

January 2010

Dear Club Secretary / Club Welfare Officer

RE: Club Welfare Officer Requirements & Affiliation for the 2010/2011 Season

As you will no doubt be aware, The FA has affiliation criteria for all Clubs with Youth and Junior teams to have a named Club Welfare Officer.

The Club Affiliation process to Devon FA will begin from April 2010. It is therefore essential that as a club you take the opportunity to review your Club Welfare Officers status as they must have the following in place **before** you attempt to affiliate for the 2010/2011 Season.

- (a) An Accepted Enhanced FA CRB
- (b) Have attended an FA Safeguarding Children Workshop (formally known as Child protection and best practice)
- (c) Have attended an FA Welfare Officer Workshop (WOW)

Your current Club Welfare Officer should already comply with parts (a) and (b). However, if you have changed your Club Welfare Officer during the season you will need to check to make sure that they meet the above requirements.

Club Welfare Officers; if you have yet to attend a Welfare Officer Workshop (WOW) please find an enclosed list of all upcoming Welfare Officer Workshops. You must book a place for one of these dates by checking the Devon FA website and downloading an application form - from Development/Coaching Courses.

Club Secretaries; in order to ensure a smooth affiliation process; it is essential for you to discuss with your current Club Welfare Officer whether they plan to remain with your club for next season.

If they do not plan to stay in the role, it is important that your club committee acts now to identify a new Club Welfare Officer and assess if they meet the above stated requirements.

If they do not have an accepted FA CRB and/or need to attend one or both of the workshops it is imperative that these matters are attended to prior to your club affiliation to Devon FA.

Demand for both Safeguarding Children Workshops and Welfare Officer Workshops will increase as we approach the affiliation window, so to guarantee a place on a convenient workshop book a place as soon as possible.

Further information regarding the role of a Club Welfare Officer can be found at: <http://www.thefa.com/TheFA/WhatWeDo/FootballSafe/ClubWelfareOfficers.aspx>

If you require any further support or have a query regarding this letter please do not hesitate to contact myself as County Welfare Officer by telephone on 01626 325913 / 07887887273 or via email to dave.keast@devonfa.com

Thank you for co-operation.

Yours sincerely,

Dave Keast

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Welfare Officer Workshops

Wednesday 24th February @ Barnstaple Civic Centre

Thursday 11th March @ YMCA Kitto Centre, Plymouth

Tuesday 23rd March @ Exeter City FC

Wednesday 5th May @ Devon County FA, Newton Abbot

Tuesday 11th May @ South Molton CC (Venue subject to change)

All Workshops commence at 6.30 pm and last up to 3 Hours

For details of the Safeguarding Children Workshops please see the website or telephone myself on 01626 325913 or Annie Watts on 01626 325914