Criteria for running a Girls' Advanced Coaching Centre 2017-2018

1. Purpose

The purpose of The Football Association Girls' Advanced Coaching Centre is to identify players with potential and place them in a technical and educational programme designed to produce a pathway into football excellence in conjunction with personal development.

2. Scope

Any club or organisation may not designate any technical or educational programme as a FA Girls' Advanced Coaching Centre unless that Centre is registered with The Football Association.

3. Quality Control

3.1 Requirements to authorise the award of Licences

3.1.1 Grant Aid Business Plan – To be submitted annually and to reflect the agreed regulations. The business plan is to be made available for review at the request of the FA Girls' Talent Development Sub-Committee.

3.1.2 Financial Monitoring – The Centre's financial monitoring report and cash flow is to be made available for review at the request of the FA Girls' Talent Development Sub-Committee.

3.1.3 The Football Association Women's Football Board has the right to refuse / withdraw a Centre licence with immediate effect.

3.2. Register

3.2.1 Age registration to operate from 31st August / 1st September of each year.

3.3 Quality Audit

The Football Association, through its FA Girls' Talent Development Sub-Committee will evaluate the performance of the Girls' Advanced Coaching Centre on objective criteria (including, tactical, technical and welfare).

4. Safeguarding Children

4.1 All Centres are required to comply in full with The Football Association's Safeguarding Children Policy and Procedures and Regulations. It is essential that all Advanced Coaching Centres have a Safeguarding Children Policy in place and procedures for dealing with concerns about the welfare of a young person. This must be available to all staff and volunteers, parents/carers and players.

4.2 All staff and volunteers involved at a Girls' Advanced Coaching Centre must be registered with the Centre and meet the staff criteria qualifications and requisitions. The register must be kept up to date and any person who is not registered shall have no involvement with the

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Centre. This requirement shall apply to all persons involved at the Centre, including coaching, physiotherapy, administration, welfare and ancillary staff and volunteers, talent scouts, drivers etc.

4.3 The register shall be liable to inspection and verification at any time by The Football Association as appropriate.

4.4 The recruitment process for all staff and volunteers must comply with The FA guidance as set out in the Safeguarding Children Policy and Procedures and Regulations. This includes the taking up of at least two references, interviewing and completion of the requisite Criminal Records Checks.

4.5 All persons who work in regulated activity with children and young people at the Advanced Coaching Centre must complete a DBS Enhanced Criminal Records Check (CRC) with Children's Barred List via The FA CRB when the offer of the post is made, or when they are required to renew their CRC in line with FA Policy, every 3 years.

4.6 All persons in a specified role to work with children and young people at an Advanced Coaching Centre shall be required to be trained in safeguarding children issues at least to include satisfactory completion of The Football Association's Safeguarding Children Workshop, and to renew this training every three years.

4,7 All persons working in an Advanced Coaching Centre must be informed of the referral procedures for dealing with safeguarding and child protection concerns.

4.8 All Players and their Parents and Carers must be informed of the name and contact details of the Designated Safeguarding and Welfare Officer for the Centre and the procedures for referring any concerns, including whistle blowing (see Section 13). This Welfare lead must be trained in safeguarding children issues at least to include satisfactory completion of The Football Association's Safeguarding Children Workshop, as well as attend safeguarding professional development training at least every three years and have the requisite Criminal Records Check.

5. Criteria to Operate a FA Girls' Advanced Coaching Centre

FA Girls' Advanced Coaching Centre Licences to be awarded by The Football Association in accordance with criteria laid down by The Football Association, to be renewed annually.

5.1 An organisation may only operate one FA Girls' Advanced Coaching Centre, unless special dispensation is granted by The Football Association.

5.2 Public liability insurance is required with a minimum of £10m indemnity. A copy of this cover must be submitted to the County Football Association with the annual business plan. Player to player liability is recommended but is not mandatory. The Football Association does not provide Personal Accident Insurance, therefore it is recommended that Centres address this independently through other agencies.

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5.3 A written reporting system to be provided to players and parents, annually at the end of the season.

5.4 Advanced Coaching Centres must operate at Under 12s, Under 14s and Under 16s age groups, with the U10s age group being optional if funding permits. Advanced Coaching Centres must register the following number of players per age group:

Under 12: 12 min – 15 max players per year band

Under 14: 12 min – 16 max players per year band

Under 16: 15 min – 16 max players per year band

The U10 age group is optional if funding permits.

Under 10: 8 min – 15 max players per year band (Optional)

Maximum players in an age group can only be exceeded by approval from the FA Talent Technical Coach. An observation would be undertaken to assess the player's suitability for the programme.

5.5 Each Centre to run for a minimum of 29-weeks between the months of August to May and must provide a minimum of 1.5 hours training per week, per age group.

5.6 Centres must adhere to a maximum 90-minutes travelling time to the Centre for all age groups.

6. Facilities

6.1 The following minimum facilities are required:

- Adequate washing facilities and toilets
- Appropriate size of coaching area per age band:
- U10s, U12s, U14s & U16s – one third of an Astroturf/Grass pitch for each group – minimum 50 yards x 30 yards (45m x 27.5m)
- It is good practice if the U10s train indoors but not mandatory.

7 Staff

7.1 General Requirements

All coaches registered and authorised to coach in Girls' Advanced Coaching Centres must by 1st of September of each playing season hold the appropriate qualification to coach at that level as outlined in the regulations, including a minimum of FA Emergency Aid qualification. They must also be members of the FA Licenced Coaches Club, and meet the requirements set out in section 4 of this criteria.

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All technical staff (excluding volunteer coaches) must hold one of the following:

(a) FA Youth Award Modules 1 and 2;

(b) Blocks 1 and 2 of the 'new' FA Level 2 in Coaching Football, or be booked onto these specific blocks within six months of being appointed within the Advanced Coaching Centre;

(c) The 'new' UEFA B licence from 2017/18. Coaches who have completed the existing FA Level 3 (UEFA B) in Coaching Football must fulfil one of the above requirements, or have completed Block 1 of the 'new' FA Level 3 or be booked on this block within six months of being appointed within the Advanced Coaching Centre.

7.1.1 The role of Technical Director will be held by The FA's Talent Technical Coach.

7.1.2 One Centre Manager – no coaching qualification required. They must be present at all times to oversee the programme, and hold a minimum of FA Emergency Aid qualification. The Centre Manager may hold a coaching position for the U14s or U12s providing there is an additional coach with the age group, regulation 5.4 is adhered to and they hold the required qualifications.

7.1.3 U16s Head Coach to hold a minimum of UEFA B Licence. U16s Assistant Coach to hold a minimum of FA Level 2 Certificate in Coaching Football.

U14s and U12s Head Coaches to hold a minimum of FA Level 2 Certificate in Coaching Football. No assistant coach with these age groups is required provided regulation 5.4 is adhered to and the Head Coach is not the Centre Manager. Assistant Coaches to hold a minimum of Level 2 Certificate in Coaching Football.

U10 Head Coach to hold a minimum of FA Level 2 Certificate in Coaching Football. No assistant coach with this age group is required unless player registrations exceed 12. If no Assistant Coach is appointed due to low numbers of U10s, a welfare officer or a female Level 1 volunteer licenced coach should support this age group at all times to ensure two adults are present.

Any volunteers at the Advanced Coaching Centre must have a DBS Enhanced CRC via The FA CRB, have completed The Football Association's Safeguarding Children Workshop, and be a Licenced Coaches Club Member.

It is clearly best practice to have 2 appropriately qualified coaches with all age group at all times.

One Goalkeeping coach – to hold a minimum of FA Level 2 in Goalkeeping Coaching. If the Goalkeeping coach holds UEFA B Licence and the FA Goalkeeping B licence then only in this instance would the coach not need to meet the youth award module requirements stated above due to the course content they have already covered. This coach is to provide a minimum of 1-hour keeper specific training per age-group per week.

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7.1.5 Each Advanced Coaching Centre is to have access to a HCPC Registered Physiotherapist or a minimum of a Sports Therapist who holds a degree in sports therapy, has full membership of the Society of Sports Therapy and have adequate indemnity insurance.

As an absolute minimum there should be a person in attendance at every match and training session, who is available to deliver emergency and first aid. They should hold the FA Basic First Aid for Sport Course (or equivalent). In the event of a serious injury there should be a referral process to a HCPC Registered Physiotherapist.

Deployment of female coaches

It is best practice to have a female coach with each age group. This will support FA Advanced Coaching Centres with meeting the requirements of the FA Safeguarding Children Policy and Procedures - Travel, Trips and Tournaments. Also, The Football Association is committed to mentoring and developing female coaches, where they can be nurtured and supported.

8. Identification of players

8.1 The major trial period is to be held in the month of July.

9. Fixture Programme

9.1 The Advanced Coaching Centres should offer the following:

- U10s to play between 4v4 to 7v7 on a maximum pitch size of 60 yards x 40 yards (55m x 37.5m)
- U12s to play 9v9 on a maximum pitch size of 80 yards x 50 yards (75m x 45m)
- U14s to play 11v11 on a pitch size of 80 yards x 50 yards (75m x 45m)
- U16s to play 11v11 on a maximum pitch size of 100 yards x 60 yards (91m x 56m)

9.2 A regional programme of fixtures will be co-ordinated by the FA Talent Technical Coach in consultation with each Advanced Coaching Centre.

9.3 Centres are required to take part in a minimum of six fixtures per season.

9.4 Centres are permitted to play against other Advanced Coaching Centres and with approval from the FA Talent Technical Coach, Charter Standard boys teams only.

9.5 Squads should not be entered into a league.

9.6 Players who are cautioned or dismissed from the field of play will be reported directly to appropriate County Football Association and the English Schools Football Association.

10. Avoidance of Conflict of Fixtures

To avoid conflict of fixtures between Schools, Clubs and County's football; Advanced Coaching Centre fixtures should be played midweek during school holidays, or designated weekends that do not impact grass roots fixtures. Centres should provide fixture information to their player's parent club.

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Players should not play more than 1 fixture in any weekend.

11. Centres Football

Information to be kept by each Centre:

- details of each training session and the names of all participating players
- details of all matches played and the names of all participating players and the minutes played
- details of grassroots club the player is registered to
- details of the number of grassroots fixtures the player has competed in

12. Grievance Procedures

In the event of a player, parent /carer or member of staff having a grievance against a FA Girls' Advanced Coaching Centre or employee of that Centre which is FA licensed.

The grievance should be made in writing to the Centre Manager in the first instance. An outline of the grievance should be forwarded to the Centre Manager in an envelope marked confidential stating the nature of the grievance and the player's full name.

In the event of the grievance being against the Centre Manager the outline of grievance should be forwarded to the employing body.

The grievance shall be investigated by the Centre Manager or employing body and following the investigation the findings shall be reported to the person lodging the grievance in writing within 7-days of the investigation.

If the player is not satisfied with the outcome of the grievance procedure then an appeal may be made to The Football Association.

13. Referring Safeguarding Concerns

Any concern about the welfare of a young player will be managed in line with The FAs Safeguarding Children Policy and Procedures. It is essential that staff recognise it is not their responsibility to decide if abuse is happening but to refer the concern on for the professionals to manage. If any staff member has concern about the way a concern is being managed they may make use of the FA's Whistle-Blowing Policy which is stated below.

"Whistle-blowing"

Whistle-blowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

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Any adult or young person with concerns about a colleague can also use whistle-blowing by contacting The FA Safeguarding Case Team on 0800 169 183 Ex.6300. Alternatively you can go direct to the Police or Children's Social Care and report your concerns there.

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