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# FAW Academy Programme

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## Academy Regulations

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Season 2017-18

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## **Mission Statement**

The Welsh Football Trust, Football Association of Wales and the Welsh Premier League Panel are committed to a National Player Development structure that gives equal opportunities and choice to players throughout the country. The focus of the programme is the “Player at the Centre”.

These opportunities will be provided and developed within the National Academy structure and will place the welfare of the player as paramount. To ensure this, all Academies will be expected to adopt and operate the FAW Safeguarding Policy.

### **The Academies will undertake to: -**

- Adhere and comply with Club Licensing & FAW Academy Regulations.
- Operate in an open and transparent manner presenting reports as requested
- Ensure the welfare and best interest of the player at all times
- Never place undue pressure on any player which may contravene the FAW Safeguarding policy, which can be viewed on [www.faw.org.uk](http://www.faw.org.uk)
- Operate within the annual timetable with regards to Accounting and Auditing procedures as agreed by the League and the FAW.

## **National Academy Structure Regulations**

### **1. National Structure**

Under UEFA’s mandatory guidelines for teams within National League Structures, it is necessary for all clubs participating in the Welsh Premier League to achieve the Youth Development Criteria as set out by UEFA in its Club Licensing Regulations. The National Development Structure for Football in Wales has been built around the provision of accessible opportunities in each of the 22 Unitary Authorities. To ensure that nationally, players of potential can access quality coaching via the Academy structure; it is part of the strategy to encourage clubs outside of the Welsh Premier League to establish youth development programmes. These clubs may seek to attain academy status, and will undergo an ‘Application for Approval’ Audit to meet the minimum standards before being accepted into the Programme.

### **2. Application for Approval**

- 2.1 All Welsh Premier League Clubs will be approved if they submit their application for approval no later than the annual deadline. (*See Core Process for Annual Deadline*).
- 2.2 Clubs outside of the Welsh Premier League must apply for approval no later than the annual deadline.
- 2.3 In order to gain approval, clubs outside of the Welsh Premier League must prove to the Auditor by the annual deadline that players are registered for all mandatory age-groups, coaches (with required qualifications) are in place at all age-groups, training facilities are available for the duration of the season, playing facilities meeting the minimum standards are available for the duration

of the season and the season can be financed by providing an annual budget containing the minimum requirements as defined in Appendix 1.

### **3. Academy Status**

- 3.1 Academy status is mandatory for the 12 Welsh Premier League clubs.
- 3.2 Clubs, based in Wales, whose first team is playing in the English pyramid system, may be considered to hold Academy Status under the National Academy structure, subject to the Application for Approval.
- 3.3 Clubs outside of the Welsh Premier League, playing at Level 2 of the FAW Pyramid structure, may be considered for Academy Status under the National Academy structure, subject to the Application for Approval.
- 3.4 Clubs playing at Level 3 of the FAW Pyramid structure will only be considered for Academy Status if the same Club had Academy Status for the duration of the previous football season and met the required audits. The decision will be subject to the Application for Approval.
- 3.5 Any proposed new academy must not impinge on existing academies.
- 3.6 The maximum of number of clubs in Wales with FAW Academy status will be 28.
- 3.7 For the avoidance of doubt a Club is any legal entity, which is affiliated to either the Football Association of Wales or one of its Area Associations.

*N.B. Clubs competing in the Welsh League (Division 1) and Huws Gray Alliance who seek promotion to the WPL should work towards FAW Academy status by meeting the Domestic Licence Criteria (audited by the WFT), but they do not have to have already gained the status in order to be licensed.*

### **4. Academy Status and Audits**

- 4.1 Academy Status will be issued annually and expire at the end of every season.
- 4.2 Academies will be audited in each season with a view to be issued with their approval for status for that season.
- 4.3 Academies are required to submit their Application for Academy Status by 31<sup>st</sup> July each year.
- 4.4 To gain Academy Status, clubs will be audited by the end of August, based on players, personnel, club philosophy, training facilities and playing facilities. Clubs with Academy Status will then be subject to two further annual

inspections one based on Technical and the other on their participation of the Games Programme.

- 4.5 All aspects of the criteria will be thoroughly audited at every inspection. All administrative material, accounts, registrations, technical programmes, coaching records and development will be made available for inspection.
- 4.6 Academies failing to meet the criteria will be given an action plan to address all areas of concern with a deadline date for adherence at the Auditors discretion. Those Licence holders not meeting the action plan by the deadline date will have funding withheld or be fined or issued a caution.
- 4.7 Information must be collated on the official forms or computer software, as provided by the Welsh Football Trust or Football Association of Wales
- 4.8 Clubs relegated from the Welsh Premier League may apply to retain their Academy Status, but will not be eligible for UEFA Solidarity Payment.

## **5. Grievance Procedure**

- 5.1 Any Club who is not granted Academy Status has the right to appeal to the FAW.
- 5.2 A first-instance appeal must be submitted in writing as per FAW Rule 43.2 and its sub-clauses.
- 5.3 Any appeal must be submitted with the appropriate appeals fee as set out under Rule 43.2.3.
- 5.4 Until all appeals have been exhausted, a club will not be accepted into the Academy Programme.

## **6. Partnerships**

- 6.1 Academies must be within the legal entity of the club or affiliated to its legal entity through an official partnership, which must be approved by the FAW.
- 6.2 All such affiliations must be recorded, open and transparent with a formal written agreement detailing the roles and responsibilities of both partners on an annual basis.
- 6.3 Financial and technical support must be provided by the club and affiliated Academies.
- 6.4 All parties within any partnership agreement will be under the direct management of the Head of Youth.

- 6.5 The Head of Youth will be responsible to ensure that the Academy meets the audit Criteria. All partners are bound by the Academy criteria and Academy status is subject to all parties meeting the criteria.
- 6.6 Academy status will be registered to the Club, not to any third party partnership.
- 6.7 Only clubs with Academy Status will be recognised to operate under the 'Academy' title.
- 6.8 The 'Academy' title may only be used in relation to the designated age groups and operating conditions of the Academy as set out in these Regulations.
- 6.9 Workshops for junior clubs are to be held regionally and annually, to promote a working together philosophy. These will be delivered by the WFT Officers and delivered through the junior leagues, with invites extended to Clubs, Area Associations and Academies.
- 6.10 Opportunities for Academies and Football League clubs to work together and not in direct conflict with each other are encouraged. Any issues that Academies may face are to be raised as soon as possible to the FAW and the Welsh Football Trust are requested to meet the key stakeholders to promote the working together in Partnership ethic.

## **7. Academy Age Group Structure - Players Aged Under 10-21**

- 7.1 The Academy must have at least the following mandatory youth teams within its legal entity or affiliated to its legal entity.
  - a. Operate one team below the age of 10 (See 8.7).
  - b. Operate a team at U12 to play in the Games Programme
  - c. Operate a team at U14 to play in the Games Programme
  - d. Operate a team at U16 to play in the Games Programme
  - e. Operate a team at U19 to play in an affiliated competition.
- 7.2 Clubs are permitted to run additional age-groups, but with only one team per age band and 18 players maximum.
- 7.3 Clubs are permitted to arrange U13 and U15 friendly matches, but must gain FAW sanction. Sanction would be granted for requests made 28 days in advance, if the proposed match did not clash with the FAW Academy programme. Junior Clubs and Leagues are required to release the players for these matches. The maximum number of friendlies must be in accordance with 7.4.

- 7.4 The maximum number of friendly matches for U13 and U15 is fifteen (15) for clubs that do not implement 1 player/1 club or twenty-five (25) for clubs that do implement 1 player/1 club.
- 7.5 The age of the player must conform to FAW Rule 69.1.1.
- 7.6 The Academy must provide a weekly session specifically for Goalkeepers. The session can accommodate all goalkeepers aged 12 – 21. It is recommended that this is broken into the following two groups;
- 12-16
  - 17+

## **8. Games Programme**

- 8.1 A League competition will be organised for the Under 12, 14 and 16 ages.. The four League winners will progress to the knockout cup, which starts in the Spring.
- 8.2 All academy games should be played in accordance with the Competition Regulations as defined in the Academy Handbook, which is produced annually.
- 8.3 It is mandatory for Academies to fulfil their Academy Games Programme as specified within the National Fixture Calendar.
- 8.4 Academies not fulfilling their fixtures will lose a percentage of the allocated funding or be subject to a fine or caution.
- 8.5 Academies should not play more than the following number of matches or programmes per season and per player:
- Age Range 15-21 – No more than 40
  - Age Range 10 -14 – No more than 30
- 8.6 The completed teamsheets, confirming the full names of players taking part and the names of substitutes indicating whether or not they took part in the match must be submitted to the FAW within three days of the match being played. Failure to comply will automatically result in a £10 fine per offence.
- 8.7 There is no obligation for the Teams at U10 or below to take part in official competitions. For these teams suitable events should be organised (mini-football festivals, youth gatherings on local level etc.) in order to provide fun and give them the opportunity to gain experience playing with other children teams. No mandatory registration of these players is required.
- 8.8 All Academies must play within the Academy Games Programme.

- 8.9 Cross-Border friendly fixtures are permitted, but only through the correct application process as per FAW Rule 86. The maximum number of matches as stated in 7.4 must be adhered to.
- 8.10 The Competition Rules for the Under 12, Under 14 and Under 16 age-groups are provided in a separate document and determined annually by the Welsh Football Trust and the Football Association of Wales.

## **9. Futsal**

- 9.1 It is mandatory for the Under 12's and Under 14's to participate in the FAW Academy Futsal programme. This programme will be organised in the winter months, in accordance with the Academy Futsal Calendar as provided during the Application for Approval stage.
- 9.2 Academies not fulfilling their Futsal fixtures will lose a percentage of the allocated funding or be subject to a fine or caution from the FAW National Game Board, in accordance with the FAW Academy Competition Regulations.
- 9.3 All Academies are required to contribute financially to the futsal games programme, which will be used to hire facilities on a regional basis.
- 9.4 At least one Under 12 coach and at least one under 14 coach must complete the FAW Futsal Coach Education course.

## **10. Facilities for Matches**

- 10.1 Changing rooms must be separate, accessible, safe and in close proximity to the pitch for both teams and the match officials.
- 10.2 Goal-nets and corner flags must be provided in all matches.
- 10.3 The pitch must be marked as per the Laws of the Game.
- 10.4 A 9v9 pitch must be used for Under 12 matches, as described in Competition Rule 1.
- 10.5 9v9 goals must be used for Under 12 matches as described in Competition Rule 2.

## **11. Facilities for Training**

- 11.1 Changing rooms must be accessible, safe and in close proximity to the training venue.
- 11.2 The facility should have a meeting room to enable the club to meet parents and hold general meetings.
- 11.3 The playing area must have access to floodlights for session held during evening hours.
- 11.4 The area for coaching and development should be available in all weathers (ideally 3G / AstroTurf, if available) or a quality grass pitch (60m x 40m minimum).
- 11.5 There should be access to a suitable indoor facility, to be used as contingency during adverse weather conditions.
- 11.6 A Medical Room must be available to treat injuries.
- 11.7 Clubs must ensure and provide documentation that all facilities are adequately insured.

## **12. Duration and Frequency of coaching activities**

- 12.1 Academies shall operate from 1<sup>st</sup> August until 31<sup>st</sup> May for a minimum of 24 weeks and a maximum of 32 weeks in this period.
- 12.2 All sessions must be a minimum of 1 hour and a maximum of 2 hours in duration.
- 12.3 There must be a minimum of one session per week and a maximum of three sessions per week, per age-group.
- 12.4 There must be a weekly programme specifically for goalkeepers. This should be a minimum of 1 hour maximum of 3 hours.
- 12.5 A formal appraisal report should take place twice per year in December and April.
- 12.6 There must be a minimum of 2 parents' evenings per season to coincide with the appraisal report.

## **13. Personnel**

The Academy must have its own personnel and administrative structure with the minimum areas of responsibilities being;

- Head of Youth Development
- Academy Administrator

*Insert New Accreditation Date*

- Head of Foundation Phase (Or Foundation Phase Lead Coach)
- Head of Youth Phase (Or Youth Phase Lead Coach)
- Head of Performance Phase (Or Performance Phase Lead Coach)
- Age Group Coaches
- Goalkeeper Coach
- Assistant Goalkeeper Coach
- Safeguarding Officer
- Academy Medical Officer
- Academy Education Portal Tutor

Staff may take on more than one role but must acknowledge the area of responsibility within each role undertaken.

## **14. Staff Roles and Responsibilities, Qualifications & Payments**

Staff must fulfil their specific roles and responsibilities as set out below.

### **14.1 Academy Administrator**

14.1.1 Clubs must complete the required document as shown in Appendix 2.

14.1.2 The Academy Administrator must adhere to the following;

- To ensure the clubs' Youth Development Programme is undertaken. (Licensing Ref: S.01)
- Liaise with all staff to ensure their duties are carried out, as per job description.
- Liaise with the club's Board of Directors regarding academy affairs.
- Chair the Academy Management Forum.
- Liaise with local partners with regard to Academy Developments.
- Act as lead officer on behalf of the club with grant aid applications and monitoring.
- To provide weekly registers.
- To maintain weekly / monthly income records and receipts and invoices.
- To regularly update the database of players.
- To retain copies of players registrations.
- To supervise the club's website and ensure that it is regularly updated.
- To undertake all Academy correspondence.
- To correlate all technical and financial information as required for the annual audit.
- To ensure that a copy of medical details and parental consent is available at all times.
- To accompany players to hospital in the event of serious injury in the absence of the Safeguarding Officer.
- To report if requested, to the Board of Directors in the absence of the Head of Youth Development.

14.1.3 The maximum payment from the UEFA Solidarity Grant is £40 per week for up to 40 weeks per season.

## **14.2 Head of Youth Development**

14.2.1 Clubs must complete the required document as shown in Appendix 3.

14.2.2 The Head of Youth must abide by the following;

- They must meet the qualification as per the FAW Domestic Licence criteria.
- They should attend all academy sessions, where possible.
- They must be in attendance for the Audit inspection visits.
- They must abide by the FAW Safeguarding Policy and coaches' codes of conduct.
- They must hold First Aid Award.
- They must ensure that coaching staff fulfils their duties before, during and after the Academy sessions and matches.
- They must liaise with the coaches to discuss the objectives of the Academy technical programme.
- They must ensure that records of the technical programme are submitted and maintained for every session.
- They must ensure the coaching staff is provided with a programme for on-going professional development.
- They must ensure the coaching staff attends the programme for on-going professional development.
- They must ensure records are maintained recording the coaching staff's on going professional development.
- They must liaise with the Academy Administrator to ensure that all academy records are available for inspection.
- They must be available to answer questions to the Welsh Football Trust and/or the Football Association of Wales, testing their knowledge of the Academy and the club's Youth Development Programme.

14.2.3 The maximum payment from the UEFA Solidarity payment is £75.00 per week for up 40 weeks per season.

## **14.3 Coaching Staff**

14.3.2 All coaches must abide by the following;

- Have the qualification as per the FAW Domestic Licence criteria.
- Have attended FAW Safeguarding and Child Protection Course and abide by the FAW Safeguarding Policy, which must be adopted by the Academy.
- Hold the First Aid Award.
- Valid DBS certificate through the FAW.
- Abide by the coaches' code of conduct at all times.
- Consult with and inform the Head of Youth of the Technical programme prior to every session.
- Submit a written session planner, outlining details of the session, to the Head of Youth prior to every session.

- Design and undertake the technical programme as per national guidelines.
- Assume responsibility for all kit and equipment necessary for the technical programme.
- Have total responsibility for all safety issues with regard to the technical programme
- Undertake at least 2 written player assessments per year in consultation with the Head of Youth Development.

14.3.2 Coaches can be paid the amount stated in the ‘Recommendations for Coach Payment’ (See 14.8), but this cannot be paid from the UEFA Solidarity Payment.

#### **14.4 Goalkeeper Coach and Assistant Goalkeeper Coach**

14.4.1. The Goalkeeper coach and/or assistant Goalkeeper Coach must abide by the following;

- The Goalkeeper coach must hold the Goalkeeping ‘C’ Certificate, working towards the FAW Goalkeepers B Licence by the end of the 2018/19 season.
- The Assistant Goalkeeper Coach must be working towards the FAW ‘C’ Certificate by the end of the 2018/19 season.
- They must have attended the FAW Safeguarding and Child Protection Course and abide by the FAW Safeguarding policy as adopted by the Academy.
- They must hold the First Aid Award.
- Valid DBS certificate through the FAW.
- Must abide by the coaches’ code of conduct at all times.
- To consult with and inform the Head of Youth of the Technical programme for goalkeepers prior to every session.
- To submit a written session planner, outlining details of the session, to the Head of Youth prior to every session.
- To design and undertake the goalkeepers technical programme as per national syllabus guidelines.
- To assume responsibility for all kit and equipment necessary for the technical programme.
- To have total responsibility for all safety issues with regard to the technical programme.
- To undertake at least 2 written goalkeeper’s assessments per year in consultation with the Head of Youth. These must be submitted to the FAW Trust when requested.

14.4.2. The Goalkeeping coach can be paid under the ‘Recommendations for Coach Payment’ (See 14.8), but not from the UEFA Solidarity payment.

14.4.3 The Assistant Goalkeeper coach must have obtained the FAW Goalkeeper Leaders Award.

#### **14.5 Safeguarding Officer**

14.5.1 Clubs must complete the required document as shown in Appendix 4.

14.5.2 The Safeguarding Officer must abide by the following;

- They must have attended the FAW Safeguarding and Child Protection Course.
- Valid DBS certificate through the FAW.
- To undertake all FAW Safeguarding Procedures.
- To ensure all staff are suitably screened as per FAW Safeguarding guidelines.
- To consult with the Head of Youth and coaching staff on all player Safeguarding issues.
- To ensure all staff abide by the FAW Safeguarding Policy and codes of conduct.
- To submit a written report to the Head of Youth Development regarding details of parental and player concerns and other related safeguarding matters.
- To act on behalf of the players in all disciplinary matters
- To accompany players to hospital in the event of serious injury, should a parent or Guardian not be available,
- To liaise with schools and or club regarding the Academy programme for players.

#### **14.6 First Aid Officer**

14.6.1 The First Aid Officer must abide by the following;

- They must have the First Aid for Football Award
- They must be CRB Checked
- Must undertake all primary care
- Must undertake diagnostic and remedial care
- Must maintain and submit written injury and medical reports to the Safeguarding officer.
- Must maintain medical history and emergency contact details
- Must liaise with club doctor/physiotherapist

Must maintain contact with parents regarding medical issues

#### **14.7 Head of Foundation Phase (Or Foundation Phase Lead Coach)**

Responsible for skill acquisition within the foundation phase (U9-U12). Must ensure that the Foundation phase teams focus on training, learning and engaging.

#### **14.8 Head of Youth Phase (Or Youth Phase Lead Coach)**

Responsible for encouraging decision-making through football awareness and perception game-related practice within the youth phase (U13-U16). Must ensure that

the Youth phase teams focus on embedding game understanding and sound decision-making skills.

#### **14.9 Head of Performance Phase (Or Performance Phase Lead Coach)**

Responsible for developing tactical specific, game related problems within the Performance phase (U17-U21). Must ensure that the Performance phase teams focus on the refinement of players' technical, tactical, physiological and psychosocial capabilities.

#### **14.10 Academy Medical Officer**

Responsible for overseeing all medical matters within the Academy, including but not limited to the following;

- Ensuring that at least one FASE 1 qualified coach is present at all Academy matches by the end of the 2018/19 season.
- Must be FASE 2 qualified by the end of the 2018/19 season.
- They must be DBS Checked
- Ensuring that the minimum First Aid Kit, as described in the Academy Application for Approval Form, is provided at all matches.
- Ensuring that all injuries and treatments are recorded in the medical.
- Must undertake diagnostic and remedial care.
- Must maintain and submit written injury and medical reports to the Safeguarding officer.
- Must maintain medical history and emergency contact details.
- Must liaise with club doctor/physiotherapist, whenever necessary.

#### **14.11 Skill Acquisition Coach for Foundation Phase**

Each Academy must identify one coach to work towards a skill acquisition award, as written by the FAW Trust and implemented before April 2018. This coach must work specifically within the Foundation Phase (U9-U12) for the 2018/19 season.

#### **14.12 Academy Education Portal Tutor**

All Academies must have a designated individual to present the FAW education training programme which includes; Anti-Discrimination, Anti-Doping, Laws of the Game and Integrity. This programme must be delivered to all mandatory age-groups annually.

#### **14.13 Recommendations for Coach Payment**

These are the recommended rates for Coach Payment;

Head of Youth Development	-	Up to £25.00 per hour
A Licence coaches	-	Up to £25.00 per hour
B Licence coaches	-	Up to £15.00 per session

C Licence coaches	-	Up to £10.00 per session
Futsal coaches	-	Up to £10.00 per session
Football Leaders	-	Up to £5.00 per session

Clubs may make individual decisions on coach payments. However, the Head of Youth and the Academy Administrator are the only individuals who can receive payment from the UEFA grant, up to the maximums stated in 14.1 and 14.2. Any additional payment must be from the club's own funds.

**It may be necessary for personnel at the Academy to adopt more than one role within the Academy staff structure. This is acceptable, however staff will be responsible for the duties set out within their job descriptions.**

## **15 Coach to Player Ratio**

- 15.1 There must be one suitably qualified coach for every 16 players for players aged 12 and over.
- 15.2 To ensure that all aspects of the FAW Safeguarding Regulations are undertaken, two coaches must work with each group of players.
- 15.3 There must be a minimum of one coach who holds the First Aid for Football qualification.

## **16 Equipment**

- 16.1 Players up to and including Under 12's must use size 4 balls.
- 16.2 Players at Under 13 and over must use size 5 balls.
- 16.3 There must be a minimum of 1 ball between 2 players available for coaching sessions at all age groups.
- 16.4 Marking discs (cones) should be available and must be safe.
- 16.5 Bibs of at least two differing colours must be available for every age-group.
- 16.6 Poles should be of a suitable height for each age-group.
- 16.7 Players should wear adequate shin protection during training and games
- 16.8 **All equipment must be checked for safety prior to every session**

## **17 Coach Accreditation**

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- 17.1 Each Academy coach must undertake a programme of continuous professional development training per year. This will be a minimum of two accredited workshop per year.
- 17.2 Training should be delivered through the Accredited Coaches Programme this is delivered at local, regional and national level, supporting the FAW Coach Education Programme.
- 17.3 A list of accredited coaching workshops, which all Academy coaches must attend, will be circulated annually by the Welsh Football Trust.
- 17.4 It is the responsibility of all Academy Coaches to revalidate their qualifications as per FAW/UEFA Criteria.
- 17.5 Each coach should maintain a detailed log of training that they have undertaken.

## **18. Regional Forums**

- 18.1 Regional Technical Forums will be held at least bi-annually.
- 18.2 The FAW will facilitate the regional forums and make recommendations to the WPL Panel and FAW as a result of the forums findings.
- 18.3 Each Academy should send two delegates to the Regional Academy Forums, one of which needs to be either the Head of Youth or a lead age-group coach. Failure to do so will be subject to a fine or caution by the Welsh Premier League Panel.

## **19. Technical Programme**

- 19.1 Staff must work within a technical programme which will clearly outline the expected learning outcomes for every age group.
- 19.2 Weekly session planners must be maintained to support the work undertaken.
- 19.3 At least four hours of educational work, which not only includes the playing skills but also the technical, tactical and physical, must be undertaken with each age group throughout the season.
- 19.4 Each player is to attend a minimum of four hours player education seminars on topics such as; Diet & Nutrition, Physical conditioning and preparation, Life Style Management and the Player Development pathway.
- 19.5 A specific workshop on the Laws of the Game with a qualified Match Official must be undertaken with each age group throughout the season.

- 19.6 All players must undertake the anti-doping-education programme on UEFA.com annually. This is coordinated by the 'Coach Clean' representative (Regulation 14.7).

## **20 Registration of Players**

- 20.1 FAW Rule 66.9 permits the club to make the choice of whether to allow 1 player / 1 club or to permit the player to play for the junior club and the academy. Clubs can make the choice to suit their own needs and geographical requirement, but must also record the playing time of each player.
- 20.2 Clubs should also refer to Appendix 1, 'FAW Academy Registrations Regulations.'
- 20.2 Players should be registered for attendance at every session.
- 20.3 Details of player's medical conditions should be available at every session.
- 20.4 Players should not be released from the Academy without having an opportunity to address concerns raised on their appraisal. See Appendix 1 for more information.
- 20.5 Players must abide by the player's code of conduct.

## **21 Safeguarding - Codes of Conduct & Mission Statement**

- 21.1 The Academy must adhere to all Welfare and Safeguarding Rules and Regulations.
- 21.2 Every Academy must make a Mission Statement which is promoted openly.
- 21.3 Every Academy must operate a policy of equality.
- 21.4 Codes of conduct for coaches, parents & players should be signed annually. Codes of Conduct must include consequences for non-compliance.
- 21.5 Players, parents and coaches should sign a copy of the Academy Code of Conduct which should be available for inspection.
- 21.6 The Academy should draw up a health and safety code, which all staff must work within at all times.
- 21.7 An induction process for every Member of Staff must be carried out before they can work at the Academy.

## 22. Financial Procedure

- 22.1 All Academies are to have their own bank account, separate from the first team. Statements must be accessible at Audit.
- 22.2 All income and expenditure must go through the bank account of the Academy.
- 22.3 The income and expenditure of the Academy must include all of the minimum disclosure requirements as stated in Appendix 1.
- 22.4 Up to date records of expenditure and income with receipts must be maintained for audit.
- 22.5 As Academy finances must be run independently from the clubs, a formal written agreement must be drawn stating the financial arrangements between both parties and that all money from the UEFA Solidarity grant (*if applicable*) is spent solely on youth development.
- 22.5 Records of terms and conditions of employment stating rates of pay must be maintained.
- 22.6 All cash coaching payments must be reconciled with a signature to confirm receipt of payment.
- 22.7 Regular interim statements and end of year accounts should be available for the Academy forum and clubs' Board of Directors.
- 22.8 Parachute payments from the FAW will be at the discretion of the relevant FAW committee annually.
- 22.9 UEFA Solidarity Payments, which can only be received by top-division clubs may be used to meet;
- The Academy Programme
  - Coaching Activities
  - Junior Teams
  - Youth Futsal

Areas of Funding are:-

- **Facilities** - The weekly cost of for training and matches across all youth areas.
- **Coach Education and Development** - Cost to train, educate and CRB check academy staff.

- **Kit & Equipment** - Equipment for training and matches, kit for staff and players and specialist equipment such as SAQ, First Aid etc.
- **Publicity and Promotional Materials** - Administration costs, stationary, post, telephone, fliers, poster and media advertising.
- **Competitive Costs** – Referees, transport. Fines due to indiscipline cannot be met from UEFA Solidarity payment.
- **Staff** – As per agreed payments as stated in Regulation 14.

## **23 Academy Management**

### **23.1 Academy Officers**

The Academy should operate under the direct control of appointed Academy officers. These should include; Head of Youth Development, Academy Administrator, a representation from the Clubs Committee or Board of Directors. Additional members may be appointed as required.

### **23.2 Management Forum**

The Academy Officers must form an Academy Forum. The Forum will set its own terms of reference which will include; Staff appointments, discipline and grievance procedures, preparation for the Annual Audit, authorisation of the Annual Audit, direct reporting to the club's committee or board of directors.

They should meet a minimum of 4 times per year. A chair shall be appointed and minutes will be kept of all Academy Forum meetings. A minimum of 5 representatives should be nominated to include a representative of the clubs board of directors and the player's parents

### **23.3 Accountability**

The Academy will remain the responsibility of the club it's registered to. Its committee and Board of Directors shall retain input in all Academy matters and should be informed directly on a regular basis of developments within the Academy.

## **24 Administration**

### **24.1 General Procedures**

Every Academy is required to maintain accurate records on the FAW's Portal and to inform the FAW and Welsh Football Trust regarding any changes in personnel.

### **24.2 Other Records**

A database of Attendance Records and the Technical Programme must be maintained.

## **25 Insurance**

- 25.1 It is the responsibility of the Academy that all insurance matters relating to the activities of the Academy are covered. This should include players, staff, facilities, matches, travel and any other areas for which the Academy may be liable.
- 25.2 It is advised that the Academy seek professional guidance regarding all insurance matters.

## **FREQUENTLY ASKED QUESTIONS**

### **What is the Academy Approval Form?**

This forms the template for the quality control procedure. Included within the Quality Management Control process are additional forms, which will give a complete picture of the Academy activities as required under the UEFA criteria. Academies may use their own forms to substantiate their activity however they must give as a minimum the detail of the enclosed forms.

### **What should we do for the Audit?**

1. Ensure that you have all the supplementary information as set out in the Quality Management & Control process
2. You will be contacted to arrange a mutually convenient appointment.
3. Inspection will be carried out.
4. An action plan must be agreed based upon the inspection. A further inspection will be arranged.
5. Once approval is granted, Academies will remain subject to the additional random inspections for Technical compliance.
6. Academies subsequently falling under required standards will be subject to a warning and action plan and may be subjected to a further inspection and fine.
7. The Academy Licence can be withdrawn for persistent breach of Academy Standards

### **What are the Competition Rules?**

A document will be provided annually stating the Competition Rules, which must be adhered to in the Games Programme.

### **Who appoints and pays for the referees?**

The home club must appoint qualified referees, who are registered to officiate in junior football. The home club is responsible for payment at £15 per referee and £10.00 per assistant referee (if used).

The FAW will appoint and pay for the referees for the Academy Semi-Finals and Finals.

### **Does a club have to have Academy Status to meet the Domestic Club Licensing Criteria?**

No, the majority of the criteria is similar but a club does not have to be within the academy structure to meet the licensing criteria. However, the FAW does recommend that clubs have Academy status in place before gaining promotion to the Welsh Premier League.

### **Is there any funding for Academies?**

Only top-division clubs are able to benefit from the UEFA Champions League Solidarity Grant, which is distributed subject to meeting the Audit requirements. At its discretion, the FAW will consider Parachute Payments for relegated Welsh Premier League clubs in their first season of relegation. All other academies must be self-sufficient.

## How many players can register for an Academy Team?

Each age-group can register a maximum of 18 players. They can also have three players on trial during the season.

### CORE PROCESS FOR ACADEMY LICENCE STATUS

<b>May - June</b>	Clubs should undergo trials for the forthcoming Season.
<b>June 9<sup>th</sup></b>	Registration Window opens for Academies.
<b>Friday 7<sup>th</sup> July</b>	Application for Academy Status form distributed to clubs.
<b>Friday 28<sup>th</sup> July</b>	Deadline for submitting “Application for Academy Status”.
<b>Friday 28<sup>th</sup> July</b>	Annual budget for the season to be submitted.
<b>Monday 31<sup>st</sup> July</b>	All players are registered for all mandatory age-groups, coaches (with required qualifications) are in place at all age-groups, valid DBS checks are in place for all Academy staff, training facilities are available for the duration of the season and playing facilities meeting the minimum standards are available for the duration of the season.
<b>Monday 31<sup>st</sup> July</b>	Fixture Programme Released
<b>15<sup>th</sup> August (18:30-20:30)</b>	<b>Technical Forum 1 &amp; Sports TG Competition Portal Workshop (South)</b>
<b>16<sup>th</sup> August (18:30-20:30)</b>	<b>Technical Forum 1 &amp; Sports TG Competition Portal Workshop (North)</b>
<b>October</b>	1 <sup>st</sup> instalment of UEFA Solidarity payment for WPL Clubs
<b>November</b>	Technical Audits Start
<b>Dec- Feb</b>	Futsal Programme
<b>January</b>	2 <sup>nd</sup> instalment of UEFA Solidarity payment for WPL Clubs
<b>Jan-Feb</b>	<b>Technical Forum 2 (North and South)</b>
<b>End of March</b>	Games Programme Audit completed
<b>April/May</b>	3 <sup>rd</sup> & final instalment of UEFA Solidarity payment for WPL Clubs
<b>Sun 6<sup>th</sup> / Mon 7<sup>th</sup> May 2018</b>	Academy Cup Finals in Newtown (Finals will be over one day, TBC)



WELSH  
FOOTBALL  
TRUST

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*Insert New Accreditation Date*

# **APPENDICES**

## **APPENDIX 1 – FAW ACADEMY REGISTRATIONS REGULATIONS**

### **Participating Players**

1. A Participating Player is defined as a player who has completed an Academy Registration Form and is counted as of the entitlement of the maximum number of participating players per age group.
2. A player can only participate for one academy at a time.
3. The FAW will provide Academy Registration Forms to each academy. The form will be referred to as Form JA1.
4. This form must be used to notify the FAW of the participation of a junior player in an academy.
5. For a player to be eligible to participate in an academy fixture, a completed **JA1** Form must be returned to the FAW by 5pm on the last working day prior to the fixture.
6. A completed form can be sent to the FAW Registrations Department by post, E-mail (scanned version to [registrations@faw.co.uk](mailto:registrations@faw.co.uk)) or by fax (029 20 435876). Where a form is submitted by fax or e-mail the original form must be received by the FAW within 5 working days.
7. The completed **JA1** Form must be submitted within 5 calendar days as of the date of the signature of the Parent/Guardian and Academy Administrator.
8. On receipt of a completed **JA1** Form, the FAW will note the participation and send confirmation via e-mail to the academy of the player's eligibility.
9. Academies must contact the FAW Registrations Department to check the eligibility of a player if no notification has been received relating to the player's eligibility to participate.
10. Each Academy is permitted to have a maximum of 18 (eighteen) players participating in each age category. The current Age Categories are Under 12's, Under 14's and Under 16's.
11.
  - a. Players must be under the age of twelve (12) as of midnight on the 31<sup>st</sup> August in each season in order to be eligible to participate in matches for

an U12's Academy Age Group. In addition, all players must be in Year seven (7) of compulsory education.

- b. Year 6 players (under 11) are permitted to participate in Year 7 (under 12) football at academy level, when 9v9 football is being played.
  - c. Players must be aged twelve (12) as of midnight on the 31st August in any given season and under the age of fourteen (14) as of midnight on the 31<sup>st</sup> August in the same season to be eligible for the Under 14's Academy Age Group (Years eight (8) & nine (9) of compulsory education).
  - d. Players must be aged fourteen (14) as of midnight on the 31st August in any given season and under the age of sixteen (16) as of midnight on the 31st August in the same season to be eligible for the Under 16's Academy Age Group (Years ten (10) & eleven (11) of compulsory education).
12. If an academy has fulfilled its quota per age bracket, any additional **JA1** Forms received will be rejected and returned to the Academy concerned. Rejected players are not permitted to participate for the Academy.
  13. An age category is defined as the one-year age bracket applicable to the competition structure for Under 12's eligibility (i.e. those players in Year 7 of compulsory education during the relevant season) and the two year age bracket applicable to the competition structure for Under 14's and Under 16's eligibility i.e. an academy can only have 18 participating players at Under 16's level even if the academy has a team at Under 15's and Under 16's.
  14. The Domestic Area for Academy players is defined as the recognised boundary of the Area Association in which they reside.

### **Trial Players**

1. Each Academy is permitted to have a maximum of three players participating as Trial Players within each age bracket at any given time.
2. A Trial Player can only participate for one academy at a time.
3. A player may undertake a trial with a maximum of two (2) academies in any given season.
4. A player cannot trial for an academy if already participating for another academy on a JA1 Form.
5. The FAW will provide to each Registration Forms for Trial Players, known as Form JA3.
6. A completed **JA3 form** must be returned to the FAW by 5pm on the last working day prior to an academy fixture for the player to be eligible to participate in the fixture.
7. A completed **JA3** form can be sent to the FAW Registrations Department by post, E-mail (scanned version) or by fax (029 20 435876). Where a form is

submitted by fax or e-mail the original form must be received by the FAW within 5 working days.

8. The completed [JA3](#) Form must be submitted within 5 calendar days as of the date of the signature of the Parent/Guardian and Academy Administrator.
9. On receipt of a completed [JA3](#) Form, the FAW will note the participation and send confirmation via e-mail to the club of the player's eligibility.
10. Academies must contact the FAW Registrations Department to check the eligibility of a player if no notification has been received relating to the player's eligibility to participate.
11. A Trial Player is permitted to participate in the same academy for two blocks of six weeks in a single season.
12. The six week blocks referred to above can run consecutively.
13. The six-week period begins upon receipt of the confirmation from the FAW of receipt of the relevant [JA3](#) Form.
14. At the conclusion of the trial period, the academy must not permit the player to participate further for the academy in anyway (training and / or match participation).
15. If an academy wishes to retain a Trial Player, a JA1 (Participation) Form must be completed and returned to the FAW as per these regulations.
16. The Domestic Area for Academy players is defined as the recognised borders of the Area Association in which they reside.

### **Release of players**

1. The FAW will provide a Cancellation Form to academies which will be used to notify the FAW of players who have been released from the Academy squad. This will be known as Form JA2.
2. In the event an academy is operating at the maximum number of participating players, the academy must release one of its players either before or at the same time as submitting a completed [Registration](#) Form for a new player.
3. The academy is not permitted to field a player if it has submitted a completed Cancellation Form for the said player.
4. An academy can choose to release a player. The parent / guardian of a player can request the release of their child.
5. On receipt of a completed Cancellation Form, the FAW will note the release and send confirmation via e-mail to the academy concerned.

6. A released player cannot re-join the same academy for a period of 28 days as and from the date of receipt of the Cancellation Form by the FAW.

### **Disputes**

1. Any disputes relating to the eligibility of a participating player must be forwarded to the Fixture Secretary within 3 days as of the date of the fixture in which they participated.
2. Any appeal in relation to the application of a Domestic Area by an Area Association must be lodged in accordance with FAW Rule 25.
3. Any query relating to the operation of these regulations must be addressed to the FAW Registrations Department.

## APPENDIX 2 – MINIMUM REQUIREMENTS FOR ACCOUNTING

EXPENDITURE		£	INCOME		£
<b>PLAYER DEVELOPMENT SECTION</b>					
<b>STAFF</b>	Administrator		<b>GRANTS</b>	UEFA Solidarity	
	Head of Youth			Local Government	
	Coaches			Senior Club	
	GK Coach			Other - (state)	
	Safeguarding Officer			Total	£0.00
	First Aid Officer		<b>SUBSCRIPTIONS</b>	Player Subs	
	Other			Coach Subs	
<b>COMPETITIVE COSTS</b>	Competition Affiliation	£250.00		Other - (state)	
	Referee Fees				
	Transport				
	Other - (state)				
	Total	£250.00		Total	£0.00
<b>COACH EDUCATION SECTION</b>					
<b>COACH ED.</b>	Pro Licence		<b>FUNDRAISING</b>	Sponsorship	
	A Licence			CSR	
	B Licence			Raffle / Lottery	
	C Licence			Soccer Schools	
	Goalkeepers			Bag Packing	
	Football Leaders			Other - (state)	
	Futsal			Other - (state)	
	First Aid			Other - (state)	
	Safeguarding			Total	£0.00
	DBS checks		<b>COMMERCIAL</b>	Shirt Sales	
	First Aid			Tracksuits	
	Other			Programmes	
	Total	£0.00		Other - (state)	
				Total	£0.00
<b>TOURS AND FESTIVALS</b>					
<b>TOURS (Please state details)</b>	Travel		<b>TOURS</b>	Income from Players	
	Accommodation		<i>(Please state details)</i>	Sponsorship	
	Entry Fees			Fundraising	
	Insurance				
	Misc				
	Total	0		Total	£0.00
<b>FACILITIES</b>					
<b>FACILITIES</b>	Training Pitch Hire				
	Match Venue Hire				
	Futsal Pitch Hire				
	Other				
	Total	£0.00			
<b>Kit &amp; EQUIPMENT</b>	Playing Kit				
	Leisure Kit				
	Balls				
	First Aid				
	Other				
	Total	£0.00			
<b>MISCELLANEOUS</b>					
<b>PUBLICITY &amp; PROMO</b>	Administration				
	Stationery				
	Post				
	Publicity Material				
	Advertising				
	Total	£0.00			
<b>TOTAL</b>		<b>£250.00</b>	<b>TOTAL</b>		<b>£0.00</b>

*Insert New Accreditation Date*

Welsh Premier League Clubs Only

**TOTAL ACADEMY INCOME AND EXPENDITURE**

EXPENDITURE (UEFA Solidarity Grant Only)		£	INCOME		£
PLAYER DEVELOPMENT SECTION			(UEFA Solidarity Grant Only)		
<b>STAFF</b>	Administrator	£0.00	<b>GRANTS</b>	UEFA Solidarity	£18,000.00
	Head of Youth	£0.00			
	Coaches	Not Permitted			
	GK Coach	Not Permitted			
	Safeguarding Officer	Not Permitted			
	First Aid Officer	Not Permitted			
<b>COMPETITIVE COSTS</b>	Referee Fees	£0.00			
	Transport	£0.00			
	Other - (state)				
	<i>Total</i>	£0.00			
<b>COACH EDUCATION SECTION</b>					
<b>COACH ED.</b>	Pro Licence	£0.00			
	A Licence	£0.00			
	B Licence	£0.00			
	C Licence	£0.00			
	Goalkeepers	£0.00			
	Football Leaders	£0.00			
	Futsal	£0.00			
	First Aid	£0.00			
	Safeguarding	£0.00			
	DBS checks	£0.00			
	First Aid	£0.00			
	Other	£0.00			
	<i>Total</i>	£0.00			
<b>FACILITIES / EQUIPMENT SECTION</b>					
<b>FACILITIES</b>	Training Pitch Hire	£0.00			
	Match Venue Hire	£0.00			
	Futsal Pitch Hire	£0.00			
	Other	£0.00			
	<i>Total</i>	£0.00			
<b>Kit &amp; EQUIPMENT</b>	Playing Kit	Not Permitted			
	Leisure Kit	Not Permitted			
	Balls	£0.00			
	First Aid	£0.00			
	Other	£0.00			
	<i>Total</i>	£0.00			
<b>MISCELLANEOUS</b>					
<b>PUBLICITY &amp; PROMO</b>	Administration	£0.00			
	Stationery	£0.00			
	Post	£0.00			
	Publicity Material	£0.00			
	Advertising	£0.00			
	<i>Total</i>	£0.00			
<b>TOTAL</b>		<b>£0.00</b>	<b>TOTAL</b>		<b>£18,000.00</b>

Insert New Accreditation Date

**APPENDIX 3 – ACADEMY ADMINISTRATOR TEMPLATE**

**Football Club**

**Name:** \_\_\_\_\_

**Role: Academy Administrator**

The Academy Administrator of the club is responsible for running the administration of the club's Academy.

*Insert New Accreditation Date*

**As Academy Administrator, I confirm I am aware of my Rights and Duties.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX 4 – HEAD OF YOUTH DEVELOPMENT TEMPLATE**

<b>Activity</b>	The key point of contact between the Academy and the Football Association of Wales is the Academy Administrator. The job-holder will be assisted with this responsibility by the Head of Youth Development and relevant coaches from within the academy. The maximum payment from the UEFA Solidarity Grant is £40 per week for up to 40 weeks per season.
<b>Contact Details (Phone/E-mail)</b>	Telephone - _____ Mobile - _____ E-mail - _____
<b>Rights and Duties</b>	<ul style="list-style-type: none"> <li>• To ensure the clubs' Youth Development Programme is undertaken. (Licensing Ref: S.01)</li> <li>• Liaise with all staff to ensure their duties are carried out, as per job description.</li> <li>• Liaise with the club's Board of Directors regarding academy affairs.</li> <li>• Chair the Academy Management Forum.</li> <li>• Liaise with local partners with regard to Academy Developments.</li> <li>• Act as lead officer on behalf of the club with grant aid applications and monitoring.</li> <li>• To provide weekly registers.</li> <li>• To maintain weekly / monthly income records and receipts and invoices.</li> <li>• To regularly update the database of players.</li> <li>• To retain copies of players registrations.</li> <li>• To supervise the club's website and ensure that it is regularly updated.</li> <li>• To undertake all Academy correspondence.</li> <li>• To correlate all technical and financial information as required for the annual audit.</li> <li>• To ensure that a copy of medical details and parental consent is available at all times.</li> <li>• To accompany players to hospital in the event of serious injury in the absence of the Safeguarding Officer.</li> <li>• To report if requested, to the Board of Directors in the absence of the Head of Youth Development.</li> </ul>

*Insert New Accreditation Date*

**P.09                      Head of Youth Development Programme**

**Person Responsible**

The Head of Youth Development is responsible for the Club’s Academy and all other Youth Teams at the club. He must ensure that the indigenous talent is always protected and developed to the best of their ability. The Head of Youth Development is duly registered with the Football Association of Wales and was appointed by the Board of Directors.

**Please see evidence of this qualification attached.**

<b>Function</b>	Head of Youth Development
<b>Activity</b>	The Head of Youth Development is responsible for the Club’s Academy and all other Youth Teams at the club.
<b>Person Responsible</b>	
<b>Full time/Part time</b>	Part-Time
<b>Job Description in place? (Essential for Full Time)</b>	Not needed but the individual is aware of their Rights and Duties.
<b>Contact Details (Phone/E-mail)</b>	T – M – E-
<b>Relevant Experience</b>	
<b>Qualifications</b>	
<b>Typical tasks as part of activity</b>	To Coach the Academy and Youth teams three times a week. To ensure the continual development and fitness of all players within the Academy and Youth Structure. To pick the Academy team for all matches. To ensure that all Youth Team coaches are on Coach Education courses and are CRB Cleared. Must develop a training schedule for all coaches monthly.

**Rights and Duties of the Head of Youth of \_\_\_\_\_ Football Club.**

- To Coach the Academy and Youth teams three times a week.
- To ensure the continual development and fitness of all players within the Academy and Youth Structure.
- To pick the Academy teams for all matches or delegate the selections to the relevant coaches.
- To monitor the progress of all of the Academy players and discuss the player development with the First Team Manager.
- To ensure that all Youth Team coaches are on Coach Education courses and CRB Cleared.
- Must develop a training schedule for all coaches monthly.

**As Head of Youth Development, I am aware of my Rights and Duties as set out above.**

**Signed:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

**APPENDIX 5 – SAFEGUARDING OFFICER TEMPLATE**

*Insert New Accreditation Date*

**FAW Club Licensing Version 2 – Toolkit for Clubs (Edition 2.0)**

**P.12**

**Safeguarding Officer**

**People Responsible –**

The club always ensures that we have an individual who is responsible for Child Safeguarding. The Child Safeguarding Officer ensures that the club adopts implements and applies the FAW Welfare Policy, which satisfies the Licensing criteria.

For the purposes of the audit, each club shall have available and retain on record, details of those coaches involved in the club's youth programme. It is a requirement that clubs conduct safety checks via the FAW (in accordance with Part V of the Police Act 1997) on any new club representative connected with its youth programme.



<b>Function</b>	Safeguarding Officer
<b>Activity</b>	The person responsible for overseeing the Club's Child Safeguarding and Welfare issues. Responsibilities for the holder include the development, the implementation and the promotion of the Club's Policy. The holder will also be expected to liaise with the Football Association of Wales' Welfare department whenever necessary.
<b>People Responsible</b>	
<b>Full time/Part time</b>	Volunteer
<b>Job Description in place? (Essential for Full Time)</b>	Not needed but individual is aware of their Rights and Duties as set-out below. Also familiar with the 'Children and Coach Safeguarding' document and the 'Club's Policy for Safeguarding the Welfare of all Young Players'
<b>Contact Details (Phone/E-mail)</b>	M – T – E-mail -
<b>Relevant Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>• FAW Safeguarding Course</li> <li>• Is familiar with the Part V of the Police Act 1997</li> <li>• Familiar with the Sexual Offences (Amendment) Act 2000</li> <li>• DBS Enhanced Disclosure – November 2006</li> </ul>
<b>Typical tasks as part of activity</b>	To ensure that everybody at the Club, who works with the Youth players and any other children at the club are DBS checked. (This includes coaches, doctors, & physiotherapists). To update the Club Policy with any changes in legislation relating to Child Safeguarding. To review the Club's Policy with the Board at the start of every season. To ensure that all Youth coaches are familiar with the 'Children and Coach Safeguarding' document and the 'Club's Policy for Safeguarding the Welfare of all Young Players'. To inform parents and guardians that the Club do have a Policy for Safeguarding the Welfare of Young players and to make it publicly available.

**FAW Club Licensing Version 2 – Toolkit for Clubs (Edition 2.0)**

**Rights and Duties of the Child Safeguarding Officer at \_\_\_\_\_ Football Club.**

- Each club shall identify a Safeguarding Officer, whose responsibilities will include the development, implementation and promotion of a Safeguarding policy.]
- Each club shall produce a policy on safeguarding the welfare of all the young players with whom they are associated. This policy shall include a clear declaration of intent regarding the safeguarding of young players and coaches and it shall emphasise the duty of care required of all adults involved with the club.
- Each club shall make available its relevant personnel to attend appropriate and relevant training programmes.
- Clubs shall retain the appropriate documentary records of the training programmes, attended by its representatives.
- For the purposes of the audit, each club shall have available and retain on record, details of those coaches involved in the club's youth programme. It is a requirement that clubs conduct safety checks via the FAW (in accordance with Part V of the Police Act 1997) on any new club representative connected with its youth programme.

**As Safeguarding Officer, I am aware of my Rights and Duties as set out above.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Insert New Accreditation Date*