

TheFA

Charter Standard

County FA guidance for Club
and League applications.



COUNTY FA GUIDANCE FOR CLUB AND LEAGUE APPLICATIONS

This document offers County FA development staff guidance to help you to support Clubs and Leagues in becoming accredited to The FA Charter Standard.

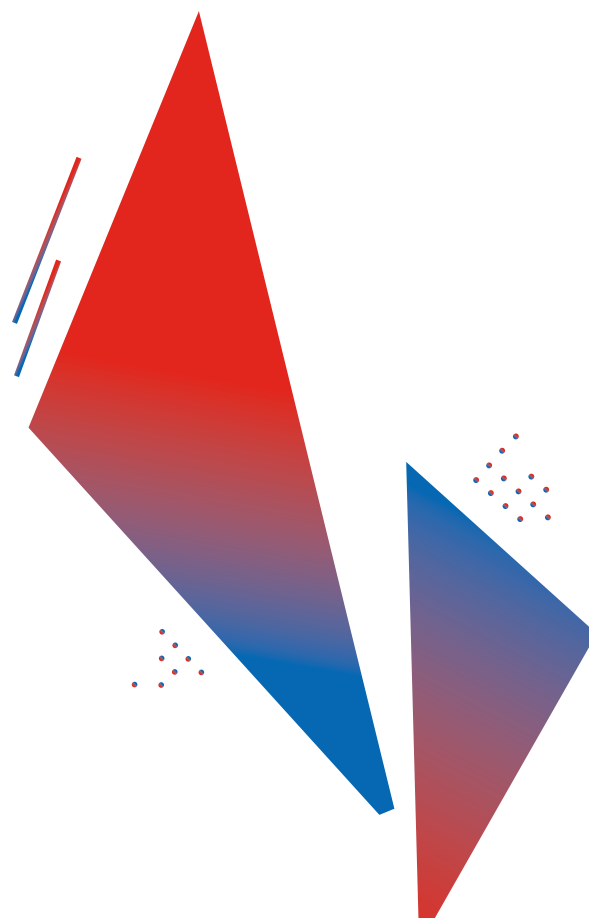
Following these processes will help deliver consistent levels of service and ensures Clubs and counties receive the benefits they should expect from The FA's Charter Standard programme.

Working in partnership to support Clubs and Leagues to achieve The FA Charter Standard accreditation, builds and strengthens relationships between County FAs and local grassroots football communities.

The FA appreciate the time and effort that goes into developing these relationships.

We recognise the value football's volunteer workforces receive when working alongside County FAs to help fulfil their Club and League ambitions.

As far as possible, please ensure your County FA follow the processes set out below when assisting Clubs and Leagues with their applications.



CLUBS APPLICATION PROCESS



The Club application process from 2018/19 remains very much the same as in previous years. The FA has supplied additional considerations for County FAs when reviewing and processing Club applications.

Clubs are encouraged to make contact with their local County FA to start their application. This is the starting point to what we hope will be a positive and supportive relationship.

It's important that you, as the County FA, use this opportunity to align a Club's ambitions with the benefits, incentives and improvements accreditation will bring.

APPLICATION FORM

From the 2018/19 season there is only one FA Charter Standard application form. County FAs should support Clubs in meeting the criteria and providing the required supporting documentation.

Using the criteria supplied, the County FA should support the Club in identifying which level of accreditation is most appropriate to their application:

The FA Charter Standard Club Youth

The FA Charter Standard Club Adult

The FA Charter Standard Development Club

The FA Charter Standard Community Club

The level should be chosen with the support and agreement of your County's Charter Standard working party. Where relevant and/or appropriate, County FA officers should help Clubs plan to aspire to reach more advanced levels.

You should also guide Clubs on how to use the Whole Game System portal to check their Club officials against qualification criteria.

The outcome of this process will help you decide together on the level of accreditation they should apply for.

For Adult Clubs, or for those applying for Development or Community Club status, Counties should support applicants with club planning and/or agreeing a development plan.



The FA Charter Standard Working Party

County FAs decide who can be on your working party(ies). An example of the kind of the roles/ individuals who you might consider include:

County FA Staff

Council/Board Members

Charter Standard Community or
Development Club Officials

Charter Standard League Officials

County FA Partners

HE/FE or School representatives

Facility Managers

Working parties can set up adhoc as new applications are made. Alternatively you might consider running these on a more formal basis.

For example, reviews of multiple applications might be scheduled on a monthly, bi-monthly or quarterly basis. Some County FAs have an FA Charter Standard committee which meets on a regular basis, the reviewing of applications falls under this committee's responsibilities.

Informing applicant Clubs of your County FA's process is important – this helps them to understand timescales and shows them how seriously we take the criteria.

Action and Development Plan Updates

Action plans are used by the County FA to support the Club, meeting gaps in criteria and encourage future development and improvements.

The information given in the application form, combined with feedback from the working party will help inform the Club's action plan.

This should take place whether a Club's application is successful or not.

PROCESSING SUCCESSFUL CLUB APPLICATIONS

For successful applications County FAs should send an email to:

charterstandard@tmgsupport.co.uk

This email should include:

Subject: [COUNTY FA]: [CLUB NAME]:
Successful Club Application

Body Copy to include the following Club information:

Club Name

Club Charter Standard Coordinator Name
and/or Club Secretary

Club I.D.

Club Affiliation Number

Level of Accreditation: i.e. Youth, Adult,
Development, Community

Date of CS Working Party:

Where the County FA has provided a contact for the Club, TMG Support will make contact with the Club to confirm when certificates and relevant football equipment will be delivered.

Returning information to the Club

The completed application form and supporting evidence is property of the Club and should be returned to them including the feedback sheet.



CLUB ANNUAL HEALTH CHECK



Clubs achieving accreditation on or before 30 June must complete the Annual Health Check the following season.

The Annual Health check is open each season between 1 September and 31 January.

Clubs looking to complete their check should log in through The FA Whole Game System.

Clubs access the AHC through the WGS Portal at: <https://wholegame.thefa.com/Account/Login>

An open application will be automatically set up for all Clubs accredited to The FA Charter Standard.

County FAs should promote the Annual Health Check window to Clubs in your area. The FA have provided creative assets to help you get the message out there.

31 January acts as the auto-suspend date for any Club that has failed to submit their Annual Health Check. 31 March serves as the auto-lapse date for any Club which has failed to complete and satisfy all criteria for the Annual Health Check.

Guidance is available for Clubs in the 'how to' video tutorial at: <https://wholegame.thefa.com/ext/healthcheck/index.html>

County FAs should review, and award/reject Annual Health Check submissions within the Whole Game System CRM.

Further guidance is available for County FAs in the Leagues, Clubs and Respect Group on Team Talk under resources > annual health checks.

Click to follow these links:

1. [How to access Annual Health Check 'view' in CRM](#)
2. [How to Link Clubs within CRM](#)
3. [How to create an AHC application form within CRM](#)
4. [How to review an AHC application in CRM](#)

LEAGUES

The process for Leagues to register and apply to become accredited to The FA Charter Standard is unchanged.

This process remains a partnership between County FAs and the league to support them to achieve FA Charter Standard.

The Guidance and Assessment form is available to support County FAs in this process.

DEVELOPMENT PLANNING AND REVIEWS

Development plans form part of the league application process. Leagues must undertake regular reviews of their development plan with County FA officers.

After three years Leagues are required to submit a new three year development plan to process the renewal of their accreditation to The FA Charter Standard.

During 2018/19 County FAs should send League renewal dates via email to:

charterstandard@tmgsupport.co.uk



PROCESSING SUCCESSFUL LEAGUE APPLICATIONS

County FA should confirm successful league applications to The FA Charter Standard status by emailing charterstandard@tmgsupport.co.uk with the following details:

Subject: [COUNTY FA]: [LEAGUE NAME]:
Successful league application

Body Copy to include the following league information:

League Name

Secretary Name

League ID

League Sanction Number

Documentation and Resources

The FA is working to simplify and reduce the volume of resources involved in applying for The FA Charter Standard accreditation.

From this season Clubs and Leagues should be able to source the Club application form, league guidance and assessment forms online and through County FAs.

All other documentation and resources should be provided to the Club and Leagues upon meeting with the County FA.

Documents and resources such as development plans, Club constitutions, policies and Respect Code of Conduct will all be available for County FAs to download from the League, Clubs and Respect group on Team Talk.



COMMUNICATING BENEFITS AND INCENTIVES

It's important County FAs understand the benefits Clubs and Leagues should expect to receive through becoming accredited to The FA Charter Standard.

The FA has shared these benefits with County FAs in the 'PROUD to make Charter Standard – Information for County FAs PDF'.

Please make sure your County is familiar with this document.

An introduction to The FA Charter Standard template slide deck will be produced for County FAs to use to promote the programme at presentation evenings, via WebEx or for use at forums and conferences.

Incentives for Clubs and Leagues should be tailored to each County FA to complement specific local objectives and targets.

The FA will provide Clubs and Leagues with the following assets:

Promotional resources

Recognition i.e. certificates, plaques

Football equipment

Support from The FA

The exact specification of these benefits will change from season to season and are subject to availability.

For 2018/19 football equipment for Clubs new to The FA Charter Standard is subject to their accreditation level and will be as follows:

Community 20

Development 15

Youth 10

Adult 10

The number of footballs per Club for the 2018/19 Annual Health Check as a benefit for the 2019/20 season will be confirmed later in the 2018/19 season.

IMPORTANT INFORMATION

Supporting a safe framework for football is important. Counties should be familiar with policy and governance around training, checks and the role of designated safeguarding officers. More information can be found here: <http://www.thefa.com/football-rules-governance/safeguarding>

From 2018/19 The FA Medical policy requires all youth coaches and adult first aiders to have an FA Level 1 introduction to first aid in football (IFAIF). This is relevant to all Clubs accredited to The FA Charter Standard.

You can read more about these changes here: <http://www.thefa.com/get-involved/coach/courses/all-courses/accepted-non-fa-medical-courses>

