

 **PDF Complete**
Your complimentary use period has ended.
Thank you for using PDF Complete.
[Click Here to upgrade to Unlimited Pages and Expanded Features](#)

Welsh Football Trust

Fun Football Accreditation Application Pack



 **PDF Complete**
*Your complimentary use period has ended.
Thank you for using PDF Complete.*

[Click Here to upgrade to Unlimited Pages and Expanded Features](#)

Contents

The Fun Football Accreditation Programme	3
Fun Football Accreditation Criteria	5
Roles and Responsibilities	8
Organisation Action Plan	9
Application Form	11

Football Accreditation Programme

The central aim of the Fun Football Programme is to increase regular participation amongst boys and girls in a safe, enjoyable and productive environment. This will be achieved by assisting organisations to deliver a quality assured football programme.

The Accredited Organisation

An accredited Fun Football Organisation is permitted to deliver a nationally recognised programme endorsed by the Welsh Football Trust and local authority having demonstrated the highest standards in relation to:

- Child Welfare
- Equal Opportunities
- Health and Safety
- Equipment and Facilities
- Coach Education and Technical Development.

Accredited organisations will be monitored and assessed by the Welsh Football Trust on a regular basis to maintain their accreditation. The criteria for the programme can be downloaded from the resources of this section.

Registration for the Fun Football Programme

After reviewing the Fun Football criteria and agreeing to achieve charter mark status potential applicants will have to demonstrate compliance with the quality standards set out. To achieve accreditation the following steps will then take place:

- The applicant completes the application form which should be returned to the Welsh Football Trust with a registration fee of £250.00 in the form of a cheque made payable to the Welsh Football Trust. In addition you should provide a calendar of Fun days you will be running, including venue and times.
- The Welsh Football Trust will then assess your application form.
- An action plan will be provided along with a folder for collation of evidence to be completed by the organisation.
- On completion of the folder the organisation returns its evidence to the Welsh Football Trust.
- On successful production of the required evidence a visit will be organized to assess the organisations adherence to the criteria.
- On successful completion of this visit, the organisation will be provided with the charter mark logo and access to the associated benefits, valid for 12 months.
- Throughout the 12 months a second unorganised visit will take place to check continued adherence to the Fun Football criteria.



PDF
Complete

*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)



ust reserves the right to remove charter mark

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

Football Accreditation Criteria

As a potential accredited organisation and the Welsh Football Trust/Local Authority, the applicant must ensure that they meet the following minimum criteria.

Quality standards

All fun football accredited organisations will be expected to demonstrate how they operate highlighting:

- Management structure
- Code of conduct
- Child Welfare
- Equal opportunities policy
- Coach Education
- Player Development
- Facilities & Equipment

Child Welfare

The accredited organisation must ensure that every coach/member of staff must:

- Formally agree to adhere to the working practices and procedures for the FAW Welfare 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 Welfare Policy.
- Ensure all persons who have access to children and young people complete an enhanced FAW CRB check.
- Ensure all persons with access to children display the FAW Welfare Card at all appropriate times.
- Establish formal recruitment procedures for coaches and volunteers to include application forms, references and informal interviews.
- Store all information from recruitment procedures safely.
- Maintain a database of individuals who have access to children and young people through the organisation.
- Promote the FAW Code of Conduct and Good Practice

Equal opportunities

The accredited organiser must ensure:

- Have an open registration system.
- To market courses to boys and girls of all ages and abilities fulfilling the equal opportunities policy.
- To market fun football courses to children regardless of gender, disability or ethnic background.

ns must be held at facilities that have:

- 1 full sized football pitch area (Not applicable to curricular visits).
- Alternatively an indoor facility with maximum player ratio of no more than 10 players per badminton court (Not applicable to curricular visits).
- Heated Indoor male and female changing rooms and toilets
- Access to a sheltered and heated area in case of inclement weather.
- Enclosed eating area (where lunch break is incorporated).
- Telephone access.
- Ambulance access.
- Course Director/Supervisor to check and record all of above before start of play and after breaks.

Equipment

All fun football practical sessions must have access to:

- Safe and secure goalposts, ideally mini football goals or pop up goals.
- 30 training bibs (3 different colours)
- 20 witch hat cones
- 100 disc markers (4 different colours)
- Footballs suitable for age and stage of development of young players (1 ball per player)
- Stirrup pump
- Fully equipped first aid kit
- Fully charged mobile phone

Insurance

All accredited organisations must possess public liability and personal accident Insurance (£2 million).

Coaching staff

Each coach within the organisation responsible for coaching must possess:

Course Director/Supervisor:

- Minimum valid FAW ~~6~~+Certificate (UEFA ~~B~~qLicence Part 1).
- Goalkeepers Award.
- FAW Welfare Awareness Award.
- Relevant and valid First Aid Award.
- FAW Coaching Footballers with a Disability Level 1 or an equivalent qualification.
- Member of the FAW National Coaches Association.

Award.
Award.

- Relevant and valid First Aid Award.
- FAW Coaching Footballers with a Disability Level 1 or an equivalent qualification.
- Attend one local coaching workshop per annum.
- Member of the FAW National Coaches Association.

Coach to Player Ratio:

Ensure each coach works with a maximum of 16 players (**2 adults should be in attendance at all times**).

Technical programme

A completed session planner each fun football session(s) must be devised prior to commencement of each session detailing its content:

- Fun games and warm up activities
- Technical practice with progressions
- Small sided game including aims and objectives

Risk assessment

A risk assessment of the facilities, equipment, coaches and players must be conducted prior to the commencement of each fun football session.

Monitoring & evaluation

- All accredited organisations must be able to provide the Welsh Football Trust with all the relevant documentation prior to the delivery of any fun football session.
- Comply with annual inspection requirements to maintain accreditation.

Commitment to sponsors

All accredited organisations must allow details to be submitted to the Welsh Football Trust Fun Football programme sponsors for support purposes only.

Accreditation: Roles and Responsibilities

1. Applications to be directed to the Fun Football Coordinator to complete application process. Initial introductory meeting with organisation to be completed by Fun Football Coordinator or FDO.

2. Application to be returned to Fun Football Coordinator. The Fun Football Coordinator will inform the WFT who will distribute Fun Football Folder and relevant materials direct to the organisation. FDO informed of distribution and given copy of session calendar.

3. FDO contacts organisation to arrange audit visit and to assist with completion of evidence prior to audit. Any CRB checks required to be requested via Fun Football Coordinator.

4. FDO undertakes audit at session provided by Fun Football Organisation. The organisation is action planned and a subsequent audit arranged or on satisfactory completion accredited.

5. FDO contacts Fun Football Coordinator and WFT admin team to inform that accreditation has been achieved.

6. WFT distributes benefits to the Fun Football provider.

7. FDO coordinates unplanned audit visit during the year. If issues are found the organisation is action planned and a subsequent audit arranged. On satisfactory completion of action plan the FDO contacts Fun Football Coordinator and WFT admin team.

8. At end of year the Fun Football Coordinator contacts all Fun Football Organisations to request end of year participation figures.

9. Organisation returns participation figures along with application for new year to Fun Football Coordinator.

10. Process restarts from point 2 above.

[Click Here to upgrade to Unlimited Pages and Expanded Features](#)

Football Action Plan

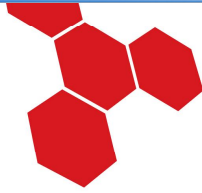
des your organisation with a plan to assist you achieving accreditation. Also listed is work that is still required.

Organisation name:

Area of Criteria	Work Required for Completion	Completed
Club Details: 1. Fun Football organisation details 2. Bank Account Details	1. Please print off and complete fully the Fun Football Organisation Details Form. 2. Please print off and complete fully the Bank Account Details Form.	
Insurance details: 1. Copy of insurance certificate and policy documents.	1. Please insert the original or a copy of your latest insurance certificate and policy documents. Your cover must cover public liability and personal accident Insurance for a minimum of £2 million.	
Equal Opportunities Policy: 1. Copy of organisations equal opportunities policy 2. Copy of organisations grievance policy	1. Please provide a copy of your organisations equal opportunities policy. A sample for alteration can be found on the CD Rom. 2. Please provide a copy of your organisations grievance policy in case of complaints. A sample for alteration can be found on the CD Rom.	
Welfare: 1. Ensure every individual within organisation has completed FAW CRB Check.	1. All organisation staff must have completed an FAW CRB check. To access the CRB programme please contact the Fun Football Coordinator to request forms. 2. Your local Football Development Officer can assist with completion of the forms if required.	
Coaches and Volunteers: 1. Coaches and volunteers form completed for EVERY individual within club. 2. Copies of all certificates for EVERY coach/volunteer. 3. Copy of completed Coaches code of conduct for EVERY active coach.	1. Please print off and complete fully the Coaches and Volunteer Registration Form for EVERY coach. 2. Please provide a copy of each coaches qualifications alongside their completed form. 3. Please provide a copy of a completed coaches code of conduct for each coach.	

[Click Here to upgrade to Unlimited Pages and Expanded Features](#)

	Please provide evidence of a player registration form you would utilise for extra curricular	
registration form for extra curricular sessions.	session/programme. A sample is provided.	
Fun Football Session Register: 1. Sample of a register which would be used at every session.	1. Please provide evidence of a player registration form you would utilise for EVERY session. A sample is provided.	
Equipment Checklist: 1. Completed equipment checklist.	1. Please provide a completed equipment inventory for your organisation.	
Risk Assessments: 1. Copy of Risk Assessment form to be completed prior to every session.	1. Please provide evidence of a Risk Assessment you would complete prior to EVERY session. A sample risk assessment is provided on the CD Rom.	
Technical Programme: 1. Technical programme of work or individual session plan.	Please provide evidence of a scheme of work or completed session planner.	
Supplementary Information: 1. School Agreement. 2. Welfare Regulations. 3. Welfare Card Regulations. 4. Coaches Application Form 5. Role Descriptions 6. First Aid 7. Trips Away/Abroad 8. Codes of Conduct 9. Additional Guidelines	Please print off and provide copies from the CD Rom and store in your folder.	



**WELSH
FOOTBALL
TRUST**

**YMDDIRIEDOLAETH
BÊL-DROED
CYMRU**

Fun Football Accreditation Programme: Application Form

This application form should **ONLY** be completed when the
Accreditation
Criteria and quality standards have been read and understood.

This form should be returned to the Fun Football Coordinator
accompanied with your calendar of courses and the Programme
registration fee of £250 made payable to 'Welsh Football Trust':

Part A: General Information	
Name of organisation applying for accreditation:	
Address:	
Fun Football Co-ordinator:	
Telephone Number:	
Fax Number:	
Email Address:	
How would you describe your organisation? (Private, local authority, junior club etc):	
County (as in registered address of organisation):	

B: Quality standards

Yes No

[Click Here to upgrade to Unlimited Pages and Expanded Features](#)

Welfare Procedures

Does your organisation have a Welfare Policy?

Does your organisation have an equal opportunities policy?

Have all staff working on the scheme completed an enhanced FAW CRB disclosure check?

Do all your staff display their FAW Welfare Cards at all times?

Administration and Management of Risk

Does your organisation register/ de-register players at the beginning and end of every session?

Do you register every child who participates in football under your programme?

Will you take emergency contact details of all parents/guardians?

Will you possess information on all medical conditions of children participating?

Do you utilise an accident report form?

Will you conduct a risk assessment of the facilities, equipment, coaches and players prior to every session?

Is there telephone access within close proximity?

Will you ensure all children dress appropriately?

Facilities

Are changing rooms and toilets suitable and secure?

Are there appropriate plans for adverse weather conditions?

Is there an enclosed eating area available?

Are all goalposts you use in a suitable condition, safe and securely weighted down?

Are all playing areas/surfaces you use of a suitable size and free from any obstructions or hazards?

[Click Here to upgrade to Unlimited Pages and Expanded Features](#)

Does the organisation possess all the necessary equipment outlined in the criteria?

Is this equipment available at every session you organise?

Is all equipment appropriate for the age ranges involved and in good working order?

Insurance

Does the organisation possess public liability and personal accident insurance (up to £2 million covered)?

Coaching Staff and Technical Programme

Is each coach responsible for the delivery of coaching suitably qualified?

Do you hold evidence of all coaches qualifications?

Will you adhere to the minimum player coach ratio of 16:1 with two adults present at all times?

Will you ensure completion of a suitable technical programme for every course/session?

Course

Have you enclosed a Fun day listing including venue and times?

Declaration

I wish to apply for accreditation as a Fun Football provider under the guidelines set out in the Welsh Football Trust Fun Football programme and agree to meet the criteria and quality standards and uphold the principles of the programme.

In applying to become an accredited organisation of the Welsh Football Trust Fun Football Programme I give permission for my details to be passed on to the programme sponsors.

Signed: _____ Date: _____

Name: _____ Position: _____