



Helper, Coach and Manager application procedure

New Helpers:

1. Set up a FA FAN Number

<https://secure.thefa.com/fan/register.aspx>

If you think you already have a FAN Number but can't remember it, please don't set up a new one as this can cause problems. Use this link to retrieve your FAN:

<https://secure.thefa.com/fan/RetrieveFANDetails.aspx>

2. Complete the volunteer application form, with an endorsement sent by the relevant team manager.

<https://forms.gle/WeAkMuVeoQduHBLyZ>

(proposed questions include – why are you volunteering, what do you understand to be the club ethos, what do you think is the most important thing about coaching)

If you experience any issues with your FAN or the form please contact the youth secretary youth_secretary@vtyfc.co.uk

3. Once the application has been approved by the committee, the club welfare officer will send you details on how to start the DBS/criminal records check. Once completed, please arrange to verify your ID with the Welfare Officer via welfare@vtyfc.co.uk

4. While this is in process, the FA course 'Safeguarding Children' will need to be completed.

<https://learn.EnglandFootball.com/courses/safeguarding/safeguarding-children-course>

The cost for the course can be claimed from youth_treasurer@vtyfc.co.uk with proof of completion

PLEASE NOTE: parent helpers/volunteers **are not permitted to** be involved in **ANY** football activities with the children (including their own child) at a training session or matchday environment until a successful criminal records check and completed safeguarding children course.

Those who wish to complete their introduction to coaching football

Under 5 – new under 5 coaches will work alongside existing club managers or committee members in the first instance and will be supported with their course costs when the committee are satisfied with the commitment and approach they exhibit.

Other teams – if the volunteer is already part of the help in place, then they should firstly speak with the manager responsible for their age group and then bring forward a proposal to the committee. Others should come directly to the committee.

The committee will make a decision based on the individual's understanding of the club ethos, and the need for qualified coaches within the age group.