Ashington Town FC – Volunteer / Coach Recruitment & Training Policy

1. Purpose

To ensure that all volunteers and coaches are recruited, trained, and supported to provide safe, high-quality football experiences, in compliance with FA guidelines and safeguarding best practice.

2. Scope

This policy applies to:

- All volunteers and coaches working with players at any level of Ashington Town FC
- Recruitment, induction, training, and ongoing support for all Club volunteers and coaches

3. Principles

- All volunteers and coaches must be suitable and appropriately qualified for their role.
- Recruitment must be fair, transparent, and non-discriminatory.
- Continuous training and development is essential for maintaining standards and safeguarding.
- Volunteers and coaches must adhere to all Club policies, FA regulations, and Codes of Conduct.

4. Roles and Responsibilities

- Committee:
    - Oversees recruitment, induction, and training processes.
    - Ensures all volunteers and coaches have completed required checks and training.
- Welfare Officer:
    - Responsible for safeguarding checks and compliance (DBS checks, FA safeguarding courses).
- Coaches / Volunteers:
    - Complete induction, training, and FA required courses.
    - Follow Club policies and guidance at all times.

5. Recruitment Procedures

- All new volunteers and coaches complete an application form.
- References are obtained and verified prior to appointment.
- Relevant FA courses and qualifications are checked.
- All roles involving under-18s require an enhanced DBS (Disclosure and Barring Service) check.
- Recruitment is based on suitability, merit, and experience.

6. Induction & Training

- New recruits receive a full induction covering:
    - Club policies, codes of conduct, and expectations
    - Safeguarding and child protection
    - Health & safety procedures
    - Equality & diversity principles
- FA training and qualifications relevant to role are encouraged and tracked.
- Regular refresher training provided for all volunteers and coaches.

7. Monitoring & Review

- Committee reviews volunteer and coach performance regularly.
- Annual review of training records to ensure compliance with FA and Club requirements.
- Volunteers and coaches receive ongoing support and feedback.

8. Record Keeping

- Application forms, references, DBS checks, and training records are stored securely.
- Records retained in line with data protection laws and safeguarding best practice.

9. Sign-off

This policy has been approved by:



Adam Millar
Club Secretary
On behalf of
Ashington Town FC Committee

9th October 2025