

# CRC Integration

**For** Clubs



# CRC Integration – Key Steps

- WGS Opened for CRC Applications by County FA
- Club adds GB Group PIN to account in WGS
- Club adds individual to role of Club-CRC Applicant
- Individual has My CRC tile in Portal
- Individual initiates CRC check from Portal
- Account PIN, FAN and contact details sent to GB Group
- GB Group and Online Disclosures follow normal process
- Updates sent to WGS as application proceeds
- CRC Update automatically if Disclosure Complete - Clear



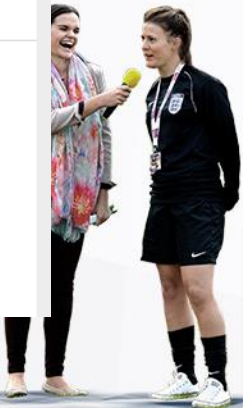
# Club Safeguarding page – tab for CRC Applications

Tab appears when CFA is tagged as processing CRC's in WGS

The screenshot shows a web interface for Club Safeguarding. At the top, there are two tabs: "Club Safeguarding" (active) and "CRC Applications". A "Need help?" button is in the top right. Below the tabs is a search bar with the placeholder "Filter by name, FAN". A filter bar contains dropdown menus for "Club Roles", "CRC Status", "Safeguarding Status", "EA Status", "WOW Status", and "SCM Status", along with "clear filters" and "Export to Pdf" links. The main content area lists two entries for Syed Abbas:

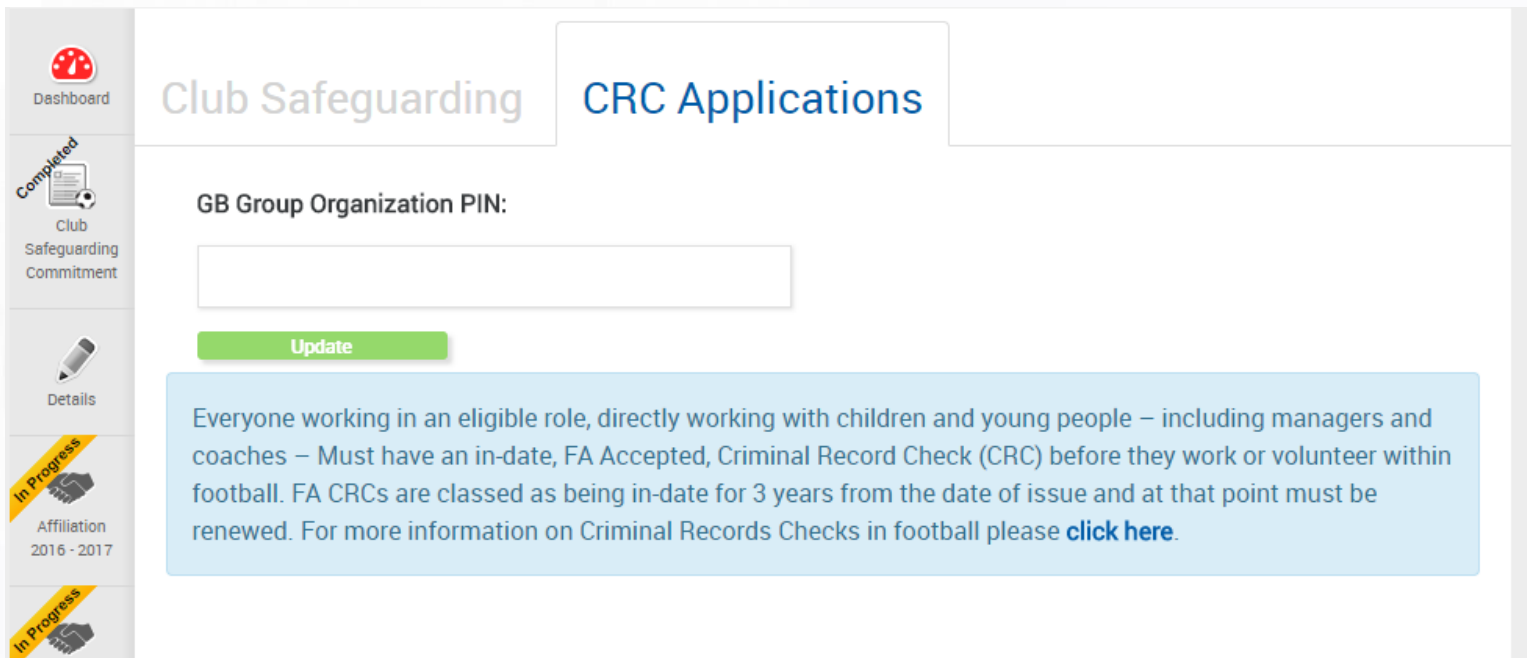
- Abbas, Syed (28) #58507972**
  - CRC - No CRC
  - SG - No SG
  - EA - 01/12/2012
  - WOW - No WOW
  - SCM - No SCM
  - FA Demonstration Club - CLUB-Secretary
  - FA Demonstration Club - CLUB-Secretary
- Abbas, Syed (51) #110128**
  - CRC - 20/04/2005
  - SG - 29/09/2010
  - EA - 06/01/2009
  - WOW - 22/07/2010
  - SCM - No SCM
  - FA Demonstration Club - CLUB-Treasurer
  - FA Demonstration Club - CLUB-Welfare Officer
  - FA Demonstration Club - CLUB-Player Registration Officer
  - FA Demonstration Club - Pro-Club-Club Doctor
  - FA Demonstration Club - CLUB-Secretary

The left sidebar includes a "Dashboard" icon, a "Completed" section for "Club Safeguarding Commitment", a "Details" section with a pencil icon, and two "In Progress" sections for "Affiliation 2016 - 2017" and "Affiliation 2017 - 2018". At the bottom of the sidebar is a "Safeguarding" icon. The bottom left corner features the "TheFA For All" logo.



# Club Safeguarding page – GB Group PIN

One off process – club stores PIN (then locked)

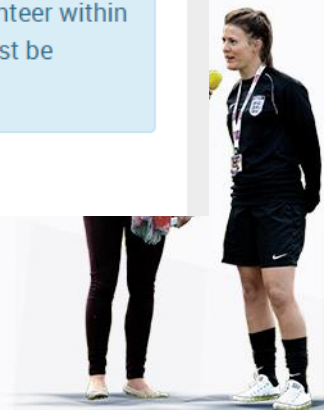


The screenshot shows a web interface for Club Safeguarding. On the left is a navigation sidebar with icons for Dashboard, Club Safeguarding Commitment (marked as Completed), Details, and Affiliation 2016 - 2017 (marked as In Progress). The main content area has two tabs: 'Club Safeguarding' and 'CRC Applications'. Under 'CRC Applications', there is a section for 'GB Group Organization PIN:' with a text input field and a green 'Update' button. A light blue callout box contains text about CRC requirements.

GB Group Organization PIN:

Update

Everyone working in an eligible role, directly working with children and young people – including managers and coaches – Must have an in-date, FA Accepted, Criminal Record Check (CRC) before they work or volunteer within football. FA CRCs are classed as being in-date for 3 years from the date of issue and at that point must be renewed. For more information on Criminal Records Checks in football please [click here](#).



# GB Group Account Identifier

Field is visible in CRM, and can be edited/corrected by County FA to allow for corrections

Professional DSO Required <input type="radio"/> No <input checked="" type="radio"/> Yes	Premier League CRC <input type="radio"/> No <input checked="" type="radio"/> Yes	GB Group Account Identifier <input type="text"/>
County Action Plan <input checked="" type="radio"/> No <input type="radio"/> Yes	CAP Status Rejected <input type="button" value="v"/>	CAP Agreed <input type="text"/> <input type="button" value="v"/>



# Club Safeguarding page – tab for CRC Applications

Once entered, the GB Group Organisation PIN field is locked in Portal

**Dashboard**

**Club Safeguarding Commitment**

**Details**

**In Progress**  
Affiliation  
2016 - 2017

**In Progress**  
Affiliation  
2017 - 2018

**Club Safeguarding** **CRC Applications**

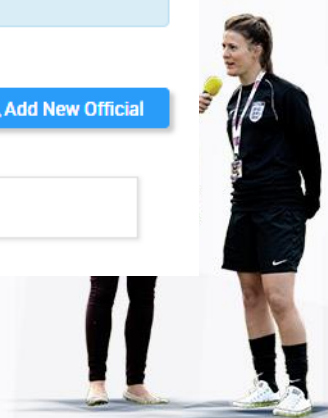
**GB Group Organization PIN:**

102122

Everyone working in an eligible role, directly working with children and young people – including managers and coaches – Must have an in-date, FA Accepted, Criminal Record Check (CRC) before they work or volunteer within football. FA CRCs are classed as being in-date for 3 years from the date of issue and at that point must be renewed. For more information on Criminal Records Checks in football please [click here](#).







**Q Add New Official**

Filter by name, FAN, status, club or CFA name



# Club Safeguarding page – Add New Official

Clicking on the Add New Official expands to allow a club to search for an individual

-  Club Safeguarding Commitment
-  Details
-  Affiliation 2016 - 2017
-  Affiliation 2017 - 2018
-  Safeguarding
-  Player Registration

GB Group Organization PIN:

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Cancel

FULL NAME / FAN

DATE OF BIRTH

Search



# Club Safeguarding page – Search for Individual


Search returns individual (or more options to search) – same functionality as Player Registration

FULL NAME / FAN: Danny McConnell

DATE OF BIRTH: 11/03/1966

Postcode:

[Q Search](#)

 **Danny Mcconnell (51)** [+ Add Official](#)

Current Clubs: [FA Demonstration Club](#) [UCL Academicals](#)

Previous Clubs:





# Club Safeguarding page – Search for Individual

Add Official creates the role of Club-CRC Applicant. Club may have multiple people with this role.

🔍 Add New Official

🔍 Filter by name, FAN, status, club or CFA name

McConnell, Danny (51) #110128

Not started



# Individual – Login to Portal and has My CRC page

Page appears for Club-CRC Applicant, Club-Welfare Officer and all team officials requiring CRC

The screenshot shows a web portal interface. At the top, there is a navigation bar with several tabs: 'All Home' (highlighted with a red box), 'Club Chairman FA Demonstration Club', 'Club Player Registration Officer Diagon Wanderers FC', 'Club Player Registration Officer Denbigh Town', and 'Club Player Registration Officer Bank of England'. Below the navigation bar is a sidebar with menu items: 'Dashboard', 'My Account', 'Invoices', 'Safeguarding Visits', 'Completed Equality & Diversity Completed', 'My Clubs and Teams', and 'My CRC' (highlighted with a red box). The main content area is titled 'Notifications' and contains a table of notifications. The table has columns for the date and the number of unread messages. The notifications are as follows:

Date	Unread messages
18 July 2017	2
You have 2 standard notifications	
12 July 2017	1
07 July 2017	1
05 July 2017	1
03 July 2017	3
02 July 2017	1
30 June 2017	1

At the bottom right of the notifications table, there is a link for 'More notifications'.



# Individual – My CRC

Renewal is only allowed within six months of CRC expiry (FA configuration)

## My CRC

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CRC Award Date : 20/04/2015

CRC Status : Accepted

CRC Expiry Date : 20/04/2018

## CRC Renewal

Your CRC is not yet due for renewal, but you may start a renewal on 20/10/2017



# Individual – My CRC (initiation)

Individual may be associated to more than one club. To start a CRC check, individual clicks Select

## My CRC

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CRC Award Date : 20/04/2014

CRC Status : Accepted

CRC Expiry Date : 20/04/2017

## CRC Renewal

You may now start a new CRC check – please select the account you wish to use

FA Demonstration Club

Select



# Individual – My CRC - Initiation

Initiation sends message to GB Group, including Club PIN, individual FAN, name, date of birth and email address. CRC Renewal is shown as “Application Started”

Your details have been passed to Online Disclosures to initiate your CRC Check. You should receive an automated email from them shortly with details for progressing with your CRC check.

## My CRC

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CRC Award Date : 20/04/2014

CRC Status : Accepted

CRC Expiry Date : 20/04/2017

## CRC Renewal

You have a CRC check in progress at present – Application Started



# Club Safeguarding page – Visibility of Individual

Club can also see that the individual has started the CRC process in WGS

Dashboard

Club Safeguarding Commitment

Details

In Progress Affiliation 2016 - 2017

In Progress Affiliation 2017 - 2018

Safeguarding

## Club Safeguarding CRC Applications

GB Group Organization PIN:

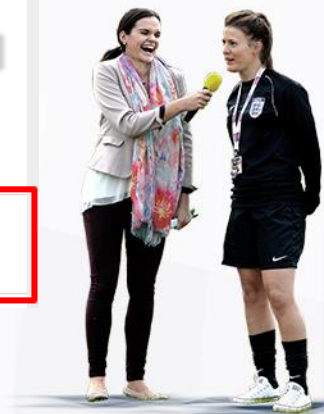
102122

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Add New Official

Filter by name, FAN, status, club or CFA name

<b>McConnell, Danny (51)</b> #110128	Application Started
FA Demonstration Club / Huntingdonshire FA	



# CRC Check – GB Group Process

CRC Check now follows the usual process in GB Group

- Automated email sent to CRC Applicant
- CRC applicant logs into GB Group
- CRC applicant provides details
- CRC applicant submits CRC for verification
- Club verifier logs into GB Group and provides verification
- GB Group submit CRC check to DBS
- Changes in application status are reflected in WGS



# CRC In Progress – Status changes in Portal

Club Safeguarding

CRC Applications

GB Group Organization PIN:

102122

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🔍 Add New Official



Filter by name, FAN, status, club or CFA name

**McConnell, Danny (51)** #110128  
FA Demonstration Club / Huntingdonshire FA

ID Verification Required



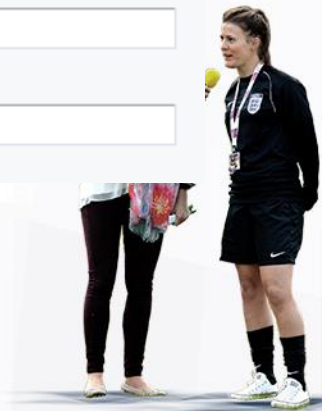


# Auto-awarding – Known As name fields in CRM

First Name and Last Name may need to be added to Also Known As fields in CRM

**Personal Details**

FAN 110128	Gender Male
Job Title	Current Age 51
<b>Other Name</b>	
Preferred Name Danny	Also Known As (First Name) Thomas
Previous Name	Also Known As (Last Name) 



# CRC Check – CRC Award/Update

- Disclosure Complete – Clear – CRC is automatically awarded
- Status continues to be shown in Portal for 30 days
- All other results still managed by GB Group

## My CRC

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CRC Award Date : 27/07/2017

CRC Status : Accepted

CRC Expiry Date : 27/07/2020

## CRC Renewal

You have a CRC check in progress at present – Complete Accepted

