

# The FA Football Development Programme Step into Sport Framework



## Mission Statement

The FA Step into Sport programme will enable The FA to enthuse, retain and develop young people regardless of their background, gender or level of ability.

The programme will play a vital role in developing the volunteer workforce within the game by creating an effective pathway for young leaders to continue their volunteering experience in FA Charter Standard clubs or other appropriate agencies.

# Introduction



The Step into Sport project aims to provide a simple framework of co-ordinated opportunities to increase the potential for young people to participate in volunteering and leadership through sport. Funded by DCMS through the PESSCL strategy, the programme is developing a future generation of leaders and volunteers who have the knowledge and experience to make a positive contribution to local sporting communities. It targets young people aged 14-19 years old.

The Football Association launched its Volunteer Development Strategy in 2003, developed by the Football Workforce Working Party, and identified the following key objectives;

- The need for a skilled volunteer workforce and to introduce a higher number of younger volunteers into the sport
- A progressive development pathway for volunteers enabling them to develop the skills needed at different levels within the game, demanded of a modern and dynamic governing body of sport
- Putting and keeping volunteering on the agenda as an integral part of the Football Development Plan – at national and local levels
- Implementation - people with the time and skills to make things happen
- Recognition and reward for short term effectiveness, as well as long service
- The interface between volunteers and paid workers
- The need for an accessible and relevant volunteer management support structure developed nationally, delivered locally
- Actions that the FA can take to streamline volunteers' administrative workload, to improve volunteer retention
- Research - ongoing collection of qualitative and quantitative data about volunteers and volunteering in football.

## Volunteers

"Sport plays a special part in young people's volunteering. It is the most popular volunteering activity – 47 per cent of young people's volunteering takes place in sport. The sports sector accounts for 26 per cent of all volunteering, and volunteers are vital to the success of our national sporting life – the London Marathon relies on 6,000 volunteers, the Wimbledon Tennis Championship on 5,000, Open Golf on 1,200. The Manchester Commonwealth Games involved 10,000 volunteers, and the role of volunteers will be integral to the 2012 London Olympic bid."

## Extract from The Russell Commission Report, March 2005.

"Volunteers make a big contribution to life in the UK, 22 million adults are involved in formal volunteering each year, 90 million hours of formal voluntary work take place each work. This work is estimated to be worth about £40bn a year. Every pound an organisation spends supporting volunteers generates a notional payback of up to £1"

Sport England Research, March 2005

# Step into Sports Framework

"I feel that the scheme has been invaluable to both the club and the volunteers who have been involved in the Step into Sport project. The scheme has offered part of the wider leadership programme in the school, additional opportunities for leadership experience, providing continuity of involvement between the school and club, additional help and expertise for the team coach, role models for the young players and good publicity for the club in the community"

*(John Heathcote, Leicestershire Pilot Programme – Loughborough Dynamos and Burleigh Community College)*

## **Leader Placement Opportunities**

The FA offers a range of opportunities for young people to continue to develop their leadership experience having completed their Junior Football Organisers course or J/CSLA and this is seen as a vital part in extending the volunteer base. The FA wish to support as many young people as possible to move from a vocational qualification into an applied setting but recognise that not all young people are initially confident to make an approach to go and work with a local club and therefore wish to support this process and make this as easy and comfortable as possible.

The FA has a wide variety of programmes to support this transition within the young volunteers community and this framework sets out to highlight the many methods Step into Sport can be delivered. It does not set out a prescriptive way of delivering the programme but more so provides a menu of alternatives as to how to potentially roll the programme out in your community.

## **FA Charter Standard Schools Programme**

This programme which involves primary, middle, secondary and special schools, both independent and state requires, as part of the criteria for all schools to form a partnership with a local junior club(s) that is either FA Charter Standard or working towards, schools must have links to clubs for boys and girls. FA Charter Standard schools can provide an opportunity as the first step for a young volunteer to continue their volunteering by supporting football delivery within their School Sports Partnership and cluster of schools.

## **FA Charter Standard Club**

The FA Club Development programme actively encourages accredited clubs to develop their volunteer base by utilising young leaders within their ranks, at a variety of levels and within a variety of roles.

## **FA Charter Standard Development Club**

The FA Club Development Programme requires clubs who have met the development criteria (minimum of five teams) to create a partnership with a local school(s) as part of their Football Development Plan. This therefore creates an active pathway for a young volunteer to gain further experience in a club setting.

## **FA Charter Standard Community Clubs**

The FA Club Development Programme requires clubs (minimum of ten teams male and female) to form school to club links and appoint a Volunteer Coordinator. This person has a role thus to support the recruitment and retention of new volunteers to the club structure and developing the existing core base within the club.

## **FA School-Club Link Programme**

To build sustainable high quality relationships between schools and clubs, this programme sets out to provide a structure for the transition of

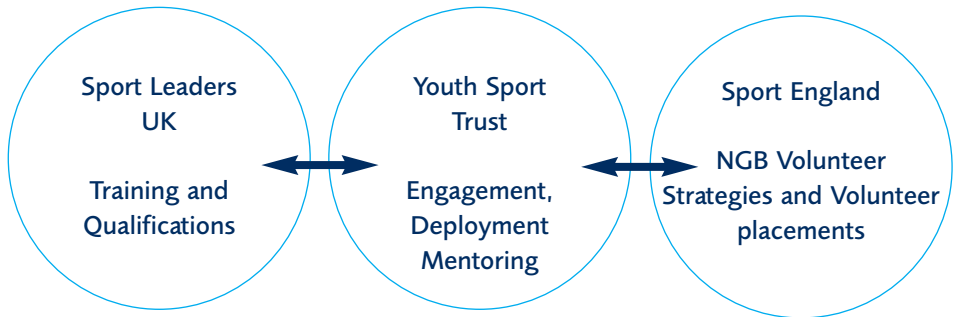


young people from school based football to club based opportunities. Much of this work involves delivery of 3 Lions FC Coaching Courses during curriculum and out-of-school hours and 3 Lions FC Festivals, both of which have the involvement of The FA Charter Standard Club at the heart. This provides an excellent opportunity for the young volunteer to gain further experience.

### Out-of-School Hours Learning Programme

Supporting structures within football, the OSHL programme operates a level below the school-club link work and looks to offer opportunities to young people that may not otherwise have been involved in any football. Typically this could be targeted work at groups of children, such as those at risk of exclusion or those that are rurally disadvantaged and these could be young people that never move into a formal club structure. However, coaching opportunities for these young people need to exist and thus require support from young leaders.

### Key Partners



### How the FA Step into Sport Programme sits with the National Step into Sport Framework

The National Step into Sport Framework requires students to commit to a minimum of 50 voluntary hours before they receive any form of recognition and then requires them to achieve 100 and 200 hours as part of the Millennium Volunteer's programme. Feedback from County Sports Partnerships highlighted that one of the major barriers in getting young volunteers to sign up was the large amount of time required to be committed, the 50 hours. Most students already had commitments to study and paid work at weekends, and

so it was both impractical and discouraging that the minimum commitment was this length of time.

The FA's Step into Sport Programme requires young volunteers to commit to ten hours, after which a review by both the student and the club would take place. This is to allow both parties to discuss whether the project was meeting their expectations and if the student and club wanted to continue. If the project within the club has been successful, then students could commit to a further 15 hours, and then 25 hours.

# Step into Sports Framework

The diagram below explains how the National and FA framework work together and where each young volunteer recognition point is:



Students initially complete a ten-hour course specifically being delivered on football and from this point within the scheme start collating hours towards further certification. Once the young person has completed 50 hours they become part of the national Step into Sport programme and will be certificated via the Youth Sport Trust also at this point.

This is not an optional bolt-on to the national delivery of the programme but a clear entry route for young people using football as the volunteering medium to create an additional volunteer workforce for sport.



## FA Step into Sport Framework

Project Aim:	To use the Step into Sport Programme to encourage the placement of J/CSLA and/or JFO students aged 14-19 years, into local football clubs.
Project Objectives:	<ul style="list-style-type: none"> <li>• To identify secondary schools within the School Sport Partnership who are trying to develop school to club links</li> <li>• To offer the chance to gain experience in one of four themes</li> <li>• To ensure that this is a ten-hour quality experience</li> <li>• To identify and brief Volunteer Coordinators within The FA Charter Standard Clubs to support each placement</li> <li>• To ensure all club personnel are 'ready' to receive the placements</li> <li>• To identify a 'support team' to oversee the placement and agree who will manage each placement</li> <li>• To review the placement experience</li> <li>• To offer information on the next steps to both the student and the club, including coach education courses and additional mentoring support</li> </ul>
Project Outcomes for Charter Standard Clubs:	<p>More human resources supporting your club</p> <ul style="list-style-type: none"> <li>• More young people wanting to participate in all areas of club life</li> <li>• Opportunity to deliver other areas of your football development plan</li> <li>• More people becoming qualified coaches and referees after the ten sessions</li> <li>• Opportunity to become a coach mentor</li> <li>• Stronger partnerships between schools and clubs (school to club links)</li> <li>• FA recognition for your involvement in the scheme</li> <li>• Access to resources and equipment via other FA initiatives, such as free place on FA/McDonald's Level 1 coaching course for young volunteer and FA Charter Standard club member.</li> </ul>
Project Outcomes for Schools and County Sports Partnership:	<p>Provides a stepping stone for students to gain practical experience using their leadership qualification</p> <ul style="list-style-type: none"> <li>• Opportunity to become a qualified coach or referee</li> <li>• Provides schools with a human resource to support out of school hours programmes and primary school activities</li> <li>• Develops a stronger partnership between schools and FA Charter Standard Clubs (school to club links)</li> <li>• All students will receive an FA certificate for recognition of their voluntary work (after ten and 25 hours before linking into the SIS certificate scheme for 50 hours+)</li> <li>• Helps the school support enhancement of citizenship and leadership opportunities</li> </ul>

# Step into Sports Framework

## Activity Themes

Four different themes have been identified as being vital to offer young people a wide and varied opportunity to become involved in the programme and meet their needs. Each theme provides a series of learning outcomes for the young people and outlines a menu of opportunities for the club officials and students to work through. The club coach or administrator responsible for the student should agree the content of each session, based on the ability of the student and needs of the club. The themes were therefore intended to allow students to 'develop' within the ten weeks without being under pressure to achieve a target, for example, coaching the whole session.

<b>Theme One</b>	<b>Assisting in coaching and fun activities for young people</b> <ul style="list-style-type: none"> <li>• Introducing yourself to the young people who you will be working with</li> <li>• Observing best practice in organising safe activities</li> <li>• Observing warm up, skills and cool down activities</li> <li>• Preparing and delivering a warm-up session</li> <li>• Preparing and delivering a football skills session</li> <li>• Organising and refereeing a game</li> <li>• Preparing and delivering a cool down activity</li> <li>• Preparing and delivering a whole session (under the guidance of the coach)</li> </ul>
<b>Theme Two</b>	<b>Behind the scenes - Running the Football Club / Supporting the Youth League</b> <ul style="list-style-type: none"> <li>• Organising a football competition, event or festival</li> <li>• Supporting a mini soccer central venue league</li> <li>• General football administration</li> <li>• Pitch co-ordination</li> <li>• Dealing with County FA disciplinary procedures</li> <li>• Player registrations</li> <li>• Parent analysis – using parents' skills to support the club further</li> <li>• FA and other coach education courses – are all club coaches up-to-date</li> <li>• Treasurer duties</li> <li>• Club structures, Committee meetings and minutes</li> <li>• Referee appointments</li> </ul>
<b>Theme Three</b>	<b>Marketing and Promotion</b> <ul style="list-style-type: none"> <li>• Design and develop the club website/update the club website OR</li> <li>• Design and develop a Step-into-Sport page on the existing club website</li> <li>• Produce an article for the local newspaper promoting the club</li> <li>• Produce a club programme</li> <li>• Design a club poster which could be used to promote club coaching sessions</li> <li>• Produce a marketing pack to present to potential sponsors</li> <li>• Design a club logo</li> <li>• Design club merchandise which could be sold to generate income</li> </ul>



#### Theme Four

#### Officiating – Running the Game!

- Develop an understanding of the Laws of Association Football
- Understand and develop the skills on how to manage people and situations, including areas of spectators and parents.
- Have a basic understanding of how and when to use different forms of communication, and the need for effective administration skills.
- Understand the requirements of the mentorship / coaching process from both the mentor and mentee perspective as part of the support mechanism.
- To develop an understanding of the roll and responsibilities of a referee, assistant referee and of the three referees and time keeper in Futsal.
- Develop an understanding of positioning and movement of referees and assistant referees.
- Prepare a diet, health, fitness programme for a referee
- Placement within a County FA / Professional Club Academy, and or within The FA Charter Standard Initiative (especially for young referees).

By offering a variety of themes it is felt young people have a breadth of opportunities to then participate in a volunteering experience that is right for their needs. Their time in the programme can be made up of a variety of themes rather than just all one theme if that is what their individual desire is.

These themes have been established following extensive research and pilot projects to ascertain what young people will want from a volunteer programme and extend wider than coaching opportunities. Therefore, there is scope within the programme to offer Step into Sport to wider target audiences than the traditional GCSE PE class, opening up doors to other students that may have an interest in ICT or Business Studies that may find alternative themes more exciting for them.

Specific targeting of these courses towards Head Teachers maybe required in order for them to understand fully the benefit to whole school improvement and cross-curricular links to PE and Sport.

"In the end, the clubs found both the commitment and enthusiasm of the students had a positive experience on the existing senior coaches of the club, providing a learning opportunity for all involved" (Research on FA Step into Sport Pilots)

# Step into Sports Framework

## The Briefing session

Once the clubs and schools had been identified, a briefing session should be arranged within each county. This may be led by the County Sports Partnership, if they are involved with the placement. The session should focus on:

- Framework for delivery
- Clubs understanding of their role, the role and ability of the students
- Delivery of the themes
- Expectation of The FA for the clubs to deliver a positive experience

## Role of the school and County Sports Partnership

Following the briefing session:

- Identify the students suitable for the Step into Sport project
- Forward contact details to organising body (CSP or CFA)
- Information available for FA Charter Standard Club to contact young leader
- School to ensure students attends placement and that they feel it is a positive experience

## Role of the club

The key contact at the club will be, in most cases, the Volunteer Coordinator. Once they have attended the briefing session, they are responsible for:

- Identify appropriate coaches and administrators within the club to receive the student
- Contact young leaders to confirm start date
- First night welcome for the young leader (s)
- Make contact with the student a minimum of two occasions throughout the initial ten week placements, if not directly
- Ensure each coach/club official oversees the safety of each student, supports their learning and agrees the weekly activity programme

## Role of the County Football Development Officer

Alongside the above roles, the CFA is responsible for ensuring that each project happens to the guidelines stated:

- The club involved has achieved the FA Charter Standard accreditation
- Each coach/administrator working alongside a young leader has completed a CRB
- Appropriate insurance cover is in place
- Provide portfolio's/log books for the young people taking part in order for them to complete a record of their hours
- Provide certification for the clubs at ten, 25 and 50 hours
- Provide national monitoring of the programme on gender and ethnicity of young people in the programme



## Introduction to Volunteering and Leadership

### Outcome

To ensure that the young leaders are adequately trained before being deployed in appropriate volunteering and leadership opportunities as part of the Step into Sport programme.

<b>Leadership Training</b>	<p><b>JSLA/CSLA and FA Junior football Organiser's Course</b></p> <p>Prior to attending their placement, young leaders are expected to have completed a minimum of one of the above courses but ideally the Sports Leaders UK generic and the football-specific award. This process needs to be recorded by the School Sport Partnership's 'Step into Sport Manager'.</p>
<b>Age</b>	<p>The young leaders for this project need to be between the ages of 14 and 19</p>
<b>Typical Placement</b>	<p>The vital part in the process of Step into Sport is the placement club and ensuring they are adequately trained and prepared to receive the young volunteer(s). Sport England/County Sports Partnerships are the key partners in this step of the process and have a vital role in the placement clubs.</p> <p>For football, the placement clubs are all of FA Charter Standard level to ensure minimum operating standards are in place, including working alongside qualified coaches should Theme 1 be the chosen option.</p> <p>The chosen club must undertake The FA Mentoring Young People briefing (90mins) to ensure they fully understand their role and are ready to receive the placed young volunteer. This can be accessed via the Effective Football Club Administration programme and organised via Coachwise.</p>
<b>Other Placements</b>	<p>Local need may highlight other options as being the best opportunity for a young person to be placed with but its imperative these meet minimum standards.</p> <p>Any Football in the Community Scheme or other Holiday Scheme provider is required to have The FA Charter Standard Holiday Course Award and meet the standards that this stipulates.</p> <p>Any placement within the feeder primary schools must be completed alongside a member of teaching staff or qualified coach as part of the school-club link programme.</p> <p>Other placements are appropriate as long as Young leaders in this Step into Sport programme are not left to work alone and unsupervised with young children.</p>
<b>Timescales</b>	<p>The Step into Sport programme is an ongoing initiative that runs throughout the year but we expect football to work with the timescales that currently operate for the programme. County Sports Partnerships are required to hold a Step into Sport one-day conference for young leaders and the majority of these take place throughout January of a particular year. Therefore, to provide the young leaders the opportunity to attend this and thus move on to the four-day national camp placements need to begin during the Autumn term.</p>

# Step into Sports Framework



<p><b>Links to other FA Programmes</b></p>	<p>The FA School-Club Link has many JFO courses tied into its delivery currently and should be the logical exit routes for young volunteers that complete their course within this programme. The clubs delivering as part of this scheme need to obtain/should have The FA Charter Standard and thus a suitable placement for a young person when they achieve this criteria.</p> <p>The FA Out-of-School Hours Learning programme is a further opportunity for young leaders to gain experience within Theme one of the syllabus as these primarily focus on practical football opportunities for young people within primary schools.</p>
<p><b>Eligible items for funding</b></p>	<p>Venue hire and refreshments for FA Mentoring Young People Briefing. JFO tutor fees (£250 max) and resources (£10.50 per person) if club-based course taking place. Bursaries for travelling to / from placement for young leader. Funding towards Coach Education / EFCA courses for young leader / club based mentor. Criminal Records Bureau checks £7.50 per person.</p>

## Operating Procedures for Programme

The following table highlights the process to follow in order for the placements to be successful and should be used as minimum to ensure those involved understand the methodology to make this a success. Additional elements / support can be added in but the main frame of the programme is as follows:

1	J/CSLA and / or JFO completed within school
2	Identification of FA Charter Standard Club by County FA
3	Briefing evening held between nominated club mentors / school representatives / CSP Officer (where applicable) with CFA delivering 'FA Mentoring Young People' course to establish procedures (CSP to invite young person on the CSP one-day Conference).
4	Ten-week placement programme in nominated club with student delivering on one / mixture of the four themes
5	Once 10 hours is completed, Club Mentor contacts CFA to request ten hour certificate.
6	Review of the current placement and club / leader decide to continue placement and which theme to focus on
7	Club Mentor contacts CFA upon completion of 25 hour and 50 hour certificates
8	Upon 50hrs completion, names of young people sent to YST to recognise them on the national Step into Sport programme. Students will receive further recognition via YST upon 100 and 200hrs.

“The entire experience has give then students a real feeling of self-worth with them finding an environment that they are both comfortable to learn in and a subject that has enthused them” (Research on FA Step into Sport Pilots)

# Appendix 1

The following tables provide ideas and content on activities that can be used during the initial ten week placement of a young leader. It is not meant to provide an exact format, but more to prompt ideas of delivery. Young people will be at different start points when they enter the programme and will progress at different speeds throughout their learning, therefore for some volunteers this will be six week worth of content, and others maybe 15.

These frameworks for each theme have been developed in consultation with a variety of staff, including County FA development staff, Partnership Development Managers and research completed following the six pilot programmes that took place throughout 2005.

## Theme One: Assisting in coaching and fun activities for young people

Resources Needed	<ul style="list-style-type: none"> <li>• Footballs (variety of sizes to encourage multi-skill development but appropriate for age of players in the session)</li> <li>• Bibs, space markers, whistle</li> </ul>	
Week	Activity	Ideas
Week One	<p>Introducing yourself to the young people who you will be working with.</p> <p>Observing best practice in organising safe activities.</p>	Student should introduce themselves to the group and assist the coach as instructed. This session provides the student with the opportunity to observe best practice from the existing coach.
Week Two	Preparing and delivering a warm up and cool down session.	Prepare and deliver a fun and effective warm up and cool down activity. Consider how the warm up and cool down activity is related to the main coaching theme of the week and integrate this into the warm up delivery i.e. goalkeeping.
Week Three - Eight	Preparing and delivering a football skills session.	Prepare and deliver a football skills activity related to the coaching theme. Each week should be a different theme and cover the following; running with the ball, turning, passing and receiving, shooting, dribbling, goalkeeping etc.
Week Nine	Organising and refereeing a game.	Organise and referee a mini-soccer or small-sided game at the end of the coaching session.
Week Ten	Preparing and delivering a whole session (under the guidance of the coach).	With the support of the coach, prepare and deliver a whole coaching session to include; a warm up, a progressive skills and technique session followed by a small sided-game which allows the theme to be implemented and practiced, and ended with a fun cool down.

# Appendix 1

## Theme Two: Running a Football Club

Resources Needed	<ul style="list-style-type: none"> <li>• Computer facilities (home or school)</li> <li>• Organisational/equipment elements to support running of an event</li> </ul>	
Week	Activity	Ideas
Week One	Introduction to the key aspects of running a football club (part one)	General football administration. Club structures, committee meetings and minutes. Dealing with County FA disciplinary procedures. Player registrations.
Week Two	Introduction to the key aspects of running a football club (part two)	Treasurer duties. Referee appointments. Facility maintenance. Health and Safety at the club. Pitch co-ordination.
Week Three	Parent and coach audit	Parent analysis – using parents' skills to support the club further. FA and other coach education courses – ensure all club coaches up-to-date.
Week Four - Ten	Organising a football competition, event or festival	Help to organise an event e.g. Saturday Club, mini-soccer centre, end of season tournament, club holiday coaching course, club football tour or fund-raising event. Students to deliver the event alongside club officials.



### Theme Three: Marketing and Promotion

This has been cross-referenced in its development to link closely with outcomes that can be used as evidence for young people taking GCSE ICT within their secondary education. There is also potential for this to be linked to English and Mathematics, due to the nature of some of the skills required to deliver this theme effectively, as with the previous theme.

Resources Needed	<ul style="list-style-type: none"> <li>• Access to a computer</li> <li>• Access to club information, logos and contacts</li> </ul>	
Week	Activity	Ideas
Week One	Produce an article for the local newspaper promoting the club.	Research and write a article for a local newspaper or other organisation promoting the club, with detail about club ages and activities, recent successes and useful information.
Week Two	Produce a club programme.	Produce a club programme with an opening address, adverts, articles, contacts and fund-raising information for sale at a club match to raise funds.
Week Three - Four	Design a club poster which could be used to promote club coaching sessions.  Design a club logo.  Design club merchandise which could be sold to generate income.	Support the promotion and marketing of the club by designing promotional literature, a logo or gathering clothing supplier catalogues to find appropriate club merchandise e.g. hats, gloves, socks, water-proof jackets and tracksuits.
Week Five - Seven	Produce a marketing pack to present to potential sponsors.	Design and develop an exciting and eye catching marketing pack with information about the history of the club, its teams and successes as well as the need to gain sponsorship to help the club further.
Week Eight - Ten	Design and develop the club website.  Update the club website.	Design and develop a Step into Sport page on the existing club website or  Update the content of the existing website or design a new one. As part of this activity students will need to research the background history of the club for the home page, along with gathering contact details, club location and directions, interesting articles, photos, FA Charter Standard logo and other useful club information.

# Appendix 1

## Theme Four: Officiating

Resources Needed	<ul style="list-style-type: none"> <li>• Pitch and Players</li> <li>• Activity cards, video/TV, CD-rom, whistle</li> </ul>	
Week	Activity	Ideas
Week One	Fans choice – Laws of the Game (Part 1)	The module is designed to be an introduction to the game. The course explains about the game, focusing on the rules that govern it. This module will be divided into two separate elements, and provides the candidate with an abridged version of the full course.
Week Two	Fans choice – Laws of the Game (Part 2)	The second element will continue with the instruction of the laws of the game which will also include practical demonstrations and video analysis concluding with a written exam.
Week Three	Communication	The module will explore the different communication and presentation techniques and methods available to a referee that will be used both on and off the field of play to players, parents and assistant referees.
Week Four	Practical Match Control	This module will explore the principals of the organisation of a football match in relation to space, areas, players and equipment.
Week Five	Match Analysis	<p>A crucial part of any referees role is to analyse what is happening in a game in order to make effective changes when required.</p> <p>Understanding what to look out for in games and how to analyse referee performances will help all grassroots referees.</p>



Resources Needed	<ul style="list-style-type: none"> <li>• Pitch and Players</li> <li>• Activity cards, video/TV, CD-rom, whistle</li> </ul>	
Week	Activity	Ideas
Week Six	Practical Assessment	As part of a football festival the candidate will be assessed by the course mentor on their ability to control the match, communication, safety and fair play.
Week Seven	An understanding of safety and fair play	How to: Safely organise football matches. Promote relationships and high standards between players, coaches, parents and officials. Understand different aspects of refereeing children. Promote fair play and ethics.
Week Eight	Basic First Aid	This module will give each candidate an insight into basic first aid in dealing with injuries and incidents.
Week Nine	Planning, preparing and Evaluating	This module will give the candidate the practical skills to be able to plan and prepare for individual match and tournaments, as well as evaluating their own personal performance to aid their future development.
Week Ten	Questions and Answers session and issue Certificate	The final module will be a questions and answers session with an experienced amateur or professional referee.

# Appendix 2

## Lessons learnt from the pilots

Based upon the recommended wage for under 18 year olds, to employ each student (in the six pilots), for the number of volunteer hours completed, would have costs a total of £9,031 (£376 per student of free time given for those actively involved).

"It is very clear that the project has had a profound effect on all the students future academic studies as some have identified a pathway into further and higher education with a small number aspiring to study physical education / sports studies at university." (Research on FA Step into Sport Pilots)

Good Practice – The school (Burleigh Community College) produced an additional resource guide to support each student. This contained details of the club officials, venue, contact telephone number for the club, handy hints for volunteers and notes advising on how to speak to the 'Club Volunteer Coordinator' when the

student made contact to confirm the start date (Leicestershire Pilot)

"This programme has given me the opportunity and experience of working within a local junior football club on a regular basis. I have also recently enrolled on a Level 1 Certificate in Coaching Football course, and my biggest reward came late year when I won the FA Football Workforce Young Volunteer Award for Greater Manchester. All of which has been because of my involvement in the scheme"  
(Liz Lee, Abraham Moss, Manchester)

Good Practice - Having already completed ten sessions, Worcestershire FA have offered free places to any Step into Sport student who wants to attend a Level 1 Certificate in Coaching Football course . Pershore Football Club has offered its three students paid employment on their summer holiday camps once they have completed the Level 1 course (Worcestershire Pilot)

"The feedback from the clubs towards the scheme has a seen significant tangible return towards the development of the volunteers interpersonal and practical skills. Self confidence has been boosted and several clubs have reported that the volunteers have become 'more mature'." (Research on FA Step into Sport Pilots)

"The scheme has not only given them the practical tools to coach and lead people, it has also given them an opportunity to learn the mechanics of organising a junior football club." (Research on FA Step into Sport Pilots)

"There has also been significant value and impact on existing older aged volunteers with regards to their perceptions of the value of youth involvement." (Research on FA Step into Sport Pilots)

# Appendix 3



## Child Protection and Insurance

Young people involved in the scheme need to be aware of the implications of working with young children and the nature of society today.

With reference to child protection, the young leaders are not required to have a Criminal Records Bureau check done on them as they will never be left working alone with young children, during the placement. The Step into Sport Manager for the School Sport Partnership, normally the PDM, will cover a personal disclosure form with the young leader.

However, good practice whilst working with children after the placement will involve them attending a Level 1 Certificate in Coaching Football, the 3-hour FA Best Practice and Child Protection workshop, gaining a basic first aid qualification, always working with another coach and the CRB check. It further involves the club taking references on the young leader and even something simple like asking the children what they think of the coach can help get a broader picture.

It is important they follow all guidelines for the safety and welfare of young people as this is of paramount importance. If the young leaders are developing their skills via themes two or three, and will involve the use of images of players from the club, it is important they follow guidelines as set out by [www.TheFA.com/TheFA/GOALchildprotection](http://www.TheFA.com/TheFA/GOALchildprotection) which highlights some important things to take into consideration with regards to this matter.

With regards to insurance, the young person can be covered via a number of ways. If they have completed their Community Sports Leaders Award they will have cover through Sports Leaders UK, but they should also be a registered member of the club too and be covered via their policy. Once they have completed a FA coaching qualification they are also entitled to join the FA Coaches Association, which has liability insurance within the membership also.



The Football Association  
25 Soho Square  
London  
W1D 4FA

Telephone  
+44 (0)20 7745 4545  
+44 (0)20 7402 7151  
Facsimile  
+44 (0)20 7745 4546

E-mail  
[info@TheFA.com](mailto:info@TheFA.com)  
Visit  
[www.TheFA.com](http://www.TheFA.com)



# The FA Football Development Programme Step into Sport Framework