



**Junior Soccer Section Est. 1998**  
**Under 5's - Under 18's Girls & Boys**  
[www.crosfieldsjfc.com](http://www.crosfieldsjfc.com)



## **VOLUNTEERS APPLICATION & REGISTRATION FORM**

This document must be completed by all persons wishing involvement with the Club, to ensure that the Club works within the guidelines governing Child Protection. This includes all Team Managers, Coaches & Parent Helpers.

A Volunteers Register will be held by the Club to safeguard the welfare & safety of the children within the Club. This form should be completed as comprehensively as possible & all information stated should be correct to the best of your knowledge.

**Thank you for applying to be a Volunteer for Crosfields J.F.C.**  
**All Volunteers are very greatly appreciated.**  
**The Club cannot run effectively without Volunteers!**

**TEAM MANAGERS:** Team Managers must be at a minimum FA Junior Team Manager qualified or FA Level 1 qualified. New Team Managers must commit to taking the FA Level 1 qualification within 12 months.

**COACHES:** Coaches must be at a minimum FA Junior Team Manager qualified or FA Level 1 qualified. New Coaches must commit to taking the FA Level 1 qualification within 12 months.

**PARENT HELPERS (in a coaching capacity):** Parent Helpers may help out at coaching sessions & do not have to become FA Level 1 qualified, but they must take the FA Child Protection certificate. Parent Helpers may also take the FA Emergency Aid course but this is optional.

The Club will pay for all the above relevant football coaching courses providing that the candidates commit to helping out at coaching sessions for the Club for 12 months. Otherwise the full cost of any course may be claimed from the candidate depending on the circumstances that arise. The Club actively encourages coaches to further their coaching qualifications & aim for taking their FA Level 2 & 3 certificates.

Photocopies of all certificates taken must be forwarded to our Club Secretary as they have to be presented periodically to the County FA as part of the FA Charter Standards.

**PARENT HELPERS (in an admin capacity):** Parent Helpers, who wish to help out with the administration of their age group or for the Club, must also complete a Volunteers Form as they will be dealing with personal information appertaining to the players.

**CRB CHECK:** If you hold a current FA CRB check please provide me with your clearance number & clearance date with your application form. All Club Volunteers are required to complete the F.A. CRB check process, as theirs is the only one that the Football Association will accept.

**CLUB MEETINGS:** Our Club holds regular Club Meetings the dates for which are posted on the Clubs internet forum that all volunteers have access to. It is a requirement that Team Managers & coaches attend these meetings whenever possible. It is the Team Managers responsibility to ensure that a coach or a parent from their age group attends on their behalf, if they are unable to make a meeting date.

**COACH DEVELOPMENT:** Our Club holds regular Coach Development sessions. Team Managers, coaches & coaching parent helpers are required to attend these sessions whenever they are able to do so. The idea behind these sessions is for Team Managers & coaches to meet up & swap coaching ideas & techniques. These sessions are particularly useful for those taking coaching courses.



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## **VOLUNTEERS APPLICATION & REGISTRATION FORM**

### **PERSONAL DETAILS**

**Full Name:** .....

**Please state any other name(s) you have been known by (including maiden name):** .....

.....

**Date of Birth:** .....

**Address:** .....

.....

.....

**Home Telephone No.:** .....

**Mobile Phone No.:** .....

**E-mail:**.....

**Please state if you have a child registered with the Club (this is not a necessity to become a volunteer):**

**Childs Name:** .....

**Childs Age Group:** .....

**Relationship to Child (i.e. mother, father, grandparent etc.):** .....

.....

**Position(s) Applied For:** .....

*(i.e. Chairman, Secretary, Treasurer, Child Protection Officer, Sports & Social Club Rep, Executive Committee Rep, Team Manager, Coach, Parent Helper, etc)*

**Reasons for Applying:** .....

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## **QUALIFICATIONS**

**Please state any experience of working with children & young people:** .....

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**Please state any relevant qualifications & sporting qualifications:** .....

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*Please attach copies of any relevant certificates that you may hold i.e. FA Level 1, Child Protection, Emergency Aid etc*

**If you are a member of the F.A. Coaches Association & state your Membership No.:**.....

## **FA CRB**

All Team Managers, coaches & coaching parent helpers are required to take an FA CRB check for Child Protection reasons. This may be extended to all Volunteers working in an admin capacity as well. Those coaches who don't hold an FA CRB certificate will be sent a CRB pack on submission of their Volunteers form.

If you currently hold an FA CRB check it is important that you complete the below section:-

**First Name:** .....

**Other Names:** .....

**Last Name:** .....

**Address on Enhanced Disclosure including post code:** .....

.....

**Number on Enhanced Disclosure:** .....

**Date of Enhanced Disclosure (dd/mm/yyyy):** .....

**As part of the CRB application you will be required to show evidence of your ID to support the above information i.e. birth certificate, passport, driving licence. We do not need to see sight of your Enhanced Disclosure Certificate but need to be made aware of the disclosure certificate number and date of issue. By disclosing the above details you are giving us permission to submit your details to the FA CRB Unit.**



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**DECLARATION:**

I declare that the information that I have supplied is correct to the best of my knowledge. I consent to being screened in accordance with Child Protection Policies & I agree to completing a Football Association Personal Disclosure Form and being CRB checked.

I understand that Crosfields J.F.C. will keep a register of all volunteers in accordance with Child Protection Procedures to safeguard the children in the Club.

Crosfields J.F.C. will ensure that all personal data & information kept will be held in line with data protection regulations & will ensure its confidentiality.

I understand that I am responsible to booking on the relevant coaching or child protection course within 12 months of registering as a Volunteer. *Details of coaching courses can be found on the Club website or forum.*

**Signed:** .....

**Print Name:** .....

**Date:** .....

**FOR CLUB USE ONLY:**

**Name:** .....

CRB Disclosure No.....Date of Issue.....

**Club Officials Signature:** .....

**Officials Name (please print):** .....

**Position Held:** .....

*This Application Form is part of the recommended procedures for an effective recruitment process within football clubs and organisations. Using this form demonstrates that a club or organisation is adopting good practice to safeguard the young players in their care.*

**Team Manager please forward this completed form to the Club Welfare Officer**