



## **CRC Checks for Referees**

CRC Checks are used by businesses, companies, recruitment agencies and organisations in the public, private and voluntary sectors, to identify individuals who may be unsuitable for certain work that involves children or vulnerable adults.

### **Need for Registered Referees to have Criminal Records Checks ('CRC') (formerly CRB)**

Referees aged 14 or 15 are not eligible to apply for a CRC and can referee without one.

Referees aged 16 years or over who accept appointments in Youth Football need to have a CRC. Youth football includes competitions or matches involving Under 18s teams or younger.

Referees operating only in open age (adult) football are not now required to have a CRC although this may be subject to change in the future.

If you need a CRC for refereeing purposes you will need to apply for one specific to refereeing even if you have already completed an application in some other capacity (for example if you have one associated with your employment or with some other sport). The only exceptions will be if you have an existing CRC which was completed with The FA CRC Unit or you completed your CRC after 17<sup>th</sup> June 2013 and registered for the Update Service on the DBS website (for more information on this please contact us).

Where referees need to have a CRC in place it must now be kept up to date and renewed every 3 years.

For more information, please visit <http://www.thefa.com/football-rulesgovernance/safeguarding/criminal-record-checks> or call The FA's CRC helpline on 0845 210 80 80.

Alternatively, contact the AFA County Welfare Officer, Jackie Newing (Email: [jackie.newing@amateur-fa.com](mailto:jackie.newing@amateur-fa.com) Tel: 0208 733 2613).

## **Referee Registration and CRCs**

When the time comes for annual registration, all referees will be asked to indicate whether they will be refereeing in youth football, open age football or a combination of both. All referees aged 16 or over who opt to officiate in youth football will be required to have a new CRC if their current one is more than 3 years old.

If you indicate that you will only referee open age matches but later decide to referee youth football it is your responsibility to ensure that you inform your parent County FA (the AFA for all AFA registered referees) immediately and apply for a new CRC if necessary. Failure to do so may result in

FA sanction.

## Online CRC Application

You can make your CRC application online. This is quicker, easier and cheaper than completing a hard copy application. The online application is a two stage process.

You first need to [register on the application website](#) and start your application by entering information about yourself. Among other things you will be asked if you have a passport, a driving licence and a National Insurance number and to give these numbers if you have them. If you do not have one or more of these documents don't worry – just click on “no” against them and proceed with your application. You then go on to select three different documents from a list which you will produce to verify your identity. These could for example be a passport, birth certificate and bank statement (there are lots of other documents which you can choose from – one will need to contain your current address).

In the second part of the process you provide the three documents you have chosen to one of our CRC verifying officers who will then validate your documents online and submit your application.

Referees at levels 1 to 3 are classed as employed and referees from level 4 to level 10 are classed as volunteers. The cost of an online application for volunteers is £10 while the cost for non volunteers is £54.

## Verifying Your Documents

When you have registered your application please contact John Monk (email: [john.monk@amateurfa.com](mailto:john.monk@amateurfa.com) or Tel: 020 8733 2613) and he will make arrangements for us to verify your original identity documents.

Please note that the documents you produce must be the originals, copies are not acceptable, and that the verifier must see them along with the applicant in person. Also be careful to check the time limit applicable to each of the documents. For example bank statements must not be more than three months old to be acceptable. The time limits applicable to different documents are all shown on the application website pages.

## Starting Your Application

You can apply for your CRC check online. You will need to follow these steps:

### Step 1 - Register

Click [Here](#) then click on ONLINE APPLICATION and select REGISTER from the login screen then enter the information requested as follows:

Org PIN	<b>102244</b>
Secret word	<b>AFA</b>
Org name	<b>1Amateur Football Alliance</b>

## **Step 2 - Log In and Start Your Application**

Click [Here](#) and log in using:

Org PIN                **102244**

Your Email Address

Your Password created as part of the registration process

Start your online CRC application. You will be asked to enter your National Insurance, Passport and Full or Provisional Driving Licence numbers if you have them so please ensure you have this information ready. If you don't have one or more of these documents don't worry – just select 'no' on the application and move on.

Please also provide your FAN number in the Personal Reference Number field

## **Step 3 - Proof of Identity**

When making your application online you will be able to choose three different documents which prove your identity. A list of acceptable documents and a selection tool allowing you to select the documents you will produce form part of the online application. You need to provide the originals of these documents to one of our CRC verifying officers in support of your application.

### ***Verifying Your Documents***

When you have completed Steps 1 and 2 please contact me (email [John.monk@amateur-fa.com](mailto:John.monk@amateur-fa.com) or phone 020 8733 2613 – Option 3) and I will make arrangements for us to verify your original identity documents. After that your application will be validated by The FA's CRC Unit before progressing to the National CRC Unit for further processing. On completion, the CRC Unit will issue you with a copy of the CRC Disclosure in the form of a certificate.

### ***CRC Application Fee***

Online CRC applications cost £10 for volunteers including referees from level 10 down to level 4 and we can either collect the fee from you when we verify your identity documents or we can take payment from you when you complete your referee's registration.

Referees at levels 1 to 3 are classed as 'employed' and must pay a higher fee (£54).

You will be able to pay by cheque, cash or BACS transfer.

### ***Help and Support***

If you need any help with your CRC application please get back to me.

John Monk

Football Administrator

Amateur Football Alliance

Unit 3, 7 Wenlock Road

London

N1 7SL

Tel. 0208 733 2613 (option 3)

[John.monk@amateur-fa.com](mailto:John.monk@amateur-fa.com)