



Leighton United Football Club

FOOTBALL TEAM MANAGER AND COACH RECRUITMENT POLICY

- 1.1 Leighton United is committed to implementing the Football Association's Respect guidelines for the safe recruitment of volunteers, including Team Managers and Coaches. The guidelines put in place best practice to protect children and young people.
- 1.2 Recruitment will be supervised by the Head Coach, assisted by members of the Management Committee, as appropriate. This will include identifying the requisite skills and experience necessary to fulfil the required role.
- 1.3 Any advertisements will be arranged with the Club Secretary. There will be no discrimination in terms of age, gender, race, colour, religion, disability or other form of discrimination.
- 1.4 Applicants must complete the Football Team Manager and Coach application form and provide the requisite supporting evidence.
- 1.5 Completed application forms should be scrutinized by the Head Coach and one of the Club Welfare Officers. Where there are multiple applications for one position a short list of selected applicants will be drawn up.
- 1.6 Applicants may be required to provide references from individuals who are not related to an applicant. Ideally references should be followed up before an applicant starts at the Club. If it is decided that they can start at the Club before being formally appointed then they must not be left alone with children or young people at any time.
- 1.7 Applicants may be required to attend an interview or meeting with the Head Coach, one of the Club Welfare Officers and other members of the Management Committee as appropriate.

Key questions should be prepared in advance. As well as exploring an applicant's technical abilities and experience it is also necessary to explore attitudes and commitment to child welfare.

- 1.8 Appointments will ultimately be determined by the Head Coach and confirmed in writing.

- 1.9 Only applicants with the requisite qualifications (including at least FA coaching Level 1 and current FA safeguarding children and first aid certifications) and criminal records check status or who can produce official confirmation of relevant course bookings will be appointed.
- 1.10 Applications for criminal records checks will be dealt with by the club's Child Welfare Officers.
- 1.11 Following appointment a mentoring programme may be organized by the Head Coach.



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FOOTBALL TEAM MANAGER AND COACH APPLICATION FORM

An electronic version of this form can be provided for completion and then submitted via email. Alternatively the form can be completed by hand using block capitals.

Position applied for:

Part A: Personal Details

Title: Mr Mrs Ms Other

Surname:

First name:

Any other names you are or have been known by:

Date of birth:

National Insurance Number:

Current address:

Postcode:

If you have lived at your current address for less than 5 years please provide any previous addresses (via email or on a separate sheet of paper).

Telephone Day:

Evening:

Mobile:

Email address:

Please include a copy of an identification document, e.g. passport or driving licence providing photographic identification.

What days of the week and times would best suit you for a meeting/interview:

Part B: Employment Details

Current job title:

Name of employer:

Address:

Postcode:

Telephone:

Nature of duties:

Part C: Previous Football Team Manager or Coach Experience

Name of organisation:

Start date:

Finish date (if applicable):

Address:

Postcode:

Telephone:

Nature of duties:

Please provide details of other relevant experience via email or on a separate sheet of paper.

Part D: Qualifications

Relevant academic/vocational (e.g. NVQ):

Footballing qualifications

Highest Football Association (FA) coaching certificate level:

Certificate date:

FA first aid in football/emergency aid certificate - date obtained:

FA safeguarding children certificate (if supervising players aged 18 and under) – date obtained:

If no qualifications held please advise dates of FA courses booked and provide official confirmation of booking:

Other footballing qualifications and certificate dates:

Do you hold current Disclosure and Barring Service Enhanced Check (previously known as Criminal Records Bureau (CRB) enhanced disclosure) issued by the FA Criminal Records Checks (CRC) Unit:

If yes, date obtained:

**Are you an FA Licenced Coach:
Coach Licence number:**

If yes please provide your

Part E: References (if required)

Please provide the names of two people who you know well (but are not related to) who have knowledge of your footballing involvement who we can contact. You must have known these people for a minimum of 2 years.

Name:

Address:

Postcode:

Telephone:

How is this person known to you:

Name:

Address:

Postcode:

Telephone:

How is this person known to you:

Part F: Applicant Declaration

I confirm that the information that I have provided in support of my application is a complete and true record.

Signature:

Date:

Confirmation via email: Y/N

Completed application forms should be sent to the Club Head Coach.

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