**TWRFC New Coach Onboarding Guide**

Thank you for volunteering as a coach at Tunbridge Wells RFC. Coaching a really rewarding experience and I hope that you enjoy it as much as I do. There are a few points of administration that need to be picked-up, which are set out below:

* Set you up as a coach in the RFU Game Management System (GMS)
* Apply for disclosure and barring service (DBS)
* Add you to the youth coaches group in Spond

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| 1 | Head Coach notifies Club Coaching Coordinator (CCC) of a new coach  | Age Group Head Coach |
| Ideally this would happen prior to the coach happening, but if this isn’t practical as soon as possible there-after. I will need the following details:* Name
* Age-group/Role
* Contact details (phone/email)
* RFU ID (if known)
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| 2 | Register on GMS  | Coach |
| The RFU Game Management System (GMS) is used to register coaches and manage DBS status. To register you as a coach at TWRFC you need to be registered on GMS (which will give you a RFU ID) and be associated with Tunbridge Wells RFC. How you achieve this varies depending on whether you already have a RFU ID. * **Coaches with an existing RFU ID but not associated to TWRFC**Join TWRFC in GMS by using the ‘Buy Membership’ option on <https://twrfc.com/gms>. Select the free ‘Enquiry’ membership category.
* **Coaches without an RFU ID**Create an RFU ID and join the club in GMS using the ‘Create Account’ option <https://twrfc.com/gms>

Once you have your RFU ID share it with the Club Coaching Coordinator; If you have any issues creating an ID you can get help from membership@twrfc.com.  |
| 3 | Join Spond  | Coach |
| Having created their RFU ID, the applicant can join Spond at <https://twrfc.com/spond>. The majority of club communications to youth coaches now happens via the Youth Coaches’ group in Spond, this is where details of training courses and other coaching resources will be published.*Note: Coaches who are also parents of youth players will probably already have Spond access as a guardian of their child. You still need to sign up to spond as a club member in your own right.* |
| 4 | Apply for a DBS | Coach |
| Having a DBS is mandatory pre-requisite of coaching youth rugby at Tunbridge Wells RFC.Details of how to apply (or renew) your DBS are on the next page of this guide. |
| 5 | Add coach to team in GMS & Spond | CCC |
| Once the application has created their RFU ID (step 2) and Joined Spond (step 3). The CCC will:1. Add the role ‘coach’ to the applicant’s GMS record
2. Add the applicant to the appropriate age-grade team in GMS
3. Accept the Spond application, and configures the applicant as a coach of the appropriate age-grade and a member of Youth-Coaches
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**Applying for a DBS**

The guide applies both to new coaches, and coaches renewing their DBS.

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| 1 | Application | Coach |
| To apply for a DBS you will need to already be onboarded as a TWRFC Coach. If that’s not the case please complete the steps in the ‘New Coach Onboarding Guide’. To start your DBS application, coaches are asked to complete the TWRFC safeguarding information questionnaire (Appendix 1) and returns to safeguarding@twrfc.com. Please write clearly, make sure details are correct and double check email address.You are required to provide two forms of ID. Further details as to what is acceptable are detailed in Appendix 2. The majority of TWRFC coaches usually use:1. Passport or Driving License (must be current/valid)
2. Bank Statement or Utility Bill (less than 3 months old) showing current address.
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| 2 | Complete Introduction to Safeguarding | Coach |
| To apply for a DBS through the RFU you must have completed the **Introduction to Safeguarding eLearning** course. You can sign-up for this here <https://gms.rfu.com/GMS/coursefinder>Search for course type “virtual”, not safeguarding… |
| 3 | Documents/ID are verified  | Coach/Safeguarding |
| The Safeguarding Officer needs to physically verify your documents. This requires seeing the original (not a copy). Once you have submitted your questionnaire you should organize to meet with Dawn to complete this step. |
| 4 | Safeguarding Officer initiates DBS process | Safeguarding Officer |
| One the details have been verified and Introduction to Safeguarding course shows as being complete in GMS the Safeguarding officer will initiate your DBS application in the RFU welfare system.*Note: It can take 10-15 days for the course completion to show in GMS. You DBS application cannot be submitted until GMS updated.* |
| 5 | Coach completes DBS application | Coach |
| The Coach will receive a link direct from the welfare system, which they will use to complete their application.**We tend to find applications get ‘stuck’ at this point – if you have not received a link within 1 week of having your ID verified please check your spam folder, and if necessary, ask the Safeguarding officer to resend the link. This remains the applicant’s responsibility, only when they have completed this step are you deemed by the club to have applied for your DBS.** |
| 6 | Coach receives DBS | DBS Service |
| The Coach will receive a copy of their DBS via the post. GMS automatically updates with the DBS status and expiry date, there is no need to notify the club. This usually takes ~4 weeks to arrive. If not received it is likely that the application is stuck in one of the above steps.Once your DBS is issues you have the option of registering for the notification service which makes your DBS transferrable. There is a limited window in which you can do this.  |

**Appendix 1 – Coach information form**

Two forms of ID are required – one must have current address

Driving License or Passport Required

|  |  |  |
| --- | --- | --- |
| Personal Details | FULL NAME |  |
| RFU ID | If not known - step 3 of the onboarding guide provides instructions |
| ADDRESS |  |
| POST CODE |  |
| DATE OF BIRTH |  |
| EMAIL ADDRESS |  |
| MOBILE NUMBER |  |
| NATIONALITY |  |
| Passport | PASSPORT NUMBER |  |
| ISSUE DATE |  |
| EXPIRY DATE | Must be valid |
| Driving License | DRIVING LICENCE NUMBER | Include the 2 end digits “AAAAA999999A99AA 99” |
| NAME ON DRIVING LICENCE |  |
| ISSUE DATE |  |
| COUNTRY OF ISSUE |  |
| Other ID | UTILITY BILL/BANK STATEMENT? |  |
| DATE | Less than 3 months old |
| Club Use | AGE GROUP? |  |
| ENTERED |  |
| DATE |  |

**Appendix II – ID requirements**

The applicant must be able to show:

* One document from Group 1, below
* 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant’s current address.

All documents must be valid/current

|  |  |
| --- | --- |
| Group 1 | PassportBiometric residence permitCurrent driving license photocardBirth certificate (issued within 12 months of birth)Adoption certificate |
| Group 2a | Current driving license photocardCurrent driving license paper versionBirth certificate (issued after time of birth)Marriage/civil partnership certificateImmigration document, visa or work permitHM Forces ID cardFirearms license |
| Group 2b | Mortgage statement *(12 months)*Bank or building society statement *(3 months)*Bank or building society account opening letter *(3 months)*Credit card statement *(3months)*Financial statement, for example pension or endowment *(12 months)*P45 or P60 *(12 months)*Council Tax Statement *(12 months)*Utility bill *(3 months)*Benefit statement, for example Child Benefit, Pension *(3 months)*Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC *(3 months)*EEA National ID cardIrish Passport CardCards carrying the PASS accreditation logoLetters from head teacher or college principle (16-19yr olds only)*(maximum age shown in brackets, all others must still be valid)* |