

VERWOOD TOWN FOOTBALL CLUB

Helper, Coach & Manager Application Procedure

How to get involved as a volunteer at Verwood Town FC

Version	Version 2.0 – April 2026
Date of issue	April 2026
Review due	Annually, or following any significant incident or change in FA guidance
Policy owner	Club Welfare Officer / Club Secretary (as applicable)

1. INTRODUCTION

VTFC welcomes volunteers who share our commitment to developing players in a safe, fun and inclusive environment. All adults working with children at the club must complete the following steps before having any unsupervised contact with players.

Important: *Volunteers must not have unsupervised contact with players until all mandatory steps are complete and confirmed by the Club Welfare Officer.*

2. APPLICATION STEPS — YOUTH TEAM VOLUNTEERS

Step 1 – FA FAN Number

Set up an FA FAN Number: secure.thefa.com/fan/register.aspx | If you already have a FAN, do not create a new one — retrieve it at secure.thefa.com/fan/RetrieveFANDetails.aspx

Step 2 – Volunteer Application Form

Complete the volunteer application form (link provided by your team manager). The form includes questions about your motivation for volunteering and your understanding of the club's ethos. The relevant team manager must endorse your application.

Step 3 – References

Provide the names and contact details of two references (not family members). References will be followed up by the Club Welfare Officer or Club Secretary before you have any unsupervised contact with players.

Step 4 – DBS Check

Once your application has been reviewed and references received, the Club Welfare Officer will contact you to begin your FA-accepted Enhanced DBS Check with Barring List. Please arrange to verify your ID with the Welfare Officer: welfare@vtyfc.co.uk.

Step 5 – FA Safeguarding Children Course

Complete The FA's Safeguarding Children online course: learn.EnglandFootball.com. Course fees can be claimed from the youth treasurer with proof of completion.

Step 6 – Induction

Before your first session, you will be asked to:

- Read and sign the relevant Code of Conduct and all club policies
- Meet the Club Welfare Officer
- Shadow an experienced coach for a minimum of two sessions (for new coaches)
- Be introduced to your team manager and the team

3. ADDITIONAL REQUIREMENTS — OPEN-AGE TEAM OFFICIALS

From the 2024/25 season, all open-age team officials (managers, coaches, assistants, medics and first aiders) must additionally complete the FA Player Welfare Course (free, 45 minutes): learn.EnglandFootball.com. Confirmation of completion must be sent to the Club Secretary. Coaches are also encouraged to complete the FA Introduction to First Aid in Football (IFaIF) at learn.EnglandFootball.com - not a recruitment requirement, but the FA's standard first aid qualification for grassroots football and a prerequisite for formal FA coaching awards. VTFC will support the cost.

4. UNDER-5 (PLAY PHASE) COACHES

New Play Phase coaches will work alongside existing club managers or committee members in the first instance. The committee will support course costs once satisfied with commitment and approach.

5. OTHER TEAMS

If you are already helping with a team, speak first to the manager for your age group, then bring a proposal to the committee. New volunteers not already involved should contact the committee directly.

6. COMMITTEE DECISION

The committee will make a decision based on the individual's understanding of the club ethos, suitability for the role, satisfactory references and DBS outcome, and the need for qualified coaches within the relevant age group.

Key Contacts	
Club Welfare Officer	Clare Nixson – welfare@vtyfc.co.uk / 07758 246452
Club Secretary	youth_secretary@vtyfc.co.uk
FA Safeguarding Course	learn.EnglandFootball.com