

## FAI Club Mark

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



#### Contents

FAI Club Mark Overview .....	2
Step 1 – Register your clubs interest for the FAI Club Mark Two Star Award .....	4
Step 2 – Meeting with the FAI Coordinator .....	4
Step 3 – Online application form .....	4
Appendix A Two Star Application Form ( <a href="http://www.fai.ie/domestic/fai-club-mark">http://www.fai.ie/domestic/fai-club-mark</a> ) .....	5
Appendix B Sample Club Workforce Registration Sheet .....	7

## 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. Club Governance and Administration
2. Player and Coach Development
3. Creating Opportunities for Underage Players

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

### Timeline for the FAI Two 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.

- ✓ 1<sup>st</sup> October to 1<sup>st</sup> November – Clubs can Register their interest in achieving the Award.
- ✓ 30<sup>th</sup> November – 8 Successful Clubs contacted.
- ✓ January – Clubs received a Club Mark Two Star Introductory Meeting and all relevant information.
- ✓ February, April, June, August – Progress meeting
- ✓ October 1<sup>st</sup> – Application Deadline
- ✓ October 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.

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

- ✓ Latest edition Club Management Guide
- ✓ Various Club Mark Meetings
- ✓ FAI Two Star Player Development Centre Plaque
- ✓ FAI Two Star Player Development Centre Logo
- ✓ Access to the FAI Club Mark Two Star Forum
- ✓ Access to various FAI Pilot Programmes
- ✓ A Two Star Flag to highlight your club's status
- ✓ Club signage to highlight your club's status
- ✓ Club Posters with crest & logo
- ✓ A UEFA SROI specific to your club
- ✓ FAI Club Mark Equipment Package

## FAI Club Mark

- ✓ FAI Club Mark Stationary Package
- ✓ Coach Education Webinar specifically for Club Mark Clubs
- ✓ Free tickets to the FAI Club Development Conference
- ✓ Signed International shirt
- ✓ 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
- ✓ List of Rewards to be published on an annual basi

### 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 '2 Star Award' drop down click '2 Star Register Form' tab and fill in the short form	
The FAI Club Development Team 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 Two Star application questions and the documents a club must provide 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 FAI Club Mark Two Star application form.	
Please note that the FAI Club Mark Two 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 Two Star Application Form (<http://www.fai.ie/domestic/fai-club-mark>)

Category 1 – Club Governance & Administration	
1. What is name of your club?	Enter the name of your club in the online application form
2. Does your club have a Strategic Plan?	Please upload your Club Strategic Plan
3. Does your club have a Strategic Planning Subcommittee?	Strategic Planning Committee to consist of Football, Facilities, Finance, Volunteers, Community Engagement.
4. Does your club have a Deputy DLP to assist the Chairperson?	Please enter the persons name and ensure they are on the volunteer register. They need to have completed SG3
5. Does your club have a Marketing, Sponsorship & Communications Subcommittee?	Please click yes or no
6. Does your club have a Volunteer Recruitment and Support Officer?	Please enter the name and email of your Club Volunteer Support Officer
7. Is there a treatment room on site (Or a room that can be used as such)	Please tick yes or no
8. Does your club have access to a club house with a meeting room at your home pitch?	Please tick the box in the online form to declare that your club has suitable meeting facilities for members at your home pitch
9. Does your club have pitch boundaries at your home pitch?	Please tick the box in the online form to declare that your club has suitable pitch boundaries to stop encroachment for games at your home pitch
10. Proof of Sustainability/ Renewable Technology at the Club / future plans	May include this within your strategic plan, please reference this page and any extra plans in the box below.
11. Does your club have access to a Defibrillator?	Please click yes or no
12. Please upload your club's GDPR policy	Please upload your club's GDPR policy.
13. Has your club an in-house disciplinary procedure?	Please upload your clubs inhouse disciplinary policy
14. Do you have a club based Referee?	Please enter the name of the person who has completed the referee education course
Category 2 - Player and Coach Development	
15. Does your club have a maximum of three coaching/management roles per person	Please ensure this is indicated in your club workforce register
16. Does your club have a minimum of three male and three female teams	Please ensure this is indicated in your club workforce register
17. Does your club have one first aider per team	Please ensure this is indicated in your club workforce register
18. Does your club host FAI Coach Education courses at the club	Please click yes or no
19. Does your club run in-house CPD which is delivered to various groups	Please upload examples of club in house CPD



20. <b>Does your club have a Head of Goalkeeping (Qualified to National GK C)</b>	Please ensure this is indicated in your club workforce register
21. <b>Does your club have multiple (2+) UEFA licenced coaching staff within the club</b>	These volunteers should have any of the following courses to qualify, UEFA C, B, A, GK B, GK A, Leaders Award, Elite Youth B, Elite Youth A etc. Please ensure this is indicated in your club volunteer register
22. <b>Please upload your fully updated player development plan</b>	Please upload your updated Club Player Development Plan, this should include a pathway from underage to adult and incorporating recreational football and/or a pathway for people with special needs.
23. <b>Please upload your Club Workforce Register</b>	Please upload an updated club workforce register to demonstrate that your club is adhering to the FAI Child Welfare and Safeguarding Policy and have attained the appropriate FAI & UEFA Coaching Qualifications.
<b>Category 3 – Creating Opportunities for Underage Players</b>	
24. <b>Proof of Engagement with FAI Programmes (must participate in 3 from a menu of 7)</b>	Your club must participate in 3 from a menu of 7 grassroots programmes - Club Development, Schools & Third Level, Womens, Futsal & Recreation, Camps, Referees, Football For All.
25. <b>In what way does your club run football inclusion programmes</b>	Please provide evidence of how your club promotes Inclusion Programmes in your locality, has your club run Show Racism the Red Card / FAI Onside/ UEFA Outrage workshops.
26. <b>Does your club have FFA qualified coaches across various teams</b>	Please ensure this is indicated in your club workforce register, workshops will be available during the year. Coaches across key age groups are asked to have completed this workshop.
27. <b>Does your club have a Club/School Liaison Officer for a club/school link</b>	Please provide the name and email of your Club/School Liaison Officer.
28. <b>Does your club have primary school, secondary school or third level institution links</b>	Please explain the current links between your club and schools/third level institutions.
29. <b>Does your club have a Volunteer Club Development Officer?</b>	Please ensure this is indicated in your club workforce register, this is a person who is registered as an FAI auxiliary in the club. This is the person who assists Development officers with club community engagement, different role to the head of football role that is required for one star.
30. <b>Does your club provide recreational football opportunities?</b>	Please indicate how describing how numbers of participants are captured or could be captured more efficiently in the future.
31. <b>Please provide evidence of Club Community Engagement</b>	Please provide examples of community engagement, initiatives or programmes where your club has involved the local community. Provide examples of how your club is embedded in the community.
32. <b>Please upload an image of the FAIs NO REF, NO GAME poster on display at your club</b>	Please upload the image

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 Club Workforce Registration Sheet

FAI Club Mark – Club Workforce 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	Chair	Under 15 a	PDP 3	Fai-10012345	6000
Mary Ryan	20/09/1984	Club Secretary	N/A	PDP1	Fai-10012346	7000
Joe Boggs	19/09/1985	Coach	Under 15 a	PDP 3	Fai-10012345	6000