



The FA Charter Standard League

# GUIDANCE & ASSESSMENT FORM FROM 2016



# THE FA CHARTER STANDARD LEAGUE PROGRAMME 2016 ONWARDS

## Assessment Form and Guidance for Leagues

The following document has been created to support leagues that are seeking to achieve Charter Standard League status for the first time as well as those leagues who are working to retain the award. It sets out the benefits of the award, the assessment criteria for achieving/retaining the award and the application/retention process in the form of a straightforward flow chart. Once you are familiar with the document you should arrange to meet with an officer from your CFA to work through the assessment form.

## The FA Charter Standard League Programme

In 2009 The FA launched the FA Charter Standard League Programme as part of the FA Charter Standard Brand; 'Offering everybody in grassroots football a high quality, safe, enjoyable experience, that is nationally recognised'.

In the following 6 years 360 leagues achieved and/or retained the award, with 85% of all youth football being delivered in a FA Charter Standard League by 2015. Additionally leagues of all types- Adult Male (Sunday and Saturday) Adult Female, Boys Youth, Girls Youth, Disability, Veterans, Futsal, National League System and Women's Pyramid Leagues have become CSLs. In 2015 independent research highlighted that 82% of FA Charter Standard Leagues believed that Charter Standard had raised standards across their organisation. It is clear that leagues value the FA Charter Standard League award because of the significant benefits it delivers for the leagues and their member clubs.

## How will your league benefit from the FA Charter Standard League Programme?

From the 2015 independent research the following key programme benefits were highlighted by Charter Standard Leagues and their clubs;

- Improved sustainability
- More attractive to clubs- Charter Standard Leagues grow their team numbers
- Higher standards of Behaviour
- Higher standards of Administration and Organisation
- Higher standards in Coaching
- Clearer direction and forward planning
- Greater investment from CFAs and sponsors
- Growth in underrepresented groups

In addition to this The FA will maintain its commitment to the following incentives for FA Charter Standard Leagues;

- Crystal award and certificate on achieving the award
- Charter Standard League retention funding when they renew after 3 years
- A minimum of 2 tickets to the Community Shield each season
- Access to the Nike Charter Standard on line shop with significant discounts
- Access to the FA Charter Standard Legal Helpline 01912117799
- Exclusive use of the FA Charter Standard League logo

## Programme Criteria and Evidence Requirements

The FA CSL Programme assesses leagues against their ability to provide a high quality, safe and enjoyable football experience based on a standard set of criteria. It also encourages leagues to continuously develop through on-going support from the CFA and the 6 monthly review and update of their league development plans.

Following the FA Charter Standard Review in 2015 the criteria for the CSL Programme was revised to reflect the views of leagues and the priorities of the FA National Game Strategy. 3 additional criteria were added as follows;

- Leagues must have a **League Referees Officer**
- Leagues must have an **active link to another league** to support transition of players and improve partnership working
- After 3 years Leagues must have a minimum **85% of teams from an FA Charter Standard Club** to retain the award

These criteria became requirements for all CSL's from September 2015. Existing CSLs have until September 2016 to comply with these requirements.

The criteria for the programme are divided into 6 goals in line with the National Games Strategy 2015-19

- Running the League
- Sustain and Increase Participation
- Player Development- Environment
- Player Development – Coaching
- The Football Workforce
- County FA Support

For each development area, a number of criteria have been identified, together with the minimum evidence that leagues will be expected to show to demonstrate compliance with the criteria. This will ensure consistency for the Programme across the country. It is recommended that leagues keep a portfolio of their evidence for quality assurance purposes.



## Diversity

When working through the assessment criteria and in particular when creating the league development plan, the league officers should consider what actions it can take to increase diversity within the league. This is specifically relevant when considering tactics to increase player participation, develop coaches/referees and recruit league and club officers.





## Using the Assessment Form

The assessment form below sets out all the criteria and evidence required to achieve/retain FA CSL status.

Working through this with a CFA Officer will allow you to identify any actions required from the league as well as allowing the CFA to sign off where criteria are met. Once this form has complete sign off from the CFA the league will be awarded or re-awarded CSL status.

GOAL	WHAT IS THE CRITERIA?	WHAT EVIDENCE IS REQUIRED?	CURRENT STATUS	ACTION REQUIRED	CFA SIGN OFF DATE
<b>1. Running the League</b>	a. At least 60% of teams in the league are part of FA CS Clubs*.  *All other teams must have Enhanced FA Criminal Records Checks for all welfare officers, coaches and managers working with children in youth football or with vulnerable adults.  *Where a league is renewing its CSL status it must have a minimum of 85% of teams playing in an FA CS Club.  *Any new clubs entering the league after CSL status is granted will have 12 months to attain FA CS Club status.	Current % of teams that are part of FA CS Clubs. Must be verified by the CFA.  Minimum 60% to achieve the status  Minimum 85% to retain the status  Evidence that any welfare officers, coaches, and managers working with children in youth football or vulnerable adults in non-CS Club teams, have undergone an Enhanced FA CRC.			
	b. The league is sanctioned by the FA or CFA as appropriate	League Sanction Number- available through WGS			
	c. The league is operating within The FA Standard Code of Rules	Copy of League Rules- available through WGS			
	d. The league has a CSL agenda item at league meetings	Copy of League Minutes			
	e. The Youth League Welfare Officer (Youth League only) and the CSL Co-ordinator are members of the League Management Committee	Copy of League minutes			
	f. The league uses a web based administration system for results, tables and fixtures. The FA Full Time system is recommended for this purpose but it isn't mandatory. Additionally the league is utilising the WGS	League demonstrates its system to the CFA  League is registered on WGS			
	g. The league has a 3 year development plan that identifies key objectives and targets linked to the NGS. In addition the league and CFA should have a schedule of 6 monthly meetings to review progress on the plan	3 year development plan based on CSL LDP template agreed by the CFA.  Schedule of future meetings with first 6 monthly review meeting date confirmed.  Where a league is renewing its CSL status after 3 years- there should be evidence that the league has met with the CFA every 6 months to review progress against the plan.			

GOAL	WHAT IS THE CRITERIA?	WHAT EVIDENCE IS REQUIRED?	CURRENT STATUS	ACTION REQUIRED	CFA SIGN OFF
<b>2. Sustain and Increase Participation</b>	a. Evidence of how the league plans to retain/grow the number of male, female and disability teams (mini soccer, small sided and 11v11) as appropriate	Targets for team retention/growth clearly flagged in the LDP. The minimum requirement is that the league must plan to retain the current number of teams but that ideally there is projected growth. The League should also use the LDP to outline the work it is doing to retain and grow teams with significant representation from diverse communities.			
	b. Leagues must have an active link to another league* to support transition of players and improve partnership working  <i>*This link is likely to be youth to adult or vice versa, but may also be mini to youth, adult to vets, youth to disability, adult to adult (where there is promotion between leagues as per the National League System). An active link describes a partnership that primarily delivers improved transition of players but may also deliver shared opportunities around officials, coaching admin etc. Ideally the linking leagues should both be FA Charter Standard Leagues.</i>	Written confirmation from the partner league that they have an active link to the applicant league and what this link entails.			
<b>3. Player Development Environment</b>	a. The league actively promotes the Respect Programme through the implementation of: <ul style="list-style-type: none"> <li>The Respect Codes of Conduct</li> <li>Designated spectator areas for games (optional for adult football)</li> <li>Captain's taking more responsibility for the behaviour of their players</li> </ul>	League rule supporting the implementation of Respect with reference to the use of the codes of conduct, designated spectator areas and Captains taking more responsibility.			
	b. The League has an Equality Policy and Complaints Procedure that adheres to the FA Equality and Complaints Procedure template	League Equality Policy and Complaints Procedure reflects the FA template			
	c. The League has a Safeguarding Children's Policy and Procedure that adheres to FA requirements (optional for adult leagues)	League Safeguarding Policy and Procedure that reflects the FA requirements			
	d. The league has a named Youth League Welfare Officer who has attended a FA Safeguarding Workshop and the Welfare Officers Workshop (optional for adult leagues)	Name of Youth League Welfare Officer and dates of training.			
	e. The league must adhere to all aspects of the FA Youth Review by; <ul style="list-style-type: none"> <li>Offering the appropriate playing and competition format by age group</li> <li>Not producing league tables from u7 to u11</li> <li>Ensuring leagues u12 to u18 do not exceed 12 teams per division. (Unless dispensation is granted by the CFA)</li> </ul>	Through the League Website or similar evidence of the leagues divisional structure and competition formats			

GOAL	WHAT IS THE CRITERIA?	WHAT EVIDENCE IS REQUIRED?	CURRENT STATUS	ACTION REQUIRED	CFA SIGN OFF
<b>4. Player Development Coaching</b>	a. An annual League Coach Education Programme delivered in partnership with the CFA and or other Leagues. A minimum of 3 opportunities per annum offered to coaches in the league that can include: Level 1, Level 2, Goalkeeping awards, FA Youth Modules, Emergency Aid, Coach In-Service sessions and any other Coach related courses the CFA deems appropriate.	Dates, titles and delivery partners for the planned programme.  This must be renewed each season.  The League should also highlight in the LDP work it is doing to encourage coaches from more diverse backgrounds and its efforts to consult on this should be documented.			
<b>5. The Football Workforce</b>	a. The League has a named Charter Standard League Coordinator	Name of Officer			
	b. The League has a Referees Officer. This officer will be a member of the league management committee and his/her role is to be the lead on refereeing matters in the league, this could include making appointments, organising league based referee courses with the CFA, arranging mentoring opportunities etc.	Name of Referees Officer. Description of this officers responsibilities within this league			
	c. The league provides a minimum of three CPD development opportunities per season for league officers and club officers. This CPD can relate to all aspects of league and club activity other than coaching (covered under point 4 above). CPD for the Football Workforce can cover refereeing, administration, FT/WGS, Respect and any other activity the CFA deems appropriate	Description of CPD activity and the period it will be delivered in.			
<b>6. County Support</b>	a. The League has an agreed package of support from the CFA team. This can include support to create the LDP, bursaries for coach education, delivery of CPD sessions or anything else the CFA agrees with the league	Completed final page of the League Development Plan confirming the specific support the CFA will give the league to deliver the plan.  Confirmed date of first 6 monthly review meeting between league and CFA			

# HOW DO YOU ACHIEVE FA CHARTER STANDARD LEAGUE STATUS?

## STEP 1 REGISTER YOUR INTEREST

Once your league has decided that it is committed to achieving FA Charter Standard League status and you have a number of people in the league who are willing to support the process, you should register your interest by contacting your County FA office / FA office and arranging to meet a member of the team.

## STEP 2 AUDITING & ASSESSING YOUR LEAGUE

You will meet with the County FA / FA representative to discuss the vision and aspirations of the league and to work through the Programme criteria and evidence requirements, gathering the relevant evidence together in a portfolio, as it becomes available. The County FA / FA representative will sign off criteria on an on-going basis when evidence is presented. Any criteria that require further work will form the basis of an action plan for the league.

## STEP 3 ACHIEVING THE CRITERIA

Following the initial meeting with the County FA / FA, you should implement your action plan, gathering outstanding evidence to meet the Programme criteria. A key element of the Programme is the production of a league development plan that identifies how you will build on the criteria, based on the needs of the league.

## STEP 4 FINAL SIGN OFF

Once all criteria have been met, the CFA team will complete a final sign off of the evidence and the league will receive a FA Charter Standard League certificate and plaque and additional Programme benefits. The FA and the County FA will promote the league's achievement through media opportunities.

## STEP 5 CONTINUOUS DEVELOPMENT AND 6 MONTHLY MEETINGS

You are required to meet with your CFA once every 6 months to review progress against your plan to retain FA Charter Standard League status. The County FA / FA will provide support with continuous professional development and advice to help the league to deliver on its objectives and keep the plan fresh and up to date.

**The FA Charter Standard League**

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

