

Becoming a Coach with Hitchin Town Youth FC (2026/27)

If you have either decided yourself, or have been asked to help out, thanks for volunteering to become a coach with Hitchin Town Youth FC. It is people like you, together with our 100 or so existing coaches, who make grassroots football in Hitchin, a reality.

Below are the steps that you need to take to become a registered and qualified coach. If at any point you have any questions feel free to contact our Club Secretary, Adam Nethersole on 07740 948284 or via adam.nethersole@hitchintownyouthfc.com

1. GET A FAN NUMBER

All coaches in the UK need a Football Association Number (FAN). This is your unique reference number (like your footballing passport) linked to your personal details, training and qualifications record.

- If you think you have one, but can't remember, use this [link](#) to check, or go to: <https://myaccount.thefa.com/>
- To get a FAN, click the following [link](#) and use the SIGN UP option. Follow the instructions and input your details to create a FAN.
- If you're completely stuck, don't worry – skip to step 2, and Adam will help you out...

2. SEND US YOUR DETAILS

Send the following details to Adam so you can be added to the FA Portal, linked to the team you intend to coach, and we can check your DBS status and qualifications:

- Full name
- Date of birth
- Address (including post code)
- Email
- Mobile
- Your FAN number if you know it

3. ESSENTIALS YOU NEED TO COACH

The following items are essential to coach:



- An in-date Disclosure and Barring Service (DBS) check. If you need one, Adam will send you details on how to get one.
- [Safeguarding Children Course](#) – online course that costs £30 (refundable from club) and takes 2 hours to complete.
- [Introduction to First Aid in Football](#) - online course that costs £30 (refundable from club) and takes 2 hours to complete.
- [The FA Playmaker Course](#) – Free online course that takes 4 hours to complete and provides the essential introduction to coaching grassroots football.

4. FURTHER TRAINING

The above courses listed in Section 3 are essential. Once you've got on your coaching journey, to carry-on longer-term you will need to eventually complete the [Introduction to Coaching Football](#) course (formerly FA Level-1). This online course takes 4 weeks and costs £100, but this can be refunded by the club on competition.

5. COACHING KIT

Once your essential qualifications have been done you can apply for standard coaching kit. Please drop our Kit Manager, Ian Key a message on ian.key@hitchintownyouthfc.com or 07713 754286.

6. WHATSAPP GROUPS

If you need to be (depending on the other coaches in your team) you will be added by the club to various WhatsApp groups which the club run for the allocation of pitches, referees or for the league you are competing in.

7. COACHES CODE OF CONDUCT

Finally, it's essential you read and follow, at all times, the FA's Code of Conduct for Coaches, Team Managers and Club Officials (right). You can download these from the club's website [here](#).



Set the Standards for a great game.

Use your position to set a positive example for the people you're responsible for and lead a better game for everyone.

Play Your Part
(Code of Conduct)

Coaches, Team Managers and Club Officials

Play your part and support The FA's Code of Respect:

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the player's ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests

Understand that if I do not follow the Code, I may be:

- Required to meet with the club or league Welfare officer or your FA Designated Safeguarding Officer (DSO)
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn

RESPECT
Nationwide
Building society with mutual respect

we ONLY do Positive.

Spotify



www.hitchintownyouthfc.com