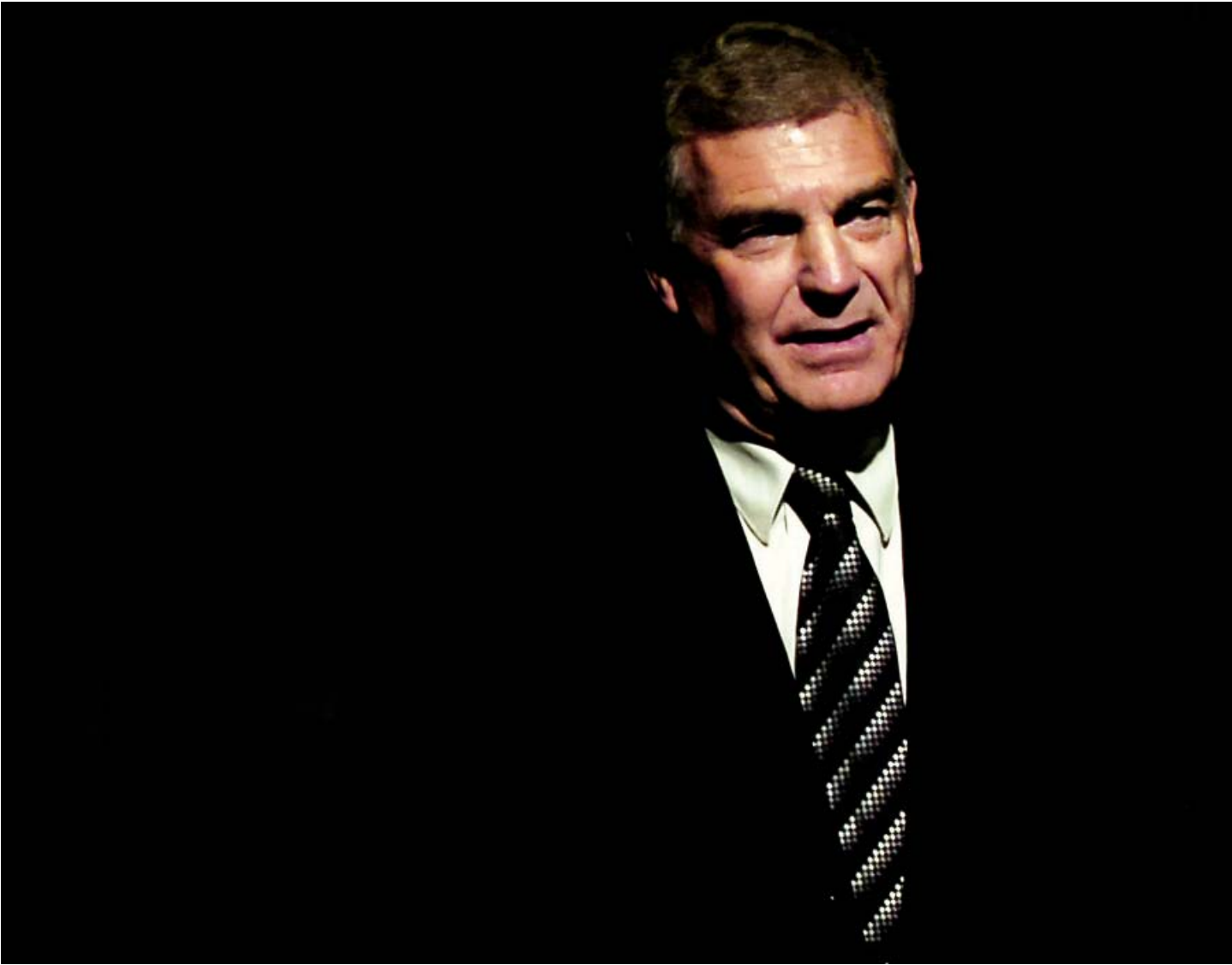


The FA Charter Standard Clubs Application Form





Clubs are the heart beat of football in this country, that is why The FA Charter Standard Club programme, which raises standards and recognises and rewards quality, is so important.

Every player at some stage in their career will play in a grassroots club. We have a shared responsibility to ensure that this experience is a positive one whether they are 6 or 60.

The FA Charter Standard Programme provides a recognition that clubs are well run, sustainable, with child protection and safety paramount. It also recognises the club's commitment to coaching, player and coach development, and the raising of standards of behavior in the game, all of which are big priorities for both myself and The FA.

So thank you for everything you do to develop the game and best wishes for the future.

Sir Trevor Brooking
Director of Football Development

A handwritten signature in black ink, reading "Trevor Brooking". The signature is written in a cursive style with a horizontal line underneath the name.

CRITERIA EXPLAINED

CONSTITUTION/RULES	Does the club have their own constitution and rules? The FA's Standard Code of Club Rules can be adopted. Copy on the Club Development CD ROM.
FINANCIAL MANAGEMENT	The club will need to provide a copy of their latest annual accounts.
CODE OF CONDUCT	The club should have a Code of Conduct for players, coaches, team officials, parents, carers & spectators. Copy on the Club Development CD ROM.
INSURANCE	The club should follow the guidance of The FA on insurance issues. The club will need to provide a copy of their insurance policy.
EQUALITY POLICY	The club can either work to its own or adopt The FA template. Copy on the Club Development CD ROM.

CHILD PROTECTION

The club, under The FA rules, must be working to The FA Policy:

- The club must appoint a Club Welfare Officer who has attended The FA workshop and completed a Criminal Records Bureau (CRB) disclosure via The FA CRB Unit (Tel: 0800 085 0506)
- The Club Welfare Officer to attend the Welfare Officer Workshop within 12 months of achieving Charter Standard
- Every volunteer who has unsupervised access to children must also undertake a CRB disclosure via The FA CRB Unit
- Clubs must follow the advice of The FA in regards to safeguarding children & young people in football
- Clubs can utilize The FA Child Protection template. Copy on the Club Development CD ROM.

www.TheFA.com/goal and www.TheFA.com/CRB

QUALIFIED COACHES

The club must work to these guidelines:

- All coaches at U16 level and below should have either The FA Level 1 Certificate in Coaching Football award or The FA Junior Team Managers Award (JTM) as well as a current FA Child Protection certificate and a recognised First Aid certificate.
- JTM awards will not be recognised for new FA Charter Standard Clubs from September 2007
- JTM awards will not be recognised for FA Charter Standard Club renewals from September 2008

FA CHARTER STANDARD ADULT CLUBS

- All coaches with adult teams should have an Emergency First Aid Certificate or equivalent.

MINIMUM TEAMS

- Five teams (at four different age groups)

QUALIFIED COACHES

- At least one coach should have an FA Coaching Certificate or Level 2 Certificate in Coaching Football award
- All coaches with adult teams should have an Emergency First Aid Certificate or equivalent

An FA Charter Standard Development Club should have a three year football development plan that should include the following areas:

- Club Vision
- Club Development Table
- Team Development
- Workforce Development (volunteers & coaches)
- School-club Links
- Communication & Marketing

An example football development plan and template are available on the Club Development CD ROM.



MINIMUM TEAMS

- Ten teams to include:
 - Mini-Soccer, youth and adult teams
 - Minimum one male and one female team
- In addition to the Club Welfare Officer the club must have an identified:

School Liaison Officer	Role on the Club Development CD ROM
Volunteer Co-ordinator	Role on the Club Development CD ROM
Soccer Parent	A representative from the club should attend on FA Soccer Parent Course, or undertake the course online www.TheFA.com

QUALIFIED COACHES

- At least one coach should have an FA Coaching Certificate or Level 2 Certificate in Coaching Football award
- All coaches with adult teams should have an Emergency First Aid Certificate or equivalent

An FA Charter Standard Community Club should have a three to five year development plan that should include the following areas:

- Club Vision
- Club Development Table
- Team Development
- Workforce Development (volunteers, coaches & referees)
- School-club Links
- Links with girls'/women's football (or boys'/adult male football)
- Football for Disabled Players
- Communication & Marketing

An example football development plan and template are available on the Club Development CD ROM.



THE FA CHARTER STANDARD CLUB APPLICATION FORM

WHICH SECTION SHOULD I FILL IN?

We are a youth team only club applying to be an FA Charter Standard Club

SECTIONS **A** + **B** + **F**

We are a club with adult and youth teams and applying to be an FA Charter Standard Club

SECTIONS **A** + **B** + **C** + **F**

We are a youth team only club applying to be an FA Charter Standard Development Club

SECTIONS **A** + **B** + **D** + **F**

We are a club with adult and youth teams applying to be an FA Charter Standard Development Club

SECTIONS **A** + **B** + **C** + **D** + **F**

We are applying to be an FA Charter Standard Community Club

SECTIONS **A** + **B** + **C** + **D** + **E** + **F**

We are an adult only team and applying to be an FA Charter Standard Adult Club

SECTIONS **A** + **C** + **F**

KEY

- A** SECTION A: all clubs to complete
- B** SECTION B: all clubs except FA Charter Standard Adult Clubs
- C** SECTION C: FA Charter Standard Adult Clubs only
- D** SECTION D: FA Charter Standard Development Clubs only
- E** SECTION E: FA Charter Standard Community Clubs only
- F** SECTION F: all clubs to complete

SECTION A: TO BE COMPLETED BY ALL CLUBS

NAME OF CLUB:		
NAME OF CHARTER STANDARD CO-ORDINATOR:		
ADDRESS:		
		POST CODE:
TELEPHONE:	FAX:	MOBILE:
EMAIL(S):		
NAME OF CLUB SECRETARY (IF DIFFERENT FROM ABOVE):		
ADDRESS:		
		POST CODE:
TELEPHONE:	FAX: MOBILE:	
EMAIL(S):		
COUNTY FA AFFILIATED TO:		
AFFILIATION NUMBER (S):		

please tick ONE of the following

We are applying to become an:

- FA Charter Standard Club
- FA Charter Standard Development Club
- FA Charter Standard Community Club
- FA Charter Standard Adult Club

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:

SECTION B: FA CHARTER STANDARD CLUB

Please tick as appropriate:

YES NO

Has your club adopted The FA Standard Code of Rules?

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"/> | • Accounts |
| <input type="checkbox"/> | <input type="checkbox"/> | • Membership procedures |
| <input type="checkbox"/> | <input type="checkbox"/> | • Disciplinary procedures |
| <input type="checkbox"/> | <input type="checkbox"/> | • Equality |
| <input type="checkbox"/> | <input type="checkbox"/> | • Dissolution |

Do you follow The Football Association's Child Protection Policy, Procedures and Practices?

As part of the policy your club must appoint a designated Club Welfare Officer.

CLUB WELFARE OFFICER

NAME:		
ADDRESS		
		POST CODE:
TELEPHONE:	FAX:	MOBILE:
EMAIL(S):		

Your Club Welfare Officer must have attended a Football Association three hour Child Protection and Best Practice Workshop.

WHEN?
WHERE?

Please enclose a copy of this certificate. Your Child Welfare Officer must also have completed a Criminal Records Bureau (CRB) disclosure via The FA CRB Unit.

FA CRB disclosure number:	Date of issue:
---------------------------	----------------

If you have not completed an FA CRB disclosure please contact the FA CRB Unit on 0800 085 0506 to start the process. As part of the recruitment process for your club every volunteer who has unsupervised access to children must also complete an FA CRB disclosure (eg, club coaches, managers, officials).

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

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 or an FA Junior Team Managers award (JTM) 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 & Safety Executive.

ADDITIONAL VOLUNTEERS

NAME	ROLE IN CLUB	FA CRB DISCLOSURE NUMBER

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

Please tick as appropriate:

YES NO

Does your club have a Code of Conduct?

It must include the following:

- Coaches/managers
- Players
- Spectators/parents

Does it make reference to:

- Fair play
- Equity
- Respect
- Behaviour
- Expectations

Copy of Codes of Conduct on the Club Development CD ROM

Does your club have public liability insurance?
(some County FAs offer public liability insurance as part of your club affiliation)

Will your club commit to attending at least on in-service training event per year?

SECTION D: FA CHARTER STANDARD DEVELOPMENT CLUB

Please tick as appropriate:

YES NO

Does your three year Football Development Plan include specific, measurable, achievable, realistic, timebound targets against:

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | • Club Vision |
| <input type="checkbox"/> | <input type="checkbox"/> | • Club Development Table |
| <input type="checkbox"/> | <input type="checkbox"/> | • Team Development |
| <input type="checkbox"/> | <input type="checkbox"/> | • Workforce Development (volunteers & coaches) |
| <input type="checkbox"/> | <input type="checkbox"/> | • School-club Links |
| <input type="checkbox"/> | <input type="checkbox"/> | • Communication & Marketing |

- Do you offer at least five teams at a minimum of four age groups?
eg. U9, U10, U11, U12, U13 or Boys' U12, U14 & Girls' U12, 14, Adult Men's, Adult Women's

- Is at least one of your managers/coaches qualified to FA Level 2 Certificate in Coaching Football/Coaching Certificate award?

- Will your club commit to attending at least two in-service training events per year?



SECTION E: FA CHARTER STANDARD COMMUNITY CLUB

Please identify the club representative that has completed a Soccer Parent Course.

NAME:	
ADDRESS:	
	POST CODE:
TELEPHONE:	
EMAIL:	

Please identify the School Liaison Officer

NAME:	
ADDRESS:	
	POST CODE:
TELEPHONE:	
EMAIL:	

Please identify the Volunteer Co-ordinator

NAME:	
ADDRESS:	
	POST CODE:
TELEPHONE:	
EMAIL:	

Please tick as appropriate:

YES NO

Does your three to five year Football Development Plan include specific, measurable, achievable, realistic, timebound targets against:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | • Club Vision |
| <input type="checkbox"/> | <input type="checkbox"/> | • Club Development Table |
| <input type="checkbox"/> | <input type="checkbox"/> | • Team Development |
| <input type="checkbox"/> | <input type="checkbox"/> | • Workforce Development (volunteers, coaches & referees) |
| <input type="checkbox"/> | <input type="checkbox"/> | • School-club Links |
| <input type="checkbox"/> | <input type="checkbox"/> | • Links with girls'/women's football (or boys'/adult male football) |
| <input type="checkbox"/> | <input type="checkbox"/> | • Football for Disabled Players |
| <input type="checkbox"/> | <input type="checkbox"/> | • Communication & Marketing |
| <input type="checkbox"/> | <input type="checkbox"/> | • Do you have at least 10 teams including mini-soccer, youth and adult football? |
| <input type="checkbox"/> | <input type="checkbox"/> | • Do you have a minimum of one male and female team? |
| <input type="checkbox"/> | <input type="checkbox"/> | • Is at least one of your managers/coaches qualified to FA Level 2 Certificate in Coaching Football/Coaching Certificate Award? |
| <input type="checkbox"/> | <input type="checkbox"/> | • Will your club commit to attending at least two in-service training events per year? |

SECTION F: EVIDENCE

To be completed by all clubs

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 3 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 Child Protection Policy (excludes FA Charter Standard Adult Clubs) |
| <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 Child Protection course attendance certificates (excludes FA Charter Standard Adult Clubs) |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of First Aid certificates |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Soccer Parent Certificate (FA Charter Standard Community Clubs only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Football Development Plan (FA Charter Standard Development & Community Clubs only) |

What Now?

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

Also see the Frequent Question & Answer document available on the Club Development CD ROM resource

To find the contact details of your nearest County FA please see: www.TheFA.com/grassrootsnew/countyfa
For enquiries with completed and submitted Charter Standard applications call: **0115 981 5537**

SECTION G: FOR COUNTY FA USE

COUNTY FA:
DATE RECEIVED:
DATE OF CHARTER STANDARD WORKING PARTY:
APPROVED:

- FA Charter Standard Club
- FA Charter Standard Adult Club
- FA Charter Standard Development Club
- FA Charter Standard Community Club

THANK YOU

Thank you for completing The FA Charter Standard Application. By doing so you are contributing to raising standards within grassroots football. Club development is an integral part of The FA's National Game Strategy with the aim of improving the quality and sustaining the involvement of players, coaches, administrators, volunteers and referees in football.

The FA commend you on your commitment and dedication in supporting this aim and hope that this process will allow you to gain recognition for the service you provide to the local football community.



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The FA Charter Standard Clubs Application Form