**Application to become a Coach/Coaching Assistant/Manager/Volunteer**

|  |  |
| --- | --- |
| **Position applying for** | **Team** |
|  |  |  |
| **Full Name (including Middle Names)** |  | **Address** |
| **Date of Birth** |  |  |
| **Telephone** |  |  |
| **Mobile** |  |  |
| **Email** |  | **Postcode** |

**Qualifications – Please tick to indicate**

|  |  |  |
| --- | --- | --- |
| **Do you hold a RFU Coaching Licence**  | **□** **Licence Number** |  |
| **Have you completed a Rugby Ready Course?** | **□** | **Do you hold a First Aid Qualification** | **□ Expires** |
| **Do you hold a RFU (or equivalent) Coaching Award?** | **□ Level 1****□ Level 2****□ Level 3** | **Do you hold a Refereeing Award?** | **□ ELRA 1&2****□ ELRA 3****□ Society** |
| **Have you completed a Play It Safe Course (PiTs)?** | **□** | **Previous Clubs** |
|  |

**References – Please supply 2 References, can be PRUFC Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Occupation/Position** |  | **Occupation/Position** |  |
| **Address** | **Address** |
|  |  |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email** |  |

**For DBS Applications** **– Please note: All Coaches/ Assistants/Managers and Volunteers must have a valid RFU DBS**

|  |  |  |
| --- | --- | --- |
| **Passport Number** |  | **Other Forms of Identification** |
| **Date of Issue** |  |  |
| **Date of Expiry** |  | **Driving Licence Number** |
| **Nationality** |  |  |
| **Country of Issue** |  | **Date of Issue** |  |
| **DBS Verifier Only** | **Security Question – Favourite Colour?** |  |
| **Date of ID Checked** |  | **Date DBS returned** |  |
| **Date entered on RFU Disclosures** |  |  |

**All Coaches, Coaching Assistants, Mangers and Volunteers must adhere to Pocklington RUFC and the Rugby Football Union Codes of Conduct relevant to their position.**

**Codes of Conduct can be found:**

**Via the Clubs website** [**www.pocklingtonrufc.co.uk**](http://www.pocklingtonrufc.co.uk) **club info→ codes of conduct**

**In the Team Managers Seal of Approval Pack**

**The notice board within the Club**

**Further copies can be obtained, on request, via the Club Safeguarding Officer.**

**It is every club member’s duty to report any:**

**Breeches in Codes of Conduct**

**Evidence of poor practice**

**Suspicion of abuse**

**This can be reported to the Club Safeguarding Officer, Mini/Junior Chairman or Secretary or the Club Coaching Co-ordinator.**

**Declaration**

**I agree to the following:**

1. **Adhering to Pocklington RUFC and the RFU Codes of Conduct**
2. **Allowing Pocklington RUFC to carry out a Criminal Records Bureau check on my behalf. A CRB check must renewed every 3 years.**
3. **All details given are correct.**

**I agree to Pocklington RUFC publishing my name and contact details on the Club website and in the Clubs membership book.**

 **Yes/No**

**Signature Date**

All personal details are held for the purpose of Club administration and will not passed be on to any third parties without permission.

**List of new DBS acceptable forms of Identification** – effective 31st Aug 2012

Pocklington RUFC uses the RFU Electronic Disclosure and Barring Service (E-DBS) application process. Recent Government changes, implemented by the RFU, have changed the list of acceptable forms of identification that we can use to verify a persons’ identity. 21 forms of identification have been removed.

To complete an E-CRB, an applicant must produce either:

**Route 1**

1 Document from Group 1and;

2 Further Documents from Group 1, 2a or 2b; one of which must verify current address.

Or

**Route 2**

3 Documents from Group 2

 1 Document from Group 2a and;

 2 Further Documents from Group 2a or 2b; one of which must verify current address.

Or

**Route 3**

Birth Certificate (UK and Channel Islands)

4 Further Documents from Group 2 comprising of:

 1 document from Group 2a; and

 3 further documents from Group 2a or 2b; one of which must verify their current address.

If anyone is unable to produce documents for Route 3, they will have to complete a paper CRB application. This process will involve the CRB requesting that fingerprints being taken by the Police.

**List of Valid Identity Documents**

**Group 1 – Primary Trusted Identity Credentials**

* Current valid Passport.
* Biometric Residence Permit (UK).
* Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
	+ Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).
* Birth Certificate (UK and Channel Islands) - issued at the time of birth;
	+ Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).

**Group 2a – Trusted Government/State Issued Documents**

* Current UK Driving licence (old style paper version).
* Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK).
* Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
* Marriage/Civil Partnership Certificate (UK and Channel Islands).
* Adoption Certificate (UK and Channel Islands).
* HM Forces ID Card (UK).
* Fire Arms Licence (UK and Channel Islands).

**Group 2b – Financial/Social History Documents**

* Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted).
* Bank/Building Society Statement (UK and Channel Islands or EEA)\* (Non-EEA statements must not be accepted).
* Bank/Building Society Account Opening Confirmation Letter (UK).
* Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted).
* A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
* EU National ID Card.
* Cards carrying the PASS accreditation logo (UK and Channel Islands).
* Letter from Head Teacher or College Principal (16 - 19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK).

Please note:

If a document in the List of Valid Identity Documents is:

* Denoted with \* - it should be less than three months old.
* Denoted with \*\* - it should be issued within the past 12 months.
* Not denoted – it can be more than 12 months old.