

**FOOTBALL ASSOCIATION OF WALES
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 four defined levels being STANDARD, BRONZE, SILVER and GOLD. The criteria for these levels will be set by the FAW in consultation with the Welsh Football 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 for a particular level must be obtained before a junior club will be awarded the appropriate accreditation.
- 1.1.6 The FAW, in conjunction with the FAW Trust, shall retain overall authority over the operation of this scheme and the awarding of levels.
- 1.1.7 Clubs that attain the criteria will receive accredited status for one (3) season. For the avoidance of doubt, the 2016/2017 Season shall be deemed to have been the first period for all clubs attaining accreditation during this season.
- 1.1.8 Clubs may seek to progress and attain a higher-level award between the 1st January and 31st 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 31st.

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.
- 1.2.3 It is the club's responsibility to develop their own resources to progress within the scheme.
- 1.2.4 Once a club has achieved the relevant criteria, the club will be entitled to display the FAW Club Accreditation mark/logo.

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 clubs via e-mail. 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 by the 31st July and returned to the league secretary (or appointed person) who will be able to access a read only version for registration to the Club Accreditation Scheme for league affiliation purposes.
- 1.3.3 The junior league will decide whether the club has achieved the minimum requirement of the STANDARD AWARD and therefore eligible to partake in structured fixtures.
- 1.3.4 In the event of a club being refused entry into a junior league a club may dispute the decision in writing to their respective Area Association. Any notice of a dispute 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. Of which 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 and Child Protection workshop, holds a valid FAW DBS check and FAW number.
- 2.2.3 Ensure the Safeguarding Officer's details are clearly displayed and communicated.
- 2.2.4 Formally agree to adhere to the working practices and procedures of the FAW Safeguarding Policy, Procedures and Practices, all Welfare Regulations and instructions issued by the FAW.
- 2.2.5 Ensure that all persons who have access to children and young people adhere to the FAW Safeguarding Policy, Procedures and Practices.
- 2.2.6 Ensure all persons who have access to children and young people participate in the FAW national DBS programme and obtain a valid DBS Certificate. 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 must attain an FAW Non-Contact number.

- 2.2.7 Ensure all persons with access to children display the FAW Safeguarding Scheme Card at all appropriate times.
- 2.2.8 Establish formal recruitment procedures for coaches and volunteers to include application forms, references and informal interviews.
- 2.2.9 Store all information from recruitment procedures safely.
- 2.2.10 Maintain a database of individuals who have access to children and young people through the club.
- 2.2.11 Promote the FAW Code of Conduct and Good Practice through the use of appropriate literature and other tools engaging children, young people and adults.

2.3 Coach Education 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 player – 2 adult ratio is maintained. Unless the parent helper holds a valid FAW Football Leaders Award (or higher) they must not lead training or matches.
- 2.3.3 Ensure all coaches complete and maintain a valid FAW Football Leaders Award.
- 2.3.4 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 FAW First Aid for Football Awareness qualification or equivalent First Aid Award.
- 2.3.5 Ensure all coaches are protected through either club or individual or indemnity insurance.
- 2.3.6 Ensure all coaches adhere to the FAW Code of Conduct and Good Practice.
- 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.org.uk) and are stored away safely and securely when not in use.

Clubs should:-

- 2.4.3 Ensure players in year 6 or under use size 3/4 footballs with a minimum of 1 ball for every two players.
- 2.4.4 Ensure players in year 7 and over use size 4/5 footballs with a minimum of 1 ball for every two players.
- 2.4.5 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.

2.5 Player Recruitment and Development

Clubs must:-

- 2.5.1 Ensure all teams of primary school age adhere to FAW Mini Football regulations.
- 2.5.2 Adopt an equal playing opportunities policy for all registered players, regardless of gender or ability.

2.6 Volunteer Recruitment

Clubs should:-

- 2.6.1 Encourage parents of children to take an active role within the club by identifying roles and responsibilities through completing the parent registration form.
- 2.6.2 Include volunteer recruitment policy.

2.7 Identification and support of Talented Players

Clubs must:-

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

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. Of which 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 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 and Child Protection workshop, holds a valid FAW DBS check and FAW number.
- 3.2.3 Ensure the Safeguarding Officer's details are clearly displayed and communicated.
- 3.2.4 Formally agree to adhere to the working practices and procedures of the FAW Safeguarding Policy, Procedures and Practices, all Welfare Regulations and instructions issued by the FAW.
- 3.2.5 Ensure that all persons who have access to children and young people adhere to the FAW Safeguarding Policy, Procedures and Practices.
- 3.2.6 Ensure all persons who have access to children and young people participate in the FAW national DBS programme and obtain a valid DBS Certificate. 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 must attain an FAW Non-Contact number.

- 3.2.7 Ensure all persons with access to children display the FAW Safeguarding Scheme Card at all appropriate times.
- 3.2.8 Establish formal recruitment procedures for coaches and volunteers to include application forms, references and informal interviews.
- 3.2.9 Store all information from recruitment procedures safely.
- 3.2.10 Maintain a database of individuals who have access to children and young people through the club.
- 3.2.11 Promote the FAW Code of Conduct and Good Practice through the use of appropriate literature and other tools engaging children, young people and adults.

3.3 Coach Education 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 'parent helper' with any team. Subject to completion of a FAW DBS check these individuals can supervise young people to ensure the 16 player – 2 adult ratio is maintained. Unless the parent helper holds a valid FAW Football Leaders Award (or higher) they must not lead training or matches.
- 3.3.3 Ensure there is a minimum of two FAW Football Leaders Award qualified (or higher) coaches per team.
- 3.3.4 Ensure all coaches complete and maintain a valid FAW Football Leaders Award (or higher) and one adult per team holds a valid FAW First Aid for Football Awareness qualification or equivalent First Aid Award.
- 3.3.5 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 FAW First Aid for Football Awareness qualification or equivalent First Aid Award.
- 3.3.6 Ensure all coaches adhere to the FAW Code of Conduct and Good Practice.
- 3.3.7 Ensure all coaches are protected through either club or individual indemnity insurance.

- 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 Ensure players in year 6 or under use size 3/4 footballs with a minimum of 1 ball for every two players.
- 3.4.2 Ensure players in year 7 and over use size 4/5 footballs with a minimum of 1 ball for every two players.
- 3.4.3 Ensure each team/16 players having the following equipment as a minimum requirement:-
- 8 x balls, 20 x marker cones, 2 x Sets of coloured training bibs, 1 x ball net, 1 x stirrup pump, 1 x first aid kit.
- 3.4.4 Use appropriate and safe facilities for games and coaching sessions.
- 3.4.5 Ensure all portable goalposts are used in accordance with the GOALPOST SAFETY guidelines issued by the FAW (www.faw.org.uk) and are stored away safely and securely when not in use.

3.5 Player Recruitment and Development

Clubs must:-

- 3.5.1 Organise and run a minimum of two different age group teams 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.
- 3.5.4 Deliver/host at least one player recruitment festival.

3.6 Volunteer Recruitment

Clubs must:-

- 3.6.1 Encourage parents of children to take an active role within the club by identifying roles and responsibilities through completing the parent registration form.
- 3.6.2 Include volunteer recruitment within organised club recruitment days.

3.7 Identification and support of Talented Players

Clubs must:

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

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. Of which 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 and Child Protection workshop, holds a valid FAW DBS check and FAW number.
- 4.2.3 Ensure the Safeguarding Officer's details are clearly displayed and communicated.
- 4.2.4 Formally agree to adhere to the working practices and procedures of the FAW Safeguarding Policy, Procedures and Practices, all Welfare Regulations and instructions issued by the FAW.
- 4.2.5 Ensure that all persons who have access to children and young people adhere to the FAW Safeguarding Policy, Procedures and Practices.
- 4.2.6 Ensure all persons who have access to children and young people participate in the FAW national DBS programme and obtain a valid DBS Certificate. 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 must attain an FAW Non-Contact number.

- 4.2.7 Ensure all persons with access to children display the FAW Safeguarding Scheme Card at all appropriate times.
- 4.2.8 Establish formal recruitment procedures for coaches and volunteers to include application forms, references and informal interviews.
- 4.2.9 Store all information from recruitment procedures safely.
- 4.2.10 Maintain a database of individuals who have access to children and young people through the club.
- 4.2.11 Promote the FAW Code of Conduct and Good Practice through the use of appropriate literature and other tools engaging children, young people and adults.

4.3. Coach Education 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 'parent helper' with any team. Subject to completion of a FAW DBS check these individuals can supervise young people to ensure the 16 player – 2 adult ratio is maintained. Unless the parent helper holds a valid FAW Football Leaders Award (or higher) they must not lead training or matches.
- 4.3.3 Ensure there is a minimum of two FAW Football Leaders Award qualified (or higher) coaches per team.
- 4.3.4 Ensure all coaches complete and maintain a valid FAW Football Leaders Award and one adult per team holds a valid FAW First Aid for Football Awareness qualification or equivalent First Aid Award.
- 4.3.5 Ensure one coach minimum completes and maintains a valid FAW 'C' Certificate.
- 4.3.6 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 FAW First Aid for Football Awareness qualification or equivalent First Aid Award.
- 4.3.8 Ensure all coaches adhere to the FAW Code of Conduct and Good Practice.
- 4.3.9 Ensure all coaches are protected through either club or individual indemnity insurance.
- 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 Ensure players in year 6 or under use size 3/4 footballs with a minimum of 1 ball for every two players.
- 4.4.2 Ensure players in year 7 and over use size 4/5 footballs with a minimum of 1 ball for every two players.
- 4.4.3 Ensure each team/16 players having the following equipment as a minimum requirement:-
 - 8 x balls, 20 x marker cones, 2 x Sets of coloured training bibs, 1 x ball net, 1 x stirrup pump, 1 x first aid kit.
- 4.4.4 Use appropriate and safe facilities for games and coaching sessions.
- 4.4.5 Ensure all portable goalposts are used in accordance with the GOALPOST SAFETY guidelines issued by the FAW (www.faw.org.uk) and are stored away safely and securely when not in use.

4.5 Player Recruitment and Development

Clubs must:-

- 4.5.1 Organise and run a minimum of three different age group teams of which, one must be an alternate gender team (boys or girls). This excludes Disability Clubs.
- 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.
- 4.5.4 Deliver/host at least one player recruitment festival.

4.6 Volunteer Recruitment

Clubs must:-

- 4.6.1 Encourage parents of children to take an active role within the club by identifying roles and responsibilities through completing the parent registration form.
- 4.6.2 Include volunteer recruitment within organised club recruitment days.

4.7 Identification and support of Talented Players

Clubs must:-

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

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. Of which 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 and Child Protection workshop, holds a valid FAW DBS check and FAW number.
- 5.2.3 Ensure the Safeguarding Officer's details are clearly displayed and communicated.
- 5.2.4 Formally agree to adhere to the working practices and procedures of the FAW Safeguarding Policy, Procedures and Practices, all Welfare Regulations and instructions issued by the FAW.

- 5.2.5 Ensure that all persons who have access to children and young people adhere to the FAW Safeguarding Policy, Procedures and Practices.
- 5.2.6 Ensure all persons who have access to children and young people participate in the FAW national DBS programme and obtain a valid DBS Certificate. 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 must attain an FAW Non-Contact number.
- 5.2.7 Ensure all persons with access to children display the FAW Safeguarding Scheme Card at all appropriate times.
- 5.2.8 Establish formal recruitment procedures for coaches and volunteers to include application forms, references and informal interviews.
- 5.2.9 Store all information from recruitment procedures safely.
- 5.2.10 Maintain a database of individuals who have access to children and young people through the club.
- 5.2.11 Promote the FAW Code of Conduct and Good Practice through the use of appropriate literature and other tools engaging children, young people and adults.

5.3 Coach Education 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 'parent helper' with any team. Subject to completion of a FAW DBS check these individuals can supervise young people to ensure the 16 player – 2 adult ratio is maintained. Unless the parent helper holds a valid FAW Football Leaders Award (or higher) they must not lead training or matches.
- 5.3.3 Ensure there is a minimum of two FAW Football Leaders Award qualified (or higher) coaches per team.
- 5.3.4 Ensure all coaches complete and maintain a valid FAW Football Leaders Award (or higher) and one adult per team holds a valid FAW First Aid for Football Awareness qualification or equivalent First Aid Award.
- 5.3.5 Ensure there is at least one valid UEFA 'B' Licence Coach within the club.

- 5.3.6 Ensure there is a ratio of one valid FAW 'C' Certificate coach for every three teams (at under 7, 8 and 9 - each age group is classed as one team for this specific criterion).
- 5.3.7 Provide goalkeeping specific training through a nominated goalkeeping coach who possesses a valid FAW Goalkeeping award.
- 5.3.8 Ensure a minimum of one coach has completed the FAW Coaching Footballers with a Disability course.
- 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 FAW First Aid for Football Awareness qualification or equivalent First Aid Award.
- 5.3.10 Appoint a UEFA 'B' Licence coach in the role of Coach Coordinator.
- 5.3.11 Ensure all coaches adhere to the FAW Code of Conduct and Good Practice.
- 5.3.12 Ensure all coaches are members of the FAW National Coaches Association.
- 5.3.13 Ensure all coaches are protected through either club or individual indemnity insurance.

5.4 Equipment and Facilities

Clubs must:

- 5.4.1 Ensure players in year 6 or under use size 3/4 footballs with a minimum of 1 ball for every two players.
- 5.4.2 Ensure players in year 7 and over use size 4/5 footballs with a minimum of 1 ball for every two players.
- 5.4.3 Ensure each team/16 players having the following equipment as a minimum requirement:
 - 8 x balls, 20 x marker cones, 2 x Sets of coloured training bibs, 1 x ball net, 1 x stirrup pump, 1x first aid kit.
- 5.4.4 Use appropriate and safe facilities for games and coaching sessions.
- 5.4.5 Ensure all portable goalposts are used in accordance with the GOALPOST SAFETY guidelines issued by the FAW (www.faw.org.uk) and are stored away safely and securely when not in use.

5.5 Player Recruitment and Development

Clubs must:-

- 5.5.1 Organise and run a minimum of six age group teams.
- 5.5.2 Organise a minimum of two alternate gender teams (boys or girls) that play in organized festivals or local junior league. This excludes Disability Clubs.
- 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.
- 5.5.5 Be inclusive of players with a disability where possible.
- 5.5.6 Deliver/host at least one player recruitment festival.

5.6 Volunteer Recruitment

Clubs must:-

- 5.6.1 Encourage parents of children to take an active role within the club by identifying roles and responsibilities by them undertaking a parent registration form.
- 5.6.2 Include volunteer recruitment within organised club recruitment days.

5.7 Identification and support of Talented Players

Clubs must:-

- 5.7.1 Encourage and refer players (boys and girls) with potential to attend the local Performance Centre, Coaching Centre or Academy.