

# Saffron Walden Community Youth Sports Club

## Volunteers Introduction Notes

Thank you for volunteering to help your football club.

Here are the steps required for each role:

Checklist	Manager/Coach	Club/Team Admin	Referee
FA Number (FAN)	Yes	Yes	Yes
FA Criminal Record Check (CRC/DBS)	Yes	Yes	Yes, if aged 16 or over
Club Members System (CMS)	Yes “coaches” group	Yes “volunteers” group	Yes “referees” group
FA Safeguarding	Yes	Yes	Yes
FA Emergency Aid	Yes	Optional	Optional
FA Level One Coaching	Yes if you are the lead/head coach for the team, optional for assistants		

### 1. How to get a FA number (FAN):

- <https://secure.thefa.com/fan/Register.aspx>
- you will need this to obtain the FA-approved CRC/DBS and to register for any FA courses

### 2. How to get Criminal Record Check (CRC)/DBS:

- Email SWCFC Child Welfare Officer – [sarah.mullins@swcfc.org.uk](mailto:sarah.mullins@swcfc.org.uk) – for instructions

### 3. How to register on the SWCFC Club Members System (CMS):

- <https://paysubsonline.com/ThirdpartyRegistration.aspx?clubID=21dd041acd8b7830308f34de4a3c99b4>
- Select the relevant group, enter details and submit form for approval

### 4. How to get FA training:

- Check SWCFC Managers page
  - i. <http://www.swcfc.org.uk/managers.html>
- Check SWCFC Events page to see if there are any club run courses
  - i. <http://www.swcfc.org.uk/events.html>
- Check with SWCFC Volunteer coordinator – email [volunteer.coordinator@swcfc.org.uk](mailto:volunteer.coordinator@swcfc.org.uk)
  - i. Get added onto FA Whole Game System
  - ii. Help with finding a course – Youth Module, Level Two, UEFA B etc .....
  - iii. *Get relevant kit – e.g. coaches and managers polo shirts, rain jackets, tracksuit*

### 5. Other useful information

- Check SWCFC Contacts page
  - i. <http://www.swcfc.org.uk/contacts.html>
- FA Course fees will be paid for by the club or you can reclaim them from the club