

The FA Charter Standard

YOUTH CLUB APPLICATION FORM

FROM 2015/16

FA CHARTER STANDARD

SUPPORTING COMMUNITY FOOTBALL

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. Please enclose a copy of this certificate if this is not shown on their record in Whole Game System.

Your Club Welfare Officer must have attended The Football Association Welfare Officer Workshop. Please enclose a copy of this certificate if this is not shown on their record in Whole Game System.

Your Club Welfare Officer must also hold an accepted FA Enhanced CRC via The FA CRC Unit. Again this can be confirmed via the Whole Game System 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.wholegame.thefa.com**.

Please Note: You can print off your Club Safeguarding Children report and use it as supporting documentation together with Whole Game System reports for volunteers, coaches and managers within the Club.

To access Whole Game System please contact your County FA.

The FA's Criminal Records Checks (CRC) policy

The CRC is exactly the same as what was formerly known as CRB Check. In line with FA Safeguarding Children Regulations anyone working in an 'eligible role', directly working with children and young people, including managers and coaches must hold an, in-date, FA accepted, CRC check before they can coach children and young people. Other roles working directly with young people within clubs may also be eligible for CRC checks.

For comprehensive guidance on eligibility and to access the CRC guidance leaflet for clubs please go to:
www.thefa.com/football-rules-governance/safeguarding/criminal-records-checks

How long do Criminal Records Checks last

The FA policy is that CRCs must be renewed every three years to ensure that The FA has current Information on the people working with children and young people.

For help on advice on CRC issues please contact your County Association or contact the FA CRB Unit Directly on **0845 210 8080** or via email to: **FAchecks@TheFA.com**

Applying Online

Over 95% of all FA CRCs are now completed online via The FA Criminal Records Body. For more information, and to register your club to use the Online Disclosures' CRC application service, please contact The FA Criminal Records Body on **0845 210 8080** or via email to: **FAchecks@TheFA.com**

Keeping track of who within the club has an in-date CRC

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/football-rules-governance/safeguarding/online-safeguarding-service

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



Club Links

To attract potential new players to your club it is important that you identify any schools, colleges or other local agencies or organisations that you will work with to promote the playing opportunities available at your club.
It is also important to that opportunities for players are identified to continue playing football if your club only runs specific age groups e.g. to support players transitioning from youth to adult football.

Please identify any clubs or other local opportunities that exist where you will signpost players if this is the case

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?
☐	☐	Will your Club commit to attending at least one in-service training event per year?
☐	☐	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?
☐	☐	All Club officials with clear job descriptions
☐	☐	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 each year?
☐	☐	A minimum of 90% of all FA qualified coaches to be members of The FA Licensed Coaches Club
☐	☐	**National League System Clubs only** If the senior team plays in the National League System (steps 1-7) one coach to attend a six hour or two, three hour coaching workshops annually.

Managers, Coaches and other Team Officials Register

AGE GROUP & TEAM NAME	FAN	NAME	ROLE	DOB	HIGHEST COACHING QUALIFICATION	HIGHEST FA YOUTH MODULE AWARD	FA LICENSED COACHES CLUB?	FA EMERGENCY AID EXPIRY DATE	FA SAFEGUARDING EXPIRY DATE	CRC EXPIRY DATE
E.g. Fairham U12	12345678	Paul Smith	Coach	23/06/74	Level 2	Module 2	Yes	31/12/2017	31/05/2018	31/05/2018

The above details can be viewed and confirmed on Whole Game System. Evidence of their qualifications must be provided if they are not visible in Whole Game System.
The Club Secretary, Chairman, Treasurer, Club Welfare Officer, Charter Standard Coordinator and other Club Officials can access Whole Game System.
Contact your County FA if you do not have access to Whole Game System.

Please copy additional sheets if required. All managers and coaches must be included on the managers/coaches register.
These can be input in Whole Game System for the Club.

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 FA Respect Codes of Conduct
☐	☐	Copy of Club Equality Policy
☐	☐	Copy of Club Child Protection Policy
☐	☐	Copy of any coaching qualifications - if not on the FAN records in Whole Game System
☐	☐	Copy of FA Safeguarding Children Workshop certificates - if not on the FAN records in Whole Game System
☐	☐	Copy of first aid certificates - if not on the FAN records in Whole Game System
☐	☐	Copy of Football Development Plan

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

☐	☐	Running the Club
☐	☐	Retain & Increase Participation
☐	☐	Player Development - Better Young Players
☐	☐	Coach Development
☐	☐	Supporting the Football Workforce
☐	☐	Improved Playing & Training Facilities

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:

WGS 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:

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 FA Charter Standard

YOUTH CLUB APPLICATION FORM
FROM 2015/16

The Football Association
Wembley Stadium, Wembley,
London HA9 0WS

Email
info@TheFA.com

www.thefa.com/charterstandard

Please contact your County FA for any enquiries

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