

CHARTER STANDARD CLUB PROGRAMME



CHARTER STANDARD
CLUB

CHARTER STANDARD CLUB APPLICATION FORM



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:

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 Age Appropriate Coaching – Introductory Module

Name:	Date achieved:

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 (only if not using FA model)
<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 (only if not using FA Respect Codes)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Club Equality Policy (only if not using FA Policy)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Club Safeguarding Children Policy (only if not using FA Policy)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Public Liability Insurance certificate (unless included in affiliation)
<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

What now?

Send your application form and supporting evidence to your County FA. For support in completing your FA Charter Standard application, please contact your local County FA.

Also see the Frequently Asked Questions document available on the Club Development CD-ROM resource.

To find the contact details of your nearest County FA please see TheFA.com/grassrootsnew/countyfa

For enquiries with completed and submitted FA Charter Standard applications call 0845 210 80 80.

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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