



How your clubs can keep track of their members':

- FA CRB checks
- Safeguarding Children training

1. Who supplies the club with access details?

The FA will write directly to each club secretary as shown on CAS with the necessary details and some guidance notes. County FAs will have a copy of the standard letter sent to clubs. Those counties who have made policy decisions about Welfare Officers for the 07/08 season, or who have a specialist ID card scheme, have been given the opportunity to amend the standard letter for their clubs.

2. Does the parent County FA get informed of these details?

No, this information will be held by The FA.

3. What if the club secretary changes during the affiliation process or at any other point?

Where there is a change of club affiliation data e.g. change of club secretary, or change of club secretary's address, clubs will be asked to contact their County FA. The CFA will authorise and make the changes as they do now and then The FA will run a report on a regular basis, highlighting any changes and new details will be issued where required. During affiliation periods, the report will be run on at least a weekly basis.

4. What happens if the letter does not arrive?

Clubs can contact the enquiry line services via footballsafe@TheFA.com or via 0800 085 0506.

5. What happens if the access details are lost?

Clubs can make contact as above via the enquiry line services.

6. What if the club secretary does not have access to the Internet?

Many local libraries now have computers that the public can use to access the Internet. However, if there is a problem, then the club secretary should be advised to contact the County FA who can use their administrator rights to make paper copies available to the club. This is being directed via counties as some counties expressed that the information about who is not able to gain online access was important to them. This will be reviewed with counties following the launch on the online access.

7. What happens if the club folds?

Providing the parent County FA records details of disbanded date on the home page on CAS, then the system will recognise the fact and refuse access.

8. What if the club changes its name after being issued with details?

As the club will maintain its Club ID details, then the club secretary will still have access.

9. What personal details will be showing on the front page?

Club member's details: FAN/NPD, first name, surname, date of birth and e-mail address if known.

10. Will the club have to agree to conditions in relation to the data they will see?

Yes. Under the "Terms and Conditions" published on www.TheFA.com and on County FA websites, when logging in, the user will have agreed to abide by these conditions.



11. Briefly what are these conditions?

These are the same as those published on the home page of The FA.com and on County websites that use the new FA template.

12. Will the club secretary be able to print off a report of the data?

No. However there will be nothing to prevent a screenshot being taken and printed.

13. What if a name does not appear on the club list?

Using a form, only available on the second page of the online system, the club secretary can submit to The FA, for someone to be added. Certain information on the individual will be required for approval and the submission of this information will be considered as permission for the change.

14. How can a club add someone to the club list?

See response to question 13.

15. How can a club have someone removed from their club list?

As above, except that the personal information will not be available from the screen.

16. What if the individual is being dealt with by FA Case Management or is suspended?

The FA will contact the club secretary and advise them of the situation.

17. Will the club secretary be able to amend any of the details shown on the screen?

No. This is a read only view.

18. What happens if the secretary shares their access details to another party?

It has been made clear in the cover letter that by using the online system, they will be abiding by the Terms and Conditions, therefore if they contravene them, the secretary may be dealt with under the Terms and Conditions for usage.

19. Will the club secretary be able to add another user to the account?

At this stage club secretaries will be able to nominate a Club Welfare Officer, who will be given access in phase 2.

20. Will the club secretary be able to access their page if the club is suspended on CAS?

Yes, because other club activities may continue which involve access to children.

21. Will the club secretary have to have completed a CRB check to be able to access the data?

No, as at this stage simply accessing data (and in this case only data that says 'accepted' or 'in progress'), does not make someone eligible for a CRB check.

22. What happens if the parent County FA does not have this function on their website?

This functionality will be available through the "Membership" pillar of any County FA website that has been supplied by The FA or through the "Safeguarding Children" channel on www.TheFA.com. These options will be indicated on the club letter.



23. Will the club list show the club secretary the safeguarding children and welfare officer training status of any of their members?

Yes, in the form of the initial date that their certificate was issued for their safeguarding children training and where relevant for Welfare Officers the Welfare Officer Workshop training.

24. Can the club nominate their Club Welfare Officer using this facility?

Yes, they can "assign" any individual who has both an "accepted" CRB and holds a current Safeguarding Children certificate. This individual can be changed at any time as required. Every time an "assign" is made, the CWO record on CAS will be changed. The details of the current CWOs will be available on the "Club Mailing List" spreadsheet allowing County FAs to use the data how they choose.

25. Can the parent County FA access any of their club pages?

Yes. County FAs can have administrator access as shared in the recent county circular. This will enable counties to log in once and select any of their clubs from a drop down list near the top of the page.

26. What will County FA staff be expected to administer?

It is not anticipated that there will be any involvement for County FA staff above the normal affiliation process and updating club details as they do now.

27. What will County FA staff be expected to advise member clubs if an enquiry is made?

This should not be necessary as there are clear guidelines on the site indicating what to do if the user is unsure.

Glossary

CAS - County Administration System

CRB - Criminal Records Bureau

Club ID - Unique database reference record

FAN/NPD - FA Number/National Participant Database reference record

TMG – The Media Group (the Agency registered to process FA CRB checks and administer the safeguarding children training programmes).