Modify equipment and adapt rules to maximise opportunities for participation and ensure success

Questions to consider:

- How inclusive are your SSE Wildcats Centres?
- Are your centres representative of the community?
- Do your centres offer opportunities for players with a disability?
- How are you engaging your CFA disability officer with centre recruitment and support?

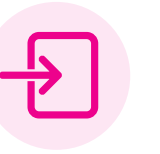
## CRITERIA 10. SERVICE LEVEL AGREEMENT



Centres must enter a service level agreement with the CFA, and must operate within the parameters of this agreement. This agreement will be incorporated into the online application.



## CRITERIA 11. ACCESSIBILITY



SSE Wildcats is a community programme, which is designed to give every girl the opportunity to play football.

Organisations should select a venue and a start time that is accessible for participants.

Any organisation delivering a SSE Wildcats centre on a school site must ensure that the session is delivered at a suitable time for access for participants from surrounding schools, therefore centres must allow a minimum of 30 minutes following the school day before starting the session.

# CRITERIA 12. PARTICIPANTS



## CENTRE CAPACITY

SSE Wildcats Centres must demonstrate that they have a minimum capacity of 30 participants and demonstrate entry and exit routes to and from the programme.

For example, centres must ensure they have the correct coach ratios for 30 participants and a playing area suitably sized to host 30 participants.

## CENTRE TARGET

Centres should aspire to achieve 30 participants each week over each delivery year. Understandably this may take a number of weeks to achieve, and depends on each local community.



# COUNTY FA RESPONSIBILITIES



- Promote SSE Wildcats and engage possible deliverers - encourage and support submission of applications
- Retain 75% of existing centres, supporting centres through renewal process
- Meet allocated target number of SSE Wildcats Centres assigned to the CFA, where possible ensure you have reserve applications
- Support organisations with their applications to meet the 12 point criteria
- Assess all applications against 12 point criteria
- Once approved communicate with all applicants and support with the marketing of centres
- Support the delivery of local Induction training
- Sign and return service level agreement between FA and CFA
- Distribute funding to centres in year 1 and year 2
- Monitor SSE Wildcats Centres regularly to ensure all delivery is taking place and all centres deliver against the 12 point criteria
- Support Centres where any issues arise
- In collaboration with the FA, the County must terminate any Centre where criteria is not being fulfilled. The CFA have the power to halt delivery of sessions immediately where Safeguarding practise is not being followed and children may be at risk
- Contribute to SSE Wildcats evaluation
- Support the delivery of Quality Improvement Scheme and address any issues that arise in relation to centre retention and quality assurance



# CHECKLIST CFA ASSESSMENT 12 POINT CRITERIA



✓	<b>1</b>	<b>Centres must commit to a minimum of 2 year delivery</b>	Is the centre clear that they are committed to a minimum delivery of two years?
✓	<b>2</b>	<b>Centres must evidence a safeguarding children policy</b>	<p>Has the centre uploaded a safeguarding children policy? Does the centre comply with:</p> <ul style="list-style-type: none"> <li>• Compliance with FA Safeguarding Policy Principles</li> <li>• Safer Recruitment including FA DBS checks</li> <li>• Staff role profiles detailing minimum qualifications</li> <li>• Welfare plan for each activity (including a risk assessment)</li> <li>• Staff: child ratio</li> <li>• Parent/carer consent to participate</li> <li>• Parent/carer consent for their child to be filmed/photographed</li> <li>• Participant data and its retention in line with GDPR; medical needs, emergency contact information, any additional needs e.g. support for impairment, learning difficulties</li> </ul>
✓	<b>3</b>	<b>Centres must evidence a Health and Safety policy</b>	<p>Health and Safety policies can vary greatly depending on the organisation or business they refer to. UK Health and Safety Law requires any organisation which employ more than 5 people to have a written Health and Safety Whether they are 1 page or 30, they should include the following:</p> <p><b>Policy statement</b> – should be usually signed by the person ultimately responsible for control of the venue (such as the Headmaster, Centre Manager, or Committee Chair). It is good practice for this to be signed annually and displayed on a noticeboard.</p> <p><b>Organisation</b> – this could be an organisational flow chart, or a simple list stating who is responsible for what at the site being assessed. In the event of a sports club it may describe what the caretaker or grounds-person is responsible for doing in relation to maintaining a safe clubhouse and ground.</p>

✓	<b>3</b>	<b>Centres must evidence a Health and Safety policy</b>	<p><b>Arrangements</b> – how are the work activities carried out. At the basic level this should include a fire alarm and evacuation process and first aid and accident procedure (often referred to as Emergency Plans). Larger commercial venues should include a section on risk assessment and workplace equipment and machinery.</p> <p>Has the applicant uploaded a completed FA SSE Wildcats H&amp;S Guidance and Venue Checklist?</p>
✓	<b>4</b>	<b>A copy of the delivery organisations Public Liability Insurance certificate and a copy of the venues Public Liability Insurance</b>	<p>Does this cover covers participants from the age of 5 years upwards? Venues Public Liability Insurance Certificate</p> <ul style="list-style-type: none"> <li>• Does it refer to the site being screened?</li> <li>• is it in date? (These certificates expire annually)</li> <li>• Does it provide cover of a minimum of £5 million?</li> </ul>
✓	<b>5</b>	<b>Centres must meet and adhere to the staffing criteria throughout delivery of the programme.</b>	Does the centre have the appropriate staffing in place?
✓	<b>6</b>	<b>SSE Wildcats Centres must be able to evidence the sustainability of the programme post funding.</b>	Has the centre evidenced a robust sustainability plan?
✓	<b>7</b>	<b>SSE Wildcats Centres must demonstrate entry and exit routes for participants into the programme.</b>	Has the centre evidenced entry and exit routes?
✓	<b>8</b>	<b>Centres must attend SSE Wildcats Induction training</b>	Post application
✓	<b>9</b>	<b>Centres must be inclusive</b>	Has the centre demonstrated inclusivity?
✓	<b>10</b>	<b>Centres must enter a service level agreement with the CFA on application, and must operate within the parameters of this agreement</b>	Post application - Has the centre agreed to the Service Level Agreement?
✓	<b>11</b>	<b>Centres must operate within community hours, to allow accessibility for all</b>	Is the centre delivering sessions during community hours, is the centres accessible for all participants?
✓	<b>12</b>	<b>Centres must have capacity for a minimum of 30 participants</b>	Does the centre have the correct coach ratios for 30 participants and a playing area suitably sized to host 30 participants?

# CONTACT

Any questions, please contact:

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with your question or enquiry.

Thank you for your support and we look forward to working with you.

**SSE WILDCATS CENTRE TEAM**

