



Club Secretary:

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Registered under the Football Association's Child Protection Policy

www.whickhamfellsideyfc.co.uk

Club Management Committee
Secretary – Dave Nelthorpe
Club Development Officer – Kevin Thompson
Registration Secretary – Gary Carr
Grounds Maintenance and Watergate Facilitator – Paul Kelly
IT & Marketing – Paul Mitchell

President – Rob Hennessey

Chairman – Bill Baty
Treasurer/Vice-Chairman – John Clark
Football Development Officer – Steve Thompson
Resources & Equipment – Tony Smith
Child Protection Officer – Sue Broadbent
Fundraising – Sharon Johnson

Club General Committee All Team Managers and Assistants

DFA Affiliation No. **Q-DUR0762**

QUALIFICATION AND CERTIFICATION POLICY

Policy Name: Whickham Fellside Youth Football Club (WFYFC) Qualification & Certification Policy.

Policy Version Number: 1

Policy Effective Date: 1st February 2017

Policy Owner: Child Welfare Officer & Youth Development Officer

Policy Reviewer: WFYFC Committee

Review Cycle: 365 days

Purpose: This policy is to ensure that

- The reputation and integrity of WFYFC is protected at all times, and
- All persons under the age of 18 engaged with WFYFC are provided with adequate protection and safe guards, and
- All persons working with anyone under the age of 18 in a support capacity representing WFYFC have the necessary qualifications and certifications required to operate in that role. These roles are defined as, but not limited to managers, coaches, assistant coaches and parent helpers.

Policy: All persons representing WFYFC working with anyone under the age of 18 **must hold** valid (e.g. not expired or lapsed) qualifications or certifications as defined in this policy.

Failure to comply with the policy will result in severe sanctions imposed by either WFYFC Management Committee or The FA.

Sanctions for noncompliance imposed by WFYFC Committee may include the suspension of a person's involvement with WFYFC, training sessions or league matches maybe cancelled (payment of match cancellation penalties will remain the responsibility of the team manager or coach), or the team suspension from the league.

Sanctions for noncompliance imposed by the The FA can be **severe** and will have major repercussions for all of the WFYFC teams which could be in the form of fines, manager, coach or club suspensions, or revocation of club FA affiliation.

As of the **28th February 2017** The FA require any person supporting a WFYFC team in any capacity (e.g. Manager, Coach, Assistant Coach or Parent Helper) **to hold a valid and in date Criminal Record Check provided by the DBS** (Disclosure and Barring Services). Failure to comply with this requirement will result in the immediate revocation of the FA affiliation for WFYFC. Upon revocation of WFYFC FA affiliation, **all WFYFC teams are immediately suspended** from any FA affiliated league.

The following table sets out the minimum valid and in date qualification and certification requirements for any person who is involved with any WFYFC team in any capacity where they are working with players in a team.

Qualifications & Certification

| | | Valid FA Coaching Qualification Level 1 or higher | Valid DBS (Disclosure & Barring Services) | Valid FA Child Safe Guarding | Valid FA recognised First Aid |
|-----------------|--|---|---|------------------------------|-------------------------------|
| Capacity | Coach a team for any type of match (league, cup, friendly etc.) a WFYFC representative that meets these requirements must be present at the match. | ✓ | ✓ | ✓ | ✓ |
| | Coaching a WFYFC team training sessions | ✓ | ✓ | ✓ | ✓ |
| | Assisting a coach for WFYFC match/training long term more than 6 months | ✓ | ✓ | ✓ | ✓ |
| | Assist a coach for match/training medium term 1 to 6 months | | ✓ | ✓ | ✓ |
| | Prior to engagement with a team within WFYFC where the person will be working with anyone under the age of 18 | | ✓ | | |

Additional Requirements

1. Any person operating in a capacity outlined is responsible for ensuring that their qualifications and certifications are valid and renewed prior to expiration. Failure to comply will result in sanctions being imposed by WFYFC Management Committee or The FA.
2. Team Managers, Coaches or Assistants are responsible for ensuring any new person they bring to support their team has a valid and in date CRC / DBS certificate **PRIOR** to them working with the team.
3. On match day if a WFYFC Team Manager, Coach or Assistant with the necessary qualifications and certifications is not available to be present at the match. It is the duty of the Team Manager or Coach to inform a WFYFC Management Committee member so that a stand in qualified Coach can be organised. If stand in cannot be found then the fixture must be cancelled and league fine paid.