



FAW | TRUST

CLUB ACCREDITATION PROGRAMME

2018-19

CONTENTS:

Page 3-4	Club Accreditation overview
Page 5	Club Accreditation criteria
Page 6	Registering for Standard Award
Page 7-8	Safeguarding information
Page 9	Introduction to Data Capture Workbook System
Page 10-20	Data Capture Workbook System Guide
Page 21	Club Accreditation Programme Timelines
Page 22	Key Contacts

What is the Club Accreditation Programme?

The Club Accreditation Programme is a set of standards designed to ensure that all junior football clubs in Wales are operating to a minimum standard. This ensures that player development and welfare is paramount.

What are the different levels?

- Standard
- Bronze
- Silver
- Gold

All clubs must attain a minimum level of 'Standard' to be permitted entry into the junior league. Failing to comply with the Club Accreditation Programme is NOT an option.

The requirements for each level are detailed within the Club Accreditation Programme Regulations.

Why is club accreditation important?

The Club Accreditation Programme ensures that children are being coached by suitably qualified individuals that create the right environment for players to develop in a fun, engaging and safe manner.

It is vital that children are playing football in a safe and positive environment that is free from harm. The Club Accreditation Programme allows clubs to ensure that they have reasonable and proportionate measures in place to ensure that children and coaches are safeguarded as much as possible.

The Safeguarding team and the FAW Trust recognise the input of key personnel from local clubs, Leagues and Area Associations and as such thank them for their continued support to ensure football in Wales is effectively administered.

The ultimate aim is to ensure all players - female, male, disabilities and BME can be confident of joining quality assured clubs wherever they are across Wales.

What happens if certain teams within a club does not meet the required standards?

Those teams should be **suspended** by the Junior League from junior football related activity including training until they attain the required standard. This suspension should be communicated to the club and include a right of appeal to the Area Association.

What happens if all teams within a club does not meet the required standard?

That club should not be assigned junior league fixtures due to the fact they are operating in contravention of regulations. Furthermore, if individuals are involved with the club and they do not have a DBS check in line with the guidance below, they are breaking the law.

PLEASE NOTE that this is NOT about stopping children from playing football, rather it is about ensuring that they are playing football in as safe an environment as possible.

What happens if a suspended team or suspended coach continues to engage in junior football related activity?

This matter should be referred to the Area Association by the Junior League who can then take disciplinary action in line with their Disciplinary Regulations and impose an appropriate sanction.

If a Junior League permits clubs to partake in junior football related activity without meeting at least the minimum level of Standard accreditation, that league is culpable for breaching FAW Regulations and Area Associations should take appropriate disciplinary action in line with the Area Association Disciplinary Regulations.

Club accreditation criteria overview

Constitution & Affiliation:	Standard	Bronze	Silver	Gold
Appropriate amount of individuals to cover Chair Person, Secretary, Treasurer (no more than 2 roles per person)?	✓	✓	✓	✓
Affiliate to the appropriate FAW Area Association via membership of the respective local junior league.	✓	✓	✓	✓
<u>Safeguarding and Player Welfare:</u>				
SAFEGUARDING OFFICER				
Appoint a nominated Club Safeguarding Officer to liaise with the local league Safeguarding Officer.	✓	✓	✓	✓
Appointed Club Safeguarding Officer must attend an FAW Welfare and Child Protection workshop.	✓	✓	✓	✓
Club Safeguarding Officer's details are clearly displayed and communicated	✓	✓	✓	✓
POLICIES AND PROCEDURES				
Adhere to the working practices and procedures for the FAW Safeguarding Policy, all Welfare Regulations and instructions issued by the FAW	✓	✓	✓	✓
Ensure that all persons who have access to children and young people adhere to the FAW Safeguarding Policy.	✓	✓	✓	✓
Promote the FAW Code of Conduct and Good Practice	✓	✓	✓	✓
DBS				
Ensure all persons who have access to children and young people participate in the FAW national DBS programme.	✓	✓	✓	✓
Ensure all persons with access to children display the FAW Safeguarding Scheme Card at all appropriate times.	✓	✓	✓	✓
RECORD KEEPING				
Store all information from recruitment procedures safely in line with GDPR regulations.	✓	✓	✓	✓
Maintain an up to date database of individuals who have access to children and young people through the club (i.e. club accreditation workbook)	✓	✓	✓	✓
<u>Coach Education & Development:</u>				
Minimum ONE qualified Football Leaders Award coach per team.	✓	✓	✓	✓
Minimum ONE qualified 1st Aid person per team	✓	✓	✓	✓
During all matches/training sessions ONE qualified coach (minimum FLA) and 1st aider is present	✓	✓	✓	✓
All coaches/1 st Aiders are protected by either club or individual insurance	✓	✓	✓	✓
Ensure all coaches adhere to the FAW Code of Conduct and Good Practice	✓	✓	✓	✓
TWO qualified coaches per team (minimum requirement FLA)		✓	✓	✓
Minimum of ONE FAW C Certificate coach			✓	✓
Minimum of ONE GK Award coach			✓	✓
Minimum of ONE FAW C Certificate coach for every THREE teams within the club				✓
Minimum of ONE FAW UEFA B Licence coach				✓
Minimum of ONE FAW Disability Award coach				✓
<u>Player Recruitment & Development:</u>				
Adhere to FAW Mini Football regulations	✓	✓	✓	✓
Adopt an equal playing opportunities policy for all registered players, regardless of gender or ability.	✓	✓	✓	✓
Does the club organise and run a minimum of TWO age group teams?		✓	✓	✓
Minimum of THREE age group teams, ONE of which must be a separate gender team			✓	✓
Minimum of FOUR age group teams, plus a further TWO of which must be separate gender teams?				✓

REGISTERING FOR STANDARD AWARD (MANDATORY FOR ALL JUNIOR CLUBS)

The central aim of the Club Accreditation Programme is to increase regular participation among boys and girls. We do this by ensuring clubs more and better coaches, all qualifications are valid and correct safeguarding and procedures are in place.

All junior clubs **MUST** achieve Standard Award accreditation in order to participate in a junior league. Here we provide you some simple steps to becoming accredited on the scheme:

1. The appropriate Junior Football League Secretary or League Accreditation Officer will issue a Club Accreditation Data Capture Workbook to each club when asked to register to the league, via e mail only. This is usually done at (or prior) to the Junior League AGM but make sure you contact your League Secretary to confirm. Workbooks are then to be completed by the specific club officer and returned in accordance with respective Junior League Club Accreditation administration timelines (or no later than 31st July).
2. All junior clubs must have returned their FULLY COMPLETED Data Capture Workbook to the League Secretary (or League Accreditation Officer) in order for the aforesaid person to audit in time for League acceptance (31st August). The Officer will be able to access a read only version for registration to the Club Accreditation Scheme for League affiliation purposes.
3. The Junior League will decide whether the club has achieved the minimum requirement of **Standard Award** and is therefore eligible to play within the League. All clubs will be given a level of accreditation if they are accepted into their Junior League for the forthcoming season.
4. In the event that a club does not reach Standard Award requirement or does not complete in full the Workbook by the designated date, the League Secretary or League Accreditation Officer will forward such information to their relevant Area Association for purposes of disciplinary actions.
5. On acceptance into the Junior League the League Secretary or League Accreditation Officer will send for approval to the National Lead Officer for Club Accreditation and FAW Safeguarding Department to further audit and subject to said audit accredit clubs to the higher levels of Bronze, Silver or Gold awards for the period of one year (annual award).

SAFEGUARDING

The Football Association of Wales (FAW) is committed to safeguarding children and vulnerable adults at all levels of the game in Wales. We want people to have a fun, enjoyable and positive experience, and safeguarding is vital to this.

Everybody involved in Welsh football has a responsibility towards safeguarding and welfare of the child/vulnerable adult is the paramount consideration!

DBS Checks

It is a condition that all junior coaches and club personnel who come into contact with children have a current and valid DBS check and FAW number.

If you require a DBS check or need to obtain DBS application packs, please contact your Club Safeguarding Officer or email safeguarding@faw.co.uk

Once you have applied for your DBS check, within 2-6 weeks you will receive a green disclosure certificate which must be submitted to the FAW Safeguarding Team for assessment and to obtain your FAW number and Safeguarding Scheme Card.

Certificates are to be sent to the following address as soon as you receive it:

FAW Safeguarding,
11/12 Neptune Court,
Vanguard Way,
Cardiff,
CF24 5PJ

Failure to do so will mean that you have not received clearance to be involved in junior football. Individuals found to be in breach of this rule can be removed from their club whilst the club in question can also be subject to suspension from junior football related activity.

WSA Online DBS Checking System

The WSA online system allows clubs to complete DBS checks via a portal without the need to complete any paper forms.

DBS checks can often be completed within as little as 72 hours and the results are then immediately visible for the FAW Safeguarding Team to issue FAW numbers for **clear certificates**.

Please note that certificates that have content (i.e. a criminal record) must still be submitted to the FAW for assessment and for an individual to be allocated with an FAW number and clearance to undertake their duties.

The process allows for a more streamlined approach as forms with errors cannot be submitted, thus reducing the need for information 'chasing' by the DBS.

Checks are free to complete and should a Club wish to be added to the system they need to send the following information to safeguarding@faw.co.uk

- Name

- Club
- Address
- Telephone number
- Email address

Clubs will then be contacted by the Welsh Sports Association with their access details.

FAW Education

As per the Club Accreditation Regulations all clubs must have a Club Safeguarding Officer who has completed the FAW Safeguarding Award.

Responsibilities of the CSO

- Administer DBS (formerly CRB) programme.
- Ensure that coaches and relevant personnel have current and valid DBS checks and FAW numbers.
- Ensure that coaches and relevant personnel have the necessary qualifications to undertake their roles.
- Ensure that the club meets at least the Standard level of the Club Accreditation Programme (in partnership with club colleagues)
- Act as the point of contact for minor safeguarding/welfare issues at club level
- Report issues that cannot be dealt with at club level to your League Safeguarding Officer
- Implement best practice at club level.
- Comply with the CSO Code of Conduct

CLUB ACCREDITATION PROGRAMME DATA CAPTURE WORKBOOK:

Currently the process of data capture is through a Data Capture workbook. The Data Capture Workbook does not need passwords or internet connection as it will be a Microsoft Excel document.

To ensure its full usage clubs will need to have access to Microsoft Excel (currently there is no 100% compatible system available via Mac or I Pad although they do have packages (subscription) which can access Excel.

In the event a club has access to a laptop or PC which does not have the Microsoft package there are various downloads available to set up access free (e.g. Open Office).

Whilst recognizing some club officers will not personally have the appropriate software, it is the most appropriate system currently available in order to eradicate all previous issues.

The Data Capture Workbook allows the club to record its own information without clearance from the League and can be updated 365 days of the year. As a result of this, no information will be wiped away each season and continuity is kept, reducing workload for all administrators.

The Data Capture Workbook will be assigned to one designated club official per club, that person can share with any or all club officials but only the designated official can send the information to the League and/or its relevant officer (only one Workbook per club).

The Data Capture Workbook will become the information system for club officials, League officials, FAW Safeguarding and the National Lead Officer for the FAW Trust. These designated persons will not share the information with any other party or organization other than Area Associations in the event of a disciplinary issue or appeal.

A full guide to the use of the data Capture Workbook follows.

DATA CAPTURE WORKBOOK GUIDE:

	A	B	C	D	E	F
1	APPLICATION FOR ACCREDITATION IN S.W.F.A. AREA					
2						
3	AREA ASSOCIATION:	JUNIOR LEAGUE:		SEASON:	CLUB ACCREDITATION AWARD APPLYING FOR:	
4				2016-17		
5						
6	NAME OF CLUB			YEAR FORMED		
7						
8	SECRETARY			SAFEGUARDING OFFICER NAME:		
9						
10	ADDRESS			ADDRESS		
11						
12	POST CODE			POST CODE		
13						
14	HOME TEL:			HOME TEL:		
15						
16	MOBILE TEL:			MOBILE TEL:		
17						
18	E MAIL ADDRESS:			E MAIL ADDRESS:		
19						
20						
21	CHAIR PERSON NAME:				LEAGUES REGISTERED TO:	
22				MALE SENIORS		
23	ADDRESS:			FEMALE SENIORS		
24				MALE JUNIORS/MINIS		
25	POST CODE:			FEMALE JUNIORS/MINIS		
26				DISABILITY TEAMS JNR/SNR		
27	E MAIL ADDRESS:					
28						
29						

Picture 1: The Application Page – this is where all officer information will be recorded along with League entering details for all teams within club.

All headings coloured blue, need to be completed manually. Put text into white boxes alongside.

The following declaration is on the Application Page to ensure all Club Officers understand the importance of correct and accurate input of information:

We, as assigned officers of the named club, hereby accept the Rules & Regulations of our named affiliated Area Association for the coming season.

We further accept any liability in the instance of any false information within this document and understand action could be taken against us by the Area Association.

We undertake to ensure all records are updated as and when needed to comply with current FAW regulations regards Club Accreditation.

APPLICATION FOR ACCREDITATION IN S.W.F.A. AREA			
AREA ASSOCIATION:		JUNIOR LEAGUE:	SEASON:
SOUTH WALES FA			2016-17
NAME OF CLUB			YEAR FORMED
SECRETARY			SAFEGUARDING OFFICER NAME
ADDRESS			ADDRESS
POST CODE			POST CODE

Picture 2: Under each green headline (row below) is a dropdown menu, click arrow (to right) to reveal appropriate Area Association, then click on appropriate text to fill box.

Same process for “Junior League” and “Club Accreditation level applied for”.

APPLICATION FOR ACCREDITATION IN S.W.F.A. AREA			
AREA ASSOCIATION:		JUNIOR LEAGUE:	SEASON:
			2016-17
NAME OF CLUB			YEAR FORMED
SECRETARY			SAFEGUARDING OFFICER NAME:
ADDRESS			ADDRESS
POST CODE			POST CODE
HOME TEL:			HOME TEL:
MOBILE TEL:			MOBILE TEL:
E MAIL ADDRESS:			E MAIL ADDRESS:
CHAIR PERSON NAME:			LEAGUES REGISTERED TO:
ADDRESS:			MALE SENIORS
POST CODE:			FEMALE SENIORS
E MAIL ADDRESS:			MALE JUNIORS/MINIS
			FEMALE JUNIORS/MINIS
			DISABILITY TEAMS JNR/SNR
			Aberdare Valley FL
			Bridgend & Dist FL
			Bridgend & Dist Sunday FL
			Cardiff & Dist FL
			Cardiff Combination FL
			Lazarou Cardiff Sunday FL
			Merthyr Tydfil FL
			Port Talbot & Dist FL

Picture 3: Same process as above for Registered League information to be added. All five categories have dropdown menus, just select appropriate League per category, if applicable.

DATA CAPTURE SYSTEM - SWFA [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

E34

	A	B	C	D	E	F
13						
14	HOME TEL:			HOME TEL:		
15						
16	MOBILE TEL:			MOBILE TEL:		
17						
18	E MAIL ADDRESS:			E MAIL ADDRESS:		
19						
20						
21	CHAIR PERSON NAME:				LEAGUES REGISTERED TO:	
22				MALE SENIORS		
23	ADDRESS:			FEMALE SENIORS		
24				MALE JUNIORS/MINIS		
25	POST CODE:			FEMALE JUNIORS/MINIS		
26				DISABILITY TEAMS JNR/SNR		
27	E MAIL ADDRESS:					
28						
29						
30	TREASURER NAME:			HOME FACILITY NAME:		
31						
32	ADDRESS:			POST CODE OF GROUND:		
33						
34	POST CODE:			PRIVATE/PUBLIC:		
35					PRIVATE	
36	E MAIL ADDRESS:			ENCLOSED (YES/NO)	PUBLIC	
37						
38						

Picture 4: Same process as previously for 'Private/Public ownership' and 'Ground Enclosure'. 'Home Facility Name' and 'Postcode of Ground' to be typed.

This completes Application Page. You now go to the menu bar at the bottom and click on "Team Audit".

TEAM AUDIT PAGE:

DATA CAPTURE SYSTEM - SWFA [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A2

	A	B	C	D	E	F	G
1	AGE GROUP	NO.OF TEAMS	COACHES PER TEAM	1ST AIDER PER TEAM	SILVER EXTRAS	GOLD EXTRAS	NOTES
2							Minimum requirements for each level of Club Accreditation:
3							STANDARD: (minimum of 1 age group team)
4							x1 qualified Football Leader per team, x1 qualified First Aider PER TEAM.
5							BRONZE: (minimum of 2 age group teams - can be same gender)
6							x2 qualified Football Leaders per team, x1 qualified First Aider PER TEAM.
7							SILVER: (minimum of 3 age group teams of which 1 MUST be opposite gender)
8							x2 qualified Football Leaders per team, x1 qualified First aider PER TEAM.
9							x1 qualified C Certificate coach, x1 GK Award coach PER CLUB.
10							GOLD: (minimum of 6 age group teams of which 2 MUST be opposite gender)
11							x2 qualified Football Leaders per team, x1 qualified First aider PER TEAM.
12							x1 qualified C Certificate coach per every 3 age group teams.
13							x1 qualified GK Award coach, x1 qualified FAW Disability Award coach PER CLUB.
14							x1qualified B Licence Coaching Coordinator PER CLUB.
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							

APPLICATION TEAM AUDIT Team Colours OFFICERS coaching staff standard criteria ...

Picture 5: Overview of Team Audit page shows from left – six columns plus a notes reminder for accreditation levels.

DATA CAPTURE SYSTEM - SWFA [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A2

AGE GROUP	NO.OF TEAMS	COACHES PER TEAM	1ST AIDER PER TEAM	SILVER EXTRAS	GOLD EXTRAS	NOTES
U6 BOYS						Minimum requirements for each level of Club Accreditation:
U7 BOYS						STANDARD: (minimum of 1 age group team)
U8 BOYS						x1 qualified Football Leader per team, x1 qualified First Aider PER TEAM.
U9 BOYS						BRONZE: (minimum of 2 age group teams - can be same gender)
U10 BOYS						x2 qualified Football Leaders per team, x1 qualified First Aider PER TEAM.
U11 BOYS						SILVER: (minimum of 3 age group teams of which 1 MUST be opposite gender)
U12 BOYS						x2 qualified Football Leaders per team, x 1 qualified First aider PER TEAM.
U13 BOYS						x1 qualified C Certificate coach, x1 GK Award coach PER CLUB.
						GOLD: (minimum of 6 age group teams of which 2 MUST be opposite gender)
						x2 qualified Football Leaders per team, x 1 qualified First aider PER TEAM.
						x1 qualified C Certificate coach per every 3 age group teams.
						x1 qualified GK Award coach, x1 qualified FAW Disability Award coach PER CLUB.
						x1 qualified B Licence Coaching Coordinator PER CLUB.
						N.B. All staff MUST be DBS checked and hold a valid FAW number

APPLICATION TEAM AUDIT Team Colours OFFICERS coaching staff standard criteria

Picture 6: Each category has a dropdown menu (as shown). Starting with your youngest age group (boys and/or girls) click on appropriate age group and add to row, move down a row for each age group.

In each of the other category columns there is a dropdown menu, click on appropriate figure for your teams.

If your club is going for Silver or Gold please ensure you address the Silver and/or Gold extras columns.

For the Number of Teams column per age group this applies to actual named different teams for example AFC Yellows and AFC Blues as opposed to one squad of Under 6s. If on the other hand, the squad (U6 – U9) is one team which breaks down to appropriate age group teams per festival or game this can be marked as one team.

Use the Notes column for guidance to see where your club is on the accreditation award ladder.

Once completed, click on the Team Colours page if your League requires this information. It is not an official accreditation requirement but some Leagues need this information for handbooks.

Once completed, click on Officers Page and see next picture:

Manually add the person's name (first and surname).

DATE OF BIRTH COLUMN (D):

Manually add the person's date of birth (no matter which way you add it, the box will adjust to DD/MM/YYYY).

FAW NUMBER COLUMN (E):

Manually add the person's FAW number. (The individual should have this if they have successfully completed the DBS check with FAW Safeguarding). In the event this information is not available you need to contact FAW Safeguarding with the person's full name and date of birth and request a search.

If they have a Safeguarding Card it is on the left hand side front under their name.

DBS EXPIRY COLUMN (F):

On entering an age group in the age group column, this column/row will automatically go red until a legitimate date is put in place.

The expiry date for DBS appears on the Safeguarding Card of the individual concerned (Valid until). In the absence of the card, if you have access to their FAW number you can check via the FAW Junior Football Portal by inputting their full name and FAW number in the add member section.

The other option is to request from FAW Safeguarding. The box in the column will remain red if out of date or incomplete. In the event the expiry date is less than 6 months away it will flag up in orange to alert you to ensure this DBS is addressed in good time with renewal.

The box in the column will flag up in amber if the expiry date is six months or closer, warning the club that renewal is close. It will stay in red if the expiry date has been exceeded or will go white if okay.

You can input the date manually, these dates will be checked by senior auditors for authenticity.

QUALIFICATION COLUMN (G):

Click on G2 and a dropdown menu will be available, select appropriate award for the individual and click into place. The column is protected and only info from the dropdown menu can be accepted.

If an individual is both the coach and first aider you need to input their info twice (once for each role).

QUAL EXPIRY COLUMN (H):

Click on H2 and a dropdown menu will be available, select appropriate date for the individual (all FAW Awards are 31/12 of the year (third year after taking the award). No other dates can be accepted.

If the individual has a Private First aid Award, input the date to correspond with the year it expires and ensure they refresh their award within date set by private provider.

URN NUMBER COLUMN (I):

This number is manually added and is only available from the FAW Safeguarding Card belonging to each individual. It appears on the right (front) of the card above the hologram of the FAW badge.

In the event the individual does not have the card it needs to be applied for asap via FAW Safeguarding (see Safeguarding Manual on website).

TELEPHONE NUMBER & E MAIL ADDRESS COLUMNS (J & K):

Whilst these are not necessary for Club Accreditation, individual Leagues may need them for handbooks etc. plus as previously mentioned this workbook is a working document for your club and therefore a useful addition.

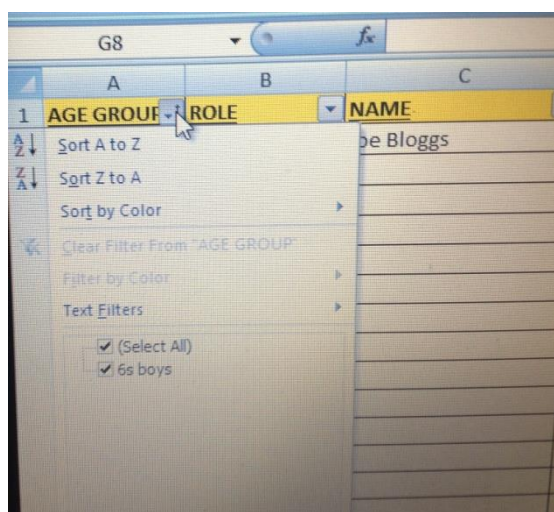
All detail for J & K to be manually loaded by the club.

When the page is complete with information, if a new coach or individual is added just add them at the bottom of the page below the last entry.

When information is complete (don't forget age group) for new entry go to A1 and click on the icon, a dropdown menu will appear, from this select SORT A-Z and click. This will automatically install the new person with the appropriate age group on the page.

Similarly, for the new season if coaches are moving up a year from for example U6 boys to U7 boys all you do is change his/her age group column appropriately, select SORT A-Z and click, this will install the individuals at the appropriate age group without having to affect all of their other information. (see picture below)

DO NOT LEAVE GAPS BETWEEN ROWS AS THIS WILL DISRUPT THE SYSTEM AND PREVENT SORTING FROM WORKING.



Picture 9: Age Group Sorting System.

DATA CAPTURE SYSTEM WWFA [Read-Only] - Excel											
File Home Insert Page Layout Formulas Data Review View Tell me what you want to do											
E22											
	A	B	C	D	E	F	G	H	I	J	K
1	AGE GROUP	ROLE	NAME	D.O.B.	FAW NUM	DBS EXPIRY	QUAL	QUAL EXPIR	CARD URN	TEL. NO.	E MAIL
2	8s boys	Coach	David Cassidy	02/09/1965	212333	13/12/2016	FLA	31/12/2017	657908	07790 456987	david19@bt.com
3	8s boys	Coach	Gary Cooper	31/05/1959	345680	31/07/2017	FLA	31/12/2017	234560	07432 775588	coops1@sky.com
4	8s boys	First Aid	David Cassidy	02/09/1965	212333	13/12/2016	FAW First Aid Award	31/12/2017	657908	07790 456987	david19@bt.com
5	6s boys	Coach	Joe Bloggs	13/06/1977	213454	23/09/2017	FLA	31/12/2017	223445	01678 343434	joe@hypernet.com
6	6s boys	Asst Coach	Mark Twain	24/06/1989	345678	26/10/2017	FLA	31/12/2017	234543	01678 657865	twain2@sky.com
7	6s boys	First Aid	Joe Bloggs	13/06/1977	213454	23/09/2017	FAW First Aid Award	31/12/2017	223445	01678 343434	joe@hypernet.com
8	15s boys	Coach	Carl Fox	06/06/1979	211234	23/08/2016	FLA	31/12/2017	451123	07877 996633	foxy6@sky.com
9	15s boys	Coach	John Fox	06/06/1979	211239	10/10/2017	FLA	31/12/2017	466675	07921 876098	JF1979@virginmedia.com
10	15s boys	First Aid	Carl Fox	06/06/1979	211234	23/08/2016	FAW First Aid Award	31/12/2017	451123	07877 996633	foxy6@sky.com
11	12s girls	Coach	Mary Jones	03/03/1976	212339	04/12/2016	FLA	31/12/2018	543654	01678 678976	jonesy15@sky.com
12	12s girls	Coach	Katy Smith	22/02/1976	212341	09/12/2016	FLA	31/12/2018	546754	01678 678867	steve04@sky.com
13	12s girls	First Aid	Mary Jones	03/03/1976	212339	04/12/2016	Private First Aid Award	31/12/2018	543654	01678 678976	jonesy15@sky.com
14	12s boys	Coach	Steven Smith	04/07/1978	212336	09/12/2016	C Certificate (Youth)	31/12/2018	458793	01678 678867	steve04@sky.com
15	12s boys	Coach	James Jones	15/10/1975	212338	07/12/2016	FLA	31/12/2018	467908	01678 678976	jonesy15@sky.com
16	12s boys	First Aid	Steven Smith	04/07/1978	212336	09/12/2016	FAW First Aid Award	31/12/2018	458793	01678 678867	steve04@sky.com
17	12s boys	Coach	James Jones	15/10/1975	212338	07/12/2016	GK Award	31/12/2018	467908	01678 678976	jonesy15@sky.com
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											

Picture 10: Example of Coaching Staff page completed to Silver Award.

In the example photograph the DBS Expiry column for Carl Fox is in amber, this is not a reason to stop the award, it is to highlight to the club and auditor that the individual's DBS will expire within six months. Therefore, this gives the club enough time to organise renewal.

In the event it was in RED, then that would indicate expired and therefore ineligible to be audited successfully.

In the Age Group column, the U6 to U9 teams will always appear in orange, all other age groups will be in white.

Along with information applied to the other pages in the workbook, the example would indicate a Silver Award club.

DATA CAPTURE SYSTEM WWFA [Read-Only] - Excel											
File Home Insert Page Layout Formulas Data Review View Tell me what you want to do											
F10 23/04/2016											
	A	B	C	D	E	F	G	H	I	J	K
	AGE GROUP	ROLE	NAME	D.O.B.	FAW NUME	DBS EXPIRY	QUAL	QUAL EXPIR	CARD URN	TEL. NO.	E MAIL
1	8s boys	Coach	David Cassidy	02/09/1965	212333	13/12/2016	FLA	31/12/2017	657908	07790 456987	david19@bt.com
2	8s boys	Coach	Gary Cooper	31/05/1959	345680	31/07/2017	FLA	31/12/2017	234560	07432 775588	coops1@sky.com
3	8s boys	First Aid	David Cassidy	02/09/1965	212333	13/12/2016	FAW First Aid Award	31/12/2017	657908	07790 456987	david19@bt.com
4	6s boys	Coach	Joe Bloggs	13/06/1977	213454	23/09/2017	FLA	31/12/2017	223445	01678 343434	joe@hypernet.com
5	6s boys	Asst Coach	Mark Twain	24/06/1989	345678	26/10/2017	FLA	31/12/2017	234543	01678 657865	twain2@sky.com
6	6s boys	First Aid	Joe Bloggs	13/06/1977	213454	23/09/2017	FAW First Aid Award	31/12/2017	223445	01678 343434	joe@hypernet.com
7	15s boys	Coach	Carl Fox	06/06/1979	211234	23/04/2016	FLA		451123	07877 996633	foxy6@sky.com
8	15s boys	Coach	John Fox	06/06/1979	211239	10/10/2017	FLA	31/12/2017	466675	07921 876098	JF1979@virginmedia.com
9	15s boys	First Aid	Carl Fox	06/06/1979	211234	23/04/2016	FAW First Aid Award		451123	07877 996633	foxy6@sky.com
10	12s girls	Coach	Mary Jones	03/03/1976	212339	04/12/2016	FLA	31/12/2018	543654	01678 678976	jonesy15@sky.com
11	12s girls	Coach	Katy Smith	22/02/1976	212341	09/12/2016	FLA	31/12/2018	546754	01678 676867	steve04@sky.com
12	12s girls	First Aid	Mary Jones	03/03/1976	212339	04/12/2016	Private First Aid Award	31/12/2018	543654	01678 678976	jonesy15@sky.com
13	12s boys	Coach	Steven Smith	04/07/1978	212336	09/12/2016	C Certificate (Youth)	31/12/2018	458793	01678 676867	steve04@sky.com
14	12s boys	Coach	James Jones	15/10/1975	212338	07/12/2016	FLA	31/12/2018	467908	01678 678976	jonesy15@sky.com
15	12s boys	First Aid	Steven Smith	04/07/1978	212336	09/12/2016	FAW First Aid Award	31/12/2018	458793	01678 676867	steve04@sky.com
16	12s boys	Coach	James Jones	15/10/1975	212338	07/12/2016	GK Award	31/12/2018	467908	01678 678976	jonesy15@sky.com
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
APPLICATION TEAM AUDIT Team Colours OFFICERS coaching staff standard criteria ...											

Picture 11: Example of failed audit due to U15 team coach not got in date DBS check and valid FLA date.

Any box in red indicates not completed successfully and needs to be an action by the club/individual to remedy before award can be given.

The final four pages of the workbook will assist the Club Accreditation Officer and the League Accreditation Officer plot their way and if needed build an action plan to attain or retain levels of awards.

On each page are a series of questions related to the criteria for each level of award – STANDARD, BRONZE, SILVER or GOLD.

By selecting the appropriate level on the tool bar at the bottom of the workbook it will open the page for you. Then read each question in turn and answer by using the answer box for each question.

Within each answer box will be a dropdown menu of either YES or NO, click appropriate one for each question.

If you answer YES it will go green, if you answer NO it will go red. Any reds on the page indicates you cannot access the level of award until such time you have addressed the issue holding you back (building an action plan).

In the event you started in STANDARD and successfully answered all questions with a green you can then go to BRONZE and see how the club sits in relation to this level (and so on through the awards).

Any reds will be your action plan points to address. Remember to enter the League and play football you MUST complete fully the STANDARD AWARD criteria before the start of the season.

COMPLETION AND SENDING OF DATA CAPTURE WORKBOOK:

Once the workbook is completed a copy needs to be sent to the League Accreditation Officer via e mail only (no paper copies).

Once received, the LAO will audit the workbook for a minimum of Standard Award.

The LAO will then send via e mail all workbooks to the National Lead Officer for Club Accreditation and FAW Safeguarding for further auditing regards to Bronze, Silver and Gold clubs.

On successful auditing by all parties, the NLO will then send to each club, verification of their level of award for the season (annual process).

Any unsuccessful clubs will be passed on to the local Area Association for possible sanctions.

It is important to understand that the Data Capture Workbook is the responsibility of each club to update and refresh, ensuring accurate information is recorded and then sent to LAO's and the NLO at requested dates during the year.

FAW Trust Club Accreditation Programme Timelines – Season 2018/19

- **1 June – 31 July 2018** – Affiliation for 2018/19 season commences
 - Clubs to update season 2017/18 Data Capture Workbook in preparation for submission to league.
 - League Officers to receive completed Data Capture Workbook from designated Club Officer to audit for STANDARD AWARD, which is the minimum requirement (MANDATORY) to enter a Junior League in Wales.
- **1 August – 31 August 2018** - League Officers to complete audits for STANDARD AWARD and pass on to CAP auditor
No teams should be allocated fixtures if they have NOT met the required standard
See below for guidance on teams or whole clubs who fail to meet the required standard
- **1 September – 30 September 2018** – CAP auditor will at this stage audit all workbooks for (STANDARD - GOLD AWARDS) - on completion of audits; workbooks will be returned to the League Officer and clubs with notification of accreditation level for the appropriate season
- **1st October – 31st December 2018** – CAP National Lead, Football Development Managers & League Accreditation Officers to work with clubs who are non-compliant to meet required standard. During this time certificates will be produced and sent to clubs who have achieved club accreditation.
- **1st January 2019** – CAP window re-opens for clubs whose information has changed since closure of previous accreditation window
- **31 January 2019** – CAP re-accreditation window closes with all updated workbooks returned to CAP auditor by league contacts
- **28 February 2019** – reassessment of workbooks complete and clubs accreditation status revised or updated
- **1 February – 31 March 2019** – Junior leagues to identify coach education requirements to ensure coach education opportunities reflect the needs of your area.
- **Grassroots Coaching Conferences** – revalidation opportunities for coaches - free of charge.
 - 30 September 2018 – Newtown AFC
 - 21 October 2018 – Coleg Sir Gar
 - 4 November 2018 – University South Wales, Treforest
 - 2 December 2018 – Bangor University
 - 3 February 2019 – University South Wales, Treforest
 - 24 March 2019 – Glyndwr University
 - 14 April 2019 – Coleg Sir Gar
 - 5 May 2019 – Dragon Park

Key Contacts

FAW TRUST NATIONAL LEAD - CLUB ACCREDITATION: (General enquiries)

Aled Lewis - aled.lewis@fawtrust.cymru

FAW TRUST CLUB ACCREDITATION AUDITOR:

Colin Staples - colin.staples568@outlook.com

FAW SAFEGUARDING TEAM: (All DBS checks, FAW numbers and Safeguarding Card enquiries).

safeguarding@faw.co.uk

FAW COACH EDUCATION COURSES: (All Coach Education courses information).

Courses can be booked online across Wales –

<http://www.fawcourses.com/index>

Level 1 Coach Education Contacts

Andy Lewis (North & Central Wales) - andrew.lewis@fawtrust.cymru

Ashley Thomas (Gwent, West & South Wales) – ashley@fawtrust.cymru