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FA CHARTER STANDARD CLUBS

ANNUAL HEALTH CHECK GUIDANCE

CHARTER STANDARD

VERSION 1.0
SEPTEMBER 2010

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GLOSSARY

CRB – Criminal Record Bureau

FAN - Football Association Number

SCW – Safeguarding Children Workshop

WOW – Welfare Officers Workshop

CQ – Coaching Qualification

1. Why an annual health check?

The FA Charter Standard Club programme was introduced in 2001 as part of the Charter for Excellence in order to raise standards throughout grassroots football and to reward and recognise those clubs that did so.

By July 2010, over 4600 clubs have attained the accreditation with over 67% of all mini-soccer and youth football being played in FA Charter Standard clubs. This equates to over 36,000 teams having a qualified FA coach with an enhanced CRB check and has completed the FA Safeguarding and Emergency First Aid courses.

For the help and support of the tens of thousands of volunteers that implement the programme, The Football Association is truly grateful.

To keep the FA Charter Standard programme current and in line with the FA's National Game Strategy criteria changes were introduced in July 2009. It was also agreed that an Annual Health Check for FA Charter Standard Clubs be introduced for season 2010/11. This will replace the existing three year renewal process and will provide the following benefits:

- Annually inform clubs of their current status in relation to meeting the FA Charter Standard criteria
- Support clubs in tracking the validity of their voluntary workforce in relation to coach education and welfare
- Allow clubs to identify their workforce / coach education requirements for the season
- Reduce the number of instances when after three years clubs cannot meet the criteria and have to lose their accreditation and re-write a whole new application form
- Provide greater communication and support for clubs from their County FA
- Provide clubs with online tools through Member Services
- Provide consistent benefits annually to each club who completes the Health Check

UNDERSTANDING

It is recognised that moving to an Annual Health Check is significantly different to the existing process but it has been designed using examples of best practice that both FA Charter Standard Clubs and County FA's have adopted since the introduction of the programme in 2001. It has been designed using consultation groups of FA Charter Standard Clubs and the County FA workforce.

In its simplest guise it is an annual form that each club has to complete and return to its parent County FA showing how it adheres to the FA Charter Standard criteria and plans to continue to meet the criteria during that season. In its more effective form it will allow clubs to align coaches to their teams, show when their awards expire, identify the volunteer workforce within the club, access the welfare status of individuals within the club and allow the use of Member Services to assist club officials in administrating their club.

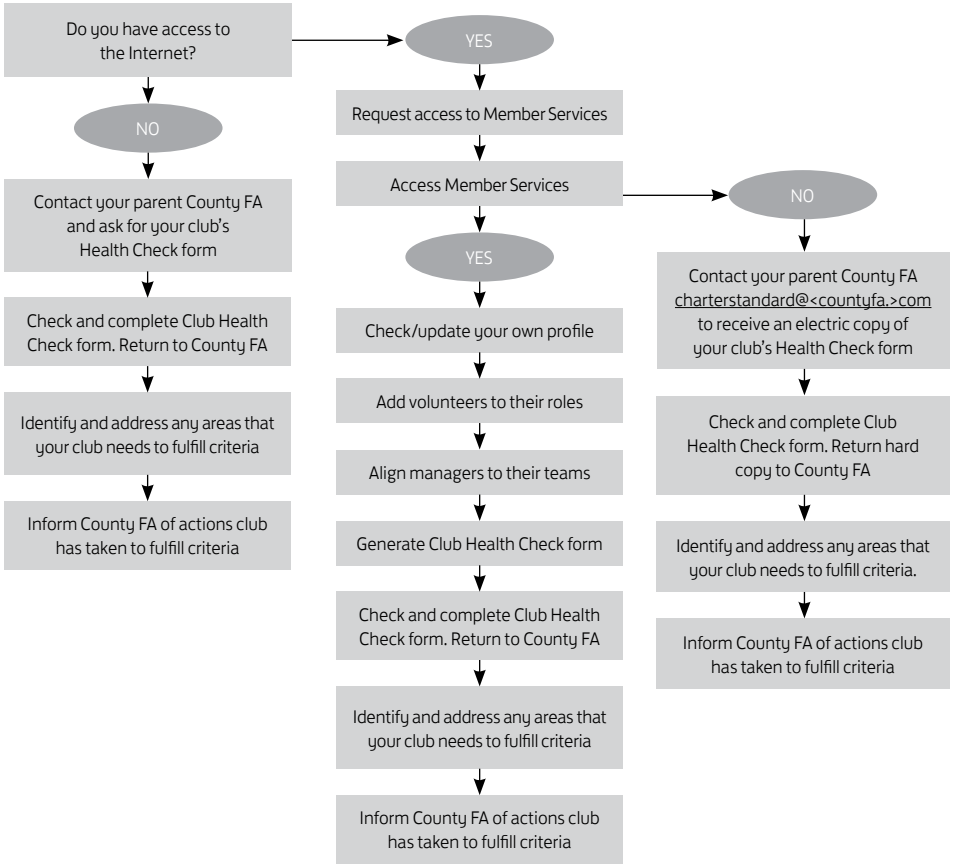
To attain the latter will take clubs differing lengths of time to achieve and this is recognised. Some clubs may already be doing this, for others it could take a few years. There is an understanding that to complete all the information in one season may be unrealistic, but with support from your County FA could be achieved over a number of years.

This guidance document highlights how clubs can complete the Health Check in all its forms from the most simplistic to using Member Services as an effective administration tool.

2. The FA Charter Standard Club Health Check process

There are a number of ways you can complete your Annual Health Check. To gain most from the Club Health Check you will need access to the Internet.

If you don't, you will still be able to complete the Club Health Check. The process is identified below:



3. Accessing your Club Health Check form

There are a number of ways in which a club can receive their Club Health Check form and this depends whether clubs have access to the Internet and the FA administration tool called Member Services (please see Section 6). These are:

Online
If the club and the person completing the Club Health Check has access to the Internet, they can access Member Services, pre-populate their own Club Health Check form, complete the form and return hard copy to the Parent County FA (please see Sections 6 to 12 and 4)

By email
If the club and the person completing the Club Health Check has access to the Internet but for some reason cannot gain access to Member Services, please email your County FA at
charterstandard@<parentcountyfa>.com
e.g. **charterstandard@essexfa.com** and ask for your Club's Health Check form to be emailed to you.

By post
If the club does not have access to the Internet please call your Parent County FA and ask for your Club's Health Check form to be sent to you.

4. Completing your Club Health Check form

THE FRONT PAGE OF YOUR FORM MAY LOOK LIKE THIS:

1 **FA Charter Standard Award Community Club**
Annual Health Check 2010/2011
Generated on : 26/09/2010

The FA
CHARTER STANDARD

Club Secretary
2 Mr Ken Edwards
Stony Drive FC (Jnrs)
34 Old Road
Gravelly Hill
Sutton
ST34 7OW

3 **FA Charter Standard Co-ordinator**
Mr Rod Walker
Stony Drive FC (Jnrs)
Lever Road
Shoulder
Sutton
ST33 1PO

Tel: 01562866248, Email: rodwalker@skywalker.co.uk

3 **FA Charter Standard Co-ordinator Details if different from above**

Name			
Address		Postcode	
Telephone		Email	

4 **Club Details - complete / update as required**

National ID	135665
Affiliation Number	HER00065
Linked sections / clubs	Stony Drive Girls, Stony Drive Sunday, Stony Drive Veterans
Number of Teams	18

5 **Policies and Procedures - since your last FA Charter Standard Award**

Has your Club Constitution Changed?	Yes / No
Has your Safeguarding Policy Changed?	Yes / No
Has your Equality Policy Changed?	Yes / No
If you have answered yes to any of the above please provide a copy of the new policy	

6 **Club Welfare Officer**

Name	Enhanced CRB Check	Safeguarding Workshop	Welfare Officer Workshop
Mrs Jenny Fowler	Accepted	20/08/2008	15/10/2008

If this person is no longer your Club Welfare Officer, please specify name, address and date of birth of the replacement below:

Name	Address Post Code	Date of Birth

Having received or generated your Club Health Check form you must complete and return it to your County FA before the 31st March. Each form contains information currently held on your club. Information provided through the Annual Health Check process will be retained making it easier each year to complete and provide your club with more detailed information about its volunteer workforce.

Each form will be unique to your club and be dependent on whether your club has the following different level of accreditation:

- FA Charter Standard (Youth)
- FA Charter Standard Adult
- FA Charter Standard Development
- FA Charter Standard Community

The guide will now take you through the process of completing your Club Health Check Form section by section. This is just an example form so don't worry if your form doesn't look exactly like one used opposite or in the examples.

1 **Step 1:**
Ensure that your Form is for your correct level of FA Charter Standard accreditation. If not contact your County FA.

2 **Step 2:**
Check that Club Secretary details are correct. If not please contact your County FA with the correct details or update the details online through Member Services (Section 10). Downloading your Health Check Form again will then show the updated Club Secretary.

3 **Step 3:**
Check that Charter Standard Co-ordinator details are correct. If not please write the correct details in the box.

You can also update the details of the Charter Standard Co-ordinator online through Member Services (Section 10). Downloading your Health Check Form again will then show the updated Charter Standard Co-ordinator.

4 **Step 4:**
Check that the Club details are correct. If these are incorrect please write the correct details next to the information provided.

It is important that the Health Check Form covers all the teams from the different affiliated sections of your club and these are linked to the 'parent' club. If you believe there are teams or affiliated sections missing from your form please contact your County FA.

5 **Step 5:**
If any of your Club's Policies or Procedures have changed since you received your last FA Charter Standard Award please circle YES and provide a copy to your County FA when submitting your annual Health Checkform. If not simply circle NO

6 **Step 6:**
If your club has any youth teams affiliated (Under 18's or below) it is required to have a Club Welfare Officer who has an accepted CRB Check and undertaken a FA Safeguarding course and Welfare Officer Workshop. If the details of your Club Welfare Officer are incorrect please complete the correct details in the box below and inform your County FA Welfare Officer. You can also update the details of the Club Welfare Officer online through Member Services (Section 10). Downloading your Health Check Form again will then show the updated Club Welfare Officer.

PAGE 2 OF YOUR FORM MAY LOOK LIKE THIS:

1 Additional Voluntary Club Positions (Please exclude Coaches and Managers)

Role	Title	First Name	Surname	FAN	Date of Birth	Enhanced CRB Check
Chairman	Mr	Roderick	Pollock	1602788	04/11/1962	Accepted
Club Welfare Officer	Mrs	Jenny	Fowler	1871665	19/12/1960	Accepted
Treasurer	Mr	Debbie	Fuller	2239402	07/10/1966	
Charter Standard Administrator	Mr	Rod	Walker	56474668	01/01/1963	
Club Secretary	Mr	Ken	Edwards	56459827	01/01/1960	

Volunteer Co-ordinator is mandatory for all Charter Standard Clubs. School Liaison Officer is mandatory for all Charter Standard Community Clubs

2 **Club Discipline Record**

	Cautions	Sendings Off	Misconduct	Discipline Points
Previous Season - 2009/2010	11	2	0	15
Current Season - 2010/2011	0	0	0	0

FA Charter Standard Community Clubs

One coach who has attended the FA Coach Mentoring Course by July 2011		
Name Thomas Farmer	Date of Birth 26/09/1970	Date of Course / Planned Course 18/03/2010

So you can identify and support the volunteer structure at your club the Club Annual Health Check allows you to create a list of volunteers within your club (this excludes coaches). It may also identify if they have an Enhanced CRB Check. The volunteers included on the form are those that have been input through Member Services.

1 Step 1: Show your club volunteer structure

Check and include Volunteers and their roles identified in your form.

If any details need to be changed please write these changes on the form.

Additional volunteers and their roles can be added / edited to the form by simply writing in their details on the form or through Member Services (Section 10).

- A Volunteer Co-ordinator is required for all FA Charter Standard Clubs
- A School Liaison Officer is required for FA Charter Standard Community Clubs
- A Coach Mentor is required for FA Charter Standard Community Clubs

2 Step 2: Club discipline record

The form will provide you with a review of your club's discipline record from the previous season and its record from the current season when the form was generated. This is simply for clubs to review their discipline record.

PAGE 3 FA CHARTER STANDARD CRITERIA AND CLUB SUPPORT

1 Step 1: FA Charter Standard Criteria Check

Complete the form answering the questions in relation to the criteria, and provide information where possible when requested.

2 Step 2: Identifying Areas of Support

As part of the Club Health Check The FA and County FA are keen to understand what areas of support you feel are required in order to assist your club in retaining the FA Charter Standard status and any possible future developments.

If for example as a result of your Club Health Check you need to train a number of level 1 coaches please identify this so the County FA can advise you the best way of fulfilling this requirement.

Please identify and prioritise any areas that you feel would be beneficial for the club in future years. An example is shown below:

1 FA Charter Standard Club Programme Criteria Check

Are you implementing the Respect Programme?	Yes / No
Have you organised a briefing meeting for managers / coaches / parents/ players to promote the Respect Codes of Conduct?	Yes / No
With which organisation does the club have a link to support the recruitment of players? (This could be a school, college, university and employer, public house for adult teams) Name of Organisation:	
Is a first aid kit present with each team at both training and fixtures?	Yes / No
Charter Standard Development and Community clubs must attend two in service events	Date: Date:
Has your development plan been reviewed and updated?	Yes / No

2 What areas of support does the club require? Please prioritise 1 being highest priority

Workforce Planning	2	Facilities		Business Planning		Welfare	
Development Planning		Player Recruitment	4	Coach Development	1	First Aid	
Funding opportunities	3	Marketing		Administration		Club Links	

Other... ONE COACH NEEDS TO ATTEND AN FA INTRODUCTORY AGE APPROPRIATE COURSE

Thank you for taking the time to complete this Annual Health Check. Please return this to East Riding FA, East Riding County Football Association Ltd, 220 Inglemire Lane, HULL, HU6 7TS, UNITED KINGDOM **by 31st March** or your Charter Standard Status will be suspended.

PAGE 4 QUALIFICATIONS RECORD

The Qualification Record allows clubs to identify the coaches that they have for each team and to view their qualifications and whether they are in date. It is appreciated that there may be gaps in the information provided but by starting this process it is hoped the club could build on developing its information held on its coaches.

Clubs and County FAs may also hold a significant amount of these details in their initial FA Charter Standard Club applications so please use these as a point of reference. This will also allow clubs to plan with their County FA what their coach education needs are for the season to ensure that they retain the criteria.

Try to complete as much information as is possible and you will start to build up a profile of your club's coaching workforce that will aid you in retaining the accreditation.

Qualifications Record

Age Group	Team Name	FAN	Coach / Managers Name (DOB)	Highest Coaching Qualification	Emergency Aid		Safeguarding Children		CRB Check	Age Appropriate Course	Youth Award Module 1	Youth Award Module 2
				Date Achieved	Date Achieved	Date Expired	Date Achieved	Date Expired	Accepted / In Progress	Date Achieved	Date Achieved	Date Achieved
Stony Drive FC (Jnrs)												
U8	Rhinos	1992765	Tracey Keen (12/09/1974)				08/08/2006	08/08/2009				
U9	U9	56828765	James Hand(16/09/1981)				02/06/2010	02/06/2013				
U10	U10 Sharks	56838011	Sean Dickson (01/01/1900)									
U10	U10 Wolves	55718979	Roger Black (18/05/1960)	1st4Sport Level 1 Certificate in Coaching Football - 13/07/2009			17/07/2007	17/07/2010	Accepted	13/07/2009		
U10	U10 Girls B	56077466	Paul Blok (28/04/1969)	1st4Sport Level 1 Certificate in Coaching Football - 13/11/2008			08/07/2008	08/07/2011	Accepted			
U11	U11	56062767	Lee Bleek (25/12/1968)	1st4Sport Level 1 Certificate in Coaching Football - 15/01/2009			07/10/2008	07/10/2011	Accepted			
U12	U12 Falcon Girls	50432509	Colin Wriddle (05/11/1968)				11/04/2009	11/04/2012	Accepted	13/07/2009		
U12	U12 Hawks											
U13	U13 Red	56287617	Will Dean (26/09/1967)									
U13	U13 Athletic	55209514	Glenn Rib (10/01/1960)	1st4Sport Level 1 Certificate in Coaching Football - 30/07/2007			05/06/2007	05/06/2010	Accepted			
U14	U14 Tigers	1692876	Jules Marshall (06/04/1962)	1st4Sport Level 1 Certificate in Coaching Football - 04/04/2005			24/04/2008	24/04/2011	Accepted	13/07/2009		
U14	U14 Bulldogs	1976023	Candy Towns (25/12/1965)				30/07/2008	30/07/2011	Accepted			
U15	U15 Lions	2987980	Mark Shipperley (17/03/1965)	1st4Sport Level 1 Certificate in Coaching Football - 31/01/2007			08/09/2009	08/09/2012	Accepted			
U16	U16 Colts	1829876	Marvin Page (06/03/1970)	1st4Sport Level 1 Certificate in Coaching Football - 09/05/2005			06/08/2008	06/08/2011	Accepted			

1 2 3 4 5 6 7 8

1 Step 1:
Check that you have the correct number of teams, in the correct age groups and that any teams with names are correctly identified. This information has been gathered from your club affiliation form and includes all those different linked sections of your club.

If these details are incorrect please contact your County FA and inform them of the teams you have.

2 Step 2:
A FAN number is a unique number for people involved in football. If there is a gap in this column and you know the FAN number of the Manager or Coach please write it in the column.

3 Step 3:
Check the Manager's or the Coach's name and date of birth are correct.

Where information has been input to Members Services the name of the team manager or coach will be identified. Please check that this is correct. If this information is not correct or there is no information please complete and write in the name of the manger or coach with their date of birth.

If the manager or coach knows their FAN number, please include this in the column previous to their name.

If using Member Services clubs can search for the manager's / coach's details and insert them if they know their FAN or CRB Disclosure number (see Section 11). Generating your form again once the coach/manager(s) has been added will update your Health Check Form.

Coaches who are connected to your club but not aligned to a team will also be displayed. Clubs can align them to a team.

4 Step 4: Manager's or Coach's FA Coaching Qualifications
Check that the qualifications displayed are correct. If the qualifications are wrong or not displayed please write in their level of qualification the date when received, the certificate number and post code if possible.

5 Step 5: FA Emergency Aid Qualification
Each coach needs to have a valid FA Emergency Aid qualification. Check that any details are correct and the expiry date of the award. If the dates are wrong or not displayed please write in the correct dates if possible.

Each team within a FA Charter Standard Adult Club needs to have a volunteer who has attended the FA Emergency Aid or who is a qualified first aider.

6 Step 6: FA Safeguarding Qualification
Each coach needs to have a valid FA Safeguarding qualification. Check that any details are correct and the expiry date of the award. If the dates are wrong or not displayed please write in the correct dates and the certificate number if possible.

7 Step 7: Accepted CRB Check
Each coach with a youth team (Under 18 team and below) has to have an Accepted CRB check. If the coach does not have an Accepted CRB check they must contact the Club Welfare Officer and complete a CRB application form.

If the coach has an Accepted CRB check and it's not shown on the form please write Accepted in the column and show your CRB form with disclosure number to the Club Welfare Officer.

If the coach has an Accepted CRB check they will have a FAN number and if you are on Member Services you can search for the coach and align them as the manager or coach of the youth team (see Section 11)

8 Step 8: Youth Coaching Qualifications
If the coach has attended the Age Appropriate Introductory Module or the FA Youth Award L3 Module 1 or 2 the date of the course will be highlighted on the form. If the coach has attended one of these courses and the dates are wrong or not displayed on the form please write in the correct date of the course completion on the form.

Each FA Charter Standard Club with youth teams requires one coach per club to have attended the FA Age Appropriate Introductory Module.

Each FA Charter Standard Community & Development Club requires one coach per club to have attended the FA Youth Award L3 Module 1.

5. Timescales – seasonal calendar

SEPTEMBER – MARCH	Clubs will have from September to March to access their Club Health Check form, complete it as much as possible and return to their Parent County FA. Don't worry if there are areas where you don't fulfil the criteria, please contact your County FA as soon as possible, let them know your current situation and how you are looking to address these. Your County FA will be able to support you in fulfilling the criteria. As long as you have contacted your County FA and they know you meet or are comfortable that you are looking to address any areas where you don't meet the criteria you shall retain your FA Charter Standard accreditation. The priority is to access your Club Health Check form and return it.
MARCH 31ST	If a club has not contacted their Parent County FA by the **31st March** its FA Charter Standard accreditation will be **suspended**.
JUNE 30TH	If a club has not contacted their Parent County FA by the **30th June** its FA Charter Standard accreditation will **expire**.

On completion of the Club Helath Check form the club will receive an Umbro gift voucher.

6. Requesting access to Member Services

In order to access your online Charter Standard Health Check form, first you will need to request access to Member Services. If you already know your FAN and password then go straight to Section 7.

Individuals with the following Club roles can access Member Services: Secretary, Chairman, Treasurer, Club Welfare Officer, Charter Standard Co-ordinator, Volunteer Co-ordinator or Club Officer.

If it is your role to support the Club's Annual Health Check and you are not any of the above you can be registered as a Club Officer and this will provide you with sufficient rights to complete the Annual Health Check.

1a Step 1a:
Locate your FAN (NPD), Club ID and your latest Club Affiliation No. If you are a Club Secretary these details are displayed on the receipt which you received from your Parent County FA when you were affiliated for the new season.

Your Parent County FA can also provide all this information.

- FAN = Sec ID
- Club ID = ID
- Club Affiliation No = Club Affiliation

1b Step 1b:
If you do not know your FAN number, Club ID number and Club Affiliation Number and you have not accessed Member Services before you can receive information from your parent County FA.

Either call your parent County FA or email:
charterstandard@[countyfa].com
e.g. charterstandard@staffordshirefa.com
The County FA will then provide you with the appropriate details required to login to Member Services.

Step 2:
Open any web browser and enter your chosen County's website address into the web address bar. NB - Users of London FA and West Riding County FA can access the tool via one of the other 48 County websites (**http://www.thefa.com/GetIntoFootball/CountyFA/CountyContacts**).

3 Step 3:
Click on the Members section of the website.

4 Step 4:
Click on the Request Access menu item in the left hand menu.

5 Step 5:
Click on the Club Official menu item in the left hand menu.

6 Step 6:
Enter your FAN (NPD), Club ID and Affiliation Number into the spaces provided and click Submit.

7 Step 7:
It will take a few seconds to confirm the details entered. Once validated enter your email address in the space provided and click Confirm.

8 Step 8:
Your login details will be emailed to the specified email address. This email will contain your FAN and password, which you will need to login to Member Services.

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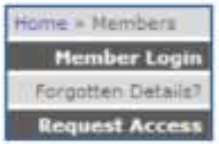

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7. Logging on to Member Services

1 Step 1:
Click on the 'Members' section of your County FA website. NB - Users of London FA and West Riding County FA can access the tool via one of the other 48 County websites (http://www.thefa.com/GetIntoFootball/CountyFA/CountyContacts).

2 Step 2:
Enter your FAN and Password into the spaces provided and click Submit.

If you do not know your password by using the FAN portal it can be accessed by going to www.TheFA.com/FAN and clicking 'Click here'

3 Step 3:
If you are accessing Member Services for the first time then you will need to read and accept the Terms of Use. To accept the Terms of Use start by clicking the alert as displayed below.

4 Step 4:
The Terms of Use will then be displayed and you accept them by ticking the statement at the bottom of the page and by clicking Submit.

5 Step 5:
Click on the My Football menu item in the left hand menu.

6 Step 6:
Click on the Club menu item in the left hand menu for the club you wish to access.

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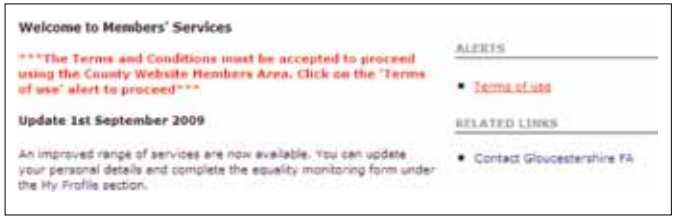

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8. Checking and updating your own profile

Anyone with access to Member Services can view and update their personal details through the My Profile section. This can be done at any point of the season. The My Profile menu is displayed when you first log into Member Services.

1 Step 1:
Click on the My Profile menu item.

2 Step 2:
This page will display the details held for your record. If these details are incorrect or you wish to add details that are not currently displayed such as an email address click the Edit button.

3 Step 3:
Once you have clicked Edit, a new page will be displayed listing all the details that can be edited and/or added. Included is a post code look up to ensure the address entered is correct. You can add up to three different address types and mark which address is your preferred mailing address. To save the changes you have made click the Save menu item at the top of the page.

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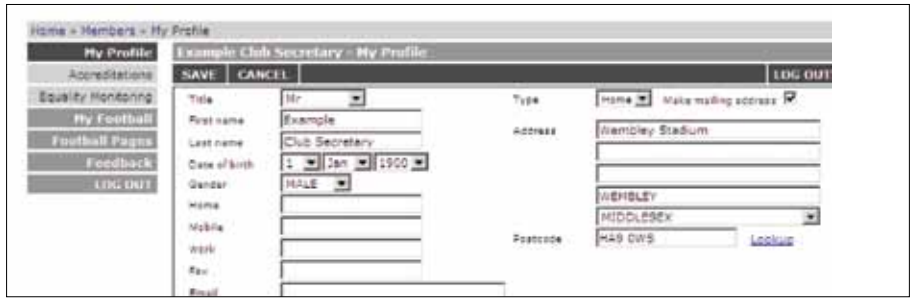

9. My Football section

1 Step 1:
Clicking the My Football menu item will highlight the club(s) where you have been appointed as a club official. For example, the screenshot below displays a Club Secretary for two clubs.

Clubs with different sections may have to affiliate the sections separately with their County FA. The County FA then link these sections to create an accurate record for your club.

2 Step 2:
To identify the linked sections for one of the clubs click on the club you wish to access to view.

3 Step 3:
The list of linked clubs is displayed at the bottom of the Club Hompage.

It is important that as the person completing your club's Annual Health Check you are identified as the Charter Standard Co-ordinator, Volunteer Co-ordinator or Club Officer for all these linked sections and they are highlighted in your My Football section as above.

If you are the Chairman, Secretary or Treasurer of the club you will automatically be linked with these sections.

There are two ways in which you can get the associated sections within your profile of My Football:

1 Your Chairman, Secretary or Treasurer can add you online as a Charter Standard Co-ordinator, Volunteer Co-ordinator or club officer for each of these linked sections through Member Services (see Section 10)

2 Contact your County FA and ask them to assign you for each linked section of your club.

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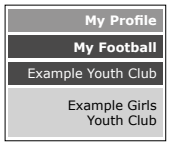

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10. Editing & Adding club officials / volunteers

The Club Secretary, Treasurer, Chairman, Charter Standard Co-ordinator, Volunteer Co-ordinator or Club Officer have the ability to add further officials to their club records. The instructions below show the process of adding a club contact.

1 Step 1:
Click on the My Football menu item in the left hand menu.

2 Step 2:
Click on the Club menu item in the left hand menu for the club you wish to access. If you are an official for more than one club then you will have a list of clubs under your My Football menu. The contact which you are about to add will need to be added to each individual club.

3 Step 3:
Once the club has been selected a new page will load displaying a menu for the selected club. To add new contacts click on the Club Officials menu item.

4 Step 4:
To add a new club contact click the Add Contact menu item.

5 Step 5:
The pop up Add Contact tool will now be displayed. To add a contact you will need to firstly select a role from the Role drop down list.

6a Step 6a:
There are 3 methods to find the individual you wish to add to the role you have selected. The easiest is to select from the Select Individual drop down list. This will display any individuals that have been attached to your club because they hold a role (club official, player, coach etc...) within your club. If the individual is not listed in the top down use either step 6b or 6c to add the contact. If the individual is listed then click Save to add the contact. If you have finished adding contacts then click Close within the pop up window.

6b Step 6b:
The second method is to add an individual by entering their Football Association Number (FAN) and date of birth into the spaces provided. An individual can contact their local County FA to find out their FAN.

Start by selecting the Search by FAN search option. Then enter the FAN and Date of Birth of the individual you wish to search for. Both the FAN and Date of Birth are required to search for an individual.

Once entered click the search button at the top of the pop up window. If the search matches an individual's details on the database then their details will be displayed at the bottom of the pop up window.

If the individual displayed is correct then click Save at the top of the pop up window to add to your club contacts.

6c Step 6c:
The third method is to add an individual by entering their FA Enhanced CRB Dislocure number and date of birth into the spaces provided.The CRB Disclosure number is displayed on an individual's CRB certificate.

Start by selecting the Search by CRB Disclosure number search option. Then enter the CRB Disclosure number and Date of Birth of the individual you wish to search for. Both the CRB Disclosure number and Date of Birth are required to search for an individual.

Once entered click the search button at the top of the pop up window. If the search matches an individual's details on the database then their details will be displayed at the bottom of the pop up window.

If the individual displayed is correct then click Save at the top of the pop up window to add to your club contacts.

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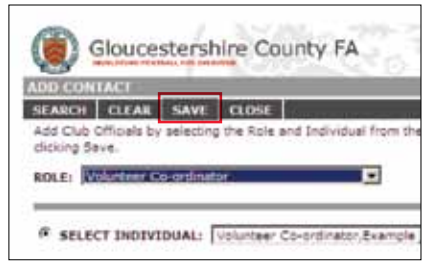
6a


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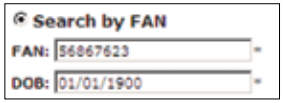

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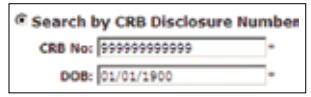


6b

7 Step 7:

Once you have finished adding your club contacts then click the Close menu item at the top of the pop up. All contacts that you have added will now be displayed on the main club officials page.

If you wish to change the Club Secretary, Chairman, Treasurer or Club Welfare Officer then you will need to click Replace menu item. If you wish to remove an individual who is no longer in the role that is listed then you can select the individual and click Remove.

7

Home » Members » My Football » Example Youth Club » Club Officials

Club Officials
Club Secretary
Chairman
Treasurer
Welfare Officer
Teams
Registered Players
Members

Example Youth Club - Club Officials

ADD CONTACT | REPLACE | REMOVE | LOG OUT

	FAN/NPD	Full Name	Role
☐	1719925	Mr Example Club Secretary	Club Secretary
☐	56867618	Mr Example Chairman	Chairman
☐	56867619	Mr Example Treasurer	Treasurer
☐	56867620	Mr Example Club Welfare Officer	Club Welfare Officer
☐	56867623	Mr Example Volunteer Co-ordinator	Volunteer Co-ordinator

11. Viewing and adding managers / coaches

1 Step 1:
If you are already within the club menu of the club and you wish to add a coach to then go to step 3. Click on the My Football menu item in the left hand menu.

2 Step 2:
Click on the Club menu item in the left hand menu for the club you wish to access. If you are an official for more than one club then you will have a list of clubs under your My Football menu.

3 Step 3:
Click on the Members menu item in the left hand menu.

4 Step 4:
Click on the Coaches menu item in the left hand menu which will be displayed once Members has been clicked.

5 Step 5:
The Coaches page displays all individuals that hold a Coach or Manager role with one of your teams at your club. The coaches displayed will have been entered by your Parent County FA or by the individual himself through the Coaching Member Services tools.

If one or more of the individuals listed are no longer at the club then you can remove by selecting the individual and clicking Remove.

For each coach listed, details of their FA Enhanced CRB Disclosure, Safeguarding Children, Emergency First Aid and Coaching Qualification are listed.

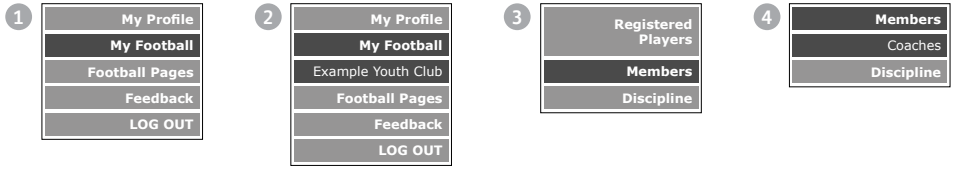
6 Step 6:

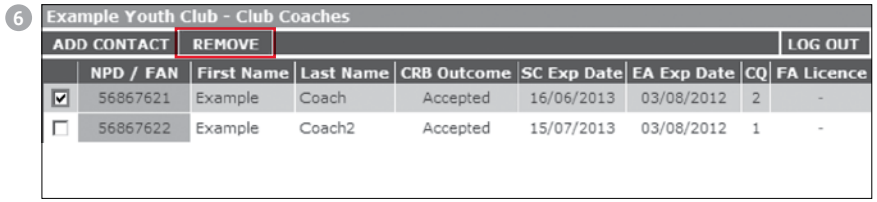
To add an individual to a coaching role within your club click on Add Contact.

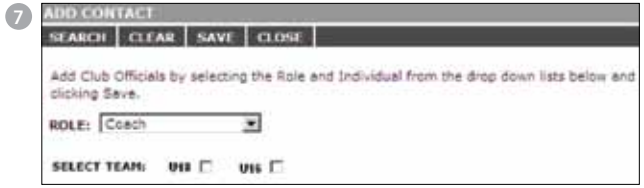
7 Step 7:
The Add contact tool within the Coaches page has exactly the same search tools as the Add Contact tool on the Club Officials page. See Section 10 of this document to see how to add a contact. When adding a coaching role you will need to select the team(s) that the individual is working with. This is done by ticking the appropriate teams as displayed below.

8 Step 8:
All individuals that are added through the Add Contact tool on the Coaches page will be displayed on the Coaches page and show the current status of their FA Accreditations. An individual's accreditations will be automatically updated as they complete further FA courses or complete an FA Enhanced CRB Disclosure. Further information about the coach/manager can be viewed by clicking on the FAN of the individual.

This profile will display the contact details that are stored against their record, details of all the FA coaching courses that they have completed and the Team roles they hold within your club. Within each profile you can edit their team roles by clicking the Edit Roles at the top of the page.







12. Generating your Club Health Check form

1 Step 1:
Click on the My Football menu item in the left hand menu.

2 Step 2:
Click on the Club menu item in the left hand menu for the club you wish to access. If you are an official for more than one club then you will have a list of clubs under your My Football menu.

3 Step 3:
Once the club menu is displayed then click on the Documents menu item. This menu item is to only be available to individuals with one of the following roles; Club Secretary, Chairman, Treasurer, Charter Standard Coordinator, Volunteer Coordinator or Club Officer.

4 Step 4:
This page will list all the documents that you are able to download, including your Annual Charter Standard Health Check Form. To download the form click on the document title. As the document is a 'pdf' you will require an Adobe Reader which can be downloaded free from http://www.adobe.com/uk/products/reader/

5 Step 5:
Once you have downloaded your Club Health Check form your County FA will automatically be made aware that you have done so.

Please print off your Club Health Check form and complete (see Section 4) and return to your Parent County FA before the 31st March.

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