**Marlborough Youth Football Club CRC application process**

***Note – all coaches and their assistants must have a FA cleared CRC before they begin coaching*.**

|  |
| --- |
| **How do I get started?**  Visit gbg.onlinedisclosures.co.uk  Select “register” from the login screen  Enter the information requested:  Org PIN               102955  Org name            Marlborough Youth FC  Secret word       light  Once registered you can then login using the above organisation PIN, your email address and password created as part of the registration process and commence your online CRC application.  You will be asked to provide information from three types of identification. There is a list of acceptable ID on the website.  Please ensure you provide your FAN in the Personal Reference Number field provided.  Once the form has been completed online you need to get your identification documents verified by the club welfare officer. You must provide the same documents as you listed in the online form. Please contact the welfare officer: cwo@myfc.me.uk.    Once your documents have been verified you will then need to go back onto gbg.onlinedisclosures.co.uk to pay and to submit the form for processing by the Disclosure and Barring Service.    **How much does it cost, how do I pay?**  Payment (£10 for a volunteer) is made online via PayPal once the verification process is complete.  You will be sent an email with instruction as to how to make the payment.  **Your application will not be submitted for processing until payment has been made**.  Your payment can be reclaimed from Andrew Macdonald (club treasurer) with a receipt printed from the payment site.  **The CRC Certificate**  Once your application is completed and paid for the check will be run. You will receive your certificate in the post. The FA then needs to authorise the check and it is once this has happened that you are able to coach with the club. This can take a few weeks and the club welfare officer will check for this authorisation on The Whole Game System, the FA database. Once this has happened, you and the team manager will be informed that you are able to coach. |