



# ANNUAL HEALTH CHECK

## “HOW TO GUIDE”

Before opening the Annual Health Check tab please complete the 2 steps below.

- 1 Firstly ensure that there is an allocated person responsible for doing the Annual Health Check within your club and that they are fully aware of criteria and deadlines. This should ideally be your **Charter Standard Coordinator** and can be added as a club official in Whole Game so that they can lead on the Annual Health Check process in the system.
- 2 Then, before starting the Annual Health Check, please ensure all your team officials are up to date and meeting the charter standard criteria. To do this log into Whole Game, open your **Clubs tab** and click **Team Officials** on the left hand side. Open the **Team Officials Qualifications Report** (top right of that page)

*This report is a live document where you can check all your volunteers' and coaches' qualifications and expiry dates, against the teams they are working with to ensure they meet the criteria.*

*REMEMBER you need at least one person **PER TEAM** that has all four boxes ticked.*

- Safeguarding can be done for **FREE** online.
- Emergency Aid courses can be booked via our website.
- All **CRC's** must be **INDATE**.
- Level 1 needs to be showing on the coaches' record.

*If the incorrect coach is showing you can change this within the team officials tab and it will update the report for you.*

Once you can see that you have one coach per team meeting the requirements within your Team Officials Qualification Report you can then progress onto the **Annual Health Check Tab**.

You will have 3 pages to complete to submit your Annual Health Check and only **Club Officials and Charter Standard Coordinators** can access this page in Whole Game



**Page ONE** of the health check is where you confirm your teams for the current season. If any teams have folded since your affiliation please tick the folded box.

*Be careful as once ticked it cannot be unticked unless it's by the FA IT Dept. Once you have submitted the health check the team will be removed from your club, you do not need to remove anything or anyone else. **PLEASE DO NOT REMOVE COACHES** for those FOLDED teams, this will be done automatically when the health check is awarded.*

**Page TWO** of the health check is where you confirm all your managers, coaches, assistants etc. As you have already checked this by using the **Team Qualifications Report** earlier this should be accurate and will be a matter of checking it one last time. The Team Qualifications Report is available again at this stage if needed.

*It will still show the coaches for the FOLDED teams at this point, **DO NOT REMOVE** them as this is done automatically when the health check is awarded.*

**Page THREE** of the health check shows you what actions need to be taken before your health check will be awarded. **Please do not submit your health check until all the actions have been completed.**

However, if for example you have just ONE coach waiting to do their Emergency Aid and the course has been booked for a future date, you can make a note of this in the AHC including the **date of course** and who it is booked with and then submit.

*Page Three MAY contain actions for those Coaches who are part of a FOLDED team and therefore no longer part of your club, if this is the case you can ignore those actions as long as the coach isn't working with another team that hasn't folded.*

*A reoccurring problem we all had last year was duplicated FANS and missing Qualifications. The easiest way to check that you have the correct FAN showing the correct qualifications for your officials is to use the **TEAM OFFICIALS QUALIFICATION REPORT**. Any queries send Cheshire FA the details and we will check with FA Education and/or for duplicate FAN.*

*One of the other issues that we all came across last year was that Emergency Aid courses were very hard to come by, so with this in mind we are putting in place a number of courses across the county to avoid this issue again. We will send out details of courses available shortly.*

**If you require any assistance with completing any of processes above contact Tracy Horth on 01606 871166 or at [Tracy.Horth@CheshireFA.com](mailto:Tracy.Horth@CheshireFA.com)**

# Charter Standard Criteria Table

Charter Standard Criteria	Adult Club	Youth Club	Development Club	Community Club
Club Rules & Constitution in place	✓	✓	✓	✓
Codes of Conduct in place	✓	✓	✓	✓
Equality Policy in place	✓	✓	✓	✓
Safeguarding Policy in place	✓	✓	✓	✓
FA Qualified Emergency First Aider for each Adult teams (2 needed if one is also a player) with First Aid Kit at each game	✓	✓	✓	✓
Licensed Coaches Club 90% of coaches	✓	✓	✓	✓
Designated Charter Standard Coordinator	✓	✓	✓	✓
Club Welfare Officer named on WGS		✓	✓	✓
FA CRC ALL Youth Personnel		✓	✓	✓
Min one Level 1 Coach per Youth Team With In date Safeguarding, <b>FA</b> Emergency Aid and <b>FA</b> CRC		✓	✓	✓
Level 2 Coach per Club			Min of 1	Min of 2
Club Development Plan 3-5 years		✓	✓	✓
Min 5 teams covering 4 age groups			✓	
Min 10 teams cover mini-soccer, youth and adult				✓
FA Adult Mentoring Course attended by one person				✓
Min one male and one female team				✓