

The FA Football Development Programme Holiday Courses Administration Brochure



Criteria

Staff

- Qualifications: minimum 1st 4 Sport Level 1 Coaching Football
- Member of FA Coaches Association
- Up to date Emergency Aid Certificate
- Attended 3hr FA Child Protection and Best Practice Workshop
- Been CRB checked
- Copies of Coaching Qualifications should be kept at Organisation HQ. These may be checked at any time.
- At least 1 coach at every venue, must be qualified to a minimum 1st 4 Sport Level 2 Coaching Football or equivalent

Coach/Player Ratio

- Maximum 16 players to 1 coach. (Ratio may be lower for U8s)
- Minimum two coaches/supervisory staff should be in attendance at all times

Code of Conduct

- Adhere to Code of Conduct of The FA Coaches Association
- Coaches should not be playing in games

Programme

- Minimum 80% practical football base
- Small sided games (recommended minimum of 40% of practical programme)

Equal Opportunities

- Open registration
- Courses to be marketed to, and available for, both boys and girls and to adhere to equal opportunities criteria
- Operate Equal Opportunities Policy

Facilities, Equipment and Procedures

- Equipment suitable for age and stage of development of youngsters
- First Aid equipment on site
- Access to telephone
- Appropriate toilet procedure
- Appropriate secure, enclosed changing
- Enclosed eating area (where lunch break is incorporated)
- Supervisor to check facilities/equipment are safe before start of play and after breaks

Registration

- Telephone number of parent/carer to be provided in case of emergency
- Coaches made aware of any medical conditions
- Conditions noted
- Register maintained for all sessions
- Coaches check facilities/equipment daily
- Appropriate de-registration procedure at end of day

Groups

- Children should be grouped appropriately in terms of age, size and ability

Insurance

- Public Liability Insurance to be provided by the Course Organiser to a minimum of £5 million

In Service Training

- Keep FA qualifications up to date
- Commit to attending In Service Training as requested by The FA

Please Note:

Where it is necessary to work to an agreed policy/procedure, you may, if you wish, adopt The FA policies, as found in the Good Practice Guide

The Process

1. Applicant completes application form and returns to FA Charter Standard Holiday Course (Coachwise Address) with evidence and a £100 cheque
2. The FA pass on the application to the appropriate Assessing and Monitoring Body (AMB)
3. The Application Form is assessed and a course receives an 'official visit' from a verifier from AMB
4. AMB complete an assessment form and return it to The FA
5. The FA issues plaque and pack, or issues an Action Plan, that an organisation would need to meet to achieve Charter Standard
6. The Charter Standard is valid for 12 months from first course available for use e.g Monitoring visit in October, next course organised is in March (Easter) the award will last 12 Months from March
7. All Charter Standard Holiday Course organisations must keep The FA informed of all courses organised
8. An Internal Monitoring Form must be completed for every course. An official from AMB can check these at anytime
9. During the 12 months, the organisation will receive at least 1 more visit to a course. The visit will be unannounced.
10. At any time that an organisation fails to meet the criteria established they could lose their Charter Standard with immediate effect. If this does happen the organisation must cease the use of the Charter Standard logo
11. At the end of 12 months, if an organisation wishes to maintain its Charter Standard it must complete a Renewal Form and pay a further £100pa
12. Any decisions of The FA on Charter Standard matters are final

Benefits

- Use of FA Charter Standard Holiday Courses Logo
- Plaque
- Banner
- Annual Newsletter
- In Service Training
- National Awards
- Access to Charter Standard merchandise

Internal Monitoring Form

Organisation:

Course venue:

Date:

Address:

Staff

Name	Position	FACA No	FA Qualification	First Aid	CRB Checked

Facilities

YES

NO

Goal Posts checked

Equipment: was it suitable/safe

First Aid equipment available

Access to telephone

Toilets on site

Enclosed changing area

Appropriate eating area

Facilities/pitches checked

Number:

Who by?

Programme

YES

NO

Did the course contain a minimum of 80% practical football base?

Was registration, toilet, de-registration Policy adhered to?

(Continued)

Internal Monitoring Form (continued)

List of participants (please attach additional sheets as required)

Observation:

Signed:

Site Visit Monitoring Form

General Information

Name of Charter Standard Organisation:	
Name of Verifier:	
Organisation:	
Location of Course:	
Date of Visit:	
Course Supervisor:	
Total Number of Children:	
Total Number of Staff:	

(Note: Verifiers should be able to see a list of coaches and Qualifications and a copy of the insurance)

Questionnaire

	YES	NO
Are FA Qualified Coaches staffing the course?	☐	☐
Are the group working to the correct Coach/Player ratio?	☐	☐
Are the coaches adhering to the Code of Conduct of The FA Coaches Association?	☐	☐
Are 2 coaches/supervisory staff in attendance at all times?	☐	☐
Is the facility, including changing and toilets suitable?	☐	☐
Are the changing rooms secure?	☐	☐
Is there an enclosed eating area available (if lunch break is included)?	☐	☐
Is there an appropriate registration procedure in place at the start of the day?	☐	☐
On full day course is a register taken at lunch time?	☐	☐
Is there an appropriate de-registration procedure in place at the end of the day?	☐	☐
Is the equipment suitable for the age range involved and in good working order?	☐	☐
Do the goalposts meet the requirements of the FA Goalpost Safety Standard?	☐	☐
Are goalposts checked for safety?	☐	☐
Is the playing area checked for safety?	☐	☐
Are the children appropriately dressed for the weather conditions?	☐	☐
Is the course supervisor in possession of emergency contact details of all parents/guardians?	☐	☐
Is the course supervisor in possession of details of any medical conditions?	☐	☐
Are coaches made aware of any medical conditions?	☐	☐
Is there access to a telephone in close proximity?	☐	☐
Is the programme adhering to the ethos laid down in The Charter Standard Criteria?	☐	☐
Are children working in groups within the 2 year FA Charter Standard boundaries?	☐	☐
Is there an appropriate toilet procedure in place?	☐	☐
Is there an appropriate contingency plan in the event of bad weather?	☐	☐
Is the course marketed and available to boys and girls adhering to Charter Standard Equal Opportunities Criteria?	☐	☐

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