



Volunteering with Harrold & Carlton FC

Harrold & Carlton FC would not survive without the volunteers who turn out each week to support the running of the game. They fulfil a huge variety of roles including coaching, refereeing, administration, website, treasury the list goes on....

If you are interested in volunteering please contact any of our coaches or the club chairman on chairman@harroldandcarltonfc.co.uk

Becoming a coach or volunteer: First step in becoming a coach/assistant coach with HCFC is to be nominated and provide a reference on why you would be suitable for the role. Representatives of the Club will arrange to meet with you, explain what is required and the commitment involved.

A DBS/CRB will be carried out by the FA who will determine if you are able to get involved with the Club. The cost is covered by the Club and **no** participation can take place until this has been cleared by the FA.

Depending on the role you are undertaking the club do have minimum requirements which need to be met, these are outlined below. A team cannot have a session without having at least 1 volunteer with a DBS/SGC/EFA. All other volunteers would need a DBS and will need to be supervised.

Coach:

- DBS/CRB Check
- Safeguarding Children Workshop
- Emergency First Aid
- FA Level 1 Certificate (Can be undertaken during the season)

Assistant Coach

- DBS/CRB Check
- Safeguarding Children Workshop
- Emergency First Aid

Referee (<U12)

- DBS/CRB Check
- Safeguarding Children Workshop
- Emergency First Aid (*Optional*)

To officiate >12's you need to be registered with the league and have a referee qualification

Administration Assistant

- DBS/CRB Check
- Safeguarding Children Workshop

Committee Member

- DBS/CRB Check
- Safeguarding Children Workshop
- Committee Member Safeguarding Course (for specific roles – Chair, Secretary, Treasurer)



Applying for DBS/Courses

FAN ID:

To complete a DBS check and register for courses you will need a FAN ID. If you don't have a FAN ID, please visit <https://secure.thefa.com/fan/register.aspx>

DBS/CRB Check – No DBS, No Involvement!

Go to <https://www.onlinedisclosures.co.uk/> and click "login."

Click "**REGISTER**" on the **right hand side of login screen** and enter the information requested, including:

Org PIN **104662**

Org name: **Harrold and Carlton Juniors FC**

Secret word: **gravy**

Once registered you can then login using the above organisation PIN, your email address and password created as part of the registration process and commence your online CRB application.

You will be asked for your National Insurance, Passport and Driving Licence numbers so please ensure you have this information ready.

Once completed and submitted you are required to provide proof of identity to Anthony Bennett , the Clubs Child Welfare Officer– cwo@harroldandcarltonfc.co.uk to support of your application. These docs are the ones you select in your application, please email to arrange a mutually convenient time.

What happens next?

The CWO will verify your Identity Documents (ID) and submit the application to The FA CRB where the application will be validated before progressing to the CRB for further processing. Upon completion, the CRB will issue you with a copy of the CRB Disclosure. The FA CRB will update their records and forward the Disclosure result to The FA. Note the FA determines whether you are eligible to volunteer for the Club, not HCFC or its committee.

How much does it cost, how do I pay?

Please select Volunteer and that the organisation will pay. Please let us know by email when you have completed your online submission.

FA Safeguarding Children workshop.

This is a 3-4 hour course held in an evening and once completed, requires an online course every 3 years. To book a course, first please check with the CWO to see if the Club is holding a group session, if not please look at local FA websites for dates and times that are suitable for you. Please book and pay directly and when the course is completed, provide the club with the receipt and your bank details for full reimbursement. Typically the cost is around £25

Local FA Sites:

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

<https://www.northamptonshirefa.com/coaches/development-and-courses>



Emergency First Aid

This is a 3-4 hour course held in an evening and once completed, requires an online course every 3 years. To book a course, first please check with the CWO to see if the Club is holding a group session, if not please look at local FA websites for dates and times that are suitable for you. Please book and pay directly and when the course is completed, provide the club with the receipt and your bank details for full reimbursement. Typically the cost is around £25

Local FA Sites:

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

<https://www.northamptonshirefa.com/coaches/development-and-courses>

Level 1 Coaching

To meet the FA's Charter Standards, the club requires to have at least 1 level 1 qualified coach per team. This course introduces you to coaching football, working with players from U7 upwards and offers an insight into the English game - how it's played and how to support the development of future players.

A level 1 course is usually held over several evenings and 2 weekends, but can also be completed during a single week where available. If you are seeking to carry out your Level 1 training, please contact the committee for approval before booking. When confirmed please book and pay directly and when the course is completed, provide the club with the receipt and your bank details for full reimbursement. Typically the cost is around £170.00

More details and bookings can be made here:

<http://www.bedfordshirefa.com/coaches/development-and-courses/fa-level-1-in-coaching-football>

<https://www.northamptonshirefa.com/coaches/development-and-courses>

If you have any questions or queries on courses, please contact the committee on committee@harroldandcarltonfc.co.uk or anyone of our coaches on coaches@harroldandcarltonfc.co.uk