NORFOLK COUNTY FA

CHARTER STANDARD MANUAL 2019-20



I missed three tackles, but coach said I gave 110%.

Can't wait to play next week.

TheFA.com/Respect



We only do positive.

RESPECT

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INTRODUCTION

Welcome to the 2019-20 Norfolk FA Charter Standard Manual.

Whether you have just achieved the award or maintained it for another season, congratulations! We are very pleased to have you on board and a part of our ever expanding FA Charter Standard family.

Achieving this award is testament to your club and league's hard work and dedication to ensuring Norfolk football continues to raise its standards for the safety of the volunteers, players and development within your environment.

As the FA Charter Standard family in Norfolk increases it is important that everyone works hard to maintain the high standard of football we all provide and not to become complacent with the FA Charter Standard Award.

Being an FA Charter Standard Club or League means you are highly valued in the bigger picture of Norfolk football and with this comes plenty of opportunities, support and initiatives to thank you and to help future developments.

This season I want to get out and see as many of you as possible to witness the great work you do and offer support wherever possible, so please let me know if your club would like me to visit!

From all of us here at Norfolk FA, thank you for the work you have done and continue to do and good luck for this season.

Anna Larkins
Football Development Officer (Clubs & Leagues)



2018-19 OVERVIEW

- 5 Clubs achieved the FA Charter Standard accreditation
- Stoke United Youth FC became an FA Charter Standard Development Club
- 74 Norfolk FA Charter Standard Clubs were visited by Norfolk FA Board of Directors, Council Members and Staff Members
- 5 Transition Festivals were delivered educating 34 teams, 68 managers/coaches and at least 374 players pre-season
- 16 new FA Level 1 coaches started their journey following the Introduction to FA Level 1 workshop they attended
- Norfolk FA Charter Standard Clubs received a total of **£32,812.80** funding from Norfolk FA, The FA and the Football Foundation, with funding from the Stay in the Game fund yet to be allocated.



ADMINISTRATION REQUIREMENTS

Annual General Meetings should be held ahead of the new season and here are the following items that should be on the agenda;



Running your club or league is not always an easy task, here are some top tips you may be missing and could really benefit from implementing.



COMMITTEE STRUCTURE REQUIREMENTS

All Charter Standard Clubs and Leagues must have the following Committee Members;

- Chairperson
- Secretary
- Treasurer
- Charter Standard Co-ordinator
- Welfare Officer
  (Excluding Charter Standard Adult Clubs)
- Referee Officer - Leagues only

What if the committee structure is too small for what we offer?

If you offer a large football provision, if you haven't done so already, you should consider setting up sub-committees or working groups to not only 'spread the load' but to ensure all aspects of the game are being considered, looked after and developed.

Here are a couple of examples;

Development sub-committee or working group that focus on;

- Charter Standard
- Participation at the club/league
- The football workforce

Administration sub-committee or working group that focus on;

- General running of the club/league
- Safeguarding & Welfare
- Discipline & Respect

How do sub-committees or working groups work?

These groups would meet on a regular basis and may consist of managers, coaches, parents and/or club volunteers. Meetings would be minuted and a representative from this group would attend the club / leagues committee meeting to feedback discussions for decisions to be made or actions to be delegated.



CHARTER STANDARD CLUB ASPIRATIONS

Aspiring to make the step up to the next Charter Standard Award – fantastic!

The following will give you an insight into what you'll need to do, if you're a season or two away from a particular status get in touch and we will support you with an action plan to help you reach that goal.

Charter Standard Adult Club to a Charter Standard Club

Affiliated youth team/s
Club must identify and elect a Designated Club Welfare Officer
Club must adopt the Safeguarding Procedures & Policies
Inform Norfolk County FA of club change

Charter Standard Club to Charter Standard Development Club

Make contact with Norfolk County FA
Ensure you meet the team, coach and club criteria
Club to create a 3 Year Development Plan

Charter Standard Development Club to Charter Standard Community Club

Make contact with Norfolk County FA
Ensure you meet the team, coach and club criteria
Club to review and renew the 3 Year Development Plan



CLUB & LEAGUE DEVELOPMENT

Development should always be a priority for a club or league, no matter how big or small.

Whether it is to grow or retain, improve current facilities or to provide a better playing provision, the longevity of the club or league should be of importance and the points below are to spark some thought.

Should you want to look to further develop your club or league we would be very happy to provide support in order for those aspirations to be achieved!

RUNNING YOUR CLUB OR LEAGUE

To ensure the club or league has the appropriate structure, the right people and processes in place that allows it to operate effectively and efficiently.

RETAIN & INCREASE PARTICIPATION

To support and retain all existing players and teams within the club or league and look to develop opportunities where gaps in provision exist locally and introduce new male and female players to the game.

DEVELOPING THE FOOTBALL WORKFORCE

To recruit, develop and retain volunteers that support team, club and league development. Look at developing a support structure within the club or league to ensure they continue to develop, learn and remain motivated.

IMPROVED PLAYING & TRAINING FACILITIES

To identify and secure the required facilities for fixtures and training, catering for the expected growth identified in the development plan.



EDUCATION VIA CHARTER STANDARD

Education is back with a bang again this season for all who hold the FA Charter Standard Award.

A Norfolk FA Charter Standard In-Service Calendar is available for the benefit of grassroots football in Norfolk, providing access to free workshops throughout the 2019-20 season. This season's workshops will be available **online** via a WebEx and recordings will be sent out to all Charter Standard Clubs to ensure everyone has access to the education on offer. To find out more information, or to book onto a WebEx, check out the 2019-20 In-Service Calendar.

The Charter Standard In-Service Menu is also available for clubs and leagues to organise a workshop or course to be delivered internally. For example, we can deliver Sideline Behaviour workshops, bespoke Coach Education workshops or the "Through the eyes of the Referee" workshop.

There is something for everyone and is available to support those clubs and leagues that want to develop and strive to do better.

Charter Standard In-Service Calendar 2019-20

Click on the event for more information or to book!

Email: CharterStandard@NorfolkFA.com

July 2019			
PCVR Critical Support Fund			

August 2019			
PCVR Critical Support Fund			
3rd	Talent ID Day	Carrow Park	10am-12.30pm
3rd	5v5 Transition Support Day	FDC@Open	9am-12.30pm
17th	7v7 Transition Support Day	Youngs Park	9am-12.30pm
18th	9v9 Transition Support Day	Youngs Park	9am-12.30pm
31st	9v9 Transition Support Day	FDC@Open	9am-12.30pm

September 2019			
PCVR Critical Support Fund			
1st	7v7 Transition Support Day	FDC@Open	9am-12.30pm
16th	Annual Health Check Window Opens		9am
23rd	WebEx: Annual Health Check Guidance		7pm-8pm

October 2019			
PCVR Critical Support Fund		**We Only Do Positive Month**	
?	Coach CPD: We Only Do Positive		
?	WebEx: We Only Do Positive		
7th	'Lino' Workshop	Swaffham FC	6.30pm-8pm
14th	WebEx: Charter Standard Club Clinic		7pm-8pm
21st	FA Coaching Disabled Footballers Course	FDC@Open	10am- 4.30pm

November 2019			
PCVR Critical Support Fund			
12th	'Lino' Workshop	St Andrews FC	6.30pm-8pm
18th	WebEx: Intro to Wildcats		7pm-8pm
29th	AHC Early Bird Window Closes		5pm

December 2019		
PCVR Critical Support Fund		
2nd	WebEx: Community & Development Club Update	7pm-8pm

If you have not received this information, please ensure you contact us via the Norfolk FA Charter Standard email address, **charterstandard@NorfolkFA.com**.

CHARTER STANDARD CRITERIA

To become and remain Charter Standard, all clubs must be able to demonstrate and provide evidence of the following criteria.

As a minimum all clubs must:

- Be affiliated to a County FA
- Have at least one team in a league sanctioned by The FA
- Have a bank account in the club's name (recommended for single team clubs and mandatory for clubs with more than one team)
- Provide a financial statement approved by the club's committee
- Have a disciplinary record within The FA Respect discipline threshold
- Operate within a set of club rules
- Have a club equality policy
- Adopt The FA Respect Code of Conduct

In addition to the minimum criteria all **Youth Clubs** must:	In addition to the minimum criteria all **Adult Clubs** must:
• Have club officials who are proud to make their environment safe, fun and inclusive for all • Provide recent committee meeting minutes • Have a Club Safeguarding Policy • Have FA Enhanced Criminal Record Checks (CRC) for all relevant officials • Have a first aider for each adult team with an in date FA Level 1 Introduction to first aid in football (IFAIF) • Have at least one FA Level 1 qualified coach per youth team with in date first aid (IFAIF) and Safeguarding Children certificate • Have a coach:player ratio of 1:16 or less • Provide links to attract new players and opportunities to move, transition or progress players	• Have a first aider for each team with an in date FA Level 1 Introduction to first aid in football (IFAIF). If the first aider is a player an additional first aider is required • Complete the Club Planning Document **In addition to the minimum criteria and the Youth Club criteria all Development Clubs must:** • Have at least one FA Level 2 qualified coach with one team • A minimum of 5 teams covering at least 4 different age groups • Have a football development plan covering at least 3 years **In addition to the minimum criteria and the Youth Club criteria all Community Clubs must:** • Have at least two FA Level 2 qualified coaches within the club • Have one person who has attended The FA Developing Coaches through Mentoring course



ANNUAL HEALTH CHECKS

The FA Charter Standard Award focuses on best practice and maintaining high standards and therefore clubs are required to complete an Annual Health Check every season.

The Health Check process should be regarded as a positive tool to maintain and keep on top of records, volunteers and constitution. The Annual Health Check also demonstrates to potential club members that a rolling programme of development is adhered to and that the club/leagues take its achievement of the FA Charter Standard Award seriously.

2019-20 Annual Health Check Process;

****NEW FOR THE 2019-20 SEASON: Get your AHC awarded by 29th November and you will be entered into a draw to win prizes worth £££'s!****

16 September – 31 January	All team official qualifications are updated: FA Level 1 / FA Level 2 courses are booked to attend FA Emergency Aid courses are booked to attend FA Safeguarding Children is renewed online FA CRC's are renewed
1 February – 31 March	County FA to award Annual Health Checks once all team official qualifications are up to date or booked
1 April	FA Charter Standard accreditation will lapse if the Annual Health Check cannot be awarded

Documents required to be sent in by Charter Standard Leagues;

- League Constitution
- Previous AGM minutes
- Financial overview (previous seasons)
- Most recent bank statement
- Most recent committee meeting minutes

Documents required to be sent in on top of meeting the team and coach criteria on the WGS;

ALL Charter Standard Clubs

- Club Constitution
- Previous AGM minutes
- Financial overview (previous seasons)
- Most recent bank statement
- Most recent committee meeting minutes

These documents must be sent to **charterstandard@NorfolkFA.com** by 31 March of each season.

MONITORING CHARTER STANDARD

The standards achieved in becoming an FA Charter Standard Club or League need to be maintained, not only does this include administration and following the FA Respect programme, clubs and leagues need to ensure team officials and those with regular contact with children are qualified and a process is put in place to keep these standards of administration, coaching and behaviour high.

Charter Standard Monitoring Visits

What is this? A match day visit to observe youth teams from Charter Standard Clubs

Why is it done?

- Team official qualification check
- Match officials checked
- FA Respect implemented
- Norfolk County FA get to meet and greet grassroot volunteers and offer support
- Observe the match day environment
- To provide feedback to highlight good practice or areas to improve

When? Throughout the season and at summer tournaments

How? Norfolk County FA members have to populate a report during or post visit, this is sent to the Norfolk County FA Charter Standard lead where an action plan (if necessary) is sent to the Charter Standard Co-ordinator along with the report

Who? Norfolk County FA Board of Directors
Norfolk County FA Council Members
Norfolk County FA Staff Members

Charter Standard In-Service Calendar

The attendances at these In-Service events are kept so that we can gain a better insight as to which Charter Standard Clubs and Leagues are dedicated to training and developing their teams, managers and volunteers.

Monitoring Charter Standard

Everything detailed within this manual is logged and monitored against each club to create a bigger picture of what great work our Charter Standard Clubs and Leagues are doing, where improvements need to be made and to help identify further benefits we can provide.

All visits and observations are collated on our own County FA Charter Standard database and reviewed regularly. The Football Development Team are always looking to develop and raise the standards within the Charter Standard programme to support and not hinder development. We therefore need and want the Award to be worth having rather than easily achieved and forgotten.

FA RESPECT SANCTIONS

The FA Charter Standard Discipline & Respect process runs in conjunction with the FA Disciplinary Procedures, to reflect the higher standard of behaviour and conduct that is expected and required of Charter Standard Clubs.

HOW IT WORKS

Any team that accumulates a number of Qualifying Offences of the Respect Code of Conduct will be liable for sanction as outlined below.

Qualifying Offences include:

- Caution for dissent
- Dismissal for abusive, offensive or insulting language
- Any proven charge of Misconduct by Players or any occupants of the technical area on a match day

THE PROCESS

Stage 1	6 incidents	A warning is sent to the club from the County FA as part of the FA Respect Sanction process.
Stage 2	10 incidents	A second warning will be sent to the club and a club action plan created to address the issues on their 10 incidents.
Stage 3	15 incidents	Clubs will be called in front of a Charter Standard Working Party (CSWP) where the club's action plan from Stage 2 will be discussed. The CSWP will provide the club with an action plan and review dates. The FA Charter Standard accreditation may be suspended between 3-12 months.
Stage 4	20 incidents	Clubs will be called in front of the CSWP. The club may lose its FA Charter Standard accreditation for a first offence but should be given an action plan to follow in the first instance. For a 2nd offence the Club will lose the FA CS accreditation and will not be allowed to re-apply within 12 months.

Please be aware that the above sanctions are in addition to any action that may be taken under the FA Disciplinary Regulations. For more information and for guidance on best practice, visit the Charter Standard page on the NorfolkFA.com website or digitally access it **here**.



SAFEGUARDING CHILDREN

Ken D'Rosario
E: Ken.D'Rosario@NorfolkFA.com M: 07777 607567
Designated Safeguarding Officer

Norfolk County FA acknowledge our responsibility to safeguard the welfare of every child and young person who takes part in all football related activities and events. We are committed to ensure that everyone involved in and entrusted to our care are provided a safe environment to participate in.

The key principles of the FA Safeguarding Children Policy are that:

- The child's welfare is, and must always be, the paramount consideration and at the centre of all that we do
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents or carers is essential

Norfolk County FA looks to Charter Standard Clubs to live best practice to provide a framework by which people in and around the club are clear at to raising concerns and providing a safe environment for children to participate in football.

By implementing the Safeguarding Policy and Procedures; Codes of Conduct; Anti-Bullying and Whistleblowing Policies; Best Practice Guidelines for Recruitment of Staff and Volunteers; Guidance on the use of Photography, Images and Videos; and Guidance for the support and care of children on Trips and Tours, Club Welfare Officers will have in place an infrastructure that gives clear support to everyone engaged with the club.

All youth clubs must have a fully qualified Club Welfare Officer (CWO) in place throughout the season. The CWO must have attended the Safeguarding Children Workshop, Welfare Officers Workshop and have an accepted FA Criminal Records Check (CRC) to maintain their status. Failure to ensure this is maintained could see clubs facing sanctions from the FA.

All coaches and other individuals with regular contact with children and young people at clubs must hold a valid in date FA CRC, and where they are directly engaging with the children must have attended a Safeguarding Children Workshop or online training session within the previous 3 years.

Full details of the requirements on individuals can be found by visiting the following website:

www.thefa.com/football-rules-governance/safeguarding

Find all of the FA Best Practice Guidelines to download by visiting the following website:

http://www.thefa.com/get-involved/more/respect/respect-resources



MAKE FOOTBALL SAFE, NOT SORRY

Safeguarding is the Responsibility of Us All

#smokefreesidelines

Why parents and other spectators are being asked to refrain from smoking tobacco or e-cigarettes when watching youth football...

Kids copy behaviour. Please don't make smoking look 'normal'.

Tobacco use is the leading cause of preventable death in Norfolk



85



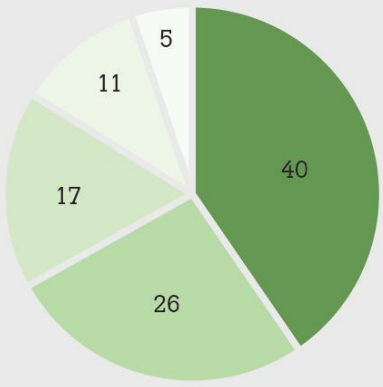
Norwich play parks became voluntary smoke-free zones in August 2016. Parks in Breckland and Broadland have also adopted the concept.

Approximately 1 in 6 people in Norfolk are Smokers



Age at which adults in England started smoking regularly, 2011

Age	%
Under 16	40
16 to 17	26
18 to 19	17
20 to 24	11
25 & over	5



Why smoking is harmful

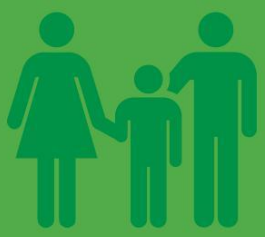
Cancer
Mouth/Lips
Throat
Voice box (larynx)
Oesophagus
Bladder
Kidney
Liver
Pancreas
Stomach

Heart and Circulation
Coronary Heart disease
Heart attack
Stroke

Lungs
Chronic obstructive pulmonary disease (COPD)
Pneumonia



Children who grow up with a parent or family member who smokes are 3X more likely to start smoking themselves.



Quit support contact SMOKEFREE NORFOLK 0800 0854 113

FA CHARTER STANDARD LEAGUES

Anglian Combination League

Chris McCullough
Mccullough4321@gmail.com

Norfolk Women's & Girls Football League

Annette Champion
nettichamps@gmail.com

Norfolk & Suffolk Youth Football League

Shaun Platten
s.platten@virginmedia.com

The Mid Norfolk Youth Football League

Janice Garner
Jegarner767@gmail.com

Norfolk Combined Youth Football League

Karen Ward
Karen.ward@ncyfl.co.uk

FA CHARTER STANDARD ROLL OF HONOUR

AC Mill Lane F.C.
Acle Rangers F.C.
Acle United F.C.
AFC Lynn Napier F.C.
Attleborough Town F.C.
Aylsham Town F.C. (Ltd)
Bacton F.C.
Bawburgh F.C.
Bawdeswell Youth F.C.
Belton F.C.
Blofield United F.C.
Blofield United Youth F.C.
Bohemians F.C.
Bradenham Wanderers F.C.
Briston F.C.
Brooke Juniors F.C.
Bulldogs F.C.
Bure Valley Wildcats F.C.
Buxton F.C.
Caister F.C.
Castle Acre Swifts F.C.
Clenchwarton F.C.
Cobholm F.C.
Costessey Sports F.C.
Cringleford F.C.
Cromer Adult & Youth F.C.
Denver F.C.
Dereham Saints F.C.
Dereham Town F.C.
Dereham Town Youth F.C.
Dersingham Rovers F.C.
Diss Town F.C.
Docking Rangers F.C.
Downham Town F.C.
Drayton Youth F.C.
Dussindale Rovers F.C.
Earsham F.C.
East Coast Warriors F.C.
East Harling F.C.
East Ruston F.C.
Easton F.C.
Fairstead Community F.C.
Fakenham Town F.C.
Feltwell Youth F.C.
Firside Athletic F.C.
Freethorpe F.C.
Gayton United F.C.
Gorleston F.C.
Gorleston Rangers F.C.
Great Yarmouth Town F.C.
Harleston Town F.C.
Harleston Youth F.C.
Harling Colts F.C.
Heacham F.C.
Heacham Minors F.C.
Heigham Park Rangers F.C.
Hellesdon F.C.
Hempnall F.C.
Hemsby F.C.
Hethersett Athletic F.C.
Hickling F.C.
Hillside Rovers F.C.
Hindringham F.C.
Hingham Athletic F.C.
Hockering F.C.
Holly Meadows Youth F.C.
Holt United F.C.
Holt United Youth F.C.
Horsford F.C.
Horsford United F.C.
Hungate Rovers Youth F.C.
King's Lynn Community F.C.
Lakeford Rangers Juniors F.C.
Litcham Youth Club F.C.
Loddon United F.C.
Long Stratton F.C.
Martham F.C.
Mattishall F.C.
Mattishall Youth F.C.
Morley Youth F.C.
Mulbarton Wanderers F.C.
Mundford F.C.
Narborough F.C.
Necton F.C.
New Buckenham Junior F.C.
Newton Flotman F.C.
Norman Wanderers F.C.
North Walsham Town F.C.
North Walsham Youth F.C.
Norton Athletic F.C.
Norwich CBS F.C.
Norwich CEYMS F.C.
Norwich City Ladies F.C.
Norwich Corinthians F.C.
Norwich Eagles F.C.
Norwich United F.C.
Norwich United Youth F.C.
Old Catton F.C.
Old Catton Juniors F.C.
Ormesby Lads F.C.
Poringland Wanderers F.C.
Poringland Wanderers Youth F.C.
QH Panthers F.C.
Red Rose F.C.
Redgate Rangers F.C.
Reepham Town F.C.
Reffley Youth F.C.
Rockland United F.C.
Rocklands Youth F.C.
Salhouse Rovers F.C.
Scole United F.C.
Sheringham F.C.
Shouldham Youth F.C.
Shrublands Juniors F.C.
Snettisham F.C.
South Creake F.C.
South Walsham F.C.
Spixworth Youth F.C.
Sprowston Athletic F.C.
Sprowston F.C.
St Andrews F.C.
Stalham Town F.C.
Stalham Youth F.C.
Stoke United Youth F.C.
Surlingham Tornadoes F.C.
Swaffham Town F.C.
Swanton Morley F.C.
Tacolneston F.C.
Tasburgh F.C.
Taverham F.C.
Terrington Tigers Youth F.C.
Thetford Rovers F.C.
Thetford Town F.C.
Thorpe Rovers Youth F.C.
Thorpe United F.C.
Thorpe Village F.C.
UEA F.C.
Walpole Community F.C.
Watlington Sports & Social Club F.C.
Watton Juniors F.C.
Watton United F.C.
Wells Town F.C.
West Winch William Burt F.C.
Woottons (The) F.C.
Worstead Wolves Youth F.C.
Wroxham F.C.
Wymondham Town United F.C.
Yaxham F.C.
Yelverton F.C.

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NORFOLK FA

The FA

FOR ALL

PLAY COACH VOLUNTEER REFEREE

CHOOSE YOUR ROLE

#NORFOLKFOOTBALL





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