

Club Accreditation Renewal Guidance



ACCREDITED
PART OF ENGLAND FOOTBALL

How To Renew Your Club Accreditation

As an England Accredited Club, you will need to maintain the standards and requirements as set out by The FA/England Football.

To monitor this and to replace to previously known Annual Health Check, Accreditation Renewal will be the process to maintain you Accredited Status each season.

This is also the opportunity for you to progress and gain a star if your club is ready for the next step.

This guide will explain everything you need to do to get through your Accreditation Renewal

Club Portal

First, you will need to log in to your Club Portal as this will be the dedicated hub for your Accreditation and for the management of your teams and club officials.

You will then need to go to the 'Dashboard' tab on the left hand side panel.

You can access the Club Portal by logging into the Whole Game System, clicking on your club tab, then scrolling down and clicking the button on the left called 'Club Profile'

Countdown – How many days until the renewal window closes

Dashboard –
This takes you straight to your accreditation checklist

Star Status

Handy videos you can watch!

Requirement Pages
Club,
Officials,
Documents
and Player Pathways

Club Portal \ Dashboard \ Accreditation

ACCREDITATION ★★★ In Progress
Affiliated Association: Staffordshire FA

Accreditation Checklist Incomplete

Club Officials (3) Documents (6) Player Pathways (1)

Minimum Criteria	Status	Action Area
1 Club Affiliated to a County FA	Complete	N/A Show More
2 Teams Playing in a League	Complete	N/A Show More
3 Club Bank Account	Complete	N/A Show More
4 Club Meetings and Minutes	Complete	N/A Show More

Accreditation Renewal 104 Days

Accreditation Renewal Explained Submit for Renewal


Feedback

Back to Whole Game Help

Welcome to the 'Club' tab of your Accreditation Checklist. Here, everything should either be **GREEN** 'Complete' or **GREY** 'Not Applicable'.

If anything is **ORANGE** 'Incomplete' on this page, please contact Chloe Matthews (chloe.matthews@staffordshirefa.com)

Accreditation

 **Accreditation Checklist** Incomplete

[Club](#) Officials (3) Documents (6) Player Pathways (1)

1

Club Affiliated to a County FA

Complete

N/A

⌵ Show More

2

Teams Playing in a League

Complete

N/A

⌵ Show More

3

Club Bank Account

Complete

N/A

⌵ Show More

4

Club Meetings and Minutes

Complete


N/A

⌵ Show More

▶ Accreditation Renewal Explained

Submit for Renewal

Feedback

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Icon Guide

'Contact your linked club' – This means that the current section you are on, meets the requirements, however a linked section does not. See the orange chain icon to find out who needs to take action.

Orange 'i' – If you hover over the 'i', this will explain who needs to take action to meet the requirements
Eg; Who needs an updated DBS.










Orange number in brackets '(6)' – This is the number of outstanding actions for each page

Orange Chain – This means that your linked clubs require action to be taken.

For example, officials from the adult section, girls section etc.
If you hover over the linked chains, it will tell you which clubs apply.

Accreditation CHECKLIST INCOMPLETE

Club **Officials (3)** Documents (6) Player Pathways (1)

Minimum Criteria	Status	Action Area
1 Officials DBS Compliant 	Incomplete	Contact your Linked Club  Show More
2 Club Welfare Officer	Complete	N/A  Show More
3 Safeguarding Committee Members Course	Complete	N/A  Show More
4 Adult Teams with First Aid in Football Education 	Incomplete	Contact your Linked Club  Show More
5 Youth Teams with Qualified Coach/Manager 	Incomplete	 Team Listing  Show Less

Each of your youth teams must have a manager or coach who has passed the minimum of The FA Introduction to Coaching Football, The FA Introduction to First Aid in Football and The FA Safeguarding Children.

Is your club committed to ensuring there is a qualified coach or manager with every youth team?

☐ Yes ☒ No Reason stated:

Feedback



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1. All club officials, coaches etc in Youth Football must have an in-date DBS Certificate. We would highly recommend those in adult football obtain a DBS also due to potential 16/17 year old in the team.
2. You must have a Club Welfare Officer in place with the correct courses completed.
3. All members of the committee must have completed the online Safeguarding for Committee Members Course.
4. All individual open age teams must have 1 named official who will be present on match days that has completed the Introduction to First Aid in Football Course.

Welcome to the 'Officials' tab of your Accreditation Checklist. Here, everything should either be **GREEN 'Complete'** or GREY 'Not Applicable'. There a 5 criteria checks for you to complete.

Accreditation

CHECKLIST INCOMPLETE

Club

Officials (3)

Documents (6)

Player Pathways (1)

Minimum Criteria	Status	Action Area
1 Officials DBS Compliant	Incomplete	Contact your Linked Club Show More
2 Club Welfare Officer	Complete	N/A Show More
3 Safeguarding Committee Members Course	Complete	N/A Show More
4 Adult Teams with First Aid in Football Education	Incomplete	Contact your Linked Club Show More
5 Youth Teams with Qualified Coach/Manager	Incomplete	Team Listing Show Less

Each of your youth teams must have a manager or coach who has passed the minimum of The FA Introduction to Coaching Football, The FA Introduction to First Aid in Football and The FA Safeguarding Children.

Is your club committed to ensuring there is a qualified coach or manager with every youth team?

☐ Yes

☒ No

Reason stated:
-

5. All Youth Teams within your club must have at least 1 fully qualified coach.

This means that one coach must have all of the following;

- Introduction to Coaching Football or The FA Level 1 in Coaching Football
- Introduction to First Aid in Football (in-date)
- Safeguarding Children's Course (in-date)

This is in addition to an in-date DBS which is required as well.

Some teams may flag up as a result of an out of date Safeguarding Course or First Aid Course

We understand that whilst the First Aid and Safeguarding courses can be accessed instantly, the Introduction to Coaching Football Course will be a date in the future. Therefore, there is the option to make a declaration of commitment to say that as a club, you will work to achieve this criteria as soon as possible. This will then be reviewed at next season's renewal window.

Accreditation

CHECKLIST INCOMPLETE

ClubOfficials (3)Documents (6)Player Pathways (1)

Minimum Criteria	Status	Action Area
1 Officials DBS Compliant	Incomplete	Contact your Linked Club
2 Club Welfare Officer	Complete	N/A
3 Safeguarding Committee Members Course	Complete	N/A
4 Adult Teams with First Aid in Football Education	Incomplete	Contact your Linked Club
5 Youth Teams with Qualified Coach/Manager	Incomplete	Team Listing

Each of your youth teams must have a manager or coach who has passed the minimum of The FA Introduction to Coaching Football, The FA Introduction to First Aid in Football and The FA Safeguarding Children.

Is your club committed to ensuring there is a qualified coach or manager with every youth team?

☐ Yes

☒ No

Reason stated:
-

Staffordshire FA

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You can find out how to adopt The FA Policies on the next page.

1. Club Rules – You must adopt The FA Club Rules or upload a copy of you own club's constitutional rules.
2. Clubs with young players or youth teams must adopt The FA Safeguarding Children Policies.
3. You must adopt The FA Equality policy at every level of your club.
4. You must adopt The FA Respect Codes of Conduct at every level of your club.
5. You must adopt The FA Football Leadership & Diversity Code at every level of your club.
6. You must have a Club Development Plan. This can be your own version, or based on the template you can find in Club Portal.
7. Your club must maintain a set of club accounts. Your County FA may request these during the season.

You can download the Club Development Templates by scrolling down on the England Football Accreditation website here;

<https://www.EnglandFootball.com/participate/leagues-and-clubs/england-football-accreditation>

You must retain copies of your club accounts and then make a declaration to confirm you have copies of last seasons accounts.

Accreditation				CHECKLIST INCOMPLETE
				Club Officials (3) Documents (6) Player Pathways (1)
Minimum Criteria	Status	Action Area		
1 Club Rules	Incomplete	i FA Policies	Show More	
2 Safeguarding Children Policies	Incomplete	i FA Policies	Show More	
3 Equality Policy	Incomplete	i FA Policies	Show More	
4 Respect Code of Conduct	Incomplete	i FA Policies	Show More	
5 Football Leadership Diversity Code	Incomplete	i FA Policies	Show More	
6 Club Development Plan	Incomplete	i Club Policies and Plans	Show More	
7 Club Accounts	Complete	N/A	Show More	

How to adopt The FA Policies

1. Select 'My Club' from the side panel

2. Select 'Documentation' from the 3 tabs

3. Then you will need to go to the 'FA Policies' sub-heading

The screenshot shows the FA Policies interface. A red arrow points from the 'My Club' option in the side panel to the 'FA Policies' sub-heading. Another red arrow points from the 'Documentation' tab to the 'FA Policies' sub-heading. A third red arrow points from the 'FA Policies' sub-heading to the 'FA Policy Templates' table.

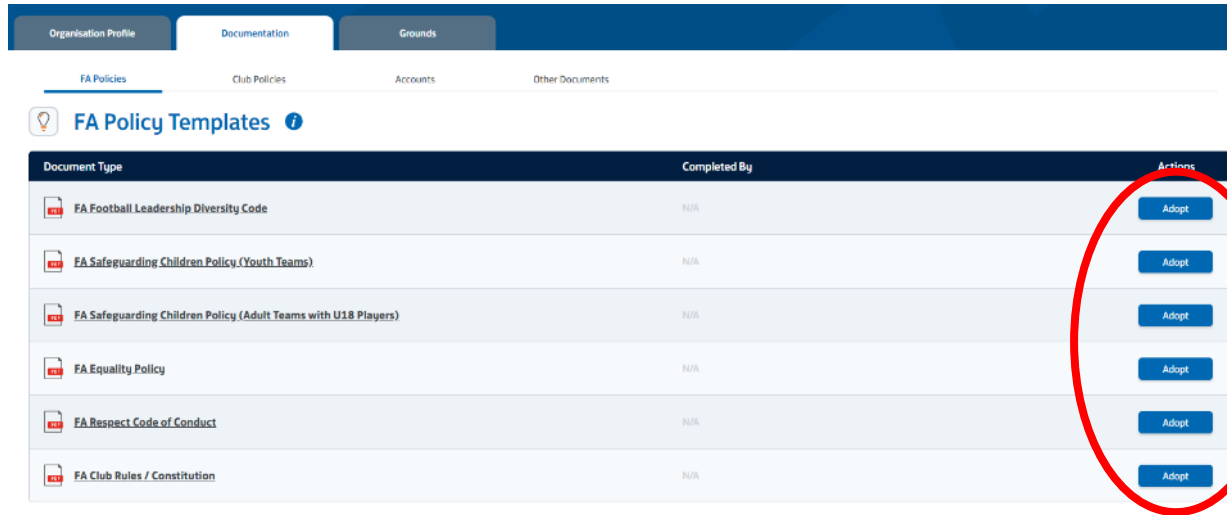
Organisation Profile | Documentation | Grounds

FA Policies | Club Policies | Accounts | Other Documents

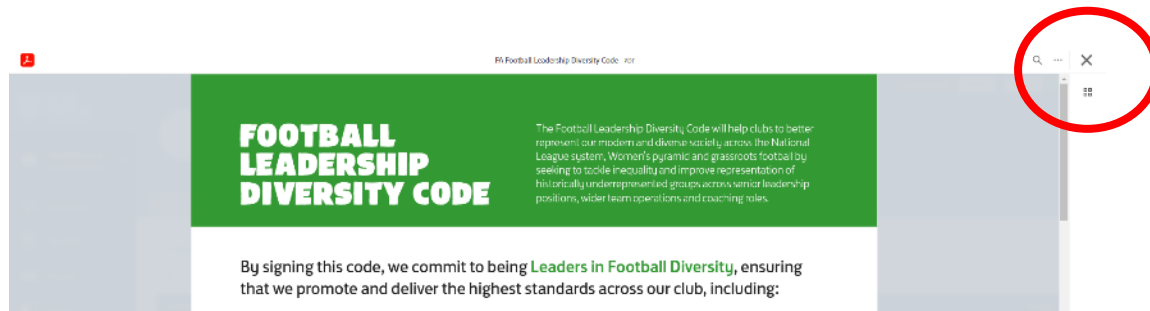
FA Policy Templates

Document Type	Completed By	Actions
FA Football Leadership Diversity Code	N/A	<button>Adopt</button>
FA Safeguarding Children Policy (Youth Teams)	N/A	<button>Adopt</button>
FA Safeguarding Children Policy (Adult Teams with U18 Players)	N/A	<button>Adopt</button>
FA Equality Policy	N/A	<button>Adopt</button>
FA Respect Code of Conduct	N/A	<button>Adopt</button>
FA Club Rules / Constitution	N/A	<button>Adopt</button>

How to adopt The FA Policies

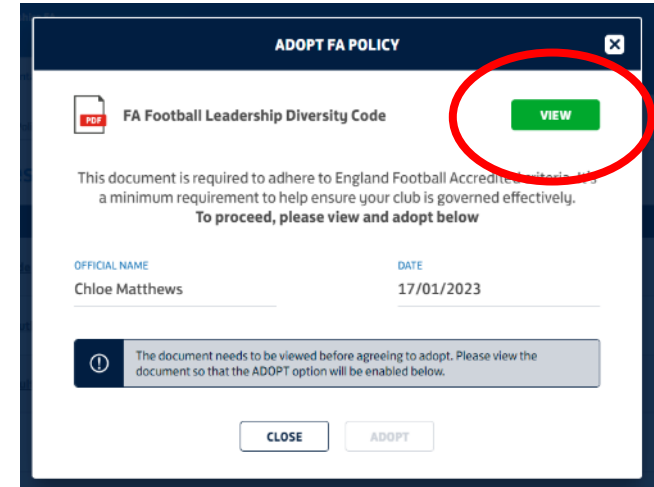


3. You will then see the policy pop up on screen. Read through this and once complete, select the grey 'X' in the right corner of the document (not the browser)



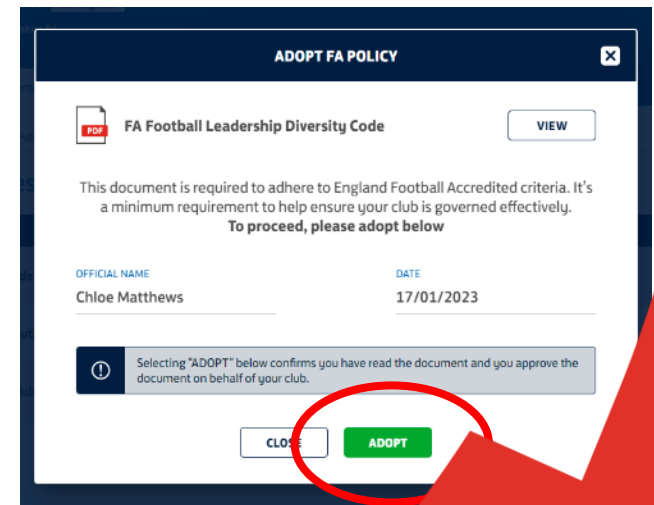
1. Click 'Adopt' next to the policy you wish to adopt.

2. Then a box will pop up in the middle of your screen. Here, you will need to click 'View' to view the document.

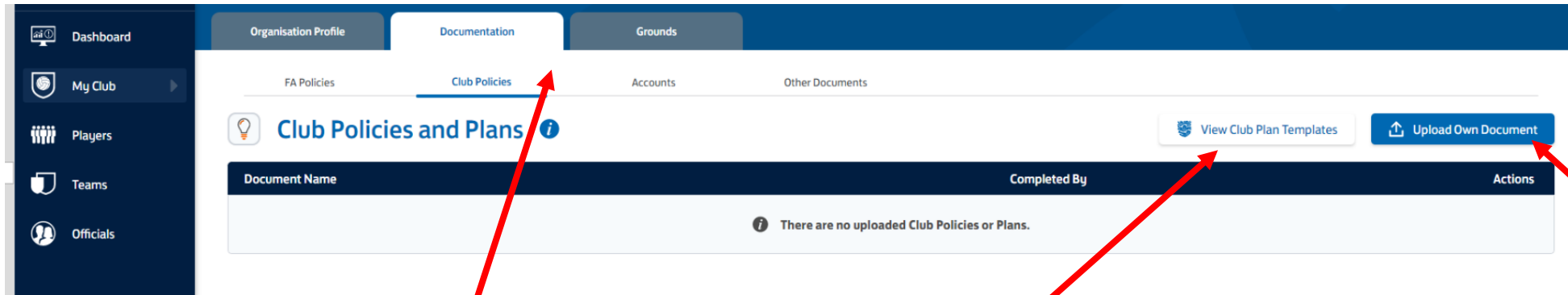


4. You will then go back to the box you saw previously however, the 'Adopt' button will now be green. Select 'Adopt' and you will complete the Action.

5. You can then download the document to print and view whenever you require it



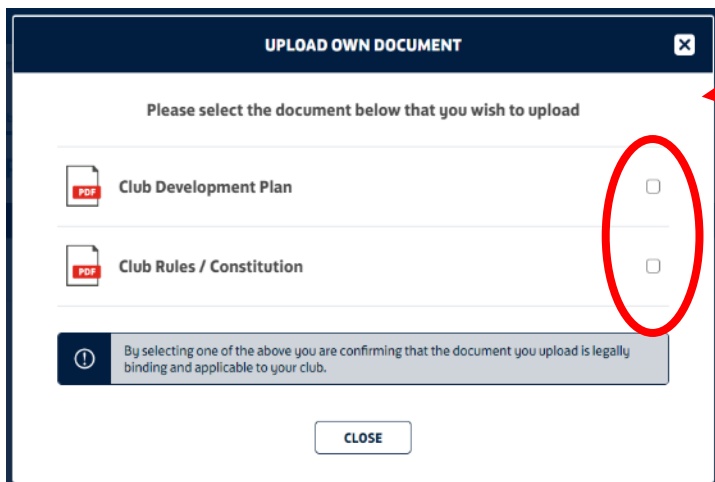
How to upload Club Development Plan & Rules



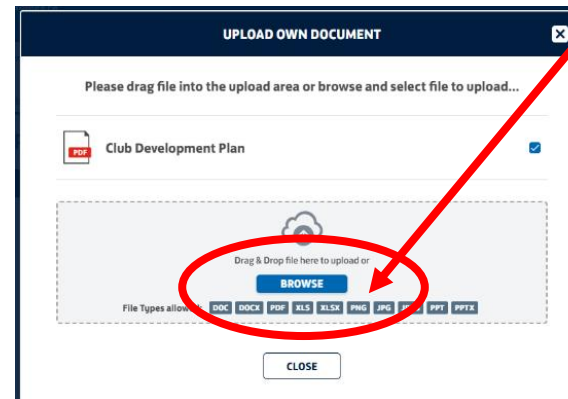
1. Select the 'Club Policies' sub-header

You can download the Club Development Templates from here too!

2. When you are ready to upload your documents, select 'Upload Own Document'. Then a box will pop up.



3. Select which document you wish to upload



4. Then click 'Browse' to upload the document from your computer/laptop. Once uploaded, this action will be complete.

Club Development Plans

You will see on the Documents Page of your Accreditation Checklist that there is a section for your Club Development Plan.

There is a new template which has replaced the previous Charter Standard document. This is a downloadable document from the England Football website. We would ask all clubs **NOT** to use the previous template as this is not an up-to-date reflection of the new England Accreditation requirements

You can use the templates provided, or you can use the templates as a guide to create your own version.

You can find the templates on the 'Club Policies' page on Club Portal or on the England Football Accreditation website;


<https://www.EnglandFootball.com/participate/leagues-and-clubs/england-football-accreditation>


Player Pathways

Back on the dashboard page, under the 'Player Pathways' header, you will be able to see whether the teams you have in your club and linked clubs currently meet the pathway requirements for the Star Status you currently have. (These requirements can be found on the next pages if you are unsure of what they are)

If you select the 'SHOW' button below, this will expand the screen further to show each of the three different pathways. This is shown on the next page.

Accreditation

 **Accreditation Checklist** Incomplete

 Accreditation Renewal Explained





Submit for Renewal


Club

Officials (3)

Documents (6)


Player Pathways (1)


3 Star Accredited Player Pathway Criteria			Status	Action
 Complete male accredited player pathway	 Complete female accredited player pathway	 1 disability team	Incomplete	 Show Less



If you are unable to complete this rule, please let us know how your County FA can support you. Your County FA will review these comments once your accreditation renewal is submitted.

Provide Information

Your Player Pathways SHOW  Linked clubs contributing to the player pathways

 Player Pathways Explained



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Player Pathways

Here you will see the current teams you have which will automatically be ticked based on the teams showing on your Club Portal 'Teams' page. Any teams from linked clubs will show up in here as well.


You will also see on each pathway section what the requirements are for that pathway. From this, you should be able to identify where you may have any gaps. You may also be able to identify that you are ready to move up to 2 Star or 3 Star.

Accreditation

CHECKLIST INCOMPLETE


Minimum Criteria

1 Accredited Male Player Pathway



1 Team in 8 Youth Age Groups (U7-U18)

Must have: U7 or U8
Must have: U16, U17 or U18
Maximum gap of 2 years between teams upto U15s




1 Adult Team

Can be either:
U19, U20, U21,
U23 or Adult

Your Male Player Pathway Teams
(Including Linked Club Teams)

U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18	U19	U20	U21	U23	ADULT
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2 Accredited Female Player Pathway



1 Team in 4 Youth Age Groups (U9-U16)

Must have: U9 or U10
Must have: U15 or U16
Maximum gap of 2 years between teams upto U16s

Your Female Player Pathway Teams
(Including Linked Club Teams)

U9	U10	U11	U12	U13	U14	U15	U16
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3 Accredited Disability Player Pathway

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ACCREDITED CLUB ★

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To be a one star
Accredited Club,
you must:

Offer a minimum of one affiliated
male or female or disability
team at any age group playing
within an FA sanctioned
League competition.



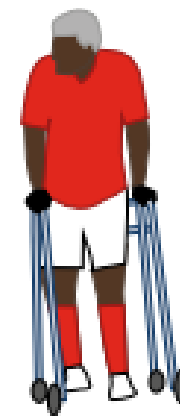
1 male team
at any age

OR



1 female team
at any age

OR



1 disability
team at any age



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To be a two star Accredited Club, you must:

Offer a complete accredited player pathway for either male or female or disability football, all playing within FA sanctioned League competitions.

In addition, offer a minimum of one team at any age group from an alternative pathway.



Offer at least 1 team in at least 8 of these age groups

U7	U8	U9
U10	U11	U12
U13	U14	U15
U16	U18	

*Must have U21 or OA
** Max of 2 years between age groups

AND



1 female team at any age

OR



1 disability team at any age



Offer at least 1 team in at least 4 of these age groups

U10	U11	U12
U13	U14	U15
U16		

*Must have U10 or U16
** Max of 2 years between age groups

AND



1 male team at any age

OR



1 disability team at any age



Offer at least 1 team in at least 2 of these age groups

U8	U12	U16
OA		

AND



Female specific disability team at any age

OR



1 male team at any age

OR



1 female team at any age

To be a three star
Accredited Club,
you must:

Offer the complete accredited
player pathway for both male and
female whilst offering a minimum
of one disability team at any
age group, all playing within FA
sanctioned League competitions.

MALE



Must have at least 1 team in at
least 8 of these age groups

U7	U8	U9
U10	U11	U12
U13	U14	U15
U16	U18	

*Must have U21 or OA

** Max of 2 years between age groups

FEMALE



Must have at least 1 team in
at least 4 of these age groups

U10	U11	U12
U13	U14	U15
U16		

*Must have U10 or U16

** Max of 2 years between age groups

DISABILITY




Must have at least 1 disability
team at any age

Minimum Criteria	Status	Action Area
1 Club Affiliated to a County FA	Complete	N/A
2 Teams Playing in a League	Complete	N/A
3 Club Bank Account	Not Applicable	N/A
4 Club Meetings and Minutes	Complete	N/A

Once every section is showing Green or Grey, across ALL pages on the Accreditation Checklist, you will then be able to complete your renewal.

You will get a box appear on your screen automatically said you are ready to submit your renewal. All you have to do is select '**SUBMIT FOR RENEWAL**'

ACCREDITATION CHECKLIST COMPLETE



Great news!
Your accreditation checklist is complete.

Your club is now eligible to submit for Accreditation Renewal.
Renewal Deadline: April 30th

NOT NOW

SUBMIT FOR RENEWAL



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Useful Links

- [About England Accredited](#)
- [Club Portal](#)
- [England Football Learning](#)
- [Introduction To Coaching Football](#)
- [Introduction To First Aid In Football](#)
- [Safeguarding Children Course](#)
- [Club Membership](#)

Further Help & Support

If at any point you require any further support with accreditation or have any questions, please get in touch with us;

Support@StaffordshireFA.com

Chloe.Matthews@StaffordshireFA.com

Or

01785 256994