



NORRISTHORPE JUNIOR FOOTBALL CLUB

New Parent Helper/Volunteer Application Policy

1: Set up an 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. Please use this link to retrieve your FAN:

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

2: Complete the Volunteer Application Form: <https://goo.gl/forms/qKajiNCmo2oAvN7012>.

If you experience any issues with your FAN Number or the Volunteer Application Form, please contact the Club Secretary, Andy Kempson: secretary@norristhorpejuniors.co.uk.

3: Once the application has been approved by the committee, the Club Welfare Officer, Lyndsey Benson, will send you details on how to start the FA Enhanced CRC check process: Once completed, please arrange to verify your ID with Lyndsey: lyndsey@njfccoaches.co.uk.

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 confirmation of a successful CRC check is received and approved by the Club Welfare Officer. It is acceptable to help carry equipment, balls, cones, set up goals etc.

4: Anyone helping out regularly at training or matches as an assistant coach **MUST** also complete the FA Safeguarding Children and FA Emergency Aid courses within 3 months of their application. Failure to do so will result in suspension from volunteering activities.

PLEASE NOTE: No parent helper/volunteer is permitted to identify themselves as a Team Official by wearing club-branded (badged and/or initialled) clothing until they have received confirmation of an FA Enhanced CRC check and hold the FA Safeguarding Children and FA Emergency Aid qualifications. Failure to observe this policy may result in disciplinary action which could include suspension from volunteering activities.

Any parent helper/volunteer who wishes to complete the FA Level 1 in Coaching Football qualification should discuss this with the coach responsible for their age group. The club is willing to support suitable individuals with the booking and arrangement of courses and the reimbursement of costs.

Details of all Safeguarding, Emergency Aid and Level 1 courses currently available for booking can be found on the West Riding County FA website: <http://www.westridingfa.com>