

## FAI Club Mark

### How to Guide for Clubs – One Star Award



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## FAI Club Mark Overview

### What is the FAI Club Mark?

The FAI Club Mark is a series of accreditation awards for grassroots clubs based on best practice in the governance, management and administration of a club. To achieve the award(s) 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.

### Timeline for the FAI One Star Player Development Centre Award

Clubs have a specific window of time in which to complete the award. If clubs cannot complete the criteria in this time, they will have to begin the process once the next window opens.

- ✓ September – Clubs can Register their interest in achieving the Award
- ✓ September/ October – Clubs received a Club Mark Meeting and all relevant information
- ✓ May 31<sup>st</sup> – Deadline for completion of all the criteria

### 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.

### Characteristics of an FAI Player Development Centre

- ✓ A club has a FAI recognised player development plan
- ✓ A club has a FAI recognised coaching structure
- ✓ A club works with a FAI Coaching Mentor
- ✓ A club has demonstrated best practice in child welfare and safeguarding
- ✓ A club has a high standard in club governance

### **Benefits of the FAI Club Mark (One Star) to Clubs**

- ✓ 3<sup>rd</sup> edition Club Management Guide
- ✓ Club Mark Meeting
- ✓ FAI One Star Player Development Centre Plaque
- ✓ FAI One Star Player Development Centre Logo
- ✓ Access to the FAI Club Mark Newsletter
- ✓ Access to the FAI's Club mark email service
- ✓ A Flag to highlight your club's status
- ✓ Club signage to highlight your club's status
- ✓ A free place on a UEFA Leaders Course
- ✓ A coaching mentor following the completion of the UEFA Leaders Course
- ✓ A ticket to the annual Coaching Development Conference
- ✓ Coach Education Webinar specifically for Club Mark Clubs
- ✓ Free tickets to the FAI Club Development Conference
- ✓ Local presentation of the award to your club
- ✓ The club has the status of being a recognised FAI One Star Player Development Centre
- ✓ The process will result operational improvements for the club

### Step 1 – Register for the FAI Club Mark

Checklist	✓
Visit <a href="http://www.fai.ie/domestic/fai-club-mark">http://www.fai.ie/domestic/fai-club-mark</a>	
Read all the information available on the website	
Click one the '1 Star Award' drop down click '1 Star Register Form' tab and fill in the short form	
The FAI Club and League Department 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 One Star application 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 <a href="http://www.fai.ie/domestic/fai-club-mark">http://www.fai.ie/domestic/fai-club-mark</a> and fill in the One Star application form.	
Please note that the One Star application form must be completed in one go. If you leave the website, the page won't save.	
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 further information is required.	

**For more information or if you have any questions please email [clubmark@fai.ie](mailto:clubmark@fai.ie)**



## Appendix A One Star 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 the name of your Assistant Chairperson?	Please enter the name of your clubs Assistant Chairperson
3. Does your club have a health and safety policy/documents?	Upload relevant documents. See Appendix W of the FAI's Club Management Guide for samples
4. Does your club have a projected annual budget?	Upload your club's annual budget
5. Does your club have a finance/fundraising subcommittee?	Please click yes or no
6. Does your club have role descriptions for all positions on your management committee?	Add all your role descriptions to one-word document and upload it in the space provided. Sample role descriptions can be found in the Appendix section of the FAI's Club Management Guide
7. Does your club have a volunteer induction pack?	Upload the information you provide to volunteers when they join your club. Framework for this will be provided at your Club Mark Meeting.
8. Does your club have access to changing facilities at your home pitch?	Please tick the box in the online form to declare that your club has suitable changing facilities for players at your home pitch
9. Does your club have access to toilets at your home pitch?	Please tick the box in the online form to declare that your club has suitable toilets for players at your home pitch
10. What is the name of your clubs nominated grounds person?	Please enter the grounds person's name. (this is only relevant for clubs that own or have a long-term lease on their own pitch)
11. What is the website address for your club?	Please enter your club's website
12. Please upload your club's social media policy	Please upload your club's social media policy. See appendix N of the FAI's Club Management Guide
13. What is the name of your club's Public Relations Officer (PRO)/Communications Officer?	Please enter the name of your club's PRO/Communications Officer
14. Please upload your club's equality/inclusion policy	Please upload your club's equality policy. See Appendix X of the FAI's Club Management Guide
Category 2 - Players and Coaching	
15. Does your club have a player's code of conduct?	Upload your club's players code of conduct. See appendix S of the FAI's Club Management Guide
16. Does your club have a coach's code of conduct?	Upload your club's coaches code of conduct. Please see appendix R of the FAI's Club Management Guide
17. What is the name of your club's Coaching Coordinator/Director of Football?	Please enter the name of your club's coaching coordinator/director of football. This person should hold a <b>national C licence</b>
18. Does your club have a coaching subcommittee that meets at least twice annually?	Please upload the most recent minutes from your coaching subcommittee's last meeting.
19. Please upload your club's coaching and player development plan?	Upload your clubs coaching and player development plan. Please ensure this is in line with the FAI's Player Development Plan. A framework for this and sample will be provided at your Club Mark meeting.



20. Please upload your coaches/volunteers coaching register	Please upload an updated coaches/volunteers register (Sample on page 6 of this document) to demonstrate that your club is adhering to the FAI Child Welfare and Safeguarding Policy and have attained the appropriate FAI Coaching Qualifications.
<b>Category 3 – Clubs with underage players</b>	
21. Does your club have a football nursery programme?	Please tick the box to declare that your club has a nursery programme
22. Please upload your Parent/Guardian Code of Conduct	Upload your Parent/Guardian code of conduct. See appendix T in the FAI's Club Management Guide
23. Does your club provide opportunities for girls to play football? Please explain.	Please state the number of females playing football in your club, the no. of female teams and a very brief overview of what the club is doing to promote girls/women's football
24. Has your club signed up to the CARA Centre Disability Charter?	<a href="https://caracentre.ie/sport-inclusion-disability-charter/">https://caracentre.ie/sport-inclusion-disability-charter/</a>

**Any information that does not upload onto the online application form can be emailed directly to [clubmark@fai.ie](mailto:clubmark@fai.ie)**



## Appendix A 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