Recruitment & Onboarding Process for New Coaches/Volunteers

New Coach / **Welfare Officer Coach Liaison** Volunteer Attend Informal Facilitate Facilitate Interview & Informal Informal Discussion of Interview & Interview & Role Discussion Discussion Provide Details for Referees Contact Referees Inform committee & volunteer of

outcome

DBS & Club Registration Process			Training & Support	
New Coach / Volunteer	Club Secretary	Welfare Officer	Coach Liaison	New Coach / Volunteer
	Add to Wholegame system & share FAN Number		Send handbook & links to training courses - Safeguarding Children, Playmaker & First Aid	
Create Wholegame Account & start DBS application			Assign Mentor	
Contact Welfare Officer to arrange ID verification			Arrange shadowing if appropriate	
		Verify ID & Process Application		Complete training and shadowing if appropriate
Once DBS certificate is received forward to FA IF requested				
	Monitor Wholegame to see when FA approval given & inform checks are complete	Monitor Wholegame to see when FA approval given & inform checks are complete		

^{**}No training, unsupervised contact or coaching in matches until the FA have approved the DBS and Safeguarding Children qualification is completed. If in doubt check with Welfare Officer **