

FAI Club Mark

How to Guide for Clubs – Entry Level Award



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Please note that all documents are part of the FAI Club Mark and may be subject to change

FAI Club Mark Overview

What is the FAI Club Mark?

The FAI Club Mark is an award for grassroots clubs based on best practice in the governance, management and administration of a club off the pitch. To achieve the award a club must complete a list of criteria that fall under the headings of;

1. Governance and administration
2. Players and Coaching
3. Clubs with underage players

Clubs are assisted through each part of the process by supporting documents and club meetings.

The FAI Club Mark aims to:

- ✓ Establish operating standards for football clubs.
- ✓ Provide clubs with a road map to achieve those standards.
- ✓ Support clubs on their journey.
- ✓ Reward clubs for achieving and maintaining high standards.
- ✓ Provide recognition to clubs for their commitment and achievements.
- ✓ Increase club's capacity to operate effectively and grow football in communities throughout Ireland.

Benefits of the FAI Club Mark (Entry Level) to clubs

- ✓ Your club will receive the Club Management Guide and sample supporting documents.
- ✓ Your club will receive a Club Mark meeting.
- ✓ Your club will get ongoing phone and email support.
- ✓ Your club will receive a plaque for completing the FAI Club Mark Entry Level Award.
- ✓ Your club will have use of the FAI Club Mark Logo for their website and for promotional purposes.
- ✓ The process will result in improvements to club structures, policies and operational procedures.
- ✓ The FAI will promote clubs that achieve the award through their website and social media channels.
- ✓ The club receives feedback on areas of improvement.
- ✓ Free National Draw Tickets - Every National Draw ticket your club orders you get one free (up to 100 tickets).
- ✓ Early bird option with discounted tickets to the FAI's Club Development Conference.
- ✓ On completion clubs can apply to the One Star Award.

Step 1 – Register for the FAI Club Mark

Checklist	✓
Visit http://www.fai.ie/domestic/fai-club-mark .	
Read all the information available on the website	
Click the 'Register Here' Tab and fill in the short registration form.	
The FAI's Club and League staff will contact your club to welcome you to the FAI Club Mark and arrange a date, time and venue for a meeting.	

Step 2 – Meeting with the FAI Coordinator

Please make sure at least two committee members are available for this meeting.	
The FAI Coordinator will provide the necessary documents including, the FAI Club Management Guide, and the 'How to Guide' for clubs.	
The FAI Coordinator will introduce the FAI Club Mark programme and explain what it is and the aims.	
The FAI Coordinator will explain the benefits and rewards of the FAI Club Mark.	
The FAI Coordinator will explain the Entry Level form questions and the documents a club must provide in order to achieve the award.	
The FAI Coordinator will highlight the online application form that the club is required to complete.	

Step 3 – Online application form (100% of the application for the Entry Level Award is online)

The club should organise a small group of members to complete all the necessary work and collate all their documents.	
Once all documents are gathered and accessible digitally the club should visit http://www.fai.ie/domestic/fai-club-mark and fill in the entry level form.	
Please note that the Entry Level application form must be completed in one go. If you leave the website, the page won't save.	
List of documents a club require to complete the Entry Level online application include; <ul style="list-style-type: none"> ✓ Question 5 requires a Club Constitution ✓ Question 9 requires a Copy of the Clubs Insurance ✓ Question 10 requires a Copy of a recent set of minutes ✓ Question 11 requires a Copy of recent minutes and/or agenda from the most recent AGM ✓ Question 12 requires a picture of the Goalpost Safety Poster on display in your club ✓ Question 13 requires a First aid certificate ✓ Question 15 Requires a bank statement ✓ Question 16 requires a Volunteer Recruitment Policy ✓ Question 17 requires a Letter/email of support from your League(s) ✓ Question 22 requires a Volunteer and Coaches registration sheet 	
Once the club has submitted the application form the information will be checked to ensure all the criteria is complete. The club will then be contacted and told if they have been successful or if more information is required.	

For more information or if you have any questions please email clubmark@fai.ie

Appendix A Entry Level Application Form (<http://www.fai.ie/domestic/fai-club-mark>)

Category 1 - Governance & Administration	
1. What is name of your club?	Enter the name of your club in the online application form
2. What is your club's designated email address?	Enter your club's designated email address in the online application form. The email address should be specific to the club and not an individual. E.g. abbottstowntd@gmail.com
3. What is your club's designated phone number?	Enter your club's designated phone number in the online application form. The phone number should be specific to the club and not an individual.
4. What is your Club Mark Officer's name, email address and phone no.?	Enter the name, phone number and email address of your club's FAI Club Mark Officer in the online application form.
5. Does your club have a constitution?	Please upload your club's constitution through the online application form. (Sample constitution in the Club Management Guide)
6. What is the name of your club's Chairperson?	Enter the name of your club's Chairperson in the online application form.
7. What is the name of your club's Secretary?	Enter the name of your club's Secretary in the online application form.
8. What is the name of your club's Treasurer?	Enter the name of your club's Treasurer in the online application form.
9. Does your club have public liability insurance?	Please upload a copy of your club's insurance policy through the online application form.
10. Does your club record minutes of all committee meetings?	Please upload minutes from the most recent a copy of your club management committee. (Blank out any sensitive information)
11. Please upload minutes of your last Annual General Meeting (AGM)	Please upload the agenda and/or minutes of your club's last AGM. (Blank out any sensitive information)
12. Does your club comply with the FAI goalpost safety Guidelines?	Take a picture of your goalpost safety poster on display in your club and upload it through our online application form. Visit http://www.fai.ie/domestic/clubs-leagues-affiliates/goal-post-safety , to get a copy of the poster
13. Does your club have an active member that has an up to date First Aid Certificate?	Please upload the first aid certificate of one of your members through the online application form.
14. Does your club have a first aid kit available at all training sessions and matches?	Please tick the box in the online application form to declare that your club provides a first aid kit at all training sessions and matches.
15. Does your club have a bank account?	Please upload a copy of a recent club bank statement. (Blank out any sensitive information)
16. Does your club have a volunteer recruitment policy?	Please upload a copy of your club's volunteer recruitment policy through the online application form. (Sample document in the Club Management Guide)
17. Does your league support your application (League no.1)	Please upload a letter/email of support from your league though the online form.
18. Does your league support your application (League no.2)	Please upload a letter/email of support from your league though the online form.
19. Does your league support your application (League no. 3)	Please upload a letter/email of support from your league though the online form.

Category 2 - Players and Coaching	
20. Does your club have a FAI qualified coach with each team?	Please tick the box in the online form to declare that your club provides has a qualified coach with each team.
21. Does your club have a coach and assistant coach with each team?	Please tick the box in the online form to declare that your club provides both a head coach and an assistant with each team
22. Please upload your clubs completed coaches/volunteer's registration sheet.	Please upload your coaches/volunteer's registration sheet which should include, Name, Date of birth, Garda Vetting number, coaching qualification level, Safeguarding Training Number, and the team that the coach works with or the role the volunteer plays. (Appendix B provides a template registration sheet)
23. Does your club understand and adhere to the FAI's Player Development Plan?	Please tick the box in the online form to declare that your club understands and adheres to the FAI's Player Development Plan.
Category 3 – Clubs with underage players	
24. Does your club understand and adhere to the FAI's Child Welfare and Safeguarding Policy?	Please tick the box in the online form to declare that your club understands and adheres to the FAI's Child Welfare and Safeguarding Policy.
25. What date did your club run the Parent/Coach Education Workshop?	Please enter the date in the online form. Also, please tag the FAI on twitter and/or Facebook in a picture taken at the Parent Education Workshop with the hashtags #FAI #ParentWorkshop
26. What is the name and email address of your Club's Children's Officer?	Enter the name of your Club's Children's Officer in the online application form.
27. Please upload your club's Child Welfare Risk Assessment	A template Child Welfare Risk Assessment can be received by emailing childwelfare@fai.ie
28. Please upload your club's Child Safeguarding Statement	A template Child Safeguarding Statement can be received by emailing childwelfare@fai.ie
29. Declaration that the information provided is correct	By ticking the box, you declare on behalf of your club that all information provided is accurate and correct
30. Is your club fully registered on FAInet?	Please ensure you have updated all your players registrations on FAInet

Any information that does not upload onto the online application form can be emailed directly to clubmark@fai.ie



Appendix B Sample Coaches/Volunteer Registration Sheet

FAI Club Quality Mark – Coach/Volunteer Register

Club: _____

Name	Date of Birth	Role (e.g. coach, volunteer, chair, etc.)	Team(s) (the team the coach works with if applicable)	Coaching Qualification	Garda Vetting No.	Child Welfare Safeguarding no.
Joe Boggs	19/09/1985	Coach	Under 15 a	PDP 1	Fai-10012345	6000
Mary Ryan	20/09/1984	Club Secretary	N/A	PDP1	Fai-10012346	7000

(Please upload this document in word or excel format)