



25<sup>th</sup> November 2011

Dear Club Secretary / CS Coordinator,

**Re: Charter Standard Health Checks 2011/12**

Firstly, I hope the season is treating you and your fellow club members well.

It's the time of season whereby we require all existing Charter Standard Clubs to complete the Health Check as part of the accreditation renewal process. Please find enclosed a hard copy of your Club's form. You will note this has been pre-populated with information you provided to us on affiliation (please note - where applicable any additional information that was provided as part of the Health Check returned last season, will be carried over).

**What Next?** We require you to check the information on your Club Health Check Form, confirming details, altering where appropriate and filling in the blanks (when inputting a volunteer's qualification, please be clear on dates).

This process can be made easier through utilising 'Member Services' the on-line club tool accessible via the County FA website. Here you can input data, which is checked against our records. Completing the Health Check this way, in theory, is less time consuming and more accurate.

To encourage the use of Member Services we are offering a number of FREE 2-hour training workshops, which will include guidance on how to use the on-line tool effectively. Dates available to choose from are:-

- **Tuesday 10<sup>th</sup> January 2012 @ WFA Headquarters from 6.30pm to 8.30pm**
- **Wednesday 1<sup>st</sup> February 2012 @ WFA Headquarters from 6.30pm to 8.30pm**
- **Monday 27<sup>th</sup> February 2012 @ WFA Headquarters from 6.30pm to 8.30pm**

Attending this training is not compulsory, however does provide the ideal opportunity for us to support you first hand with a view to easing the process (see booking form enclosed).

**Why Complete a Health Check?** Completing the Health Check will validate your Club's Charter Standard Accreditation and, most importantly, go some way to ensuring that volunteers working within football have the appropriate up-to-date training required to carry out their duties effectively. This should raise standards and go some way to developing a better environment from which ALL can benefit.

Also, approved accredited clubs can continue to access the benefits package we offer to Charter Standard Clubs (please see list enclosed as a reminder).

**Timescales:** Deadline for returning the form to the County FA is Wednesday 29<sup>th</sup> February 2012. However, we actively encourage you to submit the form ASAP, to allow us sufficient time to work with you on any outstanding areas your club may have (i.e. we may need to make provision for additional courses; Emergency Aid, Safeguarding Children etc).

I hope that all clubs would wish to renew their accreditation; failure to comply with this deadline could result in your Charter Standard being suspended, removing all benefits.

I trust this letter and enclosed information sufficiently equips you to be able to proceed with completing the Health Check process, in addition to accessing the training workshop where necessary. However should you have any questions, please feel free to direct enquiries to tel: 01905 827137 (ext 205) or by e-mail: [charterstandard@worcestershirefa.com](mailto:charterstandard@worcestershirefa.com).

My colleagues & I look forward to hearing from you and thank you once again for your continued contribution to the development of grassroots football.

Kind regards,

*M. Jones*

Matt Jones  
**Football Development Officer**