



Dear Secretaries,

Charter Standard Annual Renewals

Please pass this information onto your clubs

From 2010, FA Charter Standard should move to an annual health check as part of re-affiliation. This would involve the Club tracking qualifications of volunteers and ensuring that the Club was maintaining the standard of the award. To support quality assurance and to protect the integrity of the award, the proposal would be to introduce a system of League and County FA monitoring.

With the annual renewal form which is attached, each club must also submit a copy of their Online Safeguarding Report, copy of their most relevant Annual General Meeting minutes and a Progress Report on their Development Plans (Only Development and Community Clubs).

League secretaries and the Football Development Officer and Welfare Officer from Sheffield and Hallamshire FA will go through the applications and sign them off. It is proposed that only incomplete or inadequate annual renewals will be discussed at committee meetings. A list of all the successful renewals will also be supplied. In some cases where leagues have large numbers of teams, the applicants may get separated in terms of their alphabetical order A-M and N-Z.

Clubs that affiliate to several leagues must select one of their designated leagues and renewal date to submit their annual application to. Clubs that affiliate to Sheffield and Hallamshire FA, but play their matches in other leagues will be targeted via a letter from the Football Development Officer at Sheffield and Hallamshire FA; this will also include Charter Standard Adult teams.

Time Frame for Submission of Annual Renewals

1st March 2010 - Doncaster and District Junior League

1st May 2010 - Millennium League

1st July 2010 - Sheffield and District Junior League

1st September 2010 – Sheffield and Hallamshire Girls County League

1st November 2010 - Sheffield and District Fair Play League, Adult Teams and all clubs affiliated to Sheffield and Hallamshire FA, but play outside our boundaries.

These proposed dates will stay the same each year to create continuity.

Can all application forms be sent to attention of:

**Matt Handley
69 Cornish Place
Cornish Street
Sheffield
S6 3AF**

IF CLUBS FAIL TO MEET THE DEADLINE THEIR CHARTER STANDARD AWARD WILL BE REMOVED AND THEY WILL HAVE TO SUBMIT A NEW APPLICATION.

County FA, Charter Standard Committee and Club Benefits

Overall the County FA and Charter Standard Committee believe this is the most logistical way of conducting the Annual Health Checks. The aim will be to make the process as trouble free and set stages which will allow clubs to send in their applications at the start of each month. This process allows the County FA and League Secretaries a month to go through the applications, and also get back to clubs that need additional information and support, before the Charter Standard Committee meets to discuss applications.

Clubs will also benefit from this way of conducting the Annual Health Checks, as they will have set windows to complete their applications. Umbro vouchers will be sent to all renewing clubs; new ones will get theirs through the FA.