

Our ref: CT/CWO/Jan2010

Dear Club Secretary / Club Welfare Officer,

RE: Club Welfare Officer Requirements & Affiliation for the 2010/2011 Season

As you will no doubt be aware, The FA has affiliation criteria for all Clubs with Youth and Junior teams to have a named Club Welfare Officer.

The Club Affiliation process to Sheffield and Hallamshire FA will begin from 12th April 2010. It is therefore essential that as a club you take the opportunity to review your Club Welfare Officers status as they must have the following in place **before** you attempt to affiliate for the 2010/2011 Season.

- (a) An Accepted Enhanced FA CRB
- (b) Have attended an FA Safeguarding Children Workshop (formally known as Child protection and best practice)
- (c) Have attended an FA Welfare Officer Workshop (WOW)

Your current Club Welfare Officer should already comply with parts (a) and (b). However, if you have changed your Club Welfare Officer during the season you will need to check to make sure that they meet the above requirements.

Club Welfare Officers; If you have yet to attend a Welfare Officer Workshop (WOW) please find an enclosed list of all upcoming Welfare Officer Workshops. You must book a place for one of these dates by booking online at www.sheffieldfa.com/development or completing an application form on the website and sending it to the above address along with payment.

Club Secretaries; In order to ensure a smooth affiliation process; it is essential for you to discuss with your current Club Welfare Officer whether they plan to remain with your club for next season.

If they do not plan to stay in the role, it is important that your club committee acts now to identify a new Club Welfare Officer and assess if they meet the above stated requirements.

If they do not have an accepted FA CRB and/or need to attend one or both of the workshops it is imperative that these matters are attended to prior to your club affiliation to Sheffield & Hallamshire FA.

Demand for both Safeguarding Children Workshops and Welfare Officer Workshops will increase as we approach the affiliation window, so to guarantee a place on a convenient workshop book a place as soon as possible.

Further information regarding the role of a Club Welfare Officer can be found at: <http://www.thefa.com/TheFA/WhatWeDo/FootballSafe/ClubWelfareOfficers.aspx>

If you require any further support or have a query regarding this letter please do not hesitate to contact myself as County Welfare Officer by telephone on (0114) 241 4992 or via email to clare.taylor@sheffieldfa.com

Thank you for co-operation.

Yours sincerely,

Clare Taylor
County Welfare Officer

WOW Course Dates

All courses 6pm – 9pm

**Course cost £25 - online booking price
(£28 Postal application price)**

For online booking: www.sheffieldfa.com/development - click on the event / courses button on left hand side of screen

Postal Application: Print off and complete an application form from www.sheffieldfa.com/development and send with payment to the Sheffield FA Office address on the enclosed letter

28th January 2010 : Barnsley Rugby Club, Shaw lane, Barnsley, S70 6HZ

17th February 2010 : Doncaster Deaf College, Leger Way, Doncaster, DN2 6AY

31st March 2010 : Sheffield Wednesday FC, Hillsbrough, Sheffield, S6 1SW