



The FA Charter Standard

# YOUTH CLUB APPLICATION FORM

FROM 2015/16



|                                                          |                       |                  |
|----------------------------------------------------------|-----------------------|------------------|
| <b>NAME OF CLUB:</b>                                     |                       |                  |
| <b>NAME OF FA CHARTER STANDARD COORDINATOR:</b>          |                       |                  |
| <b>FAN:</b>                                              | <b>DATE OF BIRTH:</b> |                  |
| <b>ADDRESS:</b>                                          |                       |                  |
|                                                          |                       | <b>POSTCODE:</b> |
| <b>TELEPHONE:</b>                                        | <b>FAX:</b>           | <b>MOBILE:</b>   |
| <b>EMAIL(S):</b>                                         |                       |                  |
| <b>NAME OF CLUB SECRETARY (IF DIFFERENT FROM ABOVE):</b> |                       |                  |
| <b>FAN:</b>                                              | <b>DATE OF BIRTH:</b> |                  |
| <b>ADDRESS:</b>                                          |                       |                  |
|                                                          |                       | <b>POSTCODE:</b> |
| <b>TELEPHONE:</b>                                        | <b>FAX:</b>           | <b>MOBILE:</b>   |
| <b>EMAIL(S):</b>                                         |                       |                  |
| <b>COUNTY FA AFFILIATED TO:</b>                          |                       |                  |
| <b>AFFILIATION NUMBER (S):</b>                           |                       |                  |
| <b>CLUB NATIONAL IDENTITY NUMBER(S):</b>                 |                       |                  |

YES NO

☐☐

Do you follow The Football Association's Safeguarding Children Policy, Procedures and Practices?

As part of the policy your Club will have appointed a designated Club Welfare Officer (CWO).

**Club Welfare Officer**

|                   |                       |                  |
|-------------------|-----------------------|------------------|
| <b>NAME:</b>      |                       |                  |
| <b>FAN:</b>       | <b>DATE OF BIRTH:</b> |                  |
| <b>ADDRESS:</b>   |                       |                  |
|                   |                       | <b>POSTCODE:</b> |
| <b>TELEPHONE:</b> | <b>FAX:</b>           | <b>MOBILE:</b>   |
| <b>EMAIL(S):</b>  |                       |                  |

Your Club Welfare Officer must have attended a Football Association three-hour Safeguarding Children Workshop. Please enclose a copy of this certificate if this is not shown on their record in Whole Game System.

Your Club Welfare Officer must have attended The Football Association Welfare Officer Workshop. Please enclose a copy of this certificate if this is not shown on their record in Whole Game System.

Your Club Welfare Officer must also hold an accepted FA Enhanced CRC via The FA CRC Unit. Again this can be confirmed via the Whole Game System area of your County FA website. If you do not already have access to this area please contact your County FA for assistance. The site is available at [www.wholegame.thefa.com](http://www.wholegame.thefa.com).

Please Note: You can print off your Club Safeguarding Children report and use it as supporting documentation together with Whole Game System reports for volunteers, coaches and managers within the Club.

To access Whole Game System please contact your County FA.



## The FA's Criminal Records Checks (CRC) policy

The CRC is exactly the same as what was formerly known as CRB Check. In line with FA Safeguarding Children Regulations anyone working in an 'eligible role', directly working with children and young people, including managers and coaches must hold an, in-date, FA accepted, CRC check before they can coach children and young people. Other roles working directly with young people within clubs may also be eligible for CRC checks.

For comprehensive guidance on eligibility and to access the CRC guidance leaflet for clubs please go to:

[www.thefa.com/football-rules-governance/safeguarding/criminal-records-checks](http://www.thefa.com/football-rules-governance/safeguarding/criminal-records-checks)

## How long do Criminal Records Checks last

The FA policy is that CRCs must be renewed every three years to ensure that The FA has current Information on the people working with children and young people.

For help on advice on CRC issues please contact your County Association or contact the FA CRB Unit Directly on **0845 210 8080** or via email to: [FAchecks@TheFA.com](mailto:FAchecks@TheFA.com)

## Applying Online

Over 95% of all FA CRCs are now completed online via The FA Criminal Records Body. For more information, and to register your club to use the Online Disclosures' CRC application service, please contact The FA Criminal Records Body on **0845 210 8080** or via email to: [FAchecks@TheFA.com](mailto:FAchecks@TheFA.com)

## Keeping track of who within the club has an in-date CRC

This can be confirmed by the Club Welfare Officer who can access the Members' Services, Online Safeguarding Service which is available through your local County FA website. Details on how your Welfare Officer can login to this service are available at

[www.thefa.com/football-rules-governance/safeguarding/online-safeguarding-service](http://www.thefa.com/football-rules-governance/safeguarding/online-safeguarding-service)

Please Note: Accessing the Members' Services Online Safeguarding Service gives Welfare Officers access to a club safeguarding status report detailing all Club Officials, managers/Coaches safeguarding education and CRC status which can be printed and used as supporting documentation.



**Club Links**

To attract potential new players to your club it is important that you identify any schools, colleges or other local agencies or organisations that you will work with to promote the playing opportunities available at your club. It is also important that opportunities for players are identified to continue playing football if your club only runs specific age groups e.g. to support players transitioning from youth to adult football.

Please identify any clubs or other local opportunities that exist where you will signpost players if this is the case

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**Please tick as appropriate:**

| YES                      | NO                       |                                                                                                                                                                                            |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Has your Club adopted The FA Suggested Club Rules?                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | If no, does your Club have a constitution?                                                                                                                                                 |
|                          |                          | Does it make reference to:                                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Club name                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Affiliation                                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Management committee AGM/additional meetings Club finances                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Club membership Disciplinary procedures Equality                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Dissolution                                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your club use The FA Respect Codes of Conduct?                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your Club commit to attending at least one in-service training event per year?                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your Club have first aid kit available at all games and training?                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your Club organise a briefing for Parents/Carers and Officials at the start of each session to discuss behaviour?                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | All Club officials with clear job descriptions                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your Club follow FA Equality Policy?                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your Club have its own separate bank account?                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you produce annual accounts and a balance sheet?                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you ensure The FA Goal post safety requirements are followed?                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you follow The FA adult to child ratio of one Coach to 16 players?                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your Club committed to completing an Annual Health Check each year?                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | A minimum of 90% of all FA qualified coaches to be members of The FA Licensed Coaches Club                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>National League System Clubs only</b> If the senior team plays in the National League System (steps 1-7) one coach to attend a six hour or two, three hour coaching workshops annually. |



The above details can be viewed and confirmed on Whole Game System. Evidence of their qualifications must be provided if they are not visible in Whole Game System. The Club Secretary, Chairman, Treasurer, Club Welfare Officer, Charter Standard Coordinator and other Club Officials can access Whole Game System. Contact your County FA if you do not have access to Whole Game System.

Please copy additional sheets if required. All managers and coaches must be included on the managers/coaches register. These can be input in Whole Game System for the Club.

| YES                      | NO                       |                                                                                                         |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Club Constitution and Rules                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Set of recent Committee minutes (no more than three months old)                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of AGM minutes                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of annual accounts                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of FA Respect Codes of Conduct                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Club Equality Policy                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Club Child Protection Policy                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of any coaching qualifications - if not on the FAN records in Whole Game System                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of FA Safeguarding Children Workshop certificates - if not on the FAN records in Whole Game System |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of first aid certificates - if not on the FAN records in Whole Game System                         |

In completing this form our Club is committing to the requirements of The FA Charter Standard Programme and to raising standards in football. We also confirm that the information provided is correct.

Signed (Chairperson)

☐ If you are filling out this form electronically, please mark this box to sign:

Signed (Secretary)

☐ If you are filling out this form electronically, please mark this box to sign:

Date:

☐ I am happy to receive relevant information from The FA and selected partners:

WGS NATIONAL ID OF LEAD TEAM

CFA use

CFA

Date received

FOOTBALL DEVELOPMENT FEEDBACK:

DISCIPLINE DEPARTMENT FEEDBACK:

CFA WELFARE OFFICER:

LEAGUE FEEDBACK:

Decision of CS Working Party

☐

Approved

NAME:



## THANK YOU

**Thank you for completing The FA Charter Standard Application. By doing so you are contributing to raising standards within grassroots football. Club development is an integral part of The FA's National Game Strategy with the aim of improving the quality and sustaining the involvement of players, coaches, administrators, volunteers and referees in football.**

The FA commend you on your commitment and dedication in supporting this aim and hope that this process will allow you to gain recognition for the service you provide to the local football community.





**The FA Charter Standard**

# **YOUTH CLUB APPLICATION FORM FROM 2015/16**

**The Football Association**

Wembley Stadium, Wembley,  
London HA9 0WS

**Email**

[info@TheFA.com](mailto:info@TheFA.com)

[www.thefa.com/charterstandard](http://www.thefa.com/charterstandard)

**Please contact your County FA for any enquiries**

