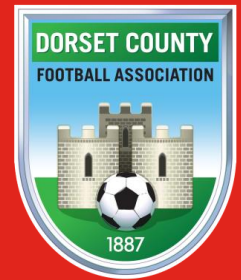


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**RENEWALS**  
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## 1. Club Portal Dashboard

- Sign into Clubs Portal and click on My Club, then Click Accreditation.
- This will show the Accreditation Checklist – *Club, Officials, Documents, Player Pathways*. Each area will show either *Complete or Incomplete*.
- Sections with Incomplete will require actions. Click on the word (e.g. Club) to open that section.

## 2. Clubs

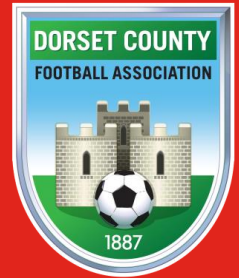
This area highlights where clubs need to action criteria if shown as incomplete in any of the following areas:

- Team Affiliated to a County FA
  - Team/s playing in a League (not essential for disability teams)
  - Club Bank Account (if you have three or more teams)
  - Club Meetings and Minutes
- For all clubs with more than three teams, you are required to have a bank account in the clubs name. Click 'yes' and upload evidence under My Club -> Documentation -> Accounts -> Upload File. Most recent bank statement will suffice.
  - All clubs will be required to click 'yes' for Club Meetings & Minutes

This will complete your *Clubs Section* of Accreditation.



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### 3. Officials

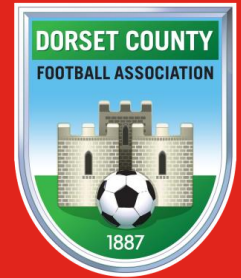
Prior to completing this section, remove all non-active officials from your *Officials* tab and ensure all active officials are correctly assigned to their roles. Guidance on how to do this can be found [here](#).

The '*Officials*' tab checks the following areas, which need to meet the minimum criteria:

- Officials DBS Compliant.** Anyone who has a role with children's or youth team must have an in date FA Enhanced Disclosure and Barring Service Check (DBS).
- Club Welfare Officer.** Clubs with youth teams must have a welfare officer and they are required to have:
  - [FA Safeguarding Children Course](#)
  - [FA Safeguarding for Committee Members](#)
  - [FA Welfare Officer Course](#)
  - FA Enhanced DBS
- Safeguarding Committee Members Course.** All Key Officials (Chair, Secretary, Treasurer & Welfare Officer - Youth) from the clubs with youth teams, must have an in date [FA Safeguarding Committee Members course](#)
- Adults Teams with First Aid in Football Education.** Each adult team must have a named official who has at least the [FA Introduction to First Aid in Football](#). This official must be present at training and all match days.



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### 3. Officials Continued

- Youth Teams with a Qualified Coach/Manager.

Each youth team must have at least one coach/manager with:

- ✓ Minimum of FA Introduction to Coaching Football / FA Level 1 in Coaching Football qualification.
- ✓ FA Safeguarding Children Course
- ✓ FA Introduction to First Aid in Football
- ✓ FA Enhanced DBS

Any additional coaches or managers must have:

- ✓ FA Safeguarding Children Course
- ✓ FA Enhanced DBS

If a coach/manager's FA Safeguarding Children course is expiring, they can renew through the FA Safeguarding Children Recertification course.

### 4. Documents

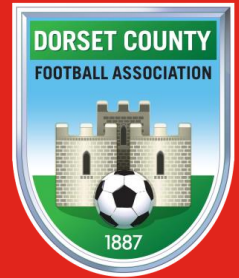
The Documents tab highlights where clubs meet requirements for policies, club rules/constitution and codes of conduct. Clubs can view and adopt FA policies and upload their own policies here.

- All club policies must be adopted or uploaded. Guidance can be found here.
- All clubs must provide an up-to-date Club Development Plan. The templates can be found here.

Support is available from Dorset FA, to help you complete your Plan.



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## 5. Player Pathways

The Player Pathway tab shows what teams clubs, or linked clubs working in partnership have and how they can contribute towards the accredited player pathways for male, female and disability. You can view the videos on One, Two and Three Star Accredited Clubs in the Raising Stars of the Future section on [here](#).

## 6. Linked Clubs

Parent clubs are responsible for completing the renewal for the whole club. Guidance on viewing your linked clubs can be found on [here](#). You'll be unable to remove your link once the renewal window opens on 1<sup>st</sup> November.

## 7. Rewards

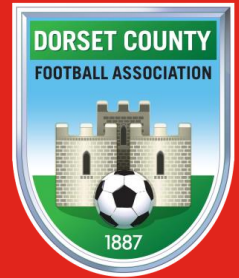
For existing Accredited clubs, the rewards will vary depending on your star rating:

- ✓ All existing clubs will receive digital assests, welcome pack and certificate.
- ❖ 1 Star clubs will receive £30 in Kitlocker Vouchers and 4x Nike Strike Footballs
- ❖ 2 Star clubs will receive £100 in Kitlocker vouchers and 7x Nike Strike Footballs
- ❖ 3 Star clubs will receive £200 in Kitlocker vouchers and 14x Nike Strike Footballs





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## Extra Information

### Find Football

Opt in to Find Football on your *Club Portal*, to make your club contact details available to new participants. Guidance on how you do this can be found [here](#).

### Team Grounds

Please ensure each team on your *Club Portal* has a team ground assigned to them. This can be completed by selecting the Team -> Grounds -> Select Ground. This will help Dorset FA map out the facility use in Dorset and plan areas where pitch growth and development is required.

## Accreditation Renewal Window

Opens – 1<sup>st</sup> November 2023

Closes – 10<sup>th</sup> March 2024

Contact [Jemma.Tewkesbury@dorsetfa.com](mailto:Jemma.Tewkesbury@dorsetfa.com) for further support!

01202 688279 or 07966 806355