

# APPLICANT GUIDANCE

**SQUAD**  
GIRLS' FOOTBALL



**SQUAD**  
GIRLS' FOOTBALL

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# INTRODUCTION



# HELLO AND WELCOME!

Thank you so much for your interest in applying to be a part of Squad Girls' Football. This introduction hopefully provides you with a little more information about Squad and what the programme hopes to achieve in the coming years.

The aim for this exciting programme is to provide girls between the ages of 12-14 a fun, relevant and engaging recreational offer that allows them to develop themselves as much as their football skills in a safe, inclusive environment.

The programme has been specifically designed to give autonomy, choice and voice to the girls who are involved in the sessions. By adopting this approach, young people will have the freedom to develop their

social identity, become a valued member of a team and build their self-confidence through engaging in fun and flexible football activity.

We hope that participation in this programme will support young girls to cultivate a positive connection to physical activity and football, developing healthy habits for their futures and developing themselves as competent and confident young leaders and contributors to wider society.

Football has the power to change lives for the better. It can contribute to physical and mental wellbeing; it can provide opportunities to collaborate with others and it can help to shape the place of girls in the world. So much has been achieved in progressing women and girls' football up to this point. However, we recognise the game has so much more potential to grow and develop for women and girls, and this programme provides a fantastic stepping stone for girls to either continue with their recreational football journey, or start to play for the very first time!

This programme provides you as a provider with the unique opportunity to collaborate with The FA to ensure this offer meets the needs of girls and provides them with the best possible recreational football experience. We are very excited to have the opportunity to work with you and wish you the best of luck with your application!

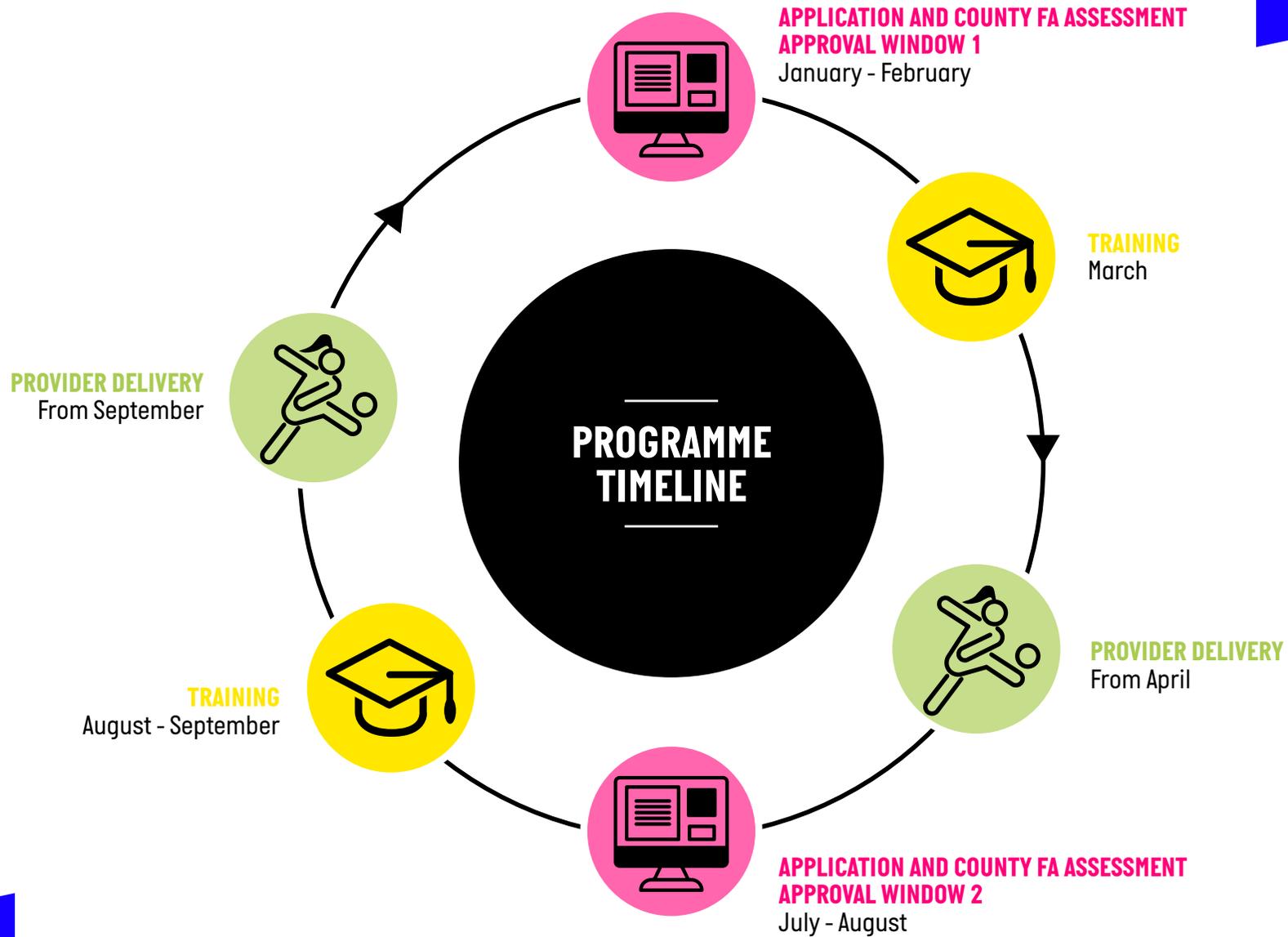
**Louise Gear**

Head of Development  
The Football Association



# PROGRAMME OVERVIEW

# PROGRAMME TIMELINE



# WHO CAN APPLY?

Applications are welcomed from any organisation that meet our Squad programme criteria. Organisations that have previously delivered the England Football Unite pilot will be eligible to apply to deliver the Squad Girls' Football programme. We want to ensure there is access and opportunity for every girl and woman to be involved in our sport, and for the game to be truly representative of our society across all protected characteristics and social backgrounds. We therefore welcome and actively encourage applications from all communities and organisations that meet the programme criteria.

## SQUAD DELIVERY

The delivery of Squad Girls' Football involves the organisation of a unique offer of Squad sessions at a particular location and time aimed at attracting a particular cohort/group of girls aged between 12-14.

- The programme must be delivered for a minimum of 16 weeks per year.
- It must operate for at least two years [i.e. a minimum of 16 weeks in EACH year].
- It must have capacity to deliver for a minimum of 20 girls/participants per session.
- Staffing ratios appropriate to the group must be maintained (see **Page 17**).
- Each provider must use the England Football Events Platform to create sessions and take attendance weekly.
- As a deliverer of the Squad programme, providers must adhere to the criteria set out in this document.

**Additional Squad programmes must run at a different time, location and must be engaging different participants.**

## ORGANISATIONS WILL NOT BE FUNDED TO DELIVER:

- Additional sessions for existing players.

# SQUAD PROVIDERS WILL RECEIVE

## FUNDING



Start up grant of £900  
Distributed in the following format:  
Year 1 – £600    Year 2 – £300

## SUPPORT



Training



Delivery Support



National Search Engine &  
Online Booking Tool

## KIT & EQUIPMENT



Bibs, Cones  
& Kit Bag



Marketing Pack

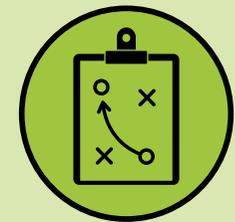


Nike Footballs

## RESOURCES



Branded  
Marketing Assets



Session  
Resources

# FUNDING

Only new Squad providers will receive a start up grant of £900 which will be distributed in the following format:

**YEAR 1 DELIVERY – £600**

**YEAR 2 DELIVERY – £300**

## WHEN DO YOU RECEIVE YOUR FUNDING?

Once approved, funding will be distributed by your County FA.

Please contact your County FA directly to access your funding.

## WHAT CAN I SPEND MY FUNDING ON?

This funding is for you to be creative with your delivery, however this must be invested into your Squad sessions.

You can contact your local County FA for support and ideas on how to best utilise this funding. Below are some examples of how you could utilise the funding:



### ADMINISTRATION SUPPORT

Funding could be used for resource to support administration of the programme



### RECRUITMENT SUPPORT

School links/festivals



### SUPPORT

Networking, upskilling and recruiting staff, kit & equipment



### REWARD

Bespoke prizes & awards evenings

## PARTICIPANT FUNDING

**Research shows people value sessions more if there is a small charge associated with attending. Therefore, we recommend you charge participants up to £3 each session to support the sustainability of your activity. However, charging participants is not mandatory.**

If you wish to increase the charge beyond the £3 limit you must submit a rationale in writing to your County FA. It is at the County FA's discretion to allow this.



# PROGRAMME CRITERIA

# PROGRAMME CRITERIA

## 01. DELIVERY

Commit to 2 years operation, each with a minimum of 16 weeks delivery. Sessions must be listed via England Football Events Platform



## 02. SAFEGUARDING

Adhere to the Safeguarding criteria throughout delivery of the programme



## 03. HEALTH AND SAFETY

Evidence a risk assessment and activity check list



## 04. INSURANCE

Evidence public liability insurance



## 05. STAFF

Meet and adhere to the staffing criteria throughout delivery of the programme



## 06. SUSTAINABILITY

Be able to describe plans for ensuring sustainability of sessions post funding



## 07. ENTRY & EXIT ROUTES

Demonstrate how you will recruit the girls and further opportunities for them to play should they wish to progress with their footballing journey after Squad



## 08. TRAINING

Attend and complete all training modules for the Squad programme



## 09. INCLUSIVE

Be inclusive for all girls to participate regardless of ability, disability, impairment or health condition



## 10. ACCESSIBILITY

Operate within community hours, to allow accessibility for all



## 11. PARTICIPANTS

Have capacity for a minimum of 20 participants and all participants must be booked on by their parent/carer prior to taking part in a session



## 12. FA TERMS & CONDITIONS

Agree to The FA Terms & Conditions on application, and must operate within the parameters of this agreement



# PROGRAMME CRITERIA

## 01. DELIVERY

Providers must commit to a minimum of two years operation. Delivery must consist of a minimum of 16 weeks in year 1 and a minimum of 16 weeks in year two. After two years of delivery we hope that all deliverers are able to be self sustainable to ensure girls provision remains within the local area.

16 weeks is the minimum requirement each year, however delivery can run all year round, the more weeks delivering the better!

### THE ENGLAND FOOTBALL EVENTS PLATFORM

It is mandatory for you to use the England Football Events Platform to create, manage and take attendance at each of your sessions.



Online Register



England Football Events Platform

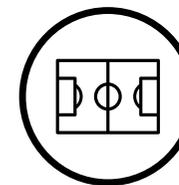
### TYPE OF DELIVERY:

Sessions can be delivered outside or inside, as long as this remains a safe environment to host, and that they comply with all health and safety requirements.



Outside

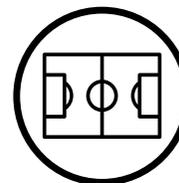
E.g grass, multi use games area, artificial grass



Indoor

Sports hall, school hall

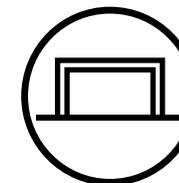
Sessions can offer futsal as well as, or instead of football, as long as they follow the basic principles below:



Use a surface with a hard court



Play with a futsal ball



Where possible use Futsal goals

Please note, we are unable to provide futsal balls as part of the kit & equipment package.

# PROGRAMME CRITERIA

## 02. SAFEGUARDING (1/2)

### ALL PROVIDERS OF SQUAD MUST BE ABLE TO EVIDENCE A SAFEGUARDING CHILDREN POLICY

If they do not have a Safeguarding Children Policy they can download The FA's club template 1.4 by visiting; **The FA Safeguarding Children Policy and Procedures: Templates**

The FA's Safeguarding Children Policy principles must be adhered to by those involved with the delivery of and all of its related activities. When working in partnership to deliver football activity, it must be clear how Safeguarding Children Policy principles will be adhered to, and what the process is 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

Which includes The FA Case Management Team [Safeguarding@TheFA.com]. For more information please visit **The FA Safeguarding: Reporting Concerns webpage**.

#### Named Designated Safeguarding Officer (DSO)

Responsible for ensuring safeguards are in place and maintained effectively. All staff, parents/carers and players must be made aware as to who this person is and how to contact them. Providers are responsible for messaging the name of DSO & contact info to parents/carers.

#### Safer Recruitment

Including DBS checks; via The FA DBS Unit (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's Safeguarding Children Training e.g. SC/WOC. EFL and Premier League Club DSOs must be up to date with their respective leagues DSO safeguarding training requirements or complete The FA's Welfare Officer Course.

#### Reporting concerns

Concerns should be reported as quickly and easily as possible. Each provider must have a Designated Safeguarding Officer who is clear about the FA referral and whistleblowing procedures.

#### Prevention

It is essential that every provider implements preventative safeguarding measures to help create safe and enjoyable environments for every aspect of the proposed activities. This must include an appropriate safeguarding risk assessment. For more information please visit - **<https://www.thefa.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework>** where you can download The FA's 'Safeguarding risk assessment: Guidance and template[1.9]'.

#### Planning, delivery and compliance

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

Please involve the Designated Safeguarding Officer at your County FA, and ensure they are available to provide advice and guidance to new providers.



# PROGRAMME CRITERIA

## 02. SAFEGUARDING (2/2)



Whatever the age of the children or type of activity a minimum of two FA - DBS checked coaches/ session deliverers/adults must always be present. For more guidance on appropriate ratios of adults to children please see Section 05. Staff.

**Q1: How do I get an FA DBS Check? (previously referred to as FA CRC)**

**A:** Contact your County FA Designated Safeguarding Officer (DSO) or PL/EFL DSO for further advice and guidance. Alternatively you can contact The FA DBS Unit via [0115 969 4618 or email [FAChecks@TheFA.com](mailto:FAChecks@TheFA.com)] for further information.

**Q2: I already have a check via my PL Club can I use this?**

**A:** If your check is for the child workforce, was completed through your PL Club account with First Advantage and there is no content on your DBS Check then simply contact First Advantage [0115 969 4618 or email [FAChecks@TheFA.com](mailto:FAChecks@TheFA.com)] who will be able to port this for you to The FA. You will need to provide your name, DOB, the address you used to complete your check and give consent for First Advantage to port your DBS Check to The FA.

**Q3: I have registered with the DBS Update Service – do I still have to do an FA DBS Check?**

**A:** If your check is for the child workforce and was completed through your PL Club account with First Advantage see the answer to Q 2. If your DBS Check is for the child workforce and you have registered with the DBS Update service see the answer to Q 3. If your DBS Check is via any other organisation e.g. a school, church group, volunteering organisation you will still need to complete an FA DBS Check [Children's workforce].

**Q4: I already have a DBS Check via another organisation – can I use this?**

**A:** If your DBS check is for the child workforce and was completed through your PL Club account with First Advantage see the answer to Q2. If your DBS Check is for the child workforce and you have registered with the DBS Update service see the answer to Q3. If your DBS Check is via any other organisation e.g. a school, church group, volunteering organisation you will still need to complete an FA DBS Check [Children's workforce].

**Q5: How long will it take for my DBS Check to be completed?**

**A:** This depends on a number of things including – if you have applied online or by paper application [which takes much longer], how complex your address history is, if you have a common name, possible delays in the local Police forces and in accessing local records. However generally it will take about 7 working days for your check to be completed.

**To find out more about the safeguarding requirements for your staff, adult deliverers and volunteers, please visit Section 5 – Staff of this guide**

# PROGRAMME CRITERIA

## 03. HEALTH & SAFETY

## 04. INSURANCE

Squad is all about having fun and making friends - in a safe environment. Therefore to ensure sessions are operating safely, programme organisers must evidence the following:

- **[H&S Activity Checklist \(Click here to access our FA Template\)](#)**
- **[H&S Risk Assessment \(Click here to access our FA Template\)](#)**
- **Public liability Insurance (minimum limit of indemnity of GBP 5 million)**

**THE COUNTY FA CANNOT APPROVE APPLICATIONS UNTIL THEY HAVE EVIDENCE OF THESE DOCUMENTS.**



# PROGRAMME CRITERIA



## 05. STAFF

### REQUIREMENTS

1. There must always be a minimum of two adults [18+] who hold an in date FA-DBS Check with a specified role for the activity at every session. A minimum of one of these adults must hold the FA Playmaker or FA Introduction to Coaching Football.
2. Your Primary Session Deliverer should always be at every session, unless you have additional Session Deliverers that meet all of the criteria of a Primary Session Deliverer.
3. If children have additional needs e.g. learning needs or a disability the ratio of staff to children may need to be higher to ensure you can meet the specific requirements of every child. For more information please visit - <https://www.thefa.com/football-rules-governance/safeguarding/section-5-the-designated-safeguarding-officer-network> where you can download [5.5] Ratios of adults to children.

### STAFF ROLES & REQUIREMENTS

Applicant	Primary Session Deliverer	Session Deliverers	Designated Safeguarding Officer	Volunteers (U16)	Female Role Model
<p>This role is responsible for completing the application process.</p> <p>This person cannot be directly involved in the delivery of football activity unless they meet the criteria of another specified role namely; Primary Session Deliverer, Session Deliverer or DSO. In this instance they must also provide their details under the relevant role.</p>	<ul style="list-style-type: none"> <li>• Must be 18+.</li> <li>• Minimum of The FA Playmaker or Introduction to Coaching Football qualification.</li> <li>• In date accepted FA DBS Check.</li> <li>• FA Safeguarding Children qualification.</li> <li>• FA Introduction to First Aid in Football qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• You must include a minimum of one adult [18+] in this role who holds an in date accepted FA DBS Check.</li> <li>• Coaches U18 – coaches aged 16 &amp; 17 can be registered – but they cannot be considered as part of the staffing ratio for the sessions, as they are not adults [you must have parental/carer consent for them to volunteer and they must be supervised at all times].</li> <li>• Any Coach or Volunteer over the age of 16 must hold and in date accepted FA DBS Check.</li> </ul>	<ul style="list-style-type: none"> <li>• In date accepted FA DBS Check.</li> <li>• Responsible for ensuring safeguards are in place and maintained effectively.</li> <li>• Must have attended FA Welfare Officer Course [WOC] or PL/EFL relevant DSO training.</li> <li>• All staff, parents/carers and players must be made aware as to whom this person is and how to contact them. Note - this person can also be the administrator, Primary Session Deliverer or Session Deliverer only if they meet the requirements for the role.</li> </ul>	<p>The minimum age for a volunteer is 14. If you have volunteers U16, you must adhere to the following:</p> <ul style="list-style-type: none"> <li>• Have parent/carer consent for them to volunteer.</li> <li>• Supervise them at all times NB - U16s should not be registered on the system.</li> </ul>	<p>To increase the number of role models within football and meet the demographic of participants, at least one member of staff should be female.</p>

To successfully submit your online application you will be required to input the following fields which meet the above requirements for each of their roles:

- Applicant
  Primary Session Deliverer
  Session Deliverers
  DSO

# PROGRAMME CRITERIA

## 06. SUSTAINABILITY

Squad is a great opportunity to welcome girls into the game, and we want to retain and grow these opportunities as much as possible! Applicants must be able to evidence how they will sustain their Squad sessions, following the initial start up fund.

### WHAT DOES SUSTAINABILITY MEAN?

Squad programmes are:

**RELEVANT, RELIABLE** and **FINANCIALLY VIABLE**;



#### RELEVANT

Is continuing to offer a programme which is appealing to the target audiences, evidenced by a high number of returning players.



#### RELIABLE

Running a sufficient number of weeks to ensure it builds a reputation for being open, running and delivering to a high and consistent standard; with sufficient staff to ensure it can accommodate holidays / illness etc.



#### FINANCIALLY VIABLE

Genuinely covering its costs, including those relating to delivery, facilities, marketing, upskilling staff and administration.

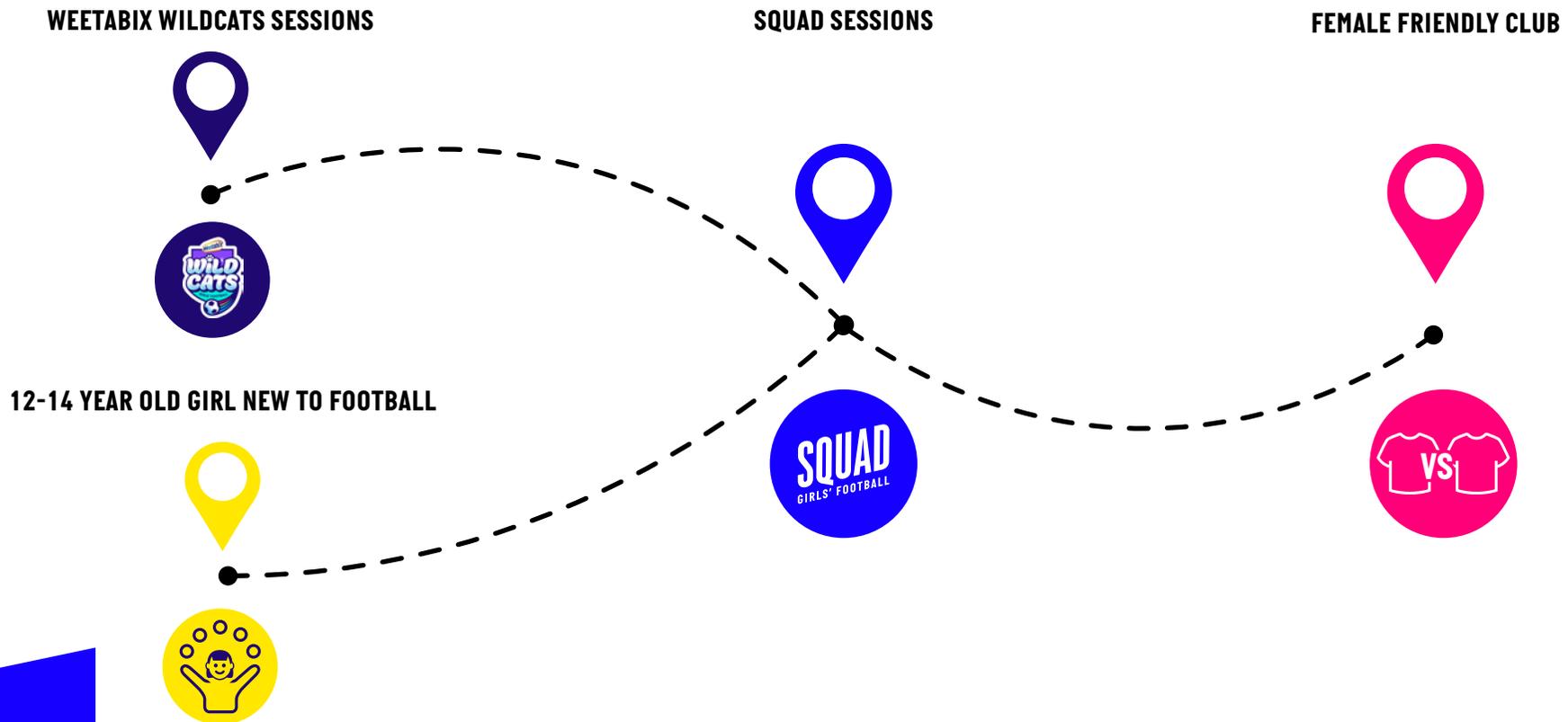
### QUESTIONS TO CONSIDER IN THE SUSTAINABILITY PLAN

- How much are you going to charge participants?
- How are you going to recruit staff?
- How are you going to involve your parent network?
- What links do you have to wider networks? Clubs, Schools, Colleges, Universities?

# PROGRAMME CRITERIA

## 07. ENTRY & EXIT ROUTES

Providers must demonstrate how they will support the participants journey to and from Squad. This will include where participants will be recruited from, and where participants will be signposted to (when ready) to continue playing football in an environment that replicates the Squad values. Think about where you may be able to build links and connections with local schools and Barclays FA Girls' Football School Partnerships in your area, as well as your nearest England Football Accredited Grassroots club and any nearby Weetabix Wildcats providers.



# PROGRAMME CRITERIA

## 08. TRAINING

### APPLICANTS MUST COMMIT TO COMPLETING SQUAD PROVIDER TRAINING.

It is mandatory for at least one person per programme provider to complete Squad Girls' Football training. Providers will be unable to create or deliver any sessions until they have completed training. Please contact the [squad@thefa.com](mailto:squad@thefa.com) for support or questions regarding training.

The training will provide an introduction to Squad, provide technical and operational guidance, and advice to deliverers on how to promote your sessions and recruit participants. Once your application has been approved, you will be contacted with regards to the Squad training.

### DATES

Squad training will be delivered during March, August and September each year.



# PROGRAMME CRITERIA

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## 09. INCLUSIVE (1/2)

### INCLUSIVE PROVIDERS

All sessions should ensure that they reflect the diversity of the population in local areas and must be inclusive of players with a disability, impairment or long term health condition.

With the right support and coaching, players with a disability can achieve their potential and by recognising everyone as an individual, as opposed to an impairment, we believe this is possible.

We will provide resources and training to support your delivery to be fully inclusive and in addition to this you can access our free online 'Introduction to disability football' by clicking [here](#).

### DELIVERERS WILL NEED TO THINK CAREFULLY ABOUT THE FOLLOWING:

Providers will need to be aware of some additional factors when working with players with a disability to ensure a safe and enjoyable environment is created but remember the players and their parents/carers will be well aware of their own needs so talk to them to find out what they are.

You will need to consider:

- Whether additional safety checks are necessary.
- Developing a shared plan with your players in terms of goals and expectations - communicate and work together to achieve them.
- How to adapt the way sessions are delivered and organized to include everyone – sessions may need to be simplified.
- The length, intensity and frequency of sessions as well as the drills or activities within each session. [For example, some players with a disability may tire more quickly, others may need regular rests, some have difficulty regulating temperature and need to rehydrate more frequently].



# PROGRAMME CRITERIA

## 09. INCLUSIVE (2/2)

### PROVIDERS MAY ALSO NEED TO:

Speak to your players and their parents to ensure you know if they have any particular needs and adapt drills and warm-ups accordingly. Remember the STEP principle can help you to adapt your session to involve all players, including those with a disability:

- **Space** – Modify the space by increasing or decreasing the area in which a task is to be performed or changing the distance or areas in which to score points
- **Task** – Give different players different tasks, e.g. ball juggling without a bounce and ball juggling with multiple bounces
- **Equipment** – Use different modified equipment to help players of different abilities access learning
- **People** – Modify the numbers within the practice to make it easier or harder to achieve success

Be creative in finding a variety of ways to explain or develop a particular skill. Be prepared to use a range of communication methods and tactics to meet the needs of all your players.

### QUESTIONS TO CONSIDER:

- How inclusive are your sessions?
- Is your session representative of the community?
- Does your session offer opportunities for players with a disability?
- Have you contacted your County FA with regards player recruitment, support and how to ensure success?



# PROGRAMME CRITERIA

## 10. ACCESSIBILITY

Squad is a community programme, which is designed to give every girl the opportunity to play football. Accessibility is about removing barriers to participation.

These may be:

- Physical Barriers: if young people have Special Educational Needs or Disabilities (SEND).
- Economic Barriers: if young people are from disadvantaged backgrounds we want to make sure some sessions are in locations which don't require much travel; and why we have capped the entry fee at £3.
- Logistical Barriers: Squad is a community programme and so needs to operate in community hours, i.e. outside of school time.

**ORGANISATIONS SHOULD SELECT A VENUE AND A START TIME THAT IS ACCESSIBLE FOR PARTICIPANTS.**

### **CAN THE SQUAD PROGRAMME BE DELIVERED AT SCHOOLS?**

Any organisation delivering Squad on a school site must ensure that the session is delivered at a suitable time for access for participants from surrounding schools, therefore sessions must allow a minimum of 30 minutes following the school day before starting the session. Squad sessions cannot be run exclusively as closed sessions for the host school.



# PROGRAMME CRITERIA

## 11. PARTICIPANTS

### SESSION CAPACITY

**Squad session providers must demonstrate that they have a minimum capacity of 20 participants.**

For example, sessions must have the correct coach ratios for 20 participants and a playing area suitably sized to host 20 participants.

### PARTICIPANT TARGET

Sessions should aspire to achieve 20 participants each week. Understandably this may take a number of weeks to achieve, and depends on each local community and type of session.



**Online Register**



**England Football  
Events Platform**

### PARTICIPANT BOOKING/CONSENT

**All participants must be booked on to a session via England Footballs online booking system, by their parent/carer, prior to taking part in a session.**

- Deliverers must take attendance at the end of each session.
- Primary Session Deliverers/Session Deliverers must have confirmed parent/carer consent to participate.
- All sessions must collect participant data and ensure its retention is in compliance with General Data Protection Regulation (GDPR); medical needs, emergency contact information, any additional needs e.g. support for impairment, learning difficulties.

### IT IS MANDATORY FOR ALL PROGRAMMES TO USE ENGLAND FOOTBALL EVENTS PLATFORM.

**By using this system you will be/have:**

- ✓ GDPR compliant
- ✓ Parental consent
- ✓ Participant medical details
- ✓ Parent/Guardian emergency contact information
- ✓ Additional needs information
- ✓ Easy attendance register system



# PROGRAMME CRITERIA

## 12. FA TERMS & CONDITIONS

Squad providers must agree to the **FA Terms & Conditions** upon application, and must operate within the parameters of this agreement.

To **APPLY TO BECOME A FA SQUAD GIRLS' FOOTBALL PROVIDER**, please speak directly with your County FA.



# CONTACT

Once your application has been submitted, your County FA will be in touch with further details.

For any questions, please contact:

**[Squad@thefa.com](mailto:Squad@thefa.com)**

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

## THE SQUAD TEAM



# SQUAD

GIRLS' FOOTBALL