

County FA Weetabix Wildcats Guidance

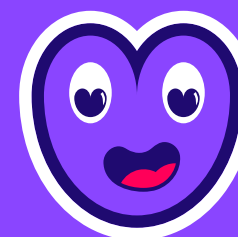
2021/2022



Contents



Introduction	03
Programme Overview	05
Programme Criteria	14
County FA Responsibilities	29
CFA Approval Checklist	34
Contact	36





Introduction



Introduction



What is Weetabix Wildcats?

Weetabix Wildcats is an offer for every girl aged 5-11, regardless of ability, disability, impairment or health condition, to try football for the first time in a fun, safe environment.

Sessions take place on a weekly basis, either evenings or at weekends, and are focused on helping girls make friends, have fun and be active through football.

All sessions are delivered by FA qualified coaches, providing a safe place for girls to try football for the first time and develop key skills.

Why have we created Weetabix Wildcats?

The Weetabix Wildcats Programme was introduced to address the findings that only 3% of all mini soccer teams cater exclusively for girls and as such only 41% of girls (compared to 95% of boys) under the age of 10 regularly play football.

'Therefore we wanted to create a sustainable Weetabix Wildcats network where girls can regularly attend fun and engaging sessions.'

We strive to ensure girls:

**Make
Friends
Play
Football**

**Have
Fun!**





Programme Overview

Programme Annual Cycle

The Weetabix Wildcats is a continuous yearly cycle.

Below will give you an oversight of the different strands of the programme and the timeline in which they happen. This guidance document will support you in each of these areas and advise you of your key responsibilities during these phases.

01. Retain

Retain your existing Weetabix Wildcats network



OCT-JAN

02. Grow

Grow your Weetabix Wildcats network



NOV-JAN

03. Train

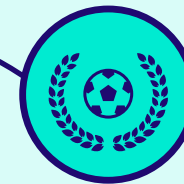
Training the workforce



MAR-MAY

04. Sustain

Sustain your Weetabix Wildcats network



APR-DEC

05. Reward

Reward and Recognise your Weetabix Wildcats network



APR-DEC

Timeline



2021			2022											
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
Retention & Replacement Process														
			Training											
Application & Approval			Flexible – Minimum 16 weeks delivery in year 1 & 16 weeks in year 2											



Retention process

The Weetabix Wildcats Programme delivery is for a minimum of 2 years. Therefore, it is vital to monitor the activity of all providers to ensure they are supported throughout the programme. Please follow the below process to confirm your providers retention.

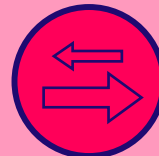


Continuing

Providers that wish to continue delivery will need to create their Event and Sessions for season 2021/2022, via the England Football Events Platform.

CFA's should only release remaining retention funding to Existing Providers once they are satisfied, they are actively delivering Weetabix Wildcats. This includes creating Events, sessions and taking attendance via the England Football Events Platform.

Providers must create their event and sessions on the England Football Events Platform to retain in the programme for season 2021/2022. Please use the England Football Events support guide on how to do this. Please contact WeetabixWildcats@TheFA.com if you require support with this.



Replace

Where possible please try and replace or re-engage any providers that drop out of the programme using any Weetabix Wildcats funding and any unallocated new kit that remains within the County FA

Following the retention and recruitment window, The FA will review the retention and growth progress and offer support solutions to County FAs where Secondary measures have not been met



Leaving

Providers must complete the **Weetabix Wildcats 'Opt out'** form. This is so we can capture feedback from providers leaving the programme

FA will share this feedback from provider with the CFA

The CFA will then confirm that the providers details are to be removed from the England Football Events Platform

FA will remove the Provider from the England Football Events Platform

County boundaries

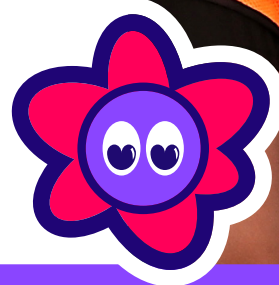
Weetabix Wildcats delivered by Clubs

- When the applicant selects their delivery venue, the system will automatically select the CFA in which the venue resides (this can be changed manually by the applicant if required)
- The applicant must select their parent CFA within the Weetabix Wildcats application
- CFAs should check that all the Weetabix Wildcats providers they are working with have selected the correct CFA
- If the delivery location falls under another CFA boundary, the parent CFA must contact the relevant CFA, and must agree with the other County that this provider does not conflict with any other provider within their County boundaries
- The parent CFA can make the decision to relinquish responsibility for the Weetabix Wildcats provider and signpost to the CFA in which their venue resides in, again the parent CFA must contact the CFA (in which the venue falls under) to agree they will include this deliverer as part of their new allocation
- CFAs can agree between them the best provision for the deliverer, the above guidance will be enforced if an agreement cannot be reached

Weetabix Wildcats delivered by other organisations

(eg. Education establishments / youth groups / leisure centres)

- When the applicant selects their delivery venue, the system will automatically select the CFA in which the venue resides
- The applicant must select the County FA in which their venue falls under
- Where possible consult with your neighbouring CFAs and share Weetabix Wildcats mapping to ensure programmes are evenly placed.



Who can apply?

Who Can Apply?

Applications are welcomed from any organisation that meets the Weetabix Wildcats criteria. Organisations that have previously delivered Weetabix Wildcats can apply to run additional programmes. In doing so they must continue running the original sessions they have set up.

What are Weetabix Wildcats sessions?

A unique offer of Weetabix Wildcats sessions at a particular location and time, attracting a particular cohort/group of young girls.

- 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)
- Have capacity to deliver for a minimum of 30 girls/participants per session
- Each session must be a minimum of one hour duration
- Staffing ratios appropriate to the group must be maintained (see [Page 20](#))
- Each provider must use the England Football Events Platform to create sessions and take attendance weekly

Additional Weetabix Wildcats programmes must run at a different time, location and must be engaging different participants.

Organisations will NOT be funded to deliver:

- New programmes to replace existing programmes
- Additional sessions for existing players

CFAs must ensure that new Weetabix Wildcats providers don't create unnecessary 'competition' between other Weetabix Wildcats sessions being delivered in their area. The aim is to ensure new Weetabix Wildcats providers attract new players.



What New 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**



**Access to Weetabix
Wildcats online
community network**

Kit & Equipment



Nike Footballs



Weetabix Wildcats Bibs



**Weetabix Wildcats
Banner**

Resources



**Branded
Marketing Assets**



**Access to online
activity pack**



**Session
Resources**



**Access to online Weetabix
Wildcats Store**

Delivery – what is needed?

Our research tells us that girls 5-11 want sessions which are:



Weekly & Warm



Safe & Fun



Fitness



Girls Only

Timing of delivery:

Greatest demand for Weetabix Wildcats is over Spring and Summer (as they are the warmest months and best time of year to engage with the beginner girl). If providers wish to continue with delivery into Autumn and Winter, then we recommend they use an indoor facility to deliver their sessions.

Delivery must be for a minimum of 16 weeks per year.



Online Register

Each provider must use the England Football Events Platform to create sessions and take attendance weekly.

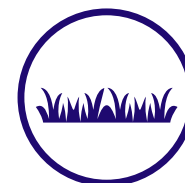


England Football Events Platform

Your sessions cannot be promoted nationally unless you create your sessions via the England Football Events Platform which your CFA can support you with.

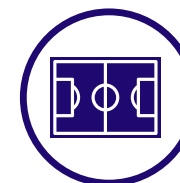
Type of delivery:

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



Outside

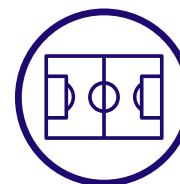
e.g grass, multi use games area, artificial grass



Indoor

Sports hall, school hall

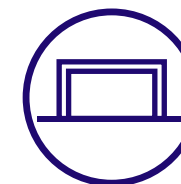
Weetabix Wildcats sessions can offer futsal as well as, or instead of football, as long as they follow the basic principles below:



Use a surface with a hard court



Play with a Futsal ball



Where possible use Futsal Goals

Funding

Weetabix Wildcats providers will only receive the start-up grant of £900 in the first two years of operation. This funding must be distributed by the CFA in the following format:

Year 1 delivery – £600

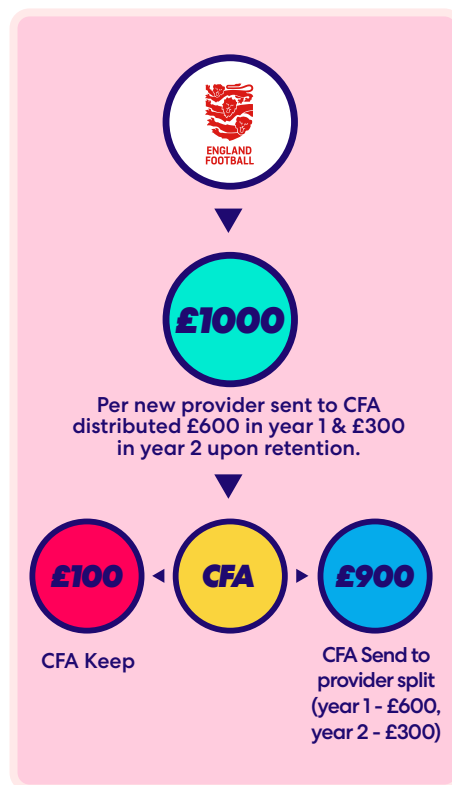
Year 2 delivery – £300

When do they receive their funding?

Once approved, funding will be distributed to CFAs only upon receipt of a signed SLA from the CFA.

It is the CFAs responsibility to manage and distribute funding once The FA have transferred payment to the CFA.

It is up to the CFAs discretion if you wish to establish your own SLA agreement directly on delivery expectations and distribution of funding. (£600 Year 1 and £300 Year 2). This SLA must not contradict the FA Terms and Conditions.



What can I use my CFA funding on?

For every approved new Weetabix Wildcats provider, the CFA will receive £100. The CFA can decide how this funding is spent, however this must be invested into Weetabix Wildcats.

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 & Weetabix Wildcats awards evenings

Participant funding

Research shows people value sessions more if there is a small charge; plus programme delivery must be self-sustaining after 2 years; therefore there is a charge for participants of up to £3 each for each session.

Those that wish to increase this charge must submit a rationale in writing to the CFA. It is up to the CFAs discretion to allow this.





Programme Criteria



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

Evidence a safeguarding policy



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



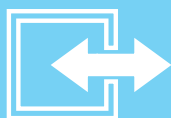
06. Sustainability

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



07. Entry & Exit routes

Demonstrate entry and exit routes for participants



08. Training

Attend Weetabix Wildcats training



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 30 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





Criteria

01. Delivery

Providers must commit to a minimum of two years operation. Weetabix Wildcats is an opportunity for girls to try football for the first time and we must have as many of these opportunities as possible!

Delivery must consist of a minimum of 16 weeks in year 1 (2022) and a minimum of 16 weeks in year two (2023). After two years of delivery we hope that all providers are able to be self sustainable to ensure girls provision remains within the local area.

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

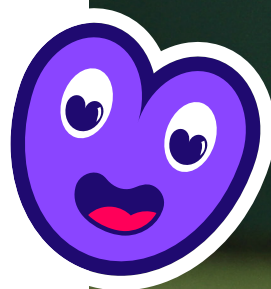
It is mandatory for Weetabix Wildcats providers to use England Football Events Platform to create, manage and take attendance at each of their sessions.



Online Register



England Football
Events Platform





Criteria

02. Safeguarding (1/2)



All those involved with Weetabix Wildcats delivery 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 Weetabix Wildcats 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

Includes The FA Case Management Team (Safeguarding@TheFA.com).

Named Designated Safeguarding Officer

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. SSC/WOC. EFL and PL Club DSOs must be up to date with their respective leagues DSO safeguarding training requirements or complete The FA's WOW.

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 Weetabix Wildcats provider implements preventative safeguarding measures to help create safe and enjoyable environments for every aspect of the proposed activities.

Planning, delivery and compliance

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

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



Criteria

02. Safeguarding (2/2)



Safeguarding DBS FAQs

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 advice and guidance. Or reach out to The FA DBS Unit (0115 969 4618 or FAChecks@TheFA.com) for more information.

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

A: Yes, but only if your check is for the child workforce, was completed through your PL Club account with 'First Advantage', and there's no content on your DBS Check.

You'll need to contact First Advantage 0115 969 4618 or FAChecks@TheFA.com, who will be able to port this over to The FA. You'll need to give 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', follow our guidance in Q2.

If your DBS Check is for the child workforce and you have registered with the DBS Update service see the answer to Q3.

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

A: If your DBS Check was carried out by any other organisation e.g. a school, church group, or volunteering organisation, you'll need to complete an FA DBS Check (Children's workforce).

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

A: It generally takes around 7 working days to carry out a DBS check. But if you sent off a paper application vs online, it could take longer. Other factors can also cause delays, such as if you have a complex address history, a common name, whether your local police force is busy, and the ease of accessing local records.

Criteria

03. Health & Safety

04. Insurance

Weetabix Wildcats 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 \(FA Template provided\)](#)
- [H&S Risk Assessment \(FA Template provided\)](#)
- Public liability Insurance (minimum limit of indemnity of GBP 5 million)

The County FA cannot approve applications until they have evidence of these documents.





Criteria

05. Staff



Requirement

1. There must always be a minimum of two DBS checked adults with a clear role available at all times when U18s are involved in the activity. One of these adults (18+) must be a Lead Playmaker or FA Level 1 coach.
2. [Please refer to the following guidance document 5.5 Ratios of adults to children](#) to understand the number of staff members your Weetabix Wildcats session will require.

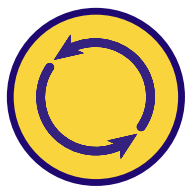
STAFF ROLES & REQUIREMENTS

Applicant	Lead Coach	Coaches/Volunteers	Designated Safeguarding Officer	Volunteers (U18)	Female Role Model
This role is responsible for completing the application process. This person cannot be directly involved in the delivery of football activity unless they meet the criteria of another specified role namely; lead coach, coach/volunteer or DSO. In this instance they must also provide their details under the relevant role.	<ul style="list-style-type: none"> • In date accepted FA DBS Check • Must be 18+ • Minimum of The FA Lead Playmaker (including FA Safeguarding & FA Emergency Aid) or Minimum FA level 1 course FA Emergency Aid qualification FA Safeguarding Children course.	You must include a minimum of one adult (18+) who holds an in date accepted FA DBS Check <ul style="list-style-type: none"> • Any Coach or Volunteer aged 16 and above must have an in date accepted FA DBS check • Coaches U18 – coaches aged 16 & 17 can be registered – but they cannot be considered as part of the staffing ratio for the sessions, as they are not 18+ (you must have parental consent for them to volunteer and must be supervised at all times). 	<ul style="list-style-type: none"> • In date accepted FA DBS Check • Responsible for ensuring safeguards are in place and maintained effectively • Must have attended FA Welfare Officer Course (WOC) or PL/EFL relevant DSO training • 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, lead coach or coach/volunteer only if they meet the requirements for the role.	<ul style="list-style-type: none"> • Volunteers must be supervised at all times by the Lead Coach • Volunteers aged 16 and above must have an in date accepted FA DBS check • Minimum age for volunteer is 14 • You must have informed parent/carer consent for the volunteer to take on a role • The appointing of an U18 Volunteer must be covered within your Safeguarding risk assessment. 	To increase the number of role models within football and meet the demographic of participants, at least one member of staff should be female, you can recruit this person at any time during year.

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
- ✓ Lead coach
- ✓ Coach/Volunteer
- ✓ DSO





Criteria

06. Sustainability



Weetabix Wildcats is a great opportunity to welcome new 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 Weetabix Wildcats programme, following the initial start up fund.

What does sustainability mean?

Weetabix Wildcats 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.

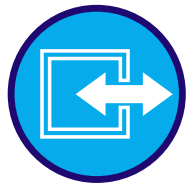


Financially Viable

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

Questions to consider in their sustainability plan

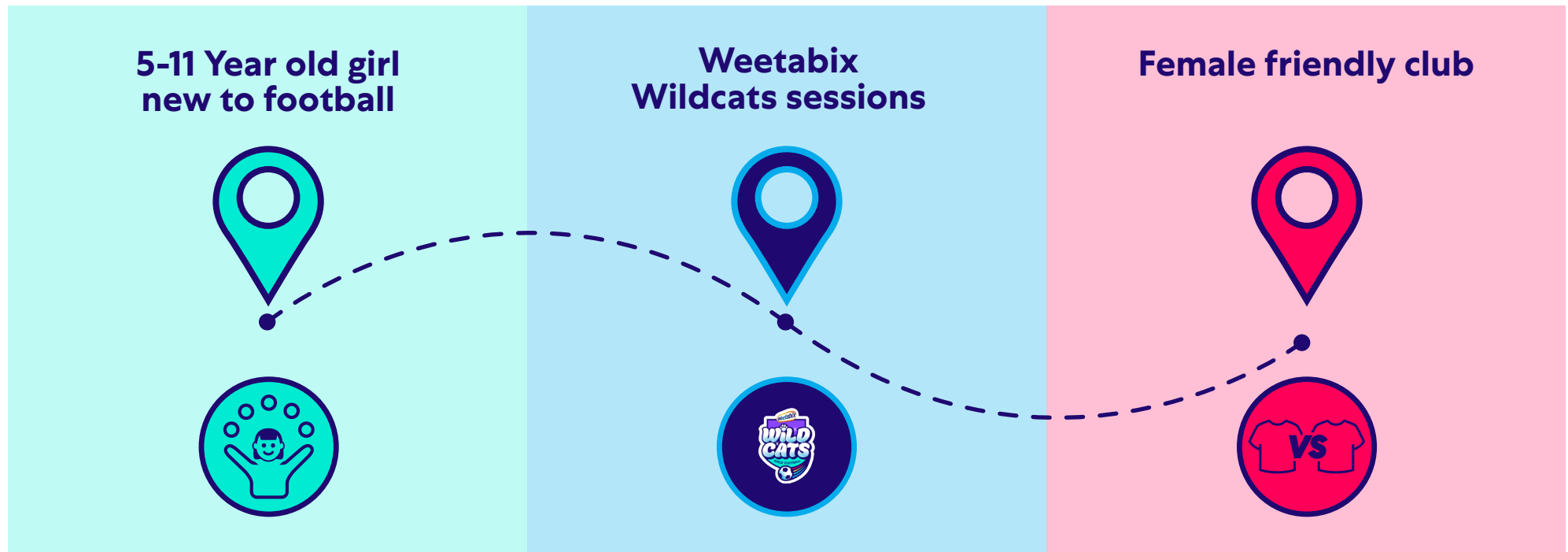
- How much are you going to charge participants?
- How are you going to recruit staff?
- How are you going to involve your parent network?
- What links do you have to wider networks? Clubs, Schools, Colleges, Universities?



Criteria

07. Entry & Exit Routes

Providers must demonstrate how they will support the participants journey to and from Weetabix Wildcats. This will include where participants will be recruited from, and where participants will be signposted to (when ready) continue playing football in an environment that replicates the Weetabix Wildcats values. Think about your CFA mapping tool and your Barclays Girls' Football School Partnerships delivering Disney inspired Shooting Stars and England Football Accredited Clubs.





Criteria

08. Training



Applicants must commit to attending Weetabix Wildcats training.

Training will be delivered online. It is mandatory for all new providers to attend and complete training. You will be unable to start any sessions until you have completed this. Please contact the County FA for support or questions regarding training. Further information on the training dates will be distributed in due course.

The training will provide an introduction to the Weetabix Wildcats Programme, provide technical and operational guidance, and advice on how to make the their sessions sustainable after two years.

The CFA are responsible for ensuring that all their Weetabix Wildcats deliverers are sufficiently trained prior to delivery.

Training Type	Date	Notes
Intro Training – All new providers MUST complete Modules 1-4 in order.	Module 1: 22nd Mar (18:30-19:45) Module 2: 23rd Mar (18:30-20:15) Module 3: 28th Mar (18:30-20:00) Module 4: 29th Mar (18:30-19:30)	Session delivery can start once completed all 'Intro Training' modules ✓
	Module 1: 27th Apr (18:30-19:45) Module 2: 28th Apr (18:30-20:15) Module 3: 3rd May (18:30-20:00) Module 4: 4th May (18:30-19:30)	
	Module 1: 18th May (18:30-19:45) Module 2: 19th May (18:30-20:15) Module 3: 23rd May (18:30-20:00) Module 4: 24th May (18:30-19:30)	
Training Type	Date	Notes
Including Everyone	24th Feb 2022 7th June 2022	Both modules must be completed in year one of delivery, providers can start session delivery if all 'Intro Training' modules have been completed CPD
Nutrition Module	9th March 2022 27th June 2022	





Criteria

09. Inclusive (1/2)



Inclusive sessions

All Weetabix Wildcats 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 specific resources and training to support your delivery and in addition to this you can access our [free online 'Introduction to disability football' module](#). All of which will help build your knowledge and confidence as you develop your disability specific Weetabix Wildcats sessions.

Disability Specific Providers

We really want to ensure Weetabix Wildcats is FOR ALL. This means as we grow our network we must make sure there are suitable opportunities for disabled girls. Therefore we would encourage you and your delivery team to apply to run a disability specific Weetabix Wildcats session to support the growth of the network.

All the general principles of how to plan and deliver football sessions and activities are equally applicable when working with players with a disability, impairment or long term health condition. Providers will also 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.

Deliverers will need to think carefully about the following:

- 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 organised 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).



Criteria

09. Inclusive (1/2)

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 is your Weetabix Wildcats session?
- Is your session representative of the community?
- Does your session offer opportunities for players with a disability?
- Have you contacted your CFA with regards player recruitment, support and how to ensure success?





Criteria

10. Accessibility

Weetabix Wildcats 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 Weetabix Wildcats sessions are in locations which don't require much travel; and why we have capped the entry fee at £3
- Logistical Barriers: Weetabix Wildcats 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 Weetabix Wildcats be delivered in schools?

Any organisation delivering Weetabix Wildcats 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.





Criteria

11. Participants



Session Capacity

Weetabix Wildcats must demonstrate that they have a minimum capacity of 30 participants.

For example, sessions must have the correct coach ratios for 30 participants and a playing area suitably sized to host 30 participants.

Participant target

Sessions should aspire to achieve 30 participants each week over each delivery year. Understandably this may take a number of weeks to achieve, and depends on each local community and type of session, e.g. if you are a disability specific provider then we understand the number of participants is likely to be lower than those suggested here.

Participant booking/consent

All participants must be booked onto a Weetabix Wildcats session via England Football Events Platform online booking system, by their parent/carer, prior to taking part in a session.

- Weetabix Wildcats coaches/volunteers must take attendance at the end of each session
- Weetabix Wildcats coaches/volunteers must have confirmed parent/carer consent to participate
- All Weetabix Wildcats 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 Weetabix Wildcats Providers to use England Football Events Platform.

By using this system you will have/be:

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

Criteria

12. FA Terms & Conditions

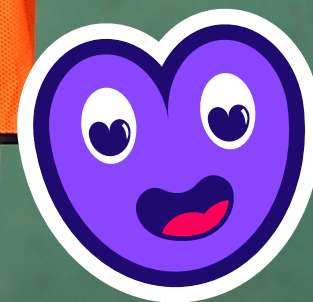
All Weetabix Wildcats providers must agree to the FA Terms & Conditions upon application, and must operate within the parameters of this agreement.

CFAs can if they wish, establish their own SLA agreement with their local Weetabix Wildcats programmes directly, covering delivery expectations and distribution of funding. This SLA must not contradict the FA Terms and Conditions






County FA Responsibilities




County FA Responsibilities (1/4)



<p>Retain existing network of Weetabix Wildcats providers</p>  <p>October – January</p>	Programme stage	County FA Responsibilities
	<p>CFA's must follow the retention process, as outlined on page 8 to ensure we have an accurate representation of deliverers within your CFA. It is the CFAs responsibility to inform our team of any change of Provider.</p> <p>If they wish to opt out of the programme, they will be required to complete an online form which will collect their feedback from the programme and details to remove from Platform. The CFA can complete this form on behalf of the 21 Provider.</p> <p>The FA will contact the CFA to confirm the removal of a Provider that has completed the opt out form.</p>	1. Retain of 100% of existing Providers.
		2. Make contact with all of your Weetabix Wildcats network to ensure all Providers have created their event and sessions on the England Football Events Platform for 2022.
		3. Support Providers to create or extend their delivery dates for 2022 by using the FA Events IT guide.
		4. Support Weetabix Wildcats providers (where possible) which are at high risk of leaving the programme.
		5. Strategically map potential new providers to replace any existing providers that leave gaps in provision within your county.
		6. Continue to support updating additional information (if required) such as staff (please refer to the 2021/22 interim FA qualification solution in the staffing criteria page), venue, delivery dates and times by following the England Football Events Platform Amendment guide.
		7. CFAs should only release remaining funding to existing Weetabix Wildcats providers (which were new 2021) once they have been trained, claimed their start up kit & equipment, created their event and session via England Football Events Platform and taking attendance.
		8. Review departing feedback and confirm with FA if the programme deliverer has been removed.
		9. If an existing Weetabix Wildcats provider no longer wants to continue please contact the Weetabix Wildcats team for support and guidance at WeetabixWildcats@TheFA.com



County FA Responsibilities (2/4)



<div>Grow Network</div>  <div>November – February</div>	Programme stage	County FA Responsibilities
	<p>The application window for new Weetabix Wildcats provider applications will open in November, all applications will be via the England Football Events Platform.</p> <p>Every application must meet the criteria to be approved, ensure you use your criteria checklist.</p> <p>FA template documents will be provided for all new providers for 2021/22, these documents are required for application submission.</p> <p>CFA's will enter into an SLA agreement with The FA once all applications have been approved have been approved. Once signed and returned, The FA will transfer the funding to CFA's, (£900 per new provider) and CFA funding (£100 per new Weetabix Wildcats programme), over the course of two years.</p>	<ol style="list-style-type: none"> 1. CFAs are required to meet their new growth target for the Weetabix Wildcats programme. 2. Promote Weetabix Wildcats programme and engage possible providers, support applicants to ensure they meet the criteria and throughout the application process. 3. Work with your Marcoms officer to promote application window opening. 4. Strategically plan and manage your own growth by using the FA mapping tool to help map your network of Weetabix Wildcats alongside other Women & girls networks such as Barclays Girls' Football School Partnerships & Charter Standard clubs. 5. Check location of Weetabix Wildcats programmes to ensure they are delivering within your CFA and not a neighboring CFA. See page 9 for further guidance. 6. Work with the CFA Disability Lead to Increase the number of players with a disability, attending mainstream sessions and encourage disability specific applications. 7. Where possible create a network of disability specific sessions for players that are not able/comfortable to play in mainstream football, and aim to have at least one disability specific session operating within the County. 8. Approve applications on the basis they meet the 12 point criteria and are align with your strategic planning and mapping. 9. Sign and return SLA agreement with The FA, this must be completed to ensure distribution of funding to the CFA. 10. Distribute funding in year 1 and year 2 (£600 Year 1 and £300 Year 2).


County FA Responsibilities (3/4)



	Programme stage	County FA Responsibilities
Train the Workforce  March – May	<p>Training will be delivered between March, April & May.</p> <p>Start-up kit, equipment and resources will be available to providers only via the Weetabix Wildcats online store and managed nationally.</p>	<ol style="list-style-type: none"> 1. Ensure all new Weetabix Wildcats providers book on and attend training and inform national Weetabix Wildcats team of any issues with attendance. 2. If they cannot attend one of the training dates please contact WeetabixWildcats@TheFA.com 3. Support new Weetabix Wildcats providers on how they can spend their funding and educate them in becoming sustainable with their start up grant.
Sustain the Network  April – September	<p>The FA will continue to provide support to providers – more information will be provided to CFAs in due course.</p> <p>New Weetabix Wildcats deliverers will be invited to join the Weetabix Wildcats community platform. Weetabix Wildcats deliverers will have the opportunity to engage, share and access everything they will need in one place.</p> <p>Weetabix Wildcats providers will also have the option to contribute their own funds if they wish to purchase more kit & equipment from the Weetabix Wildcats store.</p> <p>CFAs will also have access to the online store.</p>	<ol style="list-style-type: none"> 1. Work with your Marcoms officer to launch your new network of Weetabix Wildcats programmes in line with the national Launch. 2. Monitor Weetabix Wildcats regularly to ensure delivery is taking place and all providers are delivering against the criteria. 3. Ensure all Weetabix Wildcats organisers create their event and sessions on England Football Events Platform and are visible online for parents to search and book their daughters onto to sessions. 4. Ensure providers are actively utilising the online parent booking system and taking attendance weekly. 5. Utilise reports to inform where you need to offer support and highlight participation figures. 6. Encourage those involved with Weetabix Wildcats delivery to join the Weetabix Wildcats online community including CFA staff. 7. Utilise your funding (£100 per new Weetabix Wildcats programme) to support the delivery and sustainability of your Weetabix Wildcats network – see page 13 for ideas on how you can utilise this funding. 8. In collaboration with The FA, the CFA must terminate any Weetabix Wildcats programme where the criteria is not being fulfilled. The CFA have the power to halt delivery of sessions immediately where Safeguarding practise is not being followed and Children may be at risk. 9. If any Weetabix Wildcats provider no longer want to continue, please contact the Weetabix Wildcats team for support and guidance at WeetabixWildcats@thefa.com. 10. Contact WeetabixWildcats@TheFA.com & Safeguarding@TheFA.com for support around any safeguarding issues.

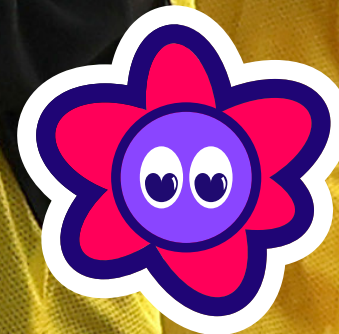
County FA Responsibilities (4/4)



Reward & Recognition  April – September	Programme stage	County FA Responsibilities
	A variety of 'money can't buy experiences' will be on offer throughout the programme. The FA will make contact with CFAs when opportunities arise	<ol style="list-style-type: none"> 1. Engage with national rewards and recognition opportunities with nominations of deserving Weetabix Wildcats Providers. 2. Investigate and plan ways in which you could reward and recognise those who are performing well and continue their commitment to the programme.



CFA approval checklist



CFA Approval Checklist

Before approving your applications, please ensure you are satisfied that the applicant has fulfilled the 12 requirements below:

- **1. Delivery** – Must commit to a minimum of 2 year delivery and using England Football Events Platform to create, manage and take attendance

Has the applicant entered delivery dates reflecting a 2 year period?

- **2. Safeguarding** – Must evidence a safeguarding policy

Have you seen evidence of the applicants safeguarding children policy?

- **3. Health and safety** – Must evidence a risk assessment and activity check list

Have you seen evidence of the applicants completed risk assessment and activity checklist?

- **4. Insurance** – Must evidence public liability insurance

Have you seen evidence of the applicants public liability insurance? Covering participants from the age of 5 years upwards and covering a minimum of £5 million?

- **5. Staff** – Must meet and adhere to the staffing criteria throughout delivery of the programme

Has the applicant covered the minimum staffing requirement?

- **6. Sustainability** – Must be able to evidence the sustainability of the programme post funding

Has the applicant evidenced a robust sustainability plan?

- **7. Entry & Exit routes** – Must demonstrate proposed entry and exit routes for participants into the programme

Has the applicant evidenced proposed entry and exit routes for participants?

- **8. Training** – Must attend Weetabix Wildcats training

Post application.

- **9. Inclusive** – Must be inclusive for all girls to participate

Has the applicant demonstrated how their sessions will be welcoming to all girls regardless of ability, disability, impairment or health condition.

- **10. Accessibility** – Must operate within community hours, to allow accessibility for all

Is the applicant delivering sessions during community hours? e.g. a sufficient time from the end of school day for participants to access.

- **11. Participants** – Must have capacity for a minimum of 30 participants and all participants must be booked via England Football Events Platform by their parent / carer prior to taking part in a session

Does the applicant have the correct coach ratios for 30 participants and a playing area suitably sized to host 30 participants

- **12. FA Terms & Conditions** – Must agree to the FA Terms & Conditions on application, and must operate within the parameters of this agreement

This is a requirement for the applicant to tick prior to submission.



Contact

Any questions, please contact:

WeetabixWildcats@TheFA.com

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

**Weetabix
Wildcats team**



