

# **REGULATIONS GOVERNING THE IMPLEMENTATION OF THE CLUB ACCREDITATION SCHEME**

## **1. INTRODUCTION**

In accordance with its commitment to developing and raising standards within junior football in Wales, the Football Association of Wales (“FAW”), in conjunction with the FAW Trust, has introduced and maintains a scheme of Club Accreditation. The following regulations govern the implementation of, authority over and requirements to comply with the Club Accreditation Scheme.

### **1.1 Nature of the Club Accreditation Scheme**

- 1.1.1 The Club Accreditation Scheme will be operated and maintained on behalf of the Football Association of Wales by the FAW Trust.
- 1.1.2 The Club Accreditation Scheme will comprise of five defined levels being STANDARD, BRONZE, SILVER, GOLD and PLATINUM. The criteria for these levels will be set by the FAW in consultation with the FAW Trust.
- 1.1.3 The STANDARD criteria will be the minimum acceptable level for junior football clubs in Wales. Failure to achieve and maintain the STANDARD criteria will result in Disciplinary action against the club concerned which will result in the immediate cessation of all junior related football activities and inhibit entry into the junior league for non-compliant teams within the club.
- 1.1.4 All other criteria will provide clear development guidance to clubs.
- 1.1.5 All criteria set at STANDARD level must be obtained by 50% or more of a club’s junior teams before a junior club will be awarded this level of accreditation. If certain teams are identified as not meeting minimum accreditation levels, they will be identified as non-compliant teams which will result in the immediate cessation of junior related football activities and inhibit entry into the junior league for non-compliant teams within the club.
- 1.1.6 All criteria set at BRONZE, SILVER, GOLD and PLATINUM must be obtained by all club’s junior teams before a junior club will be awarded these levels of accreditation.
- 1.1.7 The FAW, in conjunction with the FAW Trust, shall retain overall authority over the operation of this scheme and the awarding of levels.
- 1.1.8 The FAW, in conjunction with the FAW Trust, reserves the right to amend a club’s accreditation level based on behaviour contrary to the spirit of FAW rules and regulations or improper conduct.
- 1.1.9 Clubs that attain the criteria will receive accredited status for one season.
- 1.1.10 Clubs may seek to progress and attain a higher-level award between the 1<sup>st</sup> January and 31<sup>st</sup> January in the season of the accreditation period; subject always to the appropriate assessment and confirmation by the FAW Trust and FAW Compliance

Department. Should it be determined that a club has attained a higher-level award, the accredited period shall continue to be until May 31<sup>st</sup>.

## **1.2 Responsibilities of a Club**

- 1.2.1 All new and existing clubs must attain, as a minimum, the STANDARD AWARD criteria before participating in junior football.
- 1.2.2 It is the responsibility of every junior club to maintain the criteria of accreditation awarded to the club via the official Club Accreditation Data Capture Workbook system and maintain an accurate copy of the workbook as a database of individuals who have access to children and young people.
- 1.2.3 Utilise FAW resources including FAW kitbag and club development resources
- 1.2.4 Once a club has achieved the relevant criteria, the club will be entitled to display the FAW Club Accreditation mark/logo and certificate appropriate to the level achieved for the season awarded.

## **1.3 Operation of the Club Accreditation Scheme**

- 1.3.1 Junior Football League Secretaries or their appointed League Accreditation Officer to issue a Club Accreditation Data Capture Workbook to all new league clubs via e-mail. Clubs continuing their affiliation with the league will be sent the most up to date version of their clubs workbook from the FAW Trust in order for information to be updated in preparation for the new accreditation window. Forms to be completed and returned in accordance with respective Junior League Club Accreditation administration timeline via e mail only and within the designated timelines set out by the FAW and FAW Trust.
- 1.3.2 All junior clubs must input their details on to the CAP Data Capture Workbook provided for such purpose. A club's Workbook must be completed fully and sent to the club accreditation auditor via the league secretary (or appointed person) prior to the 23<sup>rd</sup> August. 1.3.3 The junior league will undertake an initial audit of the workbook to determine, from the information available, whether the club has met the criteria to achieve STANDARD AWARD. The junior league must send the workbook to the club accreditation auditor as soon as the initial audit has been completed.
- 1.3.4 Regardless of the outcome of the initial audit by the junior league, all workbooks must be sent to the club accreditation auditor prior to 23<sup>rd</sup> August.
- 1.3.5 In the event of a club not sending a complete workbook prior to 23<sup>rd</sup> August, they will be prohibited from participating in all football related activity until a workbook is received.
- 1.3.6 In the event of a club being prohibited from participating in all football related activity, a club may appeal the decision in writing to their respective Area Association in accordance with the procedures set out by their respective Area Association. Any notice of appeal must be lodged with their Area Association by the club no later than 7 Business Days following receipt of the copy of the junior league's decision.

## **JUNIOR CLUB QUALITY STANDARDS**

### **2. STANDARD AWARD**

Clubs registered on the scheme MUST complete the following quality standards in order to affiliate to a Junior League:-

#### **2.1 Constitution and Affiliation**

Clubs must:-

- 2.1.1 Operate within a constitution comprising of the following nominated officers: Chairperson, Secretary, Treasurer and Club Accreditation Officer. One person cannot hold more than two of these positions.
- 2.1.2 Affiliate to the appropriate FAW Area Association.
- 2.1.3 Attend meetings as designated by the respective local junior league. In the event of the club secretary being unable to attend, one of the three other nominated officers may attend in his/her absence.
- 2.1.4 Place the safety, welfare and enjoyment of players at the centre of the club philosophy and constitution.

#### **2.2 Safeguarding and Player Welfare**

Clubs must:-

- 2.2.1 Appoint a nominated Safeguarding Officer to liaise with the local League Safeguarding Officer.
- 2.2.2 Ensure the nominated Safeguarding Officer attends a FAW Safeguarding Award , holds a valid FAW DBS check and FAW number.
- 2.2.3 Ensure the Safeguarding Officer's details are clearly displayed and communicated on club digital platforms, clubhouse and welcome pack.
- 2.2.4 Ensure that the club and all persons who have access to children and young people adhere to the FAW Safeguarding Policy, Procedures and Practices, Codes of Conduct, all Welfare regulations and instructions issued by the FAW.
- 2.2.5 Ensure all persons who have access to children and young people participate in the FAW national DBS programme and obtain a valid DBS Certificate and subsequent FAW number. All persons who hold solely administrative positions (including but not limited to Chairman, Secretary, Treasurer or equivalent positions) and as such do not have active roles with children will require approval through the COMET Football Management system.
- 2.2.6 Ensure all persons with access to children display the FAW Safeguarding Scheme Card or COMET ID at all appropriate times.

2.2.7 Adhere to FAW volunteer recruitment and deployment guidelines

### 2.3 Club Workforce and Development

Clubs must:-

2.3.1 Ensure each coach works with a maximum of 16 players – 2 adults who have completed an FAW DBS Check should be in attendance at all times.

2.3.2 A club may appoint volunteers to the role of ‘team helper’ with any team. Subject to completion of a FAW DBS check these individuals can supervise young people to ensure the 16 players – 2 adult ratio is maintained. Unless the team helper holds a valid FAW Football Leaders Award (or higher) they must not lead training or matches.

2.3.3 Ensure each age group team has at least ONE qualified coach, minimum FAW Football Leaders Award.

2.3.4 Ensure each age group team has at least ONE First Aid qualified person. Only FAW First Aid Awards will be accepted from January 2020 for individuals whose current qualification expires 31 December 2019 or are undertaking the qualification for the first time. Individuals whose qualifications expire in 2020, 2021 or 2022 will need to complete and FAW First Aid Award upon expiry of their current qualification. Those undertaking the following medical roles – doctor, nurse or paramedic as a professional occupation will be determined as an appropriately qualified first aid provider without completing the qualification.

2.3.5 Ensure that during all matches/training sessions there is an adult(s) in attendance at all times who possesses a FAW Football Leaders Award and a First Aid Award, only FAW First Aid Awards will be accepted from January 2020.

2.3.6 Ensure all coaches are protected through either club or individual indemnity insurance if coaches aren’t registered on the COMET system.

2.3.7 Ensure all coaches and First Aid trained persons provide the club with their FAW numbers and Coach education expiry dates for purposes of FAW Club Accreditation.

### 2.4 Equipment and Facilities

Clubs must:-

2.4.1 Use appropriate and safe facilities for games and coaching sessions.

2.4.2 Ensure all portable goalposts are used in accordance with the GOALPOST SAFETY guidelines issued by the FAW ([www.faw.cymru](http://www.faw.cymru)) and are stored away safely and securely when not in use.

2.4.3 Ensure risk assessment and goalpost safety form is completed and stored appropriately by clubs

### 2.4 Club provision and development

Clubs must:-

- 2.4.1 Ensure all teams of primary school age adhere to FAW Mini Football regulations.
- 2.4.2 Adopt an equal playing opportunities policy for all registered players, regardless of gender or ability.
- 2.4.3 Run a minimum of ONE mini (u7-u11) OR junior (u12-u16) age group team

### **3. BRONZE AWARD**

Clubs registered on the scheme MUST complete the following quality standards in order to achieve BRONZE AWARD accreditation:

#### **3.1 Constitution and Affiliation**

Clubs must:-

- 3.1.1 Operate within a constitution comprising of the following nominated officers: Chairperson, Secretary, Treasurer and Club Accreditation Officer. One person cannot hold more than two of these positions.
- 3.1.2 Affiliate to the appropriate FAW Area Association.
- 3.1.3 Attend meetings as designated by the respective local junior league. In the event of the club secretary being unable to attend, one of the three other nominated officers may attend in his/her absence.
- 3.1.4 Place the safety, welfare and enjoyment of players at the centre of the club philosophy and constitution.

#### **3.2 Safeguarding and Player Welfare**

Clubs must:-

- 3.2.1 Appoint a nominated Safeguarding Officer to liaise with the local League Safeguarding Officer.
- 3.2.2 Ensure the nominated Safeguarding Officer attends a FAW Safeguarding Award , holds a valid FAW DBS check and FAW number.
- 3.2.3 Ensure the Safeguarding Officer's details are clearly displayed and communicated on club digital platforms, clubhouse and welcome pack.
- 3.2.4 Ensure that the club and all persons who have access to children and young people adhere to the FAW Safeguarding Policy, Procedures and Practices, Codes of Conduct, all Welfare regulations and instructions issued by the FAW.

- 3.2.5 Ensure all persons who have access to children and young people participate in the FAW national DBS programme and obtain a valid DBS Certificate and subsequent FAW number. All persons who hold solely administrative positions (including but not limited to Chairman, Secretary, Treasurer or equivalent positions) and as such do not have active roles with children will require approval through the COMET Football Management system.
- 3.2.6 Ensure all persons with access to children display the FAW Safeguarding Scheme Card or COMET ID at all appropriate times.
- 3.2.7 Adhere to FAW volunteer recruitment and deployment guidelines

### **3.3 Club workforce and development**

Clubs must:-

- 3.3.1 Ensure each coach works with a maximum of 16 players – 2 adults who have completed an FAW DBS Check should be in attendance at all times.
- 3.3.2 A club may appoint volunteers to the role of ‘team helper’ with any team. Subject to completion of a FAW DBS check these individuals can supervise young people to ensure the 16 players – 2 adult ratio is maintained. Unless the team helper holds a valid FAW Football Leaders Award (or higher) they must not lead training or matches.
- 3.3.3 Ensure each mini age group team (u7 – u11) has at least ONE qualified coach, minimum FAW Football Leaders Award.
- 3.3.4 Ensure each junior age group team (u12 – u16) has at least TWO qualified coaches, minimum FAW Football Leaders Award.
- 3.3.5 Ensure each age group team has at least ONE First Aid qualified person. Only FAW First Aid Awards will be accepted from January 2020 for individuals whose current qualification expires 31 December 2019 or are undertaking the qualification for the first time. Individuals whose qualifications expire in 2020, 2021 or 2022 will need to complete and FAW First Aid Award upon expiry of their current qualification. Those undertaking the following medical roles – doctor, nurse or paramedic as a professional occupation will be determined as an appropriately qualified first aid provider without completing the qualification.
- 3.3.6 Ensure that during all matches/training sessions there is an adult(s) in attendance at all times who possesses a FAW Football Leaders Award and a First Aid Award, only FAW First Aid Awards will be accepted from January 2020.
- 3.3.7 Ensure all coaches are protected through either club or individual indemnity insurance if coaches aren’t registered on the COMET system.
- 3.3.8 Ensure all coaches and First Aid trained persons provide the club with their FAW numbers and Coach education expiry dates for purposes of FAW Club Accreditation.

### **3.4 Equipment and Facilities**

Clubs must:-

- 3.4.1 Use appropriate and safe facilities for games and coaching sessions.
- 3.4.2 Ensure all portable goalposts are used in accordance with the GOALPOST SAFETY guidelines issued by the FAW ([www.faw.cymru](http://www.faw.cymru)) and are stored away safely and securely when not in use.
- 3.4.3 Ensure risk assessment and goalpost safety form is completed and stored appropriately by clubs

### 3.5 **Club provision and development**

Clubs must:-

- 3.5.1 Organise and run a minimum of TWO different age group teams AT MINI FOOTBALL (U7 – U11) OR JUNIOR FOOTBALL (U12 – U16) within the club.
- 3.5.2 Ensure all teams of primary school age adhere to FAW Mini Football regulations.
- 3.5.3 Adopt an equal playing opportunities policy for all registered players, regardless of gender or ability.

## 4. **SILVER AWARD**

Clubs registered on the scheme MUST complete the following quality standards in order to achieve SILVER AWARD accreditation:

### 4.1 **Constitution and Affiliation**

Clubs must:-

- 4.1.1 Operate within a constitution comprising of the following nominated officers: Chairperson, Secretary, Treasurer and Club Accreditation Officer. One person cannot hold more than two of these positions.
- 4.1.2 Affiliate to the appropriate FAW Area Association.
- 4.1.3 Attend meetings as designated by the respective local junior league. In the event of the secretary being unable to attend, one of the three other nominated officers may attend in his/her absence.
- 4.1.4 Place the safety, welfare and enjoyment of players at the centre of the club philosophy and constitution.

### 4.2 **Safeguarding and Player Welfare**

Clubs must:-

- 4.2.1 Appoint a nominated Safeguarding Officer to liaise with the local League Safeguarding Officer.

- 4.2.2 Ensure the nominated Safeguarding Officer attends a FAW Safeguarding Award , holds a valid FAW DBS check and FAW number.
- 4.2.3 Ensure the Safeguarding Officer's details are clearly displayed and communicated on club digital platforms, clubhouse and welcome pack.
- 4.2.4 Ensure that the club and all persons who have access to children and young people adhere to the FAW Safeguarding Policy, Procedures and Practices, Codes of Conduct, all Welfare regulations and instructions issued by the FAW.
- 4.2.5 Ensure all persons who have access to children and young people participate in the FAW national DBS programme and obtain a valid DBS Certificate and subsequent FAW number. All persons who hold solely administrative positions (including but not limited to Chairman, Secretary, Treasurer or equivalent positions) and as such do not have active roles with children will require approval through the COMET Football Management system.
- 4.2.6 Ensure all persons with access to children display the FAW Safeguarding Scheme Card or COMET ID at all appropriate times.
- 4.2.7 Adhere to FAW volunteer recruitment and deployment guidelines

#### 4.3. **Club workforce and development**

Clubs must:

- 4.3.1 Ensure each coach works with a maximum of 16 players – 2 adults who have completed an FAW DBS Check should be in attendance at all times.
- 4.3.2 A club may appoint volunteers to the role of 'team helper' with any team. Subject to completion of a FAW DBS check these individuals can supervise young people to ensure the 16 players – 2 adult ratio is maintained. Unless the team helper holds a valid FAW Football Leaders Award (or higher) they must not lead training or matches.
- 4.3.3 Ensure each mini age group team (u7 – u11) has at least ONE qualified coach, minimum FAW Football Leaders Award.
- 4.3.4 Ensure each junior age group team (u12 – u16) has at least TWO qualified coaches, minimum FAW Football Leaders Award.
- 4.3.5 Ensure each age group team has at least ONE First Aid qualified person. Only FAW First Aid Awards will be accepted from January 2020 for individuals whose current qualification expires 31 December 2019 or are undertaking the qualification for the first time. Individuals whose qualifications expire in 2020, 2021 or 2022 will need to complete and FAW First Aid Award upon expiry of their current qualification. Those undertaking the following medical roles – doctor, nurse or paramedic as a professional occupation will be determined as an appropriately qualified first aid provider without completing the qualification.



- 4.3.6 Appoint a nominated Club Coaching Coordinator that has a minimum FAW C Certificate qualification.
- 4.3.7 Ensure one coach minimum completes and maintains a valid FAW Goalkeepers Award.
- 4.3.7 Ensure that during all matches/training sessions there is an adult(s) in attendance at all times who possesses a FAW Football Leaders Award and a First Aid Award, only FAW First Aid Awards will be accepted from January 2020.
- 4.3.8 Appoint a nominated Club Volunteer Coordinator
- 4.3.9 Ensure all coaches are protected through either club or individual indemnity insurance if coaches aren't registered on the COMET system.
- 4.3.10 Ensure all coaches and First Aid trained persons provide the club with their FAW numbers and Coach education expiry dates for purposes of FAW Club Accreditation.

#### 4.4 **Equipment and Facilities**

Clubs must:-

- 4.4.1 Use appropriate and safe facilities for games and coaching sessions.
- 4.4.2 Ensure all portable goalposts are used in accordance with the GOALPOST SAFETY guidelines issued by the FAW ([www.faw.cymru](http://www.faw.cymru)) and are stored away safely and securely when not in use.
- 4.4.3 Ensure risk assessment and goalpost safety form is completed and stored appropriately by clubs

#### 4.5 **Club provision and development**

Clubs must:-

- 4.5.1 Organise a MINIMUM 2 different age group teams at MINI FOOTBALL (U7-U11) AND JUNIOR FOOTBALL (U12-U16)
- 4.5.2 Ensure all teams of primary school age adhere to FAW Mini Football regulations.
- 4.5.3 Adopt an equal playing opportunities policy for all registered players, regardless of gender or ability.

### 5. **GOLD AWARD**

Clubs registered on the scheme MUST complete the following quality standards in order to achieve GOLD AWARD accreditation:

#### 5.1 **Constitution and Affiliation**

Clubs must:-

- 5.1.1 Operate within a constitution comprising of the following nominated officers: Chairperson, Secretary, Treasurer and Club Accreditation Officer. One person cannot hold more than two of these positions.
- 5.1.2 Affiliate to the appropriate FAW Area Association.
- 5.1.3 Attend meetings as designated by the respective local junior league. In the of the secretary being unable to attend, one of the three other nominated officers may attend in his/her absence.
- 5.1.4 Place the safety, welfare and enjoyment of players at the centre of the club philosophy and constitution.

## 5.2 **Safeguarding and Player Welfare**

Clubs must:-

- 5.2.1 Appoint a nominated Safeguarding Officer to liaise with the local League Safeguarding Officer.
- 5.2.2 Ensure the nominated Safeguarding Officer attends a FAW Safeguarding Award , holds a valid FAW DBS check and FAW number.
- 5.2.3 Ensure the Safeguarding Officer's details are clearly displayed and communicated on club digital platforms, clubhouse and welcome pack.
- 5.2.4 Ensure that the club and all persons who have access to children and young people adhere to the FAW Safeguarding Policy, Procedures and Practices, Codes of Conduct, all Welfare regulations and instructions issued by the FAW.
- 5.2.5 Ensure all persons who have access to children and young people participate in the FAW national DBS programme and obtain a valid DBS Certificate and subsequent FAW number. All persons who hold solely administrative positions (including but not limited to Chairman, Secretary, Treasurer or equivalent positions) and as such do not have active roles with children will require approval through the COMET Football Management system.
- 5.2.6 Ensure all persons with access to children display the FAW Safeguarding Scheme Card or COMET ID at all appropriate times.
- 5.2.7 Adhere to FAW volunteer recruitment and deployment guidelines

## 5.3 **Club workforce and development**

Clubs must:-

- 5.3.1 Ensure each coach works with a maximum of 16 players – 2 adults who have completed an FAW DBS Check should be in attendance at all times.
- 5.3.2 A club may appoint volunteers to the role of 'team helper' with any team. Subject to completion of a FAW DBS check these individuals can supervise young people to

ensure the 16 players – 2 adult ratio is maintained. Unless the team helper holds a valid FAW Football Leaders Award (or higher) they must not lead training or matches.

- 5.3.3 Ensure each mini age group team (u7 – u11) has at least ONE qualified coach, minimum FAW Football Leaders Award.
- 5.3.4 Ensure each junior age group team (u12 – u16) has at least TWO qualified coaches, minimum FAW Football Leaders Award.
- 5.3.5 Ensure each age group team has at least ONE First Aid qualified person. Only FAW First Aid Awards will be accepted from January 2020 for individuals whose current qualification expires 31 December 2019 or are undertaking the qualification for the first time. Individuals whose qualifications expire in 2020, 2021 or 2022 will need to complete and FAW First Aid Award upon expiry of their current qualification. Those undertaking the following medical roles – doctor, nurse or paramedic as a professional occupation will be determined as an appropriately qualified first aid provider without completing the qualification.
- 5.3.6 Appoint a nominated Club Coaching Coordinator that has a minimum FAW B Certificate or UEFA 'B' Licence Coach within the club.
- 5.3.7 Ensure there is a ratio of one valid FAW 'C' Certificate coach for every three teams within the club .
- 5.3.8 Ensure one coach minimum completes and maintains a valid FAW Goalkeepers Award.
- 5.3.9 Ensure that during all age group matches/training sessions there is an adult(s) in attendance at all times who possesses the appropriate level of coaching qualification and a valid First Aid Award, only FAW First Aid Awards will be accepted from January 2020.
- 5.3.10 Appoint a nominated Club Volunteer Coordinator
- 5.3.11 Ensure all coaches are protected through either club or individual indemnity insurance if coaches aren't registered on the COMET system.

#### 5.4 **Equipment and Facilities**

Clubs must:-

- 5.4.1 Use appropriate and safe facilities for games and coaching sessions.
- 5.4.2 Ensure all portable goalposts are used in accordance with the GOALPOST SAFETY guidelines issued by the FAW ([www.faw.cymru](http://www.faw.cymru)) and are stored away safely and securely when not in use.
- 5.4.3 Ensure risk assessment and goalpost safety form is completed and stored appropriately by clubs

#### 5.5 **Club provision and development**

Clubs must:-

- 5.5.1 Organise and run a MINIMUM
  - 3 different age group teams at MINI FOOTBALL (U7-U11)
  - 3 different age group teams at JUNIOR FOOTBALL (U12-U16)
  - 1 YOUTH OR 1 SENIOR ADULT team
  - An adult team can be provided by a partner club providing there is a formal relationship for players to transition to these teams from the junior section*
- 5.5.2 Organise and run at least ONE of the following community activities
  - Open days, Disability football sessions, School football sessions, Festivals, Open or Community days, Walking football, FAW Footy Huddle Centre or FAW / McDonalds Fun Football Centre
- 5.5.3 Ensure all teams of primary school age adhere to FAW Mini Football rules.
- 5.5.4 Adopt an equal playing opportunities policy for all registered players, regardless of gender or ability.

## 6. PLATINUM AWARD

Clubs registered on the scheme MUST complete the following quality standards in order to achieve PLATINUM AWARD accreditation:

### 6.1 Constitution and Affiliation

Clubs must:-

- 6.1.1 Operate within a constitution comprising of the following nominated officers: Chairperson, Secretary, Treasurer and Club Accreditation Officer. One person cannot hold more than two of these positions.
- 6.1.2 Affiliate to the appropriate FAW Area Association.
- 6.1.3 Attend meetings as designated by the respective local junior league. In the of the secretary being unable to attend, one of the three other nominated officers may attend in his/her absence.
- 6.1.4 Place the safety, welfare and enjoyment of players at the centre of the club philosophy and constitution.

### 6.2 Safeguarding and Player Welfare

Clubs must:-

- 6.2.1 Appoint a nominated Safeguarding Officer to liaise with the local League Safeguarding Officer.
- 6.2.2 Ensure the nominated Safeguarding Officer attends a FAW Safeguarding Award , holds a valid FAW DBS check and FAW number.
- 6.2.3 Ensure the Safeguarding Officer's details are clearly displayed and communicated on club digital platforms, clubhouse and welcome pack.

- 6.2.4 Ensure that all persons who have access to children and young people adhere to the FAW Safeguarding Policy, Procedures and Practices, Codes of Conduct, all Welfare regulations and instructions issued by the FAW.
- 6.2.5 Ensure all persons who have access to children and young people participate in the FAW national DBS programme and obtain a valid DBS Certificate and subsequent FAW number. All persons who hold solely administrative positions (including but not limited to Chairman, Secretary, Treasurer or equivalent positions) and as such do not have active roles with children will require approval through the COMET Football Management system.
- 6.2.6 Ensure all persons with access to children display the FAW Safeguarding Scheme Card or COMET ID at all appropriate times.
- 6.2.7 Adhere to FAW Volunteer recruitment and deployment guidelines

### 6.3 **Club workforce and development**

Clubs must:-

- 6.3.1 Ensure each coach works with a maximum of 16 players – 2 adults who have completed an FAW DBS Check should be in attendance at all times.
- 6.3.2 A club may appoint volunteers to the role of ‘team helper’ with any team. Subject to completion of a FAW DBS check these individuals can supervise young people to ensure the 16 players – 2 adult ratio is maintained. Unless the team helper holds a valid FAW Football Leaders Award (or higher) they must not lead training or matches.
- 6.3.3 Ensure each mini age group team (u7 – u11) has at least ONE qualified coach, minimum FAW Football Leaders Award.
- 6.3.4 Ensure each junior age group team (u12 – u16) has at least TWO qualified coaches, minimum FAW Football Leaders Award.
- 6.3.5 Ensure each age group team has at least ONE First Aid qualified person. Only FAW First Aid Awards will be accepted from January 2020 for individuals whose current qualification expires 31 December 2019 or are undertaking the qualification for the first time. Individuals whose qualifications expire in 2020, 2021 or 2022 will need to complete and FAW First Aid Award upon expiry of their current qualification. Those undertaking the following medical roles – doctor, nurse or paramedic as a professional occupation will be determined as an appropriately qualified first aid provider without completing the qualification.
- 6.3.6 Appoint a nominated Club Coaching Coordinator that has a minimum FAW B Certificate or UEFA ‘B’ Licence Coach within the club.
- 6.3.7 Ensure there is a ratio of one valid FAW ‘C’ Certificate coach for every three teams within the club
- 6.3.8 Ensure one coach minimum completes and maintains a valid FAW Goalkeepers Award.

6.3.9 Ensure that during all age group matches/training sessions there is an adult(s) in attendance at all times who possesses the appropriate level of coaching qualification and a valid First Aid Award, only FAW First Aid Awards will be accepted from January 2020.

6.3.10 Appoint a nominated Club Volunteer Coordinator

6.3.11 Ensure all coaches are protected through either club or individual indemnity insurance if coaches aren't registered on the COMET system.

#### 6.4 **Equipment and Facilities**

Clubs must:-

6.4.1 Use appropriate and safe facilities for games and coaching sessions.

6.4.2 Ensure all portable goalposts are used in accordance with the GOALPOST SAFETY guidelines issued by the FAW ([www.faw.cymru](http://www.faw.cymru)) and are stored away safely and securely when not in use.

6.4.3 Ensure risk assessment and goalpost safety form is completed and stored appropriately by clubs

#### 6.5 **Club provision and development**

Clubs must:-

6.5.1 Organise and run MINIMUM

3 different age group teams at MINI FOOTBALL (U7-U11)

3 different age group teams at JUNIOR FOOTBALL (U12-U16)

1 YOUTH team AND 1 SENIOR ADULT team

OR

2 SENIOR ADULT teams

*Youth and adult teams can be provided by a partner club providing there is a formal relationship in place for players to transition to these teams from the junior section*

6.5.2 Organise and run at least THREE of the following community activities

Open days, Disability football sessions, School football sessions, Festivals, Open or Community days, Walking football, FAW Footy Huddle Centre or FAW / McDonalds Fun Football Centre

6.5.3 Ensure all teams of primary school age adhere to FAW Mini Football rules.

6.5.4. Adopt an equal playing opportunities policy for all registered players, regardless of gender or ability.

## **7 Club good practice**

### **7.1 Code of Conduct**

Clubs should:--

7.1.1 Promote the FAW Code of Conduct and Good Practice through the use of appropriate literature and other tools engaging children, young people and adults.

### **7.2 Equipment and Facilities**

Clubs should:--

7.2.1 Ensure players in year 6 or under use size 3/4 footballs with a minimum of 1 ball for every two players.

7.2.2 Ensure players in year 7 and over use size 4/5 footballs with a minimum of 1 ball for every two players.

7.2.3 Ensure each team/16 players having the following equipment as a minimum requirement:-

8 balls, 20 marker cones, 2 x Sets of coloured training bibs, 1 x ball net, 1 x stirrup pump, 1 x first aid kit.

### **7.3 Volunteer recruitment**

Clubs should:-

7.3.1 Encourage parents of children to take an active role within the club by identifying roles and responsibilities by them undertaking a parent registration form.

### **7.4 Identification and support of Talented Players**

Clubs should:-

7.4.1 Encourage and refer male and female players with potential to attend the local Performance Centre, Coaching Centre or Academy.