

UPTON JUNIOR FOOTBALL CLUB



VOLUNTEER ONBOARDING

Name - The Club is registered with the Cheshire County FA as **Upton Junior Football Club (Chester)**.

Status - Registered Charity Number 1172690

All Upton JFC Volunteers are expected to adhere to the FA Respect Codes of Conduct which can be viewed here - <http://www.thefa.com/get-involved/respect/play-your-part>.

In accordance with the Club's Constitution (section IV (2)) it is the role of the Executive Committee to appoint and remove Team Managers, Coaches and Volunteers.

I. New Volunteers

All new volunteers joining Upton JFC should be referred to a Club Welfare Officer by an existing coach. **The referring coach must have discussed expectations with the new coach and be confident that they will uphold the standards expected of Upton JFC volunteers.**

Once this contact has been established, the following information should be sent to the CWO:

- i. Name
- ii. Email and home address
- iii. Mobile number
- iv. Date of Birth
- v. Name and details of age group and team

The new volunteer must then get an FA number (FAN) and complete a Criminal Records Check (CRC).

To obtain a FAN, log in via the following: <https://secure.thefa.com/FAN/Register.aspx>

To start the CRC process, go to the following website and select **Register** (do not attempt to log in) <https://gbg.onlinedisclosures.co.uk/Authentication/Login?ReturnUrl=%2fLanding%2fLandingPage>

You will need the following information:

- i. Club ID: 103993
- ii. Secret Word: Boots

Once the CRC registration process has been completed, arrange to meet with one of the Club Welfare Officers. Please contact us at welfareuptonjfc@gmail.com to organise this. At this meeting, you will need to bring the 3 documents you used to register, please note that any bank statements/utility bill must be less than 3 months old and all addresses on documents must match.



CHARTER STANDARD
COMMUNITY CLUB

All volunteers with Upton JFC, regardless of their role, are required to complete a CRC check.

Please note that no volunteers can be involved in any way until their CRC has been approved.

In addition, the following volunteer guidelines apply:

- i. First Aiders - ideally each team will have at least one designated First Aider, in addition to the mandatory CRC validation, each volunteer must complete the 3-hour FA Emergency First Aid course.
- ii. Assistant Coaches – in addition to the above, assistant coaches must complete the FA Safeguarding Children course, this course is also 3 hours long and all fees are paid by the club. These courses will, where possible, be arranged by the CWO, but there may be instances where these need to be booked directly with the FA. If this is the case, all fees will be reimbursed.
- iii. Lead Coaches - must complete an FA Level 1 coaching course, these courses have to be booked directly with Cheshire FA via the website, fees will be reimbursed by the Club.

<http://www.cheshirefa.com/coaches/development-and-courses>.

- iv. FA Licensed Coaches - coaches who have completed their Level 1 are strongly encouraged to become an FA Licensed Coach. Please help the club meet its target via the following link:

<http://facc.thefa.com/Users/Account/LogOn?ReturnUrl=%2fnews>

II. Kit & Equipment

Coaches are provided with the following kit:

- i. First Aiders who are regularly supporting a team will be provided with a rain jacket.
- ii. Lead and Assistant coaches will be provided with a rain jacket, training top, shorts and socks. Tracksuit bottoms are available to coaches who have completed a Level 1 course.

Kit can be ordered via the club online shop which can be accessed here - <https://www.kitlocker.com/uptonjfc/coachwear>. Please order the kit appropriate to your role and claim back from the club by completing the expenses form (available on the coaches page of the website). Expense claim forms to be approved as follows:

Girls coaches claims copied to Sue Terry for approval - sueterry@btinternet.com

Boys coaches claims copied to Eleanor Rowlands for approval – welfareuptonjfc@gmail.com

Open Age and Vets coaches claims copied to Dave Rockall for approval – david@rockallsurveyors.co.uk

All kit remains the property of the club and must be returned when the volunteer leaves the club.

III. Existing Volunteers

Emergency First Aid, Safeguarding courses and CRC checks must be renewed every 3 years.

1. CRC - You will be contacted by the CWO within 3 months of your CRC expiring and you must complete the above process. However, a meeting is not always necessary, and, in some instances, documents can be sent via secure method to the CWO who will complete the verification.

Any coach who allows their CRC to lapse will be unable to continue coaching.

2. EFA – a course must be attended and whilst every effort will be made to book courses for managers via the local league, it is the volunteer’s responsibility to ensure that this qualification does not lapse.
3. Safeguarding – this can be completed online and must also be completed before the previous qualification lapses. Details of how to complete the online process are below.

- a. Go to the following website

<http://www.cheshirefa.com/coaches/development-and-courses/fa-safeguarding-children-workshop>

- b. Scroll to the bottom right and you will see the following:



ONLINE RE-CERTIFICATION

Safeguarding Re-Cert



- c. Click on the link and follow the instructions.
- d. Please confirm to the CWO Team when this has been completed.

Reviewed and Updated: October 2019