

# Essex County Football Association

## Open Age Football Compliance Process

### 2024/25 season



## Open Age Football Safeguarding Requirements 2024/25 season

Roles	SAFEGUARDING REQUIREMENTS FOR CLUBS WITH <u>OPEN-AGE TEAMS</u>				ENGLAND FOOTBALL
	FADBS Check	Player Welfare Course	Safeguarding for Committee Members Course	Safeguarding Adults Course	First Aid Course
Club Secretary		● Recommended			
Club Chair		● Recommended			
Club Treasurer		● Recommended			
Club Welfare Officer (Including Assistants)	● <b>Mandatory</b> <i>(If U18s in Open-Age Teams)</i>	● <b>Mandatory</b>		● Recommended	
Other Committee Roles		● Recommended			
Team Manager/Coach (Including Assistants)	● <b>Mandatory</b> <i>(If U18s in Open-Age Teams)</i>	● <b>Mandatory</b>			<i>(If England Football Accredited, one per team).</i> ○ <b>Mandatory</b> Otherwise Recommended
Team Medic/First Aider (Including Assistants)	● <b>Mandatory</b> <i>(If U18s in Open-Age Teams)</i>	● <b>Mandatory</b>			● Recommended

Walking Football and Veterans Football follow the same requirements as 'Open Age' Football.

Clubs are also required to accept a Safeguarding Declaration (Open Age Football) to affiliate. This document can be found in the 'Documents' section in Club Portal <https://clubs.thefa.com>

All Club Welfare Officers (Adult Teams) and Adult Team Officials (coaches, managers, medics (including assistants)) are required to have an in-date Player Welfare Course qualification at the point of affiliation, no matter if U18 player(s) are/are not assigned to an Adult Team.

Course access (free, 45mins): <https://learn.EnglandFootball.com/courses/safeguarding/player-welfare-in-open-age-football>

The 2024/25 Safeguarding requirements are highlighted in the Club Portal under the 'Officials' tab and then 'Safeguarding & Qualifications'.

### The FA process for managing Open Age FA DBS compliance

The FA Shared Services Team have been commissioned to manage stakeholder engagement with Club Welfare Officers (Adult Teams) and Adult Team Officials when an U18 player(s) is assigned to an Adult Team from the start of the 2024/25 season onwards.

Club Welfare Officers (Adult Teams) are required to have an in-date and accepted or in-progress FA DBS check within 21 days of an U18 player(s) being assigned to an Adult Team, from the start of the 2024/25 season onwards.

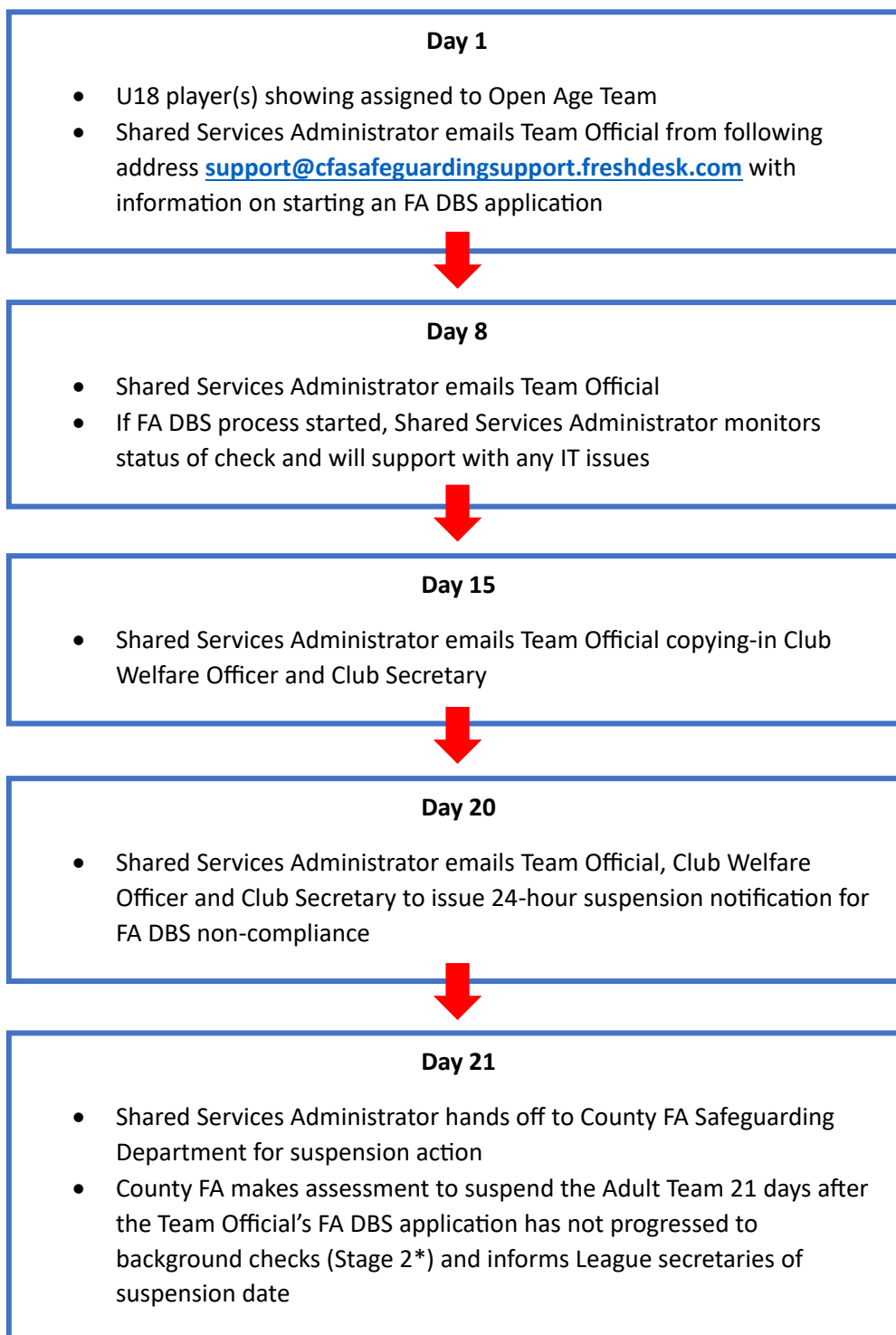
Adult team Officials (coaches, managers, medics (including assistants)) of teams with U18 player(s) are required to have an in-date and accepted or in-progress FA DBS check within 21 days of an U18 player(s) being assigned to an Adult Team, from the start of the 2024/25 season onwards.

The FA Shared Services Team communication [support@cfasafeguardingsupport.freshdesk.com](mailto:support@cfasafeguardingsupport.freshdesk.com)

The FA Shared Services Team are proactively communicating to eligible Club Welfare Officers (Adult Teams) and Adult Team Officials (coaches, managers, medics (including assistants)) with information on starting an FA DBS check application through the County FA ahead of the 2024/25 season. This will continue until the start of the 2024/25 season, then the below compliance process will begin.

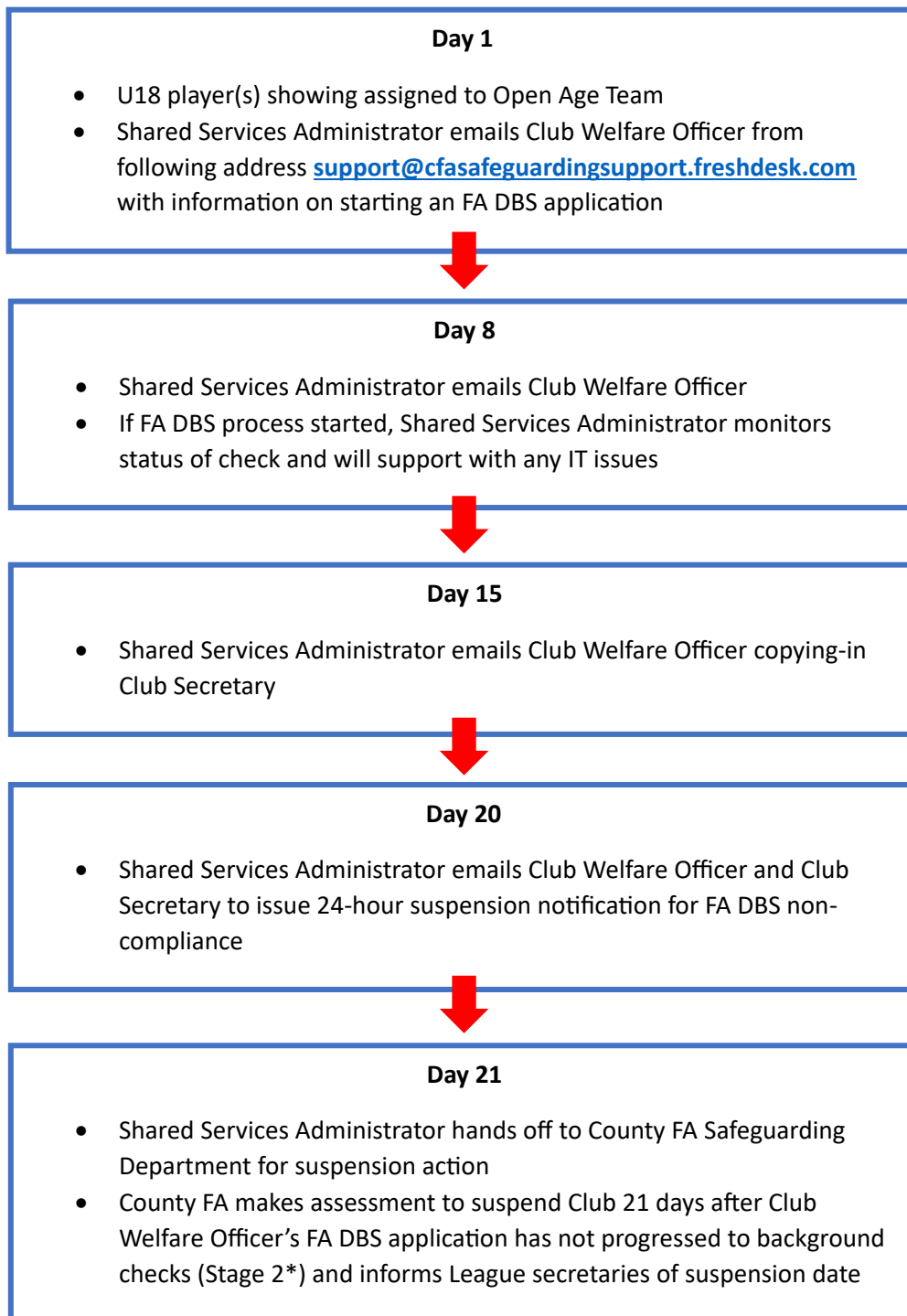
## Process Flow for FA DBS compliance from the start of the 2024/25 season onwards

Adult Team Official (coaches, managers, medics (including assistants))



## Process Flow for FA DBS compliance from the start of the 2024/25 season onwards

### Club Welfare Officer (Adult Teams)



### FA DBS *renewal* communication if U18 player(s) showing assigned to Open Age team

If Club Welfare Officers (Adult Teams) or Adult Team Officials (coaches, managers, medics (including assistants)) already holds an in-date and accepted FA DBS check, communication from The FA Shared Services Team will go out to the individual as follows:

3 months prior to renewal (expiry date)

2 months prior to renewal

1 month prior to renewal

2 weeks prior to renewal

1 week prior to renewal

Expired – Process will be followed as above

### FA DBS check stages (administered by First Advantage <https://help.fadv.com/s/thefa>)

1. Start application using the following registration information (this is shared in the email correspondence from The FA Shared Services Team to the individual):  
Visit: <https://fadv.onlinedisclosures.co.uk/Registration/Registration>  
Click grey '**Register**' button  
Enter Org PIN: **187030**  
Enter Secret Word: **Essex**  
Org name: **Essex FA - Open Age**
2. Complete all personal details requested to progress to the ID Verification Stage.
3. Show 3 forms of Identity Documents to a County FA Verifier or League Verifier (contact details available within application). All forms of ID must be in-date and verified in-person.
4. After Verification, the applicant will be emailed an invoice to pay £10 DBS administration fee.
5. Once payment is confirmed the FA DBS application is progressed to Stage 1 (Application Form received) then Stage 2\* (Police National Computer Search). Applicants do not need to do anything from here but should regularly check their emails for any communication from First Advantage.
6. The application will progress through to the final DBS Check Stage where the FA DBS paper certificate is printed and posted to the applicant. The applicant's FAN will be updated within 48 hours. The applicant will be contacted directly if there are any issues with their application and its acceptance on FA Systems.

### ID Verification

FA DBS applications awaiting ID Verification can be verified by a County FA Verifier or League Verifier. Applicants should contact listed verifiers to arrange a time to meet, the applicant will need to provide 3 forms of in-date IDs in their original format. Documents of this nature must be verified in-person to comply with FA and DBS policy. More information and guidance on the verification process can be found here -

[https://www.youtube.com/watch?v=7QLhgLn8efM&list=PLuR39azjWS4tDZv6E\\_JsW0NkijnmhJYE5H&index=3](https://www.youtube.com/watch?v=7QLhgLn8efM&list=PLuR39azjWS4tDZv6E_JsW0NkijnmhJYE5H&index=3)