



ANNUAL HEALTH CHECK GUIDE 2017-18

FA Charter Standard



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2017-18 ANNUAL HEALTH CHECK

Process
Whole Game System



PROCESS

This process provides clubs opportunity to show their dedication towards raising standards, implementing respect and prioritising safe & well organised opportunities for all.

2017-18 process

The Charter Standard Annual Health Check for the 2017-18 season is for those clubs that achieved their Charter Standard accreditation before July 1st 2017.

This Health Check helps make sure clubs are continuing to satisfy the new document, policy, link & pathway criteria they met when applying for Charter Standard as well as to make sure that their club officials hold the relevant qualifications for the role they hold.

Depending on your clubs level of Charter Standard accreditation will determine how much criteria you will need to satisfy again for this seasons Annual Health Check.

This seasons process is to be completed via the FA's whole game system and can be accessed by the following club members; Secretary, Charter Standard Coordinator, Welfare Officer or Chairman, using their FA number (FAN) and password.

For any help and support for this seasons process please refer to the relevant pages within this guide. Alternatively please contact your local County FA.

Timescales

This seasons timescales to submit and receive confirmation that you have completed the Annual Health Check process is set by your County FA. Please contact them for further details.

If clubs fail to complete the Annual Health Check they risk having their accreditation lapse or even suspended.

Suspended accreditation allows clubs to rectify this before the final deadline date of the Annual Health Check.

Lapsed accreditation means the club failed to achieve the Annual Health Check before the final deadline date and therefore needs to complete a new Charter Standard application.

WHOLE GAME SYSTEM

COMPLETING YOUR HEALTH CHECK

Accessing the whole game system

To access the Whole Game System (WGS) please navigate to <http://wholegame.thefa.com/account/login> then enter your Email / FAN ID and password. Please follow the instructions if you have forgotten your password.

From your clubs Dashboard (tabs across the top) you will be able to access your clubs information. Please note it is the 'parent club' of any linked clubs that must complete the Annual Health Check.

Once in the dashboard you will see a status flag of 'available' across the CS Annual Health Check tab down the left hand side.

There are three basic steps to FA Charter Standard Health Check process within the WGS that you must complete before the County FA can approve or reject your submission. You can save your progress at each step of the process if you do not have all the relevant information to hand. You will find an interactive 'how to guide' at the top right of step 1 for any help you need.

Step 1	Step 2	Step 3
Manage Clubs & Teams ¹	Manage Team Officials	Club Action Plan
Here you will review all the teams you affiliated at the start of the season and fold any teams where necessary.	Here you will review club officials with the teams you have reviewed in step 1, any officials highlighted in red means qualifications or CRC criteria is not satisfied and requires urgent action, those highlighted in orange means an officials CRC or qualifications expire in the current season and requires attention. If any club officials need adding or removing from the club this should be done at this stage barring those against folded teams. ² You can generate a coaches qualification report at this step to see what coaches are missing what qualification or CRC criteria and which coaches need to take action.	The system will now check your reviews & amendments in Steps 1 & 2 against the FA Charter Standard Annual Health Check criteria and will produce a checklist of points to action. These points are grouped into global club action points and points specific to each associated team. For every action point in Step 3 you will either a) resolve the issue by returning to Step 1 and/or Step 2 and change teams or officials, or b) check the tickbox and provide a description of how the issue will be resolved. Once you have satisfied the criteria & written appropriate notes into your action plan submit it and await notification of it has been successful. ³

¹ Please note any teams folded in this step will still appear with their named officials & their qualifications record in steps 2 & 3.

² Please note the system does not recognise that criteria against a team is satisfied if you have two named officials and one holds all the relevant checks & qualifications and the other doesn't, you can highlight this in step 3. Please do not remove any named officials from the folded teams in step 1 at step 2 as this will be done automatically when your health check is awarded.

³ Issues to be resolved will possibly be booking on to relevant courses or officials completing a CRC with their club welfare officer. Please note Health Check submissions will not be accepted without all CRC's having been completed for relevant individuals and may not be accepted without evidence of individuals booked on the next available course they need. Please also note FA Safeguarding renewals can be completed online.

CRITERIA

Adult
Youth
Development
Community



CRITERIA

ADULT CLUB

A qualified first aider with every team having an in-date FA Emergency Aid qualification or an FA recognised qualification.

The following criteria is applicable for all those clubs that hold Charter Standard Adult Club Accreditation at the point of their Annual Health Check.

Constitution & Policies

If any of the following policies or documents have been changed or updated they need sending into your County FA for review.

- Club Rules & Constitution
- Codes of Conduct
- Equality Policy

Checks, Coaching & Qualifications

- A qualified first aider with every team having an in-date FA Emergency Aid qualification or an FA recognised qualification.¹
- A minimum of 90% of all coaches to be members of The FA Licensed Coaches Club (Only applies to coaches who hold a qualification.)



¹ The FA accepts certain qualifications other than their FA Emergency Aid, for more information please see page 13.

CRITERIA

YOUTH CLUB

A Minimum of one FA level 1 coach with an accepted FA Enhanced CRC check, in-date FA Emergency Aid qualification and Safeguarding Children certificate with every youth team.

The following criteria is applicable for all those clubs that hold Charter Standard Youth Club Accreditation at the point of their Annual Health Check.

Constitution & Policies

If any of the following policies or documents have been changed or updated they need sending into the County FA for review.

- Club Rules & Constitution
- Codes of Conduct
- Safeguarding Policy
- Equality Policy

Checks, Coaching & Qualifications

- All relevant officials to have an accepted FA Enhanced CRC check
- Minimum of one FA level 1 coach with an in-date FA Emergency Aid and Safeguarding Children certificate with every youth team.
- A qualified first aider with every adult team having an in-date FA Emergency Aiders qualification or FA recognised qualification. If the first aider is a player an additional first aider is required.
- A minimum of 90% of all coaches to be members of the FA Licensed Coaches Club.

Links, Pathways & Development Plans

- Club Development Plan for 3 to 5 years (recommended best practice for Youth Clubs and opportunity to update/review with County FA)

CRITERIA

DEVELOPMENT CLUB

At least one FA Level 2 coach with one of the 5 teams covering at least 4 different age groups.

The following criteria is applicable for all those clubs that hold Charter Standard Development Club Accreditation at the point of their Annual Health Check.

Constitution & Policies

If any of the following policies or documents have been changed or updated they need sending into the County FA for review.

- Club Rules & Constitution
- Codes of Conduct
- Safeguarding Policy
- Equality Policy

Checks, Coaching & Qualifications

- All relevant officials to have an accepted FA Enhanced CRC check
- Minimum of one FA level 1 coach with an in-date FA Emergency Aid and Safeguarding Children certificate with every youth team.
- A qualified first aider with every adult team having an in-date FA Emergency Aiders qualification or FA recognised qualification. If the first aider is a player an additional first aider is required.
- A minimum of 90% of all coaches to be members of the FA Licensed Coaches Club.
- At least one FA Level 2 coach with one of the teams.

Links, Pathways & Development Plans

- A minimum of 5 teams covering at least 4 different age groups.
- Club Development Plan for 3 to 5 years (opportunity to update/ review with County FA)

CRITERIA

COMMUNITY CLUB

At least two FA Level 2 Coaches within the club that provides a minimum of 10 teams covering mini-soccer, youth and adult football.

The following criteria is applicable for all those clubs that hold Charter Standard Development Club Accreditation at the point of their Annual Health Check.

Constitution & Policies

If any of the following policies or documents have been changed or updated they need sending into the County FA for review.

- Club Rules & Constitution
- Codes of Conduct
- Safeguarding Policy
- Equality Policy

Checks, Coaching & Qualifications

- All relevant officials to have an accepted FA Enhanced CRC check
- Minimum of one FA level 1 coach with an in-date FA Emergency Aid and Safeguarding Children certificate with every youth team.
- A qualified first aider with every adult team having an in-date FA Emergency Aiders qualification or FA recognised qualification. If the first aider is a player an additional first aider is required.
- A minimum of 90% of all coaches to be members of the FA Licensed Coaches Club.
- At least two FA Level 2 coaches within the club.
- One person who has attended The FA Mentoring Adults course.

Links, Pathways & Development Plans

- A minimum of 10 teams covering mini-soccer, youth and adult football.
- Club Development Plan for 3 to 5 years (opportunity to update/ review with County FA)

CRC & QUALIFICATIONS

CRC
Emergency Aid
Coaching Qualifications
Qualified & Licensed to Coach



FA CRC GUIDANCE

*Anyone performing these roles **MUST** obtain an Enhanced Criminal Record with Children's Barred List Check.*

Who needs a check?

Everyone aged 16 years or over who undertakes any unsupervised roles with children.

Those roles could be managing, training, coaching and supervising. They include giving advice or guidance on well-being, caring for children or driving a vehicle solely for children on behalf of the club or organisation. By children we mean anyone under the age of 18.

Anyone performing these roles **MUST** obtain an Enhanced Criminal Record with Children's Barred List Check. This Check is made against the Government's national list of those people barred from working with children. Then the checked person has to be approved to work in youth football.

How long does a CRC last?

Three years. CRCs are a snapshot in time and therefore need to be renewed. We do this every three years to ensure The FA has current conviction and barring information on the people working with children and young people.

What constitutes an 'in date' or current CRC?

To be 'in date' means:

CRBs (the former name) with an issue date prior to 2010 need to be renewed before 1st September 2014.

CRB/CRCs with issues dates of 2010, 2011 or 2012 need to be renewed before 1st September 2015

CRCs issued in 2013 should be renewed in line with The FA three year renewal policy – i.e. before 1st September 2016.

Applying for a CRC online

Applying for a CRC online is cheaper, easier and faster.

When you apply for – or renew – a CRC online, your Welfare Officer (CWO) will still need to see your original ID documents. But they can now verify these online as well. Please speak with your Club Welfare Officer for more support.

Renewing your CRC automatically

You can now have life-time renewals of your FA CRC which means you will not need to reapply every three years.

To take advantage of this you will need to:

1. Register your CRC with the Disclosure Barring Service (DBS)¹
2. Inform The FA Criminal Records Body who administer the Checks. They will charge an annual £10 administration fee.

Once registered for this service, The FA CRB will make annual checks on your CRC status for as long as you remain in football.

For more information & guidance on The FA's CRC policy, the DBS update service and FA CRC life-time checks please visit:

www.TheFA.com/football-rulesgovernance/safeguarding/criminal-recordschecks.

¹ you must register your CRC disclosure with the DBS update service within 19 days of issue.

EMERGENCY AID INFORMATION

Certain professions must produce a certificated evidence of completing appropriate training whether it is from a course on the approved list or an 'in-house' programme run by the NHS / public service /military.

Emergency first aid in football

In order to ensure a coach is fully equipped with knowledge, understanding and skills to be able to administer Emergency First Aid in football, we have introduced the following steps which will commence from 1st September 2014:

1. All new coaches must attend The FA Emergency Aid (The FA EA) course on their first coaching course undertaken with The FA i.e. all new coaches taking the Level 1 in Coaching Football must attend The FA EA. The reason for this is to ensure that all new coaches start from the same position and are equipped with the

necessary Football specific knowledge, understanding and skills not covered on generic First Aid at Work courses.

2. If a coach attends a subsequent coaching course, and they hold an in-date First Aid at Work certificate with an external provider, they do not have to attend The FA EA again. However they will be asked to read the FA Emergency Aid Bridging Document and send an email to FALearningSupport@TheFA.com acknowledging they have read it.

3. For Charter Standard purposes, The FA will accept an 'in-date' non-FA first aid qualification (providing it is

on the approved course list), and only if it is accompanied with a signed FA Emergency Aid Bridging Document.¹

4. In order to apply for The FA Licensed Coaches' Club and to re-licence, we will accept an 'in-date' non-FA first aid qualification (providing it is on the approved course list), and only if it is accompanied with a signed FA Emergency Aid Bridging Document.*

For points 2, 3 and 4 above, the following professional occupations will be exempt from having to attend an FA Emergency Aid course:
Doctors, Physiotherapists, Nurses,

Paramedics, Policeman, Fireman, Military Service Personnel (Navy / Army / Royal Air Force, Prison Officers.

These professions must produce a certificated evidence of completing appropriate training whether it is from a course on the approved list or an 'in-house' programme run by the NHS / public service /military. It will be unacceptable to say they have done it or produce a letter. They also have a professional responsibility to have undertaken an appropriate course to establish competency and equally maintain their competency thereafter.*

¹ Evidence of the certificate, signed FA Emergency Aid Bridging Document and the individuals FAN or personal details including full name, DOB, address & postcode, along with the affiliation number & name of the club & team they will be assigned to, should be emailed to FALicenceQuery@TheFA.com.

EMERGENCY AID

BRIDGING DOCUMENT & ACCEPTABLE QUALIFICATIONS

It is a resource that should complement the training you have already undertaken.

Bridging document

The FA Emergency Aid Bridging Document has been created for the pitch-side first aider who has undertaken a generic first aid course where some of the elements that are specific to the football environment (which are contained within The FA Emergency Aid course) have not been addressed.

It is designed to provide additional information to enable the first aider to prevent illness and injury plan for a medical emergency, manage medical conditions and ensure that appropriate care is given until the emergency medical services arrive and take over (or until an alternative healthcare professional assumes responsibility for the casualty).

It is a resource that should complement the training you have already undertaken. It is not a substitute for appropriate first aid training and does not sanction first aid management in any area where competency has not been established. Reading a document does not make you competent.

OFQUAL registered first aid at work course

The current list of acceptable Ofqual registered Emergency Aid courses that we will accept can be found on County FA's websites together with an FA Emergency Aid Bridging Document, for Charter Standard and the FA Licensed Coaches Club re-licensing purposes.

If you have any questions regarding this, or any other matter, please contact FALearningSupport@TheFA.com or contact 0800 085 2012.

COACHING QUALIFICATIONS

CHARTER STANDARD CRITERIA & COACHING QUALIFICATIONS

Those coaches who completed an existing course will still be in receipt of that qualification and that learning can be used as Recognition of Prior Learning against courses in the new coaching pathway.

You may be aware that over the past 2 years The FA has reviewed it's coaching pathway and updated its coaching qualifications. Feedback from the game was that coaches liked the Youth Awards but our coaching pathway was too complicated. One of the recommendations from the Chairman's Commission was for The FA to develop a clear pathway, bringing together the traditional Level 1 & 2 content with the Youth Award Modules.

Our new level 1 & 2 courses were launched in August 2016, the new courses saw more blended learning and for the 1st time included in situ club visits/support. Feedback from learners has been excellent with both courses reporting Net Promoter Scores from learners in the mid 70s.

Another concern for the game was that there were not enough UEFA B places available, so from August 2017 our new UEFA B course will be delivered by CFAs with the number of places available going from under 300 to over 800.

We were also asked to look at ensuring that the new courses needed to be mindful of the demands on volunteers time and costs. It should be noted that under the old pathway for a coach to achieve FA Level 1, 2 and FA Youth Award Modules 1, 2 and 3 would take 26-28 days of course attendance, whilst under the new pathway for a coach to achieve Level 1, 2 and UEFA B will need to attend 23.5 days.

With the content from the old FA Youth Awards Mod 1-3 now incorporated in

to the new FA level 1, 2 and UEFA B, the FA Youth Award courses will no longer be delivered.

Those coaches who took the old course will still be in receipt of that qualification and that learning can be used as RPL against courses in the new pathway.

With the FA Youth Modules no longer been delivered the decision has been taken to remove the need for FA Youth Awards from The FA Charter Standard Criteria. Over the next 6 months we will be reviewing The FA Charter Standard Criteria, in particular what is the correct level of coaching qualification for the different levels of Charter Standard.

The FA would like to thank you for your continued support of Charter

Standard and in particular your recognition and commitment to raising standards in coaching.

QUALIFIED & LICENSED TO COACH

UNDERSTANDING THE DIFFERENCE

Once criteria is met individuals must join the FA Licensed Coaches Club, which is free to join, to show they are licensed to coach against their FAN.

Understanding the difference between an individual being 'qualified' to coach and 'licensed' to coach explained.

Qualified to Coach

At an introductory level coaches working or volunteering within the grassroots game are encouraged to achieve the FA Level 1 Award in Coaching Football. This qualification provides the individual with an introduction to coaching the game and working with players from U7s to open age. Any individual that holds this qualification, or the FA Level 2 and above from the FA Coach Education pathway are classed as qualified to coach the game of football.

Licensed to Coach – FA Licensed Coaches Club

To be licensed to coach is when the individual not only holds the FA Level 1 Award in Coaching Football (or above) but also holds an in-date FA Emergency

Aid, in-date FA Safeguarding and if applicable (depending on the age group they are working or volunteering with) an accepted enhanced FA CRC.

Once the above criteria is met individuals must join the FA Licensed Coaches Club, which is free to join, to show they are licensed to coach against their FAN.

Charter Standard Criteria

Becoming a licensed coach is part of Charter Standard criteria for all Charter Standard clubs. Individuals should visit facc.thefa.com to join.

Renewing Qualifications

Both the FA Emergency Aid and FA Safeguarding have a 3 year life span. The FA Emergency Aid must be renewed by attending a workshop whereas the FA Safeguarding can be renewed online via www.learning.thefa.com.

FA Enhanced CRC

FA Enhanced CRC's have a 3 year life span and must be 'accepted' for individuals to operate within the game. These are conducted by club welfare officers.

FA CHARTER STANDARD

