

Club Excellence Mark Support Folder



football for all
Club Excellence Mark



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Aongus O' Keffe
Club & Community Development Officer
Irish FA
20 Windsor Avenue
Belfast
BT9 6EG
aokeeffe@irishfa.com
028 90688425

Introduction

Welcome to the Irish Football Association's Club Accreditation scheme, the Football for All Club Excellence Mark.

Football for All (FFA) is essentially about creating a fun, safe and inclusive culture throughout football in Northern Ireland. We want all aspects of football to embrace this ethos and football clubs are the very foundation and core of developing the game.

The FFA Club Excellence Mark is a benchmarking system to help clubs instil a culture of best practice and strive to a quality standard that will help them to become all-embracing in the community. We hope that this will contribute to clubs being more successful and sustainable. This scheme attempts to marry our existing grassroots accreditation scheme and our club licensing criteria so that all clubs can aspire to a standardised tiered accreditation system.

The IFA is dedicated to supporting clubs and club volunteers. The development of Club Education & Development Action Plan, a Volunteer Policy, a Volunteer Manual and a Volunteer Gold Mark scheme will all compliment this work and will serve as a means by which clubs can increase the number of volunteers and ultimately their capacity to deliver key responsibilities. The FFA Club Excellence Mark is the next stage in the club development pathway and is a follow on to the IFA Club Accreditation scheme supported by McDonalds. This is largely focused on the development of clubs participating in the small-sided games programme

We hope that this resource will help to further develop your club and better serve the diversity of your community. Additional support and resources to help you achieve FFA Club Excellence Mark can be accessed through the IFA's Club Development microsite: www.irishfa.com/clubvolunteerdevelopment - where you will find a range of templates, resources and additional information.



Jim Shaw
President, IFA



Patrick Nelson
Chief Executive Officer, IFA

To register use the link below: <http://db.sportni.net/ips/external/externalregistration.aspx>

FFA Club Excellence Mark is endorsed by the following organisations:



football for all



football for all

How does Football for All Club Excellence Mark work?

The FFA Club Excellence Mark is a tiered system with three different levels of accreditation: 1-star (entry standard), 2-star and 3-star (top standard). These levels were designed to factor in existing accreditation work going on at the grassroots/small-sided games and semi-professional levels respectively.

- The 1-star Mark is a step up from the on-going McDonalds Accreditation programme being delivered by the IFA grassroots department. Clubs that have been through this accreditation scheme would need to adhere to a range of additional criteria to achieve their Club Mark.
- The 2-star mark is an intermediate level for clubs who have achieved the 1-star mark or who feel they are well positioned to go straight in at that level
- The 3-Star mark would factor in the A level criteria of the IFA's licensing system and clubs that have their A licence would need to fulfil a few additional criteria to attain level 3 Club Mark. There is nothing to prevent any other interested clubs aspiring to this level also.

The FFA Club Excellence Mark will provide support to clubs in the following four areas:

1. **Club Governance** – how the club is run in terms of committees, structures, guiding policies and principles
2. **Duty of Care & Protection** – how the club looks after its members, players, coaches and volunteers and protects them from harm when representing the club
3. **Games & Coaching Development** – how the clubs provides opportunities for development for all potential players and coaches
4. **Community Engagement & Outreach** – how the club connects with the wider community

The IFA Club & Community Development Officer will oversee the scheme with support from colleagues and club volunteers willing to support other clubs through the process.

How can my club get involved?

If your club is interested in the Club mark scheme you can register online:

<http://db.sportni.net/ips/external/externalregistration.aspx>.

You will then be contacted by an IFA representative and an introductory meeting will be arranged to discuss the scheme and the process involved before agreeing the level which would best suit your club. You will also be given your Club Excellence Mark pack.

The Process

Once your club has registered the process of developing your Football Club Mark portfolio or folder can begin. This is a file of policies and procedures that guide the running of your club.

This is an open-ended process and can take anywhere from a few weeks to a few months, depending on where your club is at and the level of volunteer support at your disposal.

Assessment of clubs will take place once the club is happy it has met all the requisite criteria. This will be in two stages:

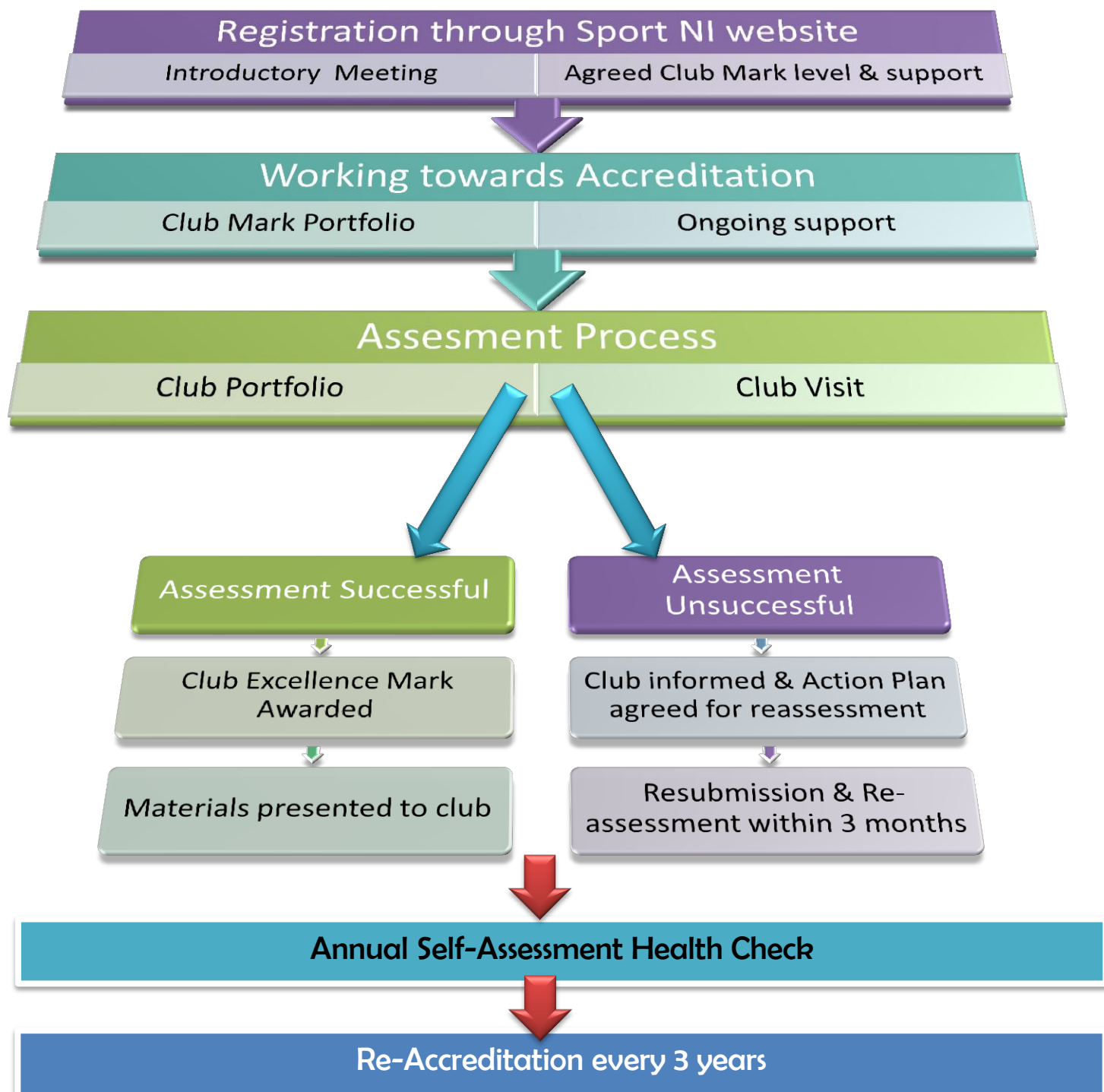
1. The first will be your club folder or portfolio assessment
2. The second stage will be more practical and will involve a club visit during regular club activity. It will include observing the activity as well as meetings with coaches, parents and club committee members.

We would expect clubs to be able to get through the accreditation assessment process within three to six months. While there is some flexibility, once a club registers the accreditation process should be completed within 12 months. A time-frame for portfolio submission and assessments will be agreed in the introductory meeting with your club.

Once a club achieves Club Mark status this will be valid for a three year period. A review will be conducted within 12-15 months of your club obtaining its Football Club Excellence Mark.



Below is the summary pathway to achieving FFA Club Excellence Mark:



Benefits & Incentives for IFA Club Excellence Mark holders

We envisage multiple benefits for clubs that obtain their FFA Club Excellence Mark. While there are incentives in the form of equipment for clubs who achieve Club Mark status there are also a range of other ways in which Club Mark can help your club:

- ✚ Increased membership – evidence of this in GAA, tennis, gymnastics and other codes (12.5% average). Demonstrating that your club is a fun, friendly and safe club for people to bring your children is a major selling point over other clubs. Evidence also shows that parents will travel greater distances in the knowledge that a club has the right ethos;
- ✚ Increased income as a knock on effect of this – through annual membership fees;
- ✚ Will attract and engage new volunteers through increased membership – tapping into resources – eg new members and of parents of new members etc;
- ✚ Funding and grants become more accessible – if you can sell your work as community integration/reconciliation;
- ✚ Better media profile for your club;
- ✚ Credits for coach education;
- ✚ Greater chance of success - medium-term and long-term;
- ✚ Makes the club more sustainable;
- ✚ More opportunities for club volunteers;
- ✚ Better relationships with community groups, agencies and departments;
- ✚ Access to City Councils Support for Sport grant; and
- ✚ Eligibility for Sport NI and other funding schemes

Accredited clubs can also avail of one Sport NI Coach Education & Development workshop. For more go to the following link:

<http://www.sportni.net/PerformanceSport/clubdevelopment/clubmarkni/benefitsofclubmark>

Of the Clubmark NI accredited clubs sampled:







- 36% had increased their number of club volunteers;
- 75% increased their number of active coaches;
- 67% increased their number of adult participants; and
- 90% increased their number of junior participants.
- 44% of clubs reported an increased number of people with a disability in membership of their club.












Sport NI

Clubmark NI has helped them to develop their procedures and practices, raise their club's profile, improve links to schools and their local community and form pathways for young people in their clubs to have enhanced opportunity to achieve their potential.










IFA Club Excellence Mark: Criteria for Assessment





A. Club Governance & Management

| | Criteria | Supporting Evidence | Support Available (if required) | Means of Assessment |
|--|--|--|---|---|
| <p>The club must:</p> <p>★ 1 STAR CRITERIA</p> | | | | |
| A1.1 | Hold adequate public liability insurance for all activities undertaken. | <ul style="list-style-type: none"> • Copy of certificate. | <ul style="list-style-type: none"> • Guidance on insurance providers |  Club Mark Folder |
| A1.2 | Be affiliated to the Irish Football Association and fulfil the conditions of membership defined in the statutes and regulations of the IFA | <ul style="list-style-type: none"> • Copy of affiliation letter/affiliation number. Or <ul style="list-style-type: none"> • Correspondence confirming affiliation from Irish FA. | |  |
| A1.3 | Have an open and non-discriminatory constitution. | <ul style="list-style-type: none"> • Copy of constitution, which must be signed and dated by at least the club Chairperson and Secretary. • Copy of committee minutes adopting latest version of constitution. | <ul style="list-style-type: none"> • FFA Club Constitution Template 01 |  |
| A1.4 | Have a functioning club committee governed by the constitution with active male and female representation | <ul style="list-style-type: none"> • Officers of the club elected on an annual basis at an AGM | <ul style="list-style-type: none"> • FFA Template 02 Committee meeting minutes |  |
| A1.5 | Job descriptions must be provided to key officers on the committee – club secretary, chairman, finance officer, child/player welfare officer | <ul style="list-style-type: none"> • Copy of job descriptions | IFA Job Description Templates 03a-c |   Club Mark Folder & Club Visit |

| Criteria | Supporting Evidence | Support Available (if required) | Means of Assessment |
|--|--|--|--|
| The club must: | | | |
| A1.6 Demonstrate a commitment to on-going club development with an up to date club development plan | <ul style="list-style-type: none"> • Copy of club development plan | <ul style="list-style-type: none"> • FFA Template 04 (Club Devpt plan) |   |
| A1.7 Have explored how people with disabilities could be included in football, integrating those that can into mainstream football and signpost others to more suitable/disability focused clubs in that area. | <p>At least one coach in your club has attended a Disability Awareness Course in Sport</p> <p>Or</p> <p>At least one coach has a Level 1 Disability Football Award.</p> | <ul style="list-style-type: none"> • IFA Level 1 Disabled Award • Database of Disability clubs in Northern Ireland |  <p>Club Mark Folder</p>  <p>Club Visit</p> |
| A1.8 Include at least two points relating to the inclusion of people with disabilities within the club's development plan. | Provide a copy of your clubs development plan highlighting the points relating to the inclusion of people with disabilities. | <ul style="list-style-type: none"> • Sport NI Club Resource Pack Templates 3 & 7 |  |
| A1.9 Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities. | <ul style="list-style-type: none"> • Club facility access audit and action plan where appropriate | <ul style="list-style-type: none"> • Sport NI Club Resource Pack Template 3 • DSNi Access Check Template |   |
| A1.10 Have adopted and be compliant with an Equal Opportunities/Sports Equity Policy. | <ul style="list-style-type: none"> • Copy of signed and dated equity statement/policy. • Details of how this policy has been implemented. | <ul style="list-style-type: none"> • FFA Equality policy Template 05 |   |
| A1.11 Have a specific membership fee and pricing policy specific for children and young people offering reduced rates from adult members. | <ul style="list-style-type: none"> • Copy of club's pricing details e.g. pricing policy/membership forms/ membership packages or categories. | |   |






















| | Criteria <i>The club must:</i> | Supporting Evidence | Support Available (if required) | Means of Assessment |
|-------|--|--|--|---|
| A1.12 | Communicate with parents/guardians on an appropriate basis. | <ul style="list-style-type: none"> Examples of communication e.g. letters, newsletters, website, new members pack etc – dated. | <ul style="list-style-type: none"> Sport NI Club Resource Pack Template 5 pg 43: |   |
| A1.13 | Adheres to the FIFA Code of Conduct and the UEFA 10 point plan | <ul style="list-style-type: none"> Elements of these incorporated into club constitution, codes of conduct or club policies | <ul style="list-style-type: none"> FIFA Code of Conduct & UEFA 10 point plan |  |
| A1.14 | Have adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers. | <ul style="list-style-type: none"> Copy of the club volunteering policy. Details of how the club have implemented this policy. | <ul style="list-style-type: none"> CPSU/NSPC C website Volunteer Now website 'Volunteer Champions' FFA Template 06: Volunteering Policy |   |
| A1.15 | Ensure that all new staff and volunteers undergo an induction process that includes the clubs structure and procedures. | <ul style="list-style-type: none"> Documentation which demonstrates the clubs induction process for new coaches and volunteers. | <ul style="list-style-type: none"> Sport NI Club Resource Pack Template 8 – pg 70 Volunteer Now website 'Volunteer Champions' workshop |   |
| A1.16 | Have procedures in place to ensure any breaches of policies relating to behaviour of its members are adequately addressed (this | <ul style="list-style-type: none"> Copy of procedures | <ul style="list-style-type: none"> FFA Template 07: Anti-Discrimination |   |

| Criteria | Supporting Evidence | Support Available (if required) | Means of Assessment |
|---|---|--|---|
| <p>The club must:</p> <p>includes racist/sectarian/homophobic/violent or other such abusive and unacceptable behaviour)</p> | | <p>Policy & Procedures</p> | |
| <p>A1.17</p> <p>Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).</p> | <ul style="list-style-type: none"> Names and contact details of Local Authority Sports Development Contact. Copies of correspondence. Club directories and other documentation produced by these organisations giving details of the club. | <ul style="list-style-type: none"> Sport NI Club Resource Pack Template 21 – pg 138 |  |
| FINANCE RELATED | | | |
| <p>A1.18</p> <p>Have an operational bank account requiring any two of the three signatories (Chair/Treasurer/Secretary)</p> | <ul style="list-style-type: none"> Bank statements, letter to bank | <ul style="list-style-type: none"> FFA Template 08: Club Education Pack – Finance Section |  |
| <p>A1.19</p> <p>Ensure a quarterly finance report is submitted to the club board/committee</p> | <ul style="list-style-type: none"> Copies of Report, Committee Meeting Minutes | |  |
| <p>A1.20</p> <p>Present a set of annual accounts at the AGM</p> | <ul style="list-style-type: none"> Minutes, copy of accounts | |  |















B. Duty of Care & Protection

| | Criteria <i>The club must:</i> | Supporting Evidence | Support Available (if required) | Means of Assessment |
|--|--|--|--|--|
|  ONE STAR CRITERIA | | | | |
| CHILD & YOUTH PROTECTION | | | | |
| B1.1 | Have adopted a suitable Safeguarding Policy and be compliant with the associated procedures, in accordance with Irish FA requirements. | <ul style="list-style-type: none"> • Copy of the club's policy, signed and dated by Chairperson and other relevant committee members. • Details and evidence of how the policy is being communicated within the club. • Copy of committee minutes adopting the policy. • Other evidence of implementation, i.e. other documents which refer to the policy. | <ul style="list-style-type: none"> • IFA Safeguarding policy • CPSU website • Sport NI Club Resource Pack • Templates 11 & 12 – pgs 87-116 |   |
| B1.2 | Be committed to ensuring that all club coaches and volunteers working with children and young people have attended or will attend Safeguarding Children & Young People in Football - Awareness Training within six months of taking up their role. | <ul style="list-style-type: none"> • Copy of recruitment, induction of training procedures which document how all coaching and volunteers working with children and young people undertake Safeguarding training within six month of beginning their role. • Copy of certificate of attendance for Safeguarding Children & Young People in Football. | <ul style="list-style-type: none"> • Safeguarding Children & Young People in Football child protection awareness training workshop |   |
| B1.3 | Appoint a designated person as safeguarding/child welfare officer and ensure that they and at least one other club members attend Sport NI's 'Designated Safeguarding Children's Officer' training at least once every three years. | <ul style="list-style-type: none"> • Name appointed designated person, demonstrate and submit copies of certificates of attendance for 'Designated Safeguarding Children's Officer' training workshop (x2). | <ul style="list-style-type: none"> • SNI Designated Safeguarding Children's Officer Training workshop |   |




| Criteria | Supporting Evidence | Support Available (if required) | Means of Assessment |
|---|--|---|---|
| <p><i>The club must:</i></p> <p>B1.4 Ensure that club members and parents/guardians are aware of who the designated person for safeguarding is and their role.</p> | <ul style="list-style-type: none"> Details of how this is communicated to members and parents/guardians. Copies of correspondence or other communication materials which demonstrate this. | |   |
| <p>B1.5 Ensure that all coaches and volunteers in contact with children and young people are subject to safe recruiting procedures that include checks via Access NI (or an equivalent system).</p> | <ul style="list-style-type: none"> Copy of recruitment, induction of training procedures which document how all coaching and volunteers working with children and young people are subject to Enhanced Disclosures via Access NI. Documentation from Irish FA which demonstrates that the club are compliant with this criteria. | <ul style="list-style-type: none"> FFA Template S07: Vetting Letter Access NI website CPSU website |   |
| <p>B1.6 Have adopted a Code of Expectations for parents/guardians.</p> | <ul style="list-style-type: none"> Copy of codes of expectations. Details of how this is communicated to parents/guardians. Copy of committee minutes adopting this Code of Expectations. | FFA Template 10 |   |
| <p>B1.7 Have adopted a Code of Conduct for children & young people.</p> | <ul style="list-style-type: none"> Copy of codes of conduct/rules. Details of how this is communicated to children & young people and parents/ guardians. Copy of committee minutes adopting this Code of Conduct. | FFA Template 11 |   |
| <p>B1.8 Hold an attendance register at all coaching and competition sessions.</p> | <ul style="list-style-type: none"> Copy of the register taking at all coach and competition sessions (this may be a blank version). | FFA Template 12 |   |
| GENERAL | | | |
| <p>B1.9 Have adopted a Code of Conduct for coaches and volunteers.</p> | <ul style="list-style-type: none"> Copy of codes of conduct. Details of how this is communicated to coaches and volunteers. Copy of committee minutes adopting this Code of Conduct. | FFA Template 13 |   |









| | Criteria <i>The club must:</i> | Supporting Evidence | Support Available (if required) | Means of Assessment |
|-------|--|--|--|--|
| B1.10 | Coaches / volunteers ensure that the playing surface, goals and equipment are checked for safety prior to all training sessions and games. | <ul style="list-style-type: none"> • Copy of risk assessments for all club venues. • Details on how club facilities and equipment are checked for safety. • Include an aspect of this in job/role descriptions for coaches/volunteers | <ul style="list-style-type: none"> • FFA Template 12 • SNI • 'Coaching Sport Safety' workshop |   |
| B1.11 | Provide access to qualified First Aid including a 1 st aid kit at all coaching and competition sessions. | <ul style="list-style-type: none"> • Detail how club can provide qualified First Aid at all coaching and competition sessions including naming club First Aider/s if relevant. • Copy of First Aid qualification certificate/s. | <ul style="list-style-type: none"> • St Johns • Ambulance • British Red Cross • Other reputable First Aid training providers |   |
| B1.12 | Have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents. | <ul style="list-style-type: none"> • Copy of clubs procedures and pro-forma for managing and recording accidents and incidents. | FFA Template 15: Accident/Incident Reporting Form |   |
| B1.13 | Have appropriate insurance cover for all coaching events and sessions | <ul style="list-style-type: none"> • Valid public liability insurance policy covering all club activity | |  |
| B1.14 | Hold contact details of parents/guardians/spouses/partners /emergency contacts. | <ul style="list-style-type: none"> • Detail how the club holds the contact details of parents/guardians/spouses/partners and emergency contacts. • Copy of parents/guardians/spouses/partners and emergency contacts form or membership form which records contacts. | <ul style="list-style-type: none"> • FFA Template 16: Emergency Contact |   |
| B1.15 | Hold information on any medical conditions of children and young people, and communicate the details on a need to know | <ul style="list-style-type: none"> • Detail how the club holds the contact details on any medical conditions of children & young people on a need to know basis. • Copy of medical information form or membership form which records | <ul style="list-style-type: none"> • FFA Template 17: Medical Info Template |   |



| Criteria | Supporting Evidence | Support Available (if required) | Means of Assessment |
|--|---|---|---|
| The club must: basis. | medical information. | | |
| B1.16 Have parental/guardian's written consent for their young person to participate in the activity. | <ul style="list-style-type: none"> Copy of consent form or membership form which requests written consent. | <ul style="list-style-type: none"> FFA Template S05: Parental Consent Form |  |

C. Quality Coaching & Games Development




| Criteria | Supporting Evidence | Support Available (if required) | Means of Assessment |
|--|---|---|---|
|  ONE STAR CRITERIA | | | |
| C1.1 Employ and/or deploy age appropriate qualified coaches at the club. Expected Level 1 (minimum) for coaching 6-11yr olds; Level 2 ('C' Certificate) for 12-16yr olds → UEFA B Licence for adults/the senior game. Have at least 2 Level 1 coaches | <ul style="list-style-type: none"> Details of junior coach/es qualification/s. Copy of coach/es qualification/s certificates. | <ul style="list-style-type: none"> IFA Level 1 Coaching Award UEFA B Licence Coaching Award (IFA) |  Club Mark Folder |
| C1.2 Have role descriptions for coaches and volunteers outlining roles and responsibilities. | <ul style="list-style-type: none"> Copy of role descriptions for various club roles, signed and dated by each coach or volunteer. | <ul style="list-style-type: none"> FFA JD & codes of conduct Templates |  Club Mark Folder |







| | Criteria | Supporting Evidence | Support Available (if required) | Means of Assessment |
|------|---|--|---|--|
| C1.3 | <p>The club must:</p> <p>Ensure that all coaches operating on behalf of the club are covered under the club's indemnity insurance.</p> | <ul style="list-style-type: none"> • Copy of professional indemnity insurance all activities undertaken. • In cases where coaching insurance is included as part of membership of an organisation or covered by club this should be documented and the relevant correspondence/certificates included to evidence this. | <ul style="list-style-type: none"> • Reputable coaching insurance provider |  Club Mark Folder |
| C1.4 | <p>Provide children and young people with weekly age-specific sessions for technical development increasing in frequency and content to ensure player progression. Sessions should be progressive and inclusive.</p> | <ul style="list-style-type: none"> • Documentation detailing the clubs coaching programme for children and young people. | <ul style="list-style-type: none"> • IFA guidance for coaching programmes for children and young people (if available) • SNI • 'Coaching Children & Young People' workshop |  Club Mark Folder |
| C1.5 | <p>Ensure that coach: participant ratios reflect IFA Guidelines:</p> <p>6-11yr olds: One level 1 coach + Assistant: 16 kids 12-16yr olds: One level 1 coach: 20 kids 16+: 1 : 20/24</p> | <ul style="list-style-type: none"> • Documentation detailing the clubs coach : participant ratio's within the junior club/section. | <ul style="list-style-type: none"> • IFA guidance |  |
| C1.6 | <p>Provide suitable intra and/or inter club competition, in accordance with the guidelines.</p> | <ul style="list-style-type: none"> • Evidence of participation in small sided games, leagues competitions at the appropriate level | <ul style="list-style-type: none"> • IFA Guidance |   |
| C1.7 | <p>Maintain attendance sheets for coaching and competitive events at youth level.</p> | <ul style="list-style-type: none"> • Attendance sheets | <ul style="list-style-type: none"> • FFA Template 12:Attendance Register |  |

| Criteria | Supporting Evidence | Support Available (if required) | Means of Assessment |
|-----------------------|---|--|--|
| The club must: | | | |
| C1.8 | <ul style="list-style-type: none"> Provide 'reasonable' physical access to people with disabilities | <ul style="list-style-type: none"> Provide examples of what efforts have been made/has been achieved | <ul style="list-style-type: none"> Disability Discrimination Act  |
| C1.9 | <ul style="list-style-type: none"> Adhere to IFA Small Sided Games Strategy for age appropriate training and games | <ul style="list-style-type: none"> Participation in small sided games programmes – accommodating for pitch size, goal posts etc | <ul style="list-style-type: none"> IFA Small Sided Games Strategy  |

D. Community Outreach & Engagement





| Criteria | Supporting Evidence | Support Available (if required) | Means of Assessment |
|----------------------------|---|--|---|
| ★ ONE STAR CRITERIA | | | |
| D 4.1.1 | <ul style="list-style-type: none"> Commit to having contact with at least one local school that encourages pupils to participate in club activities and communicate effectively with this school about the club's activities within one year of becoming accredited. | <ul style="list-style-type: none"> Summary notes/action points from meeting(s) with schools | <ul style="list-style-type: none"> Links to IFA Primary school coaches  Club Mark Folder |
| D 4.1.2 | <ul style="list-style-type: none"> Coaches/volunteers from the club have had the opportunity to undertake the IFA's Football for All Introductory Award | <ul style="list-style-type: none"> Evidence of attendance at one of these courses | <ul style="list-style-type: none"> Course organised & tailored for your club  |
| D4.1.3 | <ul style="list-style-type: none"> Develop an anti-racism and anti-sectarian policy that includes sanctions for any offenders | <ul style="list-style-type: none"> Club policy in place | <ul style="list-style-type: none"> FFA Template 07  |



| | Criteria <i>The club must:</i> | Supporting Evidence | Support Available (if required) | Means of Assessment |
|--------|---|--|---------------------------------|--|
| D4.1.4 | Plan/host an annual open day and invite key stakeholders and non-traditional groups to attend | <ul style="list-style-type: none"> • Flyers/posters • Invitation letters | |   |
| D4.1.5 | Create active links with local community development groups | <ul style="list-style-type: none"> • Evidence of engagement with local groups | |   |
| | | | | |


A. Club Governance & Management

★ ★ TWO STAR CRITERIA



| | | | | | |
|------|--|--|--|---|---|
| A2.1 | Have an active online communication forum for members and the public | <ul style="list-style-type: none"> Active and up to date website/facebook or other social media page | | <ul style="list-style-type: none"> FFA Template F01: Procurement Policy Template |  |
| A2.2 | Have a procurement system and procedures in place | <ul style="list-style-type: none"> Copy of procedures Key staff familiarity with procedures | | <ul style="list-style-type: none"> FFA Template F01: Procurement Policy Template |  |
| A2.3 | Maintain a database of coaches and volunteers | <ul style="list-style-type: none"> Up to date database | | <ul style="list-style-type: none"> FFA Template 09: Coach & Volunteer Database |  |
| A2.4 | Provide opportunities for youth involvement on the executive committee | <ul style="list-style-type: none"> Flyer/notice advertising temporary youth secondment onto Board Minutes of meeting with name of secondment | | |  |

B. Duty of Care & Protection

★ ★ TWO STAR CRITERIA



| | | | | |
|------|--|---|---|---|
| B2.1 | Club has a qualified first aider present at all club training sessions and games | <ul style="list-style-type: none"> Training Certificates for all trained club volunteers Attendance Records | <ul style="list-style-type: none"> FFA Template 12: Attendance Record Template |  |
|------|--|---|---|---|



| | | | | |
|------|--------------------------------|---|--|--|
| B2.2 | Anti-bullying policy/statement | <ul style="list-style-type: none"> Club Policy | <ul style="list-style-type: none"> FFA Template S02 |   |
| | | | | |





C. Quality Coaching & Games Development

★ ★ TWO STAR CRITERIA

| | | | | |
|------|---|---|------------------------------|--|
| C2.1 | A Coaching & Player Development Pathway is in place through which coaches/players can avail of opportunities to develop skills/knowledge base | <ul style="list-style-type: none"> CPD plan | | |
| C2.2 | Have at least two Level 2 coaches | <ul style="list-style-type: none"> Coaching Certificates | | |
| C2.3 | Committee, Team management and player representatives attend a referee awareness course | Attendance at IFA or recognised referee awareness course | Info on IFA endorsed courses |   |

D. Community Outreach & Engagement

★ ★ TWO STAR CRITERIA

| | | | | |
|--------|---|--|-----------------------|--|
| D4.2.1 | Participate in annual Football Against Racism in Europe (FARE) week | <ul style="list-style-type: none"> Images/records or other supporting materials of activities organised | IFA Guidance |   |
| D4.2.2 | Actively participate in the national Respect Campaign | <ul style="list-style-type: none"> Respect related measures undertaken at the club | IFA guidance and info |   |




| | | | | |
|--------|---|--|--------------|--|
| D4.2.3 | Send two young coaches/volunteers/players through Peace Player's International Diversity through Sport OCN course | <ul style="list-style-type: none"> No of people signed up to course | IFA Guidance | |
|--------|---|--|--------------|--|












football for all



A. Club Governance & Management

☆☆☆ THREE STAR CRITERIA

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|------|--|--|---|
| A3.1 | <p>Have a general manager with a clear job description that was appointed by the Board/Committee and who is responsible for running the club.</p> | <ul style="list-style-type: none"> • Job description, Reports to committee |  |
| A3.2 | <p>Have a finance officer who is either an external partner mandated by the club or somebody internal appointed by the committee that satisfies one of the following:</p> <ul style="list-style-type: none"> a) hold a recognised accounting qualification as defined by the CCAB (Consultative Committee of Accountancy Bodies), i.e. ICAEW, ICAS, ICAI, ACCA, CIMA or CIPFA; b) hold membership of the IATI or AAT (Institute of Accounting Technician Ireland or Association of Accounting Technicians) and be able to demonstrate practical experience in financial matters of at least 3 years; c) be part qualified via a recognised accounting qualification as defined by the CCAB (Consultative Committee of Accountancy Bodies), i.e. ICAEW, ICAS, ICAI, ACCA, CIMA or CIPFA, and be able to demonstrate practical experience in financial matters of at least 3 years. | <ul style="list-style-type: none"> • CV and Role Description of current finance officer |   |




| | | | | |
|------------------------|--|---|--|---|
| A3.3 | Have appointed a Security Officer being responsible for safety, security and stewarding matters. The Security Officer must confirm availability for matches and hold the appropriate certification for the position from Sport NI (or equivalent). | <ul style="list-style-type: none"> • Job description, Reports to committee, volunteer hours record | |   |
| A3.4 | Have appointed a media or PR Officer responsible for public and media engagement | <ul style="list-style-type: none"> • Job description, Reports to committee | |   |
| A3.5 | Have appointed a grounds man that has completed the Football Groundsmanship Course Level One (Annual Preparation Maintenance) or equivalent. | <ul style="list-style-type: none"> • Job Description, Volunteer hours record | |   |
| A3.6 | Have engaged qualified stewards to ensure safety and security at home matches | <ul style="list-style-type: none"> • Evidence gathered through Licensing Dept of IFA | | |
| A3.7 | Have appointed a supporter liaison officer (SLO) to act as the key contact point for supporters. The SLO informs supporters about relevant decisions made by the competent executive body (e.g. Board / Management Committee) whilst in the other direction communicating the needs of the fans to the said executive body. | <ul style="list-style-type: none"> • Record of SLO meetings with management • Record of SLO collaboration with Safety officer | |   |
| FINANCE RELATED | | | | |
| A3.9 | No Payables overdue to employees, members and tax authorities | <ul style="list-style-type: none"> • | |  |



| | | | | |
|-------|--|--|---------------------------------|---|
| A3.10 | Have an annual projected cashflow statement | <ul style="list-style-type: none"> • Copy of cashflow statement | Sport NI Club Leaders Resources |  |
| A3.11 | Have an annual set of audited financial statements | <ul style="list-style-type: none"> • Copy of audit report | |  |

B. Duty of Care & Protection

★ ★ ★ THREE STAR CRITERIA

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|------|--|--|---|---|
| B3.1 | Display a Child Welfare Mission Statement within the club as appropriate | <ul style="list-style-type: none"> Mission statement prominently displayed or included in materials for parents of children at the club | <ul style="list-style-type: none"> FFA Template S01: Child Welfare Mission Statement |  |
| B3.2 | Adopt a drug and alcohol policy | <ul style="list-style-type: none"> Policy document | |   |

C. Quality Coaching & Games Development


★ ★ ★ THREE STAR CRITERIA

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|------|---|---|--|--|
| C3.1 | Have at least one A licence coach | <ul style="list-style-type: none"> Coaching Certificates | | |
| C3.2 | Have a minimum of three development teams between U-12 and U-21 | | | |
| C3.3 | Have at least one team participating in the IFA Small-sided Games programme | | | |
| C3.4 | Have an IFA approved Youth Development Programme | | | |



D. Community Outreach & Engagement

☆☆☆ THREE STAR CRITERIA

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|---------|--|---|---------------------------------------|---|
| D.4.3.1 | Appoint a dedicated Community Relations Liaison Officer (CRLO) who can act as a link between the club and community as well as between the club and governing body | <ul style="list-style-type: none"> Minutes of Committee Mtg nominating CRLO Completed CRLO Form | IFA Club Officer Appointment Template |  |
| D4.3.2 | Have a dedicated Supporter Liaison Officer (SLO) that acts as a go between for supporters and the club – appointment must be accepted by both parties | <ul style="list-style-type: none"> Periodic attendance of SLO at club executive meetings (at least two per year) | | |



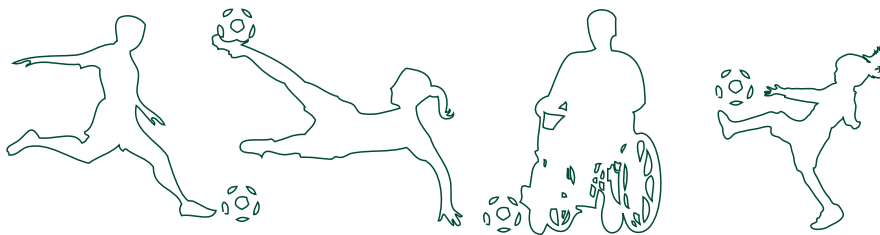
Assessment method will be a club's portfolio/folder of policy documents and statements.



Assessment method will be a meeting with club officers.



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Club Excellence Mark