



Bishops Cleeve Colts FC

Formed 1971

Affiliated to the Gloucestershire Youth Football Association

Member of the Cheltenham Youth Football League

Member of the Gloucester County Girls Football League

Part of the Bishops Cleeve Football Partnership



Managers' Guide – New Volunteers

Gloucestershire FA Get Into Volunteering: <http://www.gloucestershirefa.com/volunteers/get-into-volunteering>

BCC FC safeguarding policy: <https://bishopsleevecolts.co.uk/about-us/#tve-jump-1735dc8a8ff>

FA Account registration: <https://www.thefa.com/account/signup>

FAN Account Retrieval: <https://secure.thefa.com/fan/retrieveanddetails.aspx>

Gloucestershire FA support: Support@GloucestershireFA.com 01454 615888

Club secretary: Geoff Krechting secretary@bishopsleevecolts.co.uk, 07710 421460

FA Criminal Records Check Guidance & Information: <http://www.thefa.com/football-rules-governance/safeguarding/criminal-record-checks>

DBS-E online application: See Club Welfare Officer

Club Welfare Officer: Daryl Fields, cwo@bishopsleevecolts.co.uk, 07881 744485

Gloucestershire FA Playmaker Course: <https://www.gloucestershirefa.com/about/the-fa-playmaker>

Gloucestershire FA Level 1 Courses: <http://www.gloucestershirefa.com/coaches/development-and-courses/fa-level-1-in-coaching-football>

Volunteer Team Official Roles

A number of volunteer team official roles exist; e.g. Manager, Team Secretary, Coach, Parent Helper.

Each team must have enough DBS-E checked volunteers for the number of players (age group dependent). Every team should have an FA Level 1 trained coach, but there is no reason why one person can't provide both manager and coach roles.

BCC FC will fund FA Introduction to Coaching Football training for two coaches per team, to allow for occasions when either isn't available, and for succession planning should one leave the club – so please do try and recruit helpers for your team!

Some key roles and responsibilities are outlined below:

Manager / Team Secretary	Coach	Parent Helper
<ul style="list-style-type: none"> Player memberships Organise team finances Organise training sessions (inc. booking facilities if needed) Organise competition and friendly matches and report results Represent team at club meetings DBS-E checked Help at Summer Festival 	<ul style="list-style-type: none"> Plan and run content of training sessions Plan player development Plan and run team during matches FA Level 1 trained at a minimum Includes Safeguarding Includes First Aid DBS-E checked Help at Summer Festival 	<ul style="list-style-type: none"> No specific tasks Help run training sessions and match days under direction from manager/coach Help with pitch set-up/tear-down and other equipment DBS-E checked Help at Summer Festival

The time commitment involved in various roles will vary from team to team and between individuals, but is summarized below:

- For volunteer training:

All	Team Manager / Coach	Club Committee Roles
<ul style="list-style-type: none"> Up to an hour or so to complete DBS-E check forms and ID verification Up to 5 hours for the FA Playmaker online course 	<ul style="list-style-type: none"> Up to 15 hours over 4 weeks for the FA Introduction to Coaching Football course Up to 4 hours every three years afterwards to refresh safeguarding and first aid training 	<ul style="list-style-type: none"> Up to 1 hour every three years for the Safeguarding for Committee Members online course

- For ongoing activities; not forgetting that as parents we'd likely be on the side-lines watching anyway:

Team Manager / Secretary	Coach	Parent Helper
<ul style="list-style-type: none"> 1-2 hours per week communicating with team parents to arrange attendance at and travel to at events 2 hours once a month for club meetings 2 hours once a year for the club AGM 	<ul style="list-style-type: none"> 1 hour per week planning training sessions 1-2 hours per week running mid-week training sessions 2-3 hours each weekend for match fixtures (KO Saturday 10:00/11:00 up to U11 mixed, Sunday 10:00 Girls matches, Sunday 14:00 for U12 and older mixed) 	<ul style="list-style-type: none"> Up to 1 hour each week helping set up goals and pitches for fixtures and training



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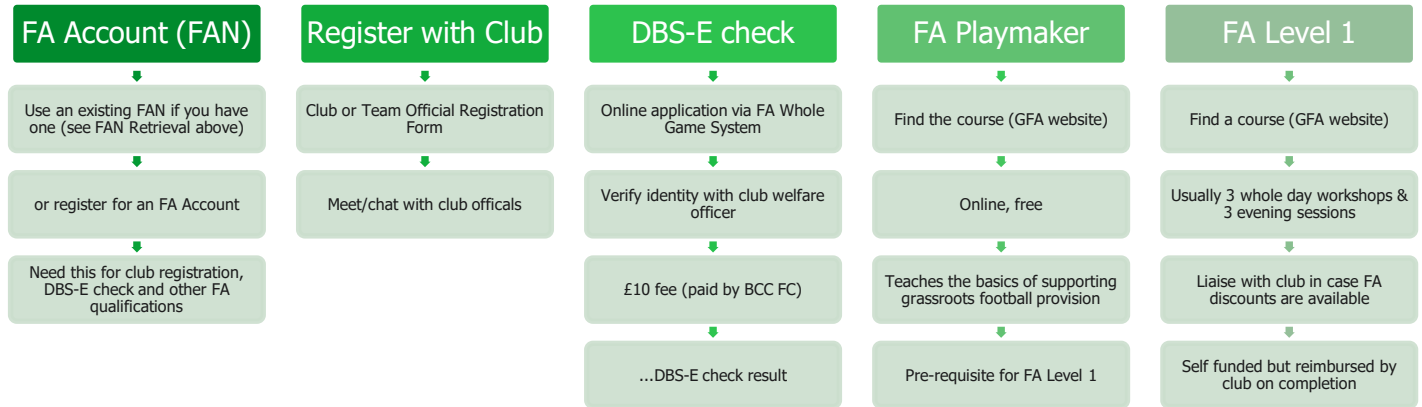
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Process for New Volunteers

Depending on role, or roles, there are a number of activities to complete, summarised below with 'how to' details following.



FA Account (FAN)

You'll need this so the club can add you to the FA club management system (Whole Game System). From 2020-12 onwards you'll also need this to register a youth football player with a league (CYFL or GCGFL U8 and above). You'll need a FAN to access the DBS-E process, so that the FA can related check results to FA Account. Any FA training, e.g. Level 1 coaching qualifications, will also be recorded against your FAN.

You may already have a FAN (FA Account Number); from membership of the England Supporters Club, or from coaching elsewhere, or as a player football yourself – use this number rather than creating a new one. There is an FA web page for retrieving a forgotten FAN, link at the top of this guide.

If you need a FAN, register via the FA website using the link at the top of this guide. If you accidentally end up with more than one FAN you can contact Gloucestershire FA services who can consolidate them back into one.

The club can create one for you. What this looks like at your end we assume is that you would be notified by the FA by e-mail and asked to set a password. Very soon all parents will need one, and to have it associated with their children's player FAN account that is created in the player registration process.

Register with Club

As the club has grown – we now have 90+ volunteers! – knowing who is who, and keeping contact lists and other records up to date is getting harder! We've created a form to record contact details and FAN for volunteers – but also to remind everyone about the FA Respect code of conduct each season as we're required to by England Football Accreditation standards.

You can get a copy of this from your club contact, from the club website, or direct from the club secretary e-mail address (link and address at the top of this form). The club secretary will link your FAN account as a club official with BCC FC in the FA Whole Game System. We can do this just with a FAN and date of birth. When other qualifications are complete we can upgrade this to manager/coach as needed.

DBS-E Check

The club will share your details with our Welfare Officer, and will send more detailed guidance on the online application process. This contains the BCC FC organization PIN and secret word, and additional information the FA is obliged to provide to every applicant.

The provided guidance and online application are very simple. BCC FC pays the FA subsidised £10 cost of volunteer's DBS-E checks! The process will lead you to identify a number of forms of ID which you will have to show to the Club Welfare Officer. The process can take up to 60 days, but is usually much faster.

This has to be done regardless of other DBS-E certificates held, e.g. by volunteers who are also teachers – unfortunately the FA do not well support the DBS-E auto-update service.

FA Level Playmaker

The FA Playmaker course is a free online course suitable for all volunteers, providing a grounding in the basics of supporting grassroots football provision in a safe and encouraging environment. It should be a pre-requisite for the FA Level 1 training.



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FA Introduction to Coaching Football (Level 1)

The England Football Accreditation requires every team (or every 16 players) to have an FA Level 1 trained coach. This provides a good introduction into how kids learn, how to plan and run training sessions and matches, and provides necessary safeguarding and first aid qualifications too. The safeguarding and first aid qualifications have to be done as part of this regardless of other similar qualifications held, e.g. by volunteers who are also police officers.

A Gloucestershire FA web page (linked at the top of this guide) provides details of upcoming online courses Courses. The courses are now wholly online, taking up to and estimated 15 hours, including a number of 2 hour workshops covering safeguarding and first aid. Please liaise with the club secretary before booking as from time to time there are discounts that might be arranged from FA funding. However, the cost will have to be paid by the volunteer and reclaimed from the club when the course has been completed.