

The FA Charter Standard COMMUNITY CLUB APPLICATION FORM

Updated Season 2012-13



CHARTER STANDARD
COMMUNITY CLUB



THE FA CHARTER STANDARD COMMUNITY CLUB APPLICATION FORM

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

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

NAME:		
FAN:	DATE OF BIRTH:	
ADDRESS:		
		POSTCODE:
TELEPHONE:	FAX:	MOBILE:
EMAIL(S):		

Your Club Welfare Officer must have attended a Football Association three-hour Safeguarding Children Workshop.

WHEN?
WHERE?

Please enclose a copy of this certificate if this is not shown on their record in Members Services.

Your Club Welfare Officer must have attended The Football Association Welfare Officer Workshop.

WHEN?
WHERE?

Please enclose a copy of this certificate if this is not shown on their record in Members Services.

Your Club Welfare Officer must also hold an accepted FA Criminal Records Bureau (CRB) Disclosure via The FA CRB Unit. Again this can be confirmed via the Members' Services 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.TheFA.com/footballsafes.

Please Note: You can print off your Club Safeguarding Children report and use it as supporting documentation together with Members Services reports for volunteers, coaches and managers within the Club. To access Members Services please contact your County FA.

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Criminal Records Bureau Checks

The FA's Safeguarding Children Regulation's Section 2 states that anyone who is in a position (or applying to be in a position) that The Association deems relevant whose normal duties include caring for, training, supervising or being in sole charge of children, must comply with the requirements of The Association's CRB process. The first of those requirements under 2(i) is that individual obtains an FA CRB Disclosure. This includes club coaches, managers, and other volunteers. If you are unsure if a club member is eligible for a CRB Disclosure please contact The FA CRB Unit on **0845 210 80 80**.

If your club has not completed the necessary FA CRB Disclosures please contact the FA CRB Unit on **0845 210 80 80** to start the process.

How many volunteers have completed this process via The FA CRB Unit ?

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/footballsafes**

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 CRB status which can be printed and used as supporting documentation.

ADDITIONAL VOLUNTEERS (NON COACHES AND MANAGERS)

NAME	DATE OF BIRTH	FAN	ROLE IN CLUB	CRB CHECK ACCEPTED/IN PROGRESS
E.g. Diane Taylor	17/03/79	12345678	Club Secretary	Accepted

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Club Links - Please list schools or other agencies you work with to recruit new players:

Please tick as appropriate:

YES NO

☐ ☐ Has your Club adopted The FA suggested Club Rules?

☐ ☐ If no does your Club have a constitution?

Does it make reference to:

- | | | |
|--------------------------|--------------------------|-------------------------|
| ☐ | ☐ | Club name |
| ☐ | ☐ | Affiliation |
| ☐ | ☐ | Management committee |
| ☐ | ☐ | AGM/additional meetings |
| ☐ | ☐ | Club finances |
| ☐ | ☐ | Club membership |
| ☐ | ☐ | Disciplinary procedures |
| ☐ | ☐ | Equality |
| ☐ | ☐ | Dissolution |

☐ ☐ Does your club use The FA Respect Codes of Conduct?

☐ ☐ If no, do you have your own Codes of Conduct?

It must include the following:

- | | | |
|--------------------------|--------------------------|--------------------|
| ☐ | ☐ | Coaches/managers |
| ☐ | ☐ | Players |
| ☐ | ☐ | Spectators/parents |

Does it make reference to:

- | | | |
|--------------------------|--------------------------|--------------|
| ☐ | ☐ | Fair play |
| ☐ | ☐ | Equality |
| ☐ | ☐ | Respect |
| ☐ | ☐ | Behaviour |
| ☐ | ☐ | Expectations |

A copy of The FA Respect Codes of Conduct are available on www.TheFA.com/Leagues/Respect

☐ ☐ Does your Club have public liability insurance?
(Some County FAs offer public liability insurance as part of your Club affiliation)

☐ ☐ Will your Club commit to attending at least two in-service training events per year?

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Coaching, Safeguarding Children and Emergency Aid Requirements

At least one person working with every Under 18 team, must be in receipt of either an FA Level 1 Certificate in Coaching Football award as well as a current FA Safeguarding Children certificate and an in-date FA Emergency Aid Certificate or a recognised first aid certificate (See criteria explained).

For adult teams at least one person per team must have an in-date FA Emergency Aid certificate or a recognised first aid qualification approved by the Health and Safety Executive. If this person is a player in the adult team an additional person is required as a first aider. This can be another player.

FA Charter Standard Community Clubs also require:

FA YOUTH AWARD MODULE 2 COACH

NAME:	
FAN:	DATE OF BIRTH:
ADDRESS:	
POSTCODE:	
TELEPHONE:	
EMAIL:	DATE ACHIEVED:

FA LEVEL 2 COACH

NAME:	
FAN:	DATE OF BIRTH:
ADDRESS:	
POSTCODE:	
TELEPHONE:	
EMAIL:	DATE ACHIEVED:

ATTENDED FA MENTORING ADULTS COURSE

NAME:	
FAN:	DATE OF BIRTH:
ADDRESS:	
POSTCODE:	
TELEPHONE:	
EMAIL:	DATE ACHIEVED:

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YES NO

☐☐

Does your Club have first aid kit available at all games and training?

☐☐

Does your Club organise a briefing for Parents/Carers and Officials at the start of each session to discuss behaviour?

Provide date of meeting _____

☐☐

Does your Club have role descriptions to help your volunteers? You can use The FA Football Development Plan as a guide or visit **www.TheFA.com/YourGame**

☐☐

Does your Club follow FA Equality Policy?

☐☐

Does your Club have its own separate bank account?

☐☐

Do you produce annual accounts and a balance sheet?

☐☐

Do you ensure The FA Goal post safety requirements are followed?

☐☐

Do you follow The FA adult to child ratio of one Coach to 16 players?

☐☐

Is your Club committed to completing an Annual Health Check by 31 March each year?

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The above details can be viewed and confirmed on Member Services. Evidence of their qualifications must be provided if they are not visible in Members Services.

The Club Secretary, Chairman, Treasurer, Club Welfare Officer, Charter Standard Coordinator and other Club Officials can access Member Services. Contact your County FA if you do not have access to Members Services.

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With your FA Charter Standard Application Form, please ensure that the following evidence is enclosed.

Please tick as appropriate:

YES NO

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Copy of Club Constitution and Rules |
| ☐ | ☐ | Set of recent Committee minutes (no more than three months old) |
| ☐ | ☐ | Copy of AGM minutes |
| ☐ | ☐ | Copy of annual accounts |
| ☐ | ☐ | Copy of Code of Conduct |
| ☐ | ☐ | Copy of Club Equality Policy |
| ☐ | ☐ | Copy of Club Child Protection Policy (excludes FA Charter Standard Adult Clubs) |
| ☐ | ☐ | Copy of Public Liability Insurance certificate |
| ☐ | ☐ | Copy of coaching qualifications - if not on their record in Members Services |
| ☐ | ☐ | Copy of FA Safeguarding Children Workshop certificates - if not on their record in Members Services
(excludes FA Charter Standard Adult Clubs) |
| ☐ | ☐ | Copy of first aid certificates - if not on their record in Members Services |
| ☐ | ☐ | Copy of Football Development Plan |

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CLUB DEVELOPMENT PLAN

Please submit a Club Development Plan which follows the template from www.thefa.com/CharterStandard

- ☐ Club Vision
- ☐ Growth and Retention
- ☐ Raising Standards
- ☐ Better Players
- ☐ Running the Game
- ☐ Volunteer Development

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:

☐

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CAS 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:

DATE:

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 Football Association

Wembley Stadium,
Wembley, London
HA9 0WS

Telephone

+44 (0)844 980 8200

Facsimile

+44 (0)844 980 0682

FA Charter Standard enquiries

+44 (0)845 210 80 80

Email

info@TheFA.com

Visit

www.TheFA.com/YourGame



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