



# Wortley Football Club

## CRC APPLICATION PROCEDURE



CHARTER STANDARD

### FA Criminal Record Check (CRC)

#### CRC PROCESS

The rules on CRC checking are in place to protect children and vulnerable adults and as such are carried out only for all volunteers in the club.

Any volunteer involved with coaching, training, managing and refereeing children and young people within the club, will be required to have a CRC Enhanced Disclosure check and be issued with a WRCFA ID card or a FA Licensed Coaches' ID Card.

If the club official or new volunteer already has an existing CRC Enhanced Disclosure, which was not processed through the FA CRC system, then an additional CRC disclosure application will need to be processed.

If the FA CRC disclosure was processed through involvement with a community based football club, and the CRC disclosure is still valid, then we do not need to process an additional CRC disclosure.

A CRC disclosure has to be renewed every three years. The club keeps records of when the CRC Disclosure expires and the club official will be notified in advance.

All CRC information is strictly confidential and the club is only informed if the CRC has been accepted or not. No further information is divulged to the club.

It is the responsibility of each Team Manager to ensure that new volunteers are notified to the Club Welfare Officer and CRC applications are submitted in a timely manner.

The Team Manager shall also ensure that only volunteers, who have been issued with their FA ID card, are involved in coaching, training and managing children in their age group.

Wortley Football Club will pay the fee for the CRC Application.

All new and existing club officials are required to complete the following:

- Club Volunteer Form.
- Online CRC Application Form.
- West Riding County FA I.D. Request Form or
- Register for a FA Coaching Licence ID Card.
- Provide one recent passport style photo.

#### EXISTING CLUB OFFICIAL

A CRC Disclosure expires after 3 years from the issue date.

Within the last 6 months of the CRC Disclosure expiration, the club official will receive notification from the Club Welfare Officer, that a CRC application is required to be submitted.

Information on how to log into the CRC Online system and complete the online application will be emailed to the club official using the email address provided on the Club Volunteer Form.

#### NEW CLUB OFFICIAL

When a new club official joins the club they must first complete a Club Volunteer Form.

This form can be downloaded from the club website or requested from the Club Welfare Officer.

The Club Volunteer Form must be returned to the Club Welfare Officer.

On receipt of the Club Volunteer Form, the Club Welfare Officer will email a West Riding County FA ID Card Request form to the new club official to sign and return along with a recent passport sized photograph.

Information on how to log into the CRC Online system and complete the online application will be emailed to the club official using the email address provided on the Club Volunteer Form.

## FA CRC ONLINE CLUB APPLICATION

In order to progress the CRC application, the club official must enter sufficient ID documentation information to validate their identity for the online application.

The online system will inform the club official when they have entered sufficient information.

Upon completion of the application, the club official must provide documentary evidence of I.D to the Club Welfare Officer for verification. The Club Welfare Officer will then submit the CRC application to the FA CRC Unit.

The processing time for the application will vary depending on the individual and the level of information provided for the application.

If there is a delay in progressing the CRC application, through to verification, the Club Welfare Officer will notify the club official and the team manager. The Club Welfare Officer reports the status of all CRC applications to the Club Management Committee and any club official not completing the application in a timely manner (28 days from the original email) will be prevented from being involved with a the team.

The club will utilise the CRC Online system to monitor the progress of the application.

## CRC DISCLOSURE FORM

Once the application has been approved by the FA CRC Unit the club official will receive a CRC Enhanced Disclosure Form as shown below.

Enhanced Disclosure  
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Disclosure Number: 0000000000  
Date of Issue: 27 MAY 2011

**Applicant Personal Details**  
Surname:   
Forename(s):   
Other Names:   
Date of Birth:   
Place of Birth:   
Gender:

**Employment Details**  
Position applied for: FOOTBALL COACH  
Name of Employer: WORTLEY FOOTBALL CLUB

**Countersignatory Details**  
Registered Person/Body: TMCCRB  
Countersignatory:

On receipt, the club official MUST inform the Club Welfare Officer of the CRC Disclosure Number and Issue Date as this is required to process the WRCFA ID Card.

## WRCFA ID CARD

Once the club official has provided the CRC Disclosure Number and Issue Dates, the Club Welfare Officer will apply to West Riding County FA for the ID card and record the Disclosure Number and Issue Date on the club database.

The Club Welfare Officer will receive the WRCFA ID card and will record the ID Number and Expiry Date onto the club database.

The WRCFA ID card will then be forwarded onto the club official by the Club Welfare Officer.

This card must be in your possession at all times especially on match days and training sessions as spot checks are often performed.

## FA COACHING LICENCE ID CARD

Qualified Coaches are eligible for The FA Licensed Coaches' Club, and will not be issued a WRCFA ID card. The FA Licensed Coaches' Club card will display the same information as a WRCFA ID Card

## ID REQUIRED FOR THE CRC APPLICATION

For the CRC Application, there is a legal requirement for personal authentication and validation of ID documents will be required for the following:

- At least one ID document must confirm your current name.
- At least one document must confirm your current address, as entered in the CRC online application.
- At least one document must confirm your date of birth. For guidance of the documentary proof I.D. please refer to the last page of this document.

If you hold and are in possession of all three of the following ID documents, then these are the only form of ID verification we require to process your application:

- A valid UK Photocard Driving Licence
- A valid passport.
- Birth certificate.

If you do not have all of the above, then please refer to the Group 2a and 2b section on the last page of this document for alternative forms of ID.

All I.D documents must be originals, not photocopies or printed from the internet.

All CRC Disclosures and West Riding County FA ID cards are processed by our Club Welfare Officer, Deborah Haley.

If you have any questions on the CRC disclosure process, or require assistance with the CRC disclosure application process, then please contact Deborah on 07414 246952 or email [deborah.haley@wortleyfc.org](mailto:deborah.haley@wortleyfc.org)

## ID VERIFICATION OPTIONS

| ID requirements  | Route 1   | Route 2  | Route 3   |
|--|---|--|---|
|  | One <i>Group 1</i> document<br><i>plus</i><br>Two documents from <i>Group 1</i><br>or <i>2a/b</i> | One <i>Group 2a</i> document<br><i>plus</i><br>Two documents from <i>Group 2a/b</i><br><i>plus</i><br>External ID validation service | Birth Certificate (UK)<br><i>plus</i><br>One <i>Group 2a</i> document<br><i>plus</i><br>Three <i>Group 2a/b</i> documents |
| All applicants to provide documents meeting the Route 1 criteria above. Where applicants cannot meet Route 1 requirements, Route 2 should be followed. If Route 2 criteria cannot be met Route 3 should be followed. |   |  |   |

### Group 1 Documents

|   |
|---|
| Current Valid Passport  |
| Birth Certificate (UK or Channel Islands) issued within 12 months of date of birth (including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces) |
| Photocard Driving Licence (UK, Channel Isles, Isle of Man, full or provisional)   |
| Biometric Residence Permit (UK)   |

### Group 2a Documents

|   |   |
|---|---|
| Non-photo, old style Driving Licence (UK, Channel Isles, Isle of Man)                 | HM Forces ID Card (UK)                        |
| Current non UK Photo Driving Licence (valid for 12 months from applicant entering UK) | Adoption Certificate (UK and Channel Islands) |
| Birth Certificate (UK or Channel Islands) issued 12 months after date of birth        | Marriage/Civil Partnership Certificate (UK)   |
| Fire Arms Licence (UK and Channel Islands)  |   |

### Group 2b Documents - documents printed from the internet are not acceptable

| Less than 3 months old   | Less than 12 months old                                     | No age limit  |
|--|---|---|
| Bank/Building Society Statement (UK or EEA)  | Mortgage Statement (UK or EEA)                              | EU National ID Card   |
| Utility Bill (UK), electricity, gas, water, telephone. (mobile phone bill not acceptable)  | P45/60 Statement (UK and Channel Islands)                   | Bank/Building Society Account Opening Confirmation Letter (UK)  |
| Credit Card Statement (UK or EEA)  | Financial Statement (UK), e.g. pension, endowment, ISA (UK) | Letter from Head Teacher or College Principal (16/17 year olds in full time education at the time of application)                             |
| Benefit Statement e.g. Child Allowance   | Council Tax Statement (UK and Channel Islands)              | Letter of sponsorship from future employer provider (non UK/non EEA only) – for applicants residing outside the UK at the time of application |
| Document from Government Agency/ Local Authority giving entitlement (UK and Channel Islands) e.g. from Dpt of Work and Pensions, Customs and Revenue, Job Centre | Work Permit/Visa (UK) (UK Residence Permit)                 |   |