

CHARTER STANDARD CLUB PROGRAMME

CHARTER STANDARD COMMUNITY CLUB APPLICATION FORM



CHARTER STANDARD
COMMUNITY CLUB



Club Details

Name of club:

Name of FA Charter Standard Co-ordinator:

Address:

Postcode:

Telephone:

Fax:

Mobile:

Email(s):

Name of Club Secretary (if different from above):

Address:

Postcode:

Telephone:

Fax:

Mobile:

Email(s):

County FA affiliated to:

Affiliation number:

Please tick as appropriate

YES NO

Do you follow The FA's Safeguarding Children Policy, Procedures and Practices?

As part of the policy, your Club must appoint a designated Club Welfare Officer (CWO).

Club Welfare Officer

Name:

Address:

Postcode:

Telephone:

Fax:

Mobile:

Email(s):

Your Club Welfare Officer must have attended an FA three-hour Safeguarding Children Workshop.

When?

Where?

Please enclose a copy of this certificate.

Has your Club Welfare Officer attended an FA Welfare Officer Workshop?

When?

Where?

Please enclose a copy of this certificate.

Your Club Welfare Officer must also have completed a Criminal Records Bureau (CRB) Disclosure via The FA CRB Unit. This can be confirmed on the Club Safeguarding Children Report. Details on how to access this service have been sent to the Club Secretary. Where the Club Welfare Officer's record meets set criteria they can request access via the online site. The site is available at www.TheFA.com/footballsafe, or contact The FA CRB Unit by phone, on 0845 210 80 80 or email, crb@TheFA.com for further information.

Please note: You can print off your Club Safeguarding Children report and use it as supporting documentation.

Volunteer Co-ordinator

Name:

Address:

Postcode:

Telephone:

Fax:

Mobile:

Email(s):

Club links – please list schools which you would work with:

School Liaison Officer

Name:

Address:

Postcode:

Telephone:

Fax:

Mobile:

Email(s):

Date achieved:

Criminal Records Bureau Checks

The FA's Safeguarding Children Regulation's Section 2 states that anyone who is in a position (or applying to be in a position) that The Association deems relevant whose normal duties include caring for, training, supervising or being in sole charge of children, must comply with the requirements of The Association's CRB process. The first of those requirements under 2(i) is that individual obtains an FA CRB Disclosure. This includes club coaches, managers, and other volunteers. If you are unsure if a club member is eligible for a CRB Disclosure please contact The FA CRB Unit on 0845 210 80 80.

If your club has not completed the necessary FA CRB Disclosures please contact the FA CRB Unit on 0845 210 80 80 to start the process.

At least one person working with every Under 16 team, must be in receipt of either an FA Level 1 Certificate in Coaching Football award as well as a current FA Child Protection certificate and a recognised first aid certificate (see criteria explained).

For adult teams at least one person per team must have a recognised first aid qualification. This must be endorsed by the Health and Safety Executive.

How many volunteers have completed this process via The FA CRB Unit ?

This can be confirmed on the Club Safeguarding Children Report. Details on how to access this service have been sent to the Club Secretary. Where the Club Welfare Officer's record meets set criteria they can request access via the online site. The site is available at www.TheFA.com/footballsafe, or contact The FA CRB Unit by phone, on 0845 210 80 80 or email, crb@TheFA.com for further information.

Please note: You can print off your Club Safeguarding Children report and use it as supporting documentation.

FA Level 2 Coach

Name:

Address:

Postcode:

Telephone:

Fax:

Mobile:

Email(s):

Date achieved:

FA Youth Award – Module 2

Name:

Address:

Postcode:

Telephone:

Fax:

Mobile:

Email(s):

Date achieved:

FA Youth Award – Module 1

Name:

Address:

Postcode:

Telephone:

Fax:

Mobile:

Email(s):

Date achieved:

FA Age Appropriate Coaching – Introductory Module

Name:

Date achieved:

FA Mentoring Course

Name:

Address:

Postcode:

Telephone:

Fax:

Mobile:

Email(s):

Date achieved:

Additional Volunteers

Name:	Role in Club:	FA CRB status (see previous page)

Please copy additional sheets if required. All managers, coaches and volunteers must be included.

Please tick as appropriate

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Has your Club adopted The FA Constitution and Club Rules? |
| <input type="checkbox"/> | <input type="checkbox"/> | If no, does your Club have a constitution? |
| | | Does it make reference to: |
| <input type="checkbox"/> | <input type="checkbox"/> | • Affiliation |
| <input type="checkbox"/> | <input type="checkbox"/> | • Management committee |
| <input type="checkbox"/> | <input type="checkbox"/> | • AGM / additional meetings |
| <input type="checkbox"/> | <input type="checkbox"/> | • Club finances |
| <input type="checkbox"/> | <input type="checkbox"/> | • Club membership |
| <input type="checkbox"/> | <input type="checkbox"/> | • Disciplinary procedures |
| <input type="checkbox"/> | <input type="checkbox"/> | • Equality |
| <input type="checkbox"/> | <input type="checkbox"/> | • Dissolution |

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Does your Club use The FA Respect Code of Conduct? |
| <input type="checkbox"/> | <input type="checkbox"/> | If no, does you have your own Code of Conduct? |
| | | It must include the following: |
| <input type="checkbox"/> | <input type="checkbox"/> | • Coaches / managers |
| <input type="checkbox"/> | <input type="checkbox"/> | • Players |
| <input type="checkbox"/> | <input type="checkbox"/> | • Spectators / parents |
| | | Does it make reference to: |
| <input type="checkbox"/> | <input type="checkbox"/> | • Fair Play |
| <input type="checkbox"/> | <input type="checkbox"/> | • Equality |
| <input type="checkbox"/> | <input type="checkbox"/> | • Respect |
| <input type="checkbox"/> | <input type="checkbox"/> | • Behaviour |
| <input type="checkbox"/> | <input type="checkbox"/> | • Expectations |

Copies of The FA Respect Code of Conduct are available on the Club Development CD-ROM.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does your Club have public liability insurance? |
| | | (Some County FAs offer public liability insurance as part of your Club affiliation) |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your Club commit to attending at least two in-service training events per year? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your Club have first aid kit available at all games and training? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your Club organise a briefing for Parents/Carers and Officials at the start of each season to discuss behaviour? |

Provide date of meeting:

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Does your Club have role descriptions to help your volunteers? You can use The FA Football Development Plan as a guide |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your Club follow FA Equity Policy? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you produce annual accounts? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you ensure FA goalpost safety requirements are followed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you follow The FA adult to child ratio? |

Club Development Plan

Please submit a Club Development Plan which follows the template from the FA Charter Standard Club resource.

- Club Vision
- Growth and Retention
- Raising Standards
- Better Players
- Running the Game
- Volunteer Development

Required Evidence

With your FA Charter Standard Application Form, please ensure that the following evidence is enclosed.

Please tick as appropriate

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Club Constitution and Rules
<input type="checkbox"/>	<input type="checkbox"/>	Set of recent Committee minutes (no more than three months old)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of AGM minutes
<input type="checkbox"/>	<input type="checkbox"/>	Copy of annual accounts
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Code of Conduct
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Club Equality Policy)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Club Safeguarding Children Policy
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Public Liability Insurance certificate
<input type="checkbox"/>	<input type="checkbox"/>	Copy of coaching qualifications
<input type="checkbox"/>	<input type="checkbox"/>	Copy of FA Safeguarding Children Workshop certificates
<input type="checkbox"/>	<input type="checkbox"/>	Copy of first / emergency aid certificates
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Soccer Parent certificate
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Football Development Plan

Declaration

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):

Signed (Secretary):

Date:

CFA Use Only

CFA:

Date received:

Football Development feedback:

Discipline Department feedback:

CFA Welfare Officer feedback:

League feedback:

Decision of CS Working Party

Approved? Yes No

Date:



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