

# HUNTINGDONSHIRE FA

ANNUAL HEALTH CHECK GUIDANCE 2017-18 SEASON

HuntsFA



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# PROCESS



## 2017-18 PROCESS

The Charter Standard Annual Health Check for the 2017-18 season is for those clubs that achieved Charter Standard before July 1<sup>st</sup> 2017.

This Health Check helps make sure club officials are holding the relevant in-date qualifications as we as continuing to satisfy the original document & policy criteria they met when applying for Charter Standard.

A Clubs Charter Standard Level will determine the level of criteria they will need to satisfy.

Health Checks can be completed via The FA's Whole Game System by the following club officials: - Secretary, Charter Standard Coordinator, Welfare Officer of Chairman, using their FAN and password.

## TIMESCALES

1<sup>st</sup> September 2017 – Clubs can access, complete and submit the Health Check .

31<sup>st</sup> March 2018 – Initial deadline for clubs to complete and submit Health Check via WGS.

1<sup>st</sup> June 2018 – Final deadline for clubs to complete and submit Health Check via WGS.

**Clubs that do not complete the Health Check process within the above timescales will have the accreditation lapse or suspended for the following season as well as lose out on the renewal benefits.**

# WHOLE GAME SYSTEM

## COMPLETING YOUR HEALTH CHECK

### ACCESSING THE WHOLE GAME SYSTEM

To access the Whole Game System (WGS) please navigate to <https://wholegame.thefa.com/Account/Login>, then enter your Email/FAN ID and password. Please follow the instruction on the login screen 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 you must complete the Annual Health Check.

Once in the dashboard you will see a status flag of 'available' across the Charter Standard (CS) Annual Health Check tab on the left hand side.

There are three basic steps to the CS Health Check process within the WGS, that you must complete before Hunts Fa can approve or reject your submission.

**Step 1: Manage Clubs & Teams** – Here you will review all the teams you affiliated at the start of the season, and fold any teams where necessary.

**Step 2: Manage Team Officials** - Here you will review club officials with the teams you have reviewed, any in **RED** means qualification and/or Criminal Record Check (CRC) is not satisfied and requires urgent action. Those officials in **ORANGE** have a qualification and/or CRC that is due to expire in the 2017-18 season and requires attention. If any club official needs adding or removing from the club this can be done at this stage.

**Step 3: Club Action Plan** – WGS will check your entries in Steps 1&2 against the CS Health Check criteria and produce an checklist of points that need to be actioned. 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 Steps 1 and/or 2 and change the teams and/or officials or b) check the tick box and provide a description of how the issue was resolved.

**PLEASE NOTE, Health Checks will not be accepted without every team official having in date FA Safeguarding Children qualification and an in date CRC. There will be not exception to this.**

You can save your progress at each step of the process. Once completed please submit your Health Check for review. Hunts FA will inform you if your Health Check has been rejected, put back in progress or approved.

# Criteria

## ADULT CLUB



**The following criteria is applicable for all those clubs that hold Charter Standard Adult Club Accreditation.**

*If any of the following policies and/or documents have been changed or updated, they need sending in to Hunts FA for review.*

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

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

If any there are any players under the age of 18 then the club must also have a Welfare Officer and someone with a FA Safeguarding Children Qualification.

First aid kit stocked and available at all training sessions and fixtures

Organise an FA Respect Briefing for all officials, managers and spectators

If the senior teams plays in the National League System (Steps 1-7) one coach to attend a six hour or 2, three hour workshops annually. (Organised by their League)

# Criteria

## Youth Club



**The following criteria is applicable for all those clubs that hold Charter Standard Youth Club Accreditation.**

*If any of the following policies and/or documents have been changed or updated, they need sending in to Hunts FA for review.*

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

All team officials to have an FA Enhanced CRC

Minimum of one FA Level 1 Coach with an in-date FA Emergency Aid and Safeguarding Children Certificate with every team.

Both Manager and Assistant coach hold in-date Safeguarding Children Qualification.

Hunts FA recommends that both Manager and assistant coach hold the Emergency Aid qualification.

A minimum if 80% of all a coaches to be members of Licensed Coaches Club.

Organise an FA Respect Briefing for all officials, managers and spectators

# Criteria

## Development Club



The following criteria is applicable for all those clubs that hold Charter Standard Development Club Accreditation.

If any of the following policies and/or documents have been changed or updated, they need sending in to Hunts FA for review.

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

All team officials to have an FA Enhanced CRC

Minimum of one FA Level 1 Coach with an in-date FA Emergency Aid and Safeguarding Children Certificate with every team.

Both Manager and Assistant coach hold in-date Safeguarding Children Qualification.

Hunts FA recommends that both Manager and assistant coach hold the Emergency Aid qualification.

A minimum of 80% of all coaches to be members of Licensed Coaches Club.

Organise an FA Respect Briefing for all officials, managers and spectators

At Least one FA Level 2 Coach with one of the teams

Development Plan reviewed by Hunts FA within the last six months



**The following criteria is applicable for all those clubs that hold Charter Standard Community Club Accreditation.**

*If any of the following policies and/or documents have been changed or updated, they need sending in to Hunts FA for review.*

- *Club Rules & Constitution*
- *Codes of Conduct*
- *Equality Policy*
- *Safeguarding Policy*
- *Club Development Plan*

All team officials to have an FA Enhanced CRC

Minimum of one FA Level 1 Coach with an in-date FA Emergency Aid and Safeguarding Children Certificate with every team.

Both Manager and Assistant coach hold in-date Safeguarding Children Qualification.

Hunts FA recommends that both Manager and assistant coach hold the Emergency Aid qualification.

A minimum of 80% of all a coaches to be members of Licensed Coaches Club.

Organise an FA Respect Briefing for all officials, managers and spectators

At Least two FA Level 2 Coach with one of the teams

Development Plan reviewed by Hunts FA within the last six months

One person who has attended The FA Mentoring Adults Course



# CRIMINAL RECORD CHECKS

## GUIDANCE

### 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 it is meant anyone under the age of 18.

Anyone performing these roles **MUST** obtain an Enhanced Criminal Record Check with Children's Barred List Check. This check is made against the Governments' 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, therefore need to be renewed. We do this every three years to ensure The FA has current conviction and barring information on 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 September 1<sup>st</sup> 2014.

CRB/CRCs with issue dates of 2010, 2011 or 2012 need to be renewed before September 1<sup>st</sup> 2015.

CRCs issued in 2013 should be renewed in line with The FA three year renewal policy – i.e. Before September 1<sup>st</sup> 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 CWO 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)
2. Inform The FA Criminal Records Body who administer the Checks. They will charge you an annual £10 fee.
3. You must register your CRC disclosure with the DBS update service within 19 days of issue.

One 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-rules-governance/safeguarding/criminal-records-checks](http://www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks)

# EMERGENCY AID

## INFORMATION



## 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 commenced from September 1<sup>st</sup> 2014.

1. All new coaches must attend The FA Emergency Aid (The FA EA) course on their coaching course undertaken with The FA. i.e. all new coaches taking the Level 1 Coaching in 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 in 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 who is on The FA's approved course list, they do not have to attend a The FA EA again. **However** they will be asked to read The FA Emergency Aid Bridging Document and sent it to Hunts FA acknowledging that they have read it.

# SAFEGUARDING INFORMATION



## SAFEGUARDING CHILDREN IN FOOTBALL

In order to ensure a coach is fully equipped with knowledge, understanding and skills to be able to be aware of safeguarding children and the processes to take if they are concerned, we have introduced the following steps commenced from September 1<sup>st</sup> 2014.

1. All new coaches must attend The FA Safeguarding Children's (The FA SC) course on their coaching course undertaken with The FA. i.e. all new coaches taking the Level 1 Coaching in Football must attend The FA SC. 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.
2. This courses must be renewed every three years and the first renewal can be done online.

# REWARDS

## CERTIFICATES, FOOTBALLS

### CERTIFICATES

As part of successfully completing the Charter Standard Annual Health Check each club will receive a certificate acknowledging that they have met all the criteria for another season. The certificate, which will have the club name and official club mark accreditation logo it, will serve as recognition for everyone's hard work in achieving this.

### FOOTBALLS

All clubs that successfully complete and submit their Annual Health Check **BEFORE MARCH 31<sup>ST</sup>** will receive a number of footballs. The amount of footballs will depend on the clubs Charter Standard Status.





# HUNTS FA CONTACT DETAILS

Please contact Hunts FA with regards to any questions or issues. We are here to help and guide each club through the process.

Please contact either:

**Dean Watson**, County Development Manger on 01480 447489

**Wendy Chambers**, Course Administrator on 01480 414422