

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 DBS/Criminal Records Check (CRC).

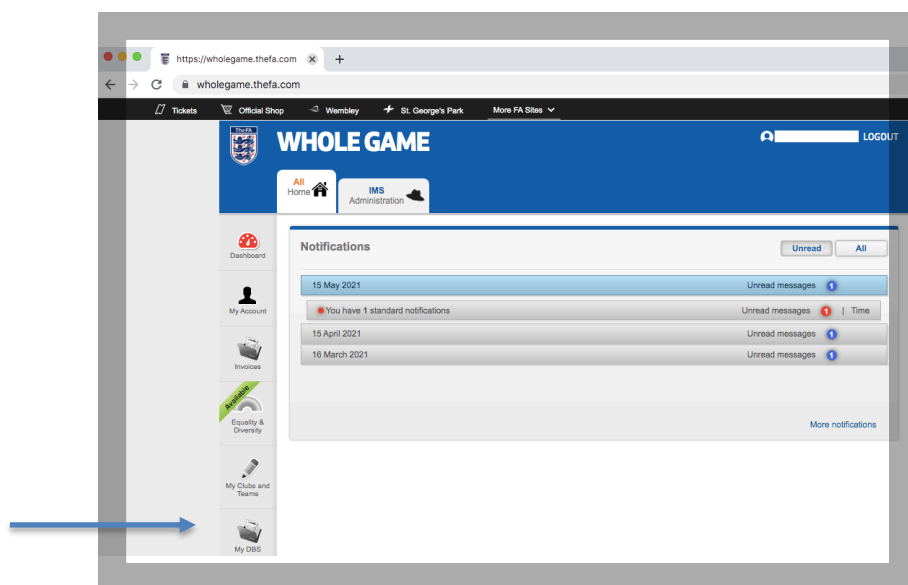
1. To obtain a FAN, log in via the following: <https://secure.thefa.com/FAN/Register.aspx>

Send the FAN to the CWO who will add the coach to the FA Whole Game System (WGS) and initiate the DBS process.

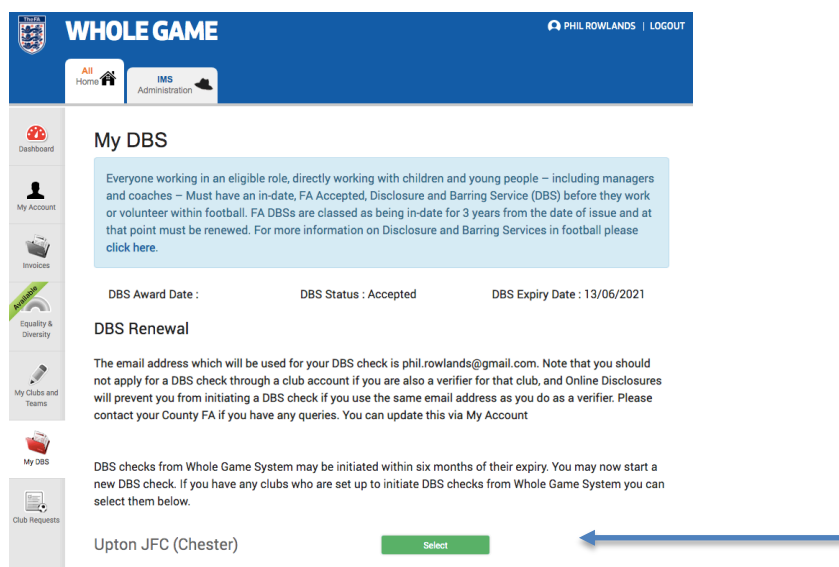
2. Once you have received confirmation that this has been done, log into the WGS [FA WGS](#) you will need your FAN and password.



The following screen will open, go to the My DBS tab.



The following screen will open, click on the Select option.



You will then get an email from the FA (please check your junk) with a link to complete the DBS process. If you do not get this email please contact the CWO welfareuptonjfc@gmail.com

Once the DBS/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.

II. Existing Coaches renewing DBS/CRC.

Follow the instructions above from Point 2 above.

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

Please note that no volunteers can be involved in any way until their DBS/CRC has been approved and added to the WGS.

All volunteers should register on the Club's membership database, this will ensure that emails and communications are received. Please follow the link and select "Club Official" category.
<https://app.loveadmin.com/ThirdpartyRegistration.aspx?clubID=21c7c5fc885339870a4346a222a8c11c>

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 DBS/CRC validation, each volunteer must complete the online FA Introduction to First Aid course.
[FA First Aid Link](#)
- ii. Assistant Coaches – in addition to the above, assistant coaches must complete the FA Safeguarding Children course.
[FA Safeguarding Link](#)
- iii. Lead Coaches - must complete the FA Playmaker and FA Introduction to Coaching Football, these courses are now online.
[FA Playmaker](#)
[Introduction to Coaching Football](#)
- iv. FA Licensed Coaches - coaches who have completed the above courses, 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>

Once the appropriate qualifications have been completed, every coach will be added to the FA Whole Game System (WGS). This system enables Cheshire FA to view and monitor all coaches qualifications.

III. 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 the Club Welfare Officer 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.

IV. Existing Volunteers

Emergency First Aid, Safeguarding courses and DBS/CRC checks must be renewed in accordance with the FA guidance.

1. DBS/CRC - You will receive an email from the FA within 3 months of your DBS/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 DBS/CRC to lapse will be unable to continue coaching and will be automatically removed from the WGS.

2. First Aid & Safeguarding can be renewed online and it is the volunteer's responsibility to ensure that these qualifications do not lapse. For course links see above.

New coaches are encouraged to read all the policies and information on the Managers page of the club website and to engage with the Club CWO.

Reviewed and Updated: June 2021