



FA Charter Standard Renewal Guidance Notes

From the commencement of season 2011-2012 the way in which FA Charter Standard Clubs renew their award will change from a 3 year renewal cycle to annually. This will become part of affiliation each season and the award will be renewed depending on the information supplied being up to date.

We aim to make the process as simple as possible and appreciate that grassroots football is run by volunteers. With this in mind it makes it all the more important to keep things up to date on a continual basis. To help you through the renewal process the criteria required is clearly explained below.

Club Constitution

All Charter Standard Clubs are required to have Club Constitution in place. The constitution clearly outlines how the club is operated and structured. Clubs must have this document available to all members and should the club seek to access funding the funding provider may request to see a copy of the Club Constitution.

In the event your club has lost or misplaced it's constitution a template version can be obtained from the Durham County FA website <http://www.durhamfa.com/Development/Clubs/Charterstandard/> it is essential that Charter Standard Clubs keep the constitution safe as a copy of this will need to be presented should your club be subject to a Charter Standard Spot Check at any time.

When renewing your Charter Standard each season you only need to supply a copy of the constitution if it has changed in any way.

Codes of Conducts

All Charter Standard Clubs are required to have a Code of Conduct for Players, Coaches, Parents and Spectators. These codes of conducts are to be available and used on match days and training if needed. It is advised that all members of your club have seen and signed up to the codes of conducts at the start of each season.

In the event your club has lost or misplaced it's codes of conducts a template version can be obtained from the Durham County FA website <http://www.durhamfa.com/Development/Clubs/Charterstandard/> it is essential that Charter Standard Clubs have these available at all times as a copy of this will need to be presented should your club be subject to a Charter Standard Spot Check at any time.

When renewing your Charter Standard each season you only need to supply a copy of the codes of conducts if they have changed in any way.

Safeguarding Policy (Youth Teams Only)

All Charter Standard Clubs with Youth Sections are required to have a Safeguarding policy in place which clearly outlines the procedures to be followed in the event of an issue needing to be addressed and/or reported. All members within the club including players and parents should be made aware of this policy upon membership and at the start of each season.

In the event your club has lost or misplaced it's Safeguarding Policy a template version can be obtained from the Durham County FA website <http://www.durhamfa.com/Development/Clubs/Charterstandard/> it is essential that Charter Standard Clubs keep this policy safe at all times as a copy of this will need to be presented should your club be subject to a Charter Standard Spot Check at any time.

When renewing your Charter Standard each season you only need to supply a copy of the Safeguarding Policy if it has changed in any way.



Equality Policy

All Charter Standard Clubs are required to have an equality policy in place which clearly outlines the clubs open membership. All members within the club including officials, players and parents should be made aware of this policy upon membership and at the start of each season.

In the event your club has lost or misplaced it's equality Policy a template version can be obtained from the Durham County FA website

<http://www.durhamfa.com/Development/Clubs/Charterstandard/> it is essential that Charter Standard Clubs keep this policy safe at all times as a copy of this will need to be presented should your club be subject to a Charter Standard Spot Check at any time.

When renewing your Charter Standard each season you only need to supply a copy of the equality Policy if it has changed in any way.

Club Welfare Officer (Youth Teams Only)

All Charter Standard Clubs with Youth Sections are required to have a designated Welfare Officer who has attended the Safeguarding Children Workshop, Welfare Officers Workshop and have an FA Enhanced CRB Check. All members within the club including officials, players and parents should be made aware of who the designated person is and their contact details upon membership and at the start of each season.

When renewing your Charter Standard each season you need to identify who the designated person is on the affiliation form and when they attended the Safeguarding Workshop, Welfare Officers Workshop and had their Enhanced CRB Check carried out by the FA. If your Welfare Officer has left the club you need to contact the County Welfare Officer.

Qualifications Records

All Charter Standard Adults are required to have a designated person within the club who has an up to date Emergency First Aid qualification. This doesn't have to be an FA First Aid qualification it can be first aid at work or any other recognised authority. Please check the date on the certificate is no older than 3 years old. It is recommended that your designated First Aider is on the sidelines at all matches **(None of the following below applies to Charter Standard Adult Clubs)**

All Charter Standard Clubs with Youth sections are required to have at least one qualified coach to a minimum of level 1 with each team. Every qualified coach must ensure they are up to date by renewing the Emergency First Aid, FA Safeguarding Children and an Enhanced FA CRB check every 3 years.

It is also a new requirement that at least one coach within the club has attended the FA Age Appropriate Introductory Course.

All Charter Standard Development & Community Clubs are required to have all the above in place with the addition of at least one coach within the club who is qualified to Level 2 and at least one coach who has attended the FA Youth Module 1 Award. By July 2011 all Community Clubs will also require at least one coach who has attended both FA Youth Module 1 and FA Youth Module 2. Details of courses can be found from the Durham County FA website

<http://www.durhamfa.com/Development/Courses/>

In the event your club hasn't kept a register of it's coaches and their qualifications, a version can be obtained from the Durham County FA website

<http://www.durhamfa.com/Development/Clubs/Charterstandard/> this register will monitor expiry dates and it will highlight which coaches are due to expire so you can inform them to renew. It is essential that Charter Standard Clubs keep this register up to date at all times as a copy of this will need to be presented should your club be subject to a Charter Standard Spot Check at any time and each year when you renew.



When renewing your Charter Standard each season you need to identify who is working with each team, their qualification and expiry dates of their First Aid, Safeguarding and Enhanced CRB check. Please use the register found on the Durham County FA website as it has been specifically designed to aid you with the renewal process.