Applicant Guide for New and Existing Criminal Records Check (CRC)

A CRC is required by anyone over the age of 16 who is involved at St Nicholas FC, from team managers to parents helping with the team.

Whether you are renewing your CRC or applying for the first time, the process is the same.

To progress the CRC, the Club Welfare Officer (CWO) will require the information below to be emailed to them:

- ✓ Full Name
- ✓ FAN (FA Number)
- ✓ Email address
- ✓ Postal Address
- ✓ Date of Birth

Once received by the CWO, they will enter the details into the Whole Game System (WGS) and this starts the CRC process.

The CRC process has now begun and the CWO will notify the applicant that it is now down to them to complete the process in WGS (using link above). You will need to log in using your e-mail address (must be the same one you provided to the CWO) and password (either new or existing).

Once the applicant is in WGS, the following pages take you through the steps needed before completing the CRC process with the GBG website.

So, for the applicant it is a 2-step process:

1) Enter WGS and complete the process (as per pages below) – this initiates the CRC process in the GBG website
2) Enter GBG Website to apply for the CRC

Both guides for above can be found under 'Documents' on our website – www.stnicholasfc.co.uk

Once all steps have been completed, the CWO will receive an automatic email stating the CRC has been progressed – at this point you need to supply via WhatsApp/e-mail the 3 forms of ID verification you choose within the GBG process.

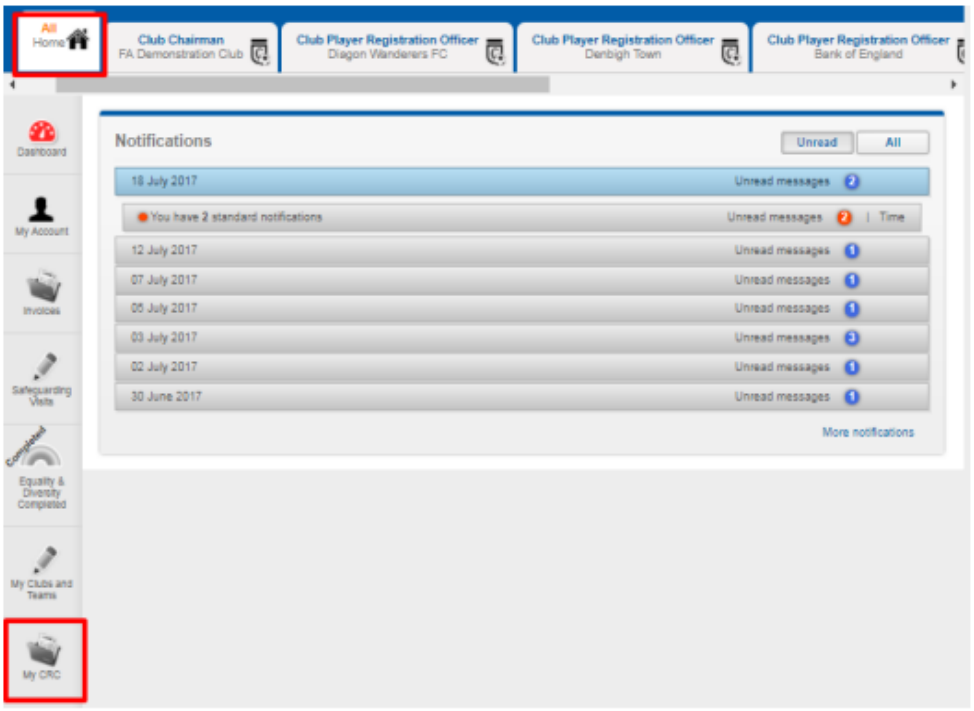
The CWO will then complete the process on your behalf and a new CRC will be issued directly to you – please retain the certificate yourself, the CWO does not need to see it.

The club pays the £10 charge so there is no cost to you.

CRC's are required every 3 years and you will get a reminder via the club when needed.

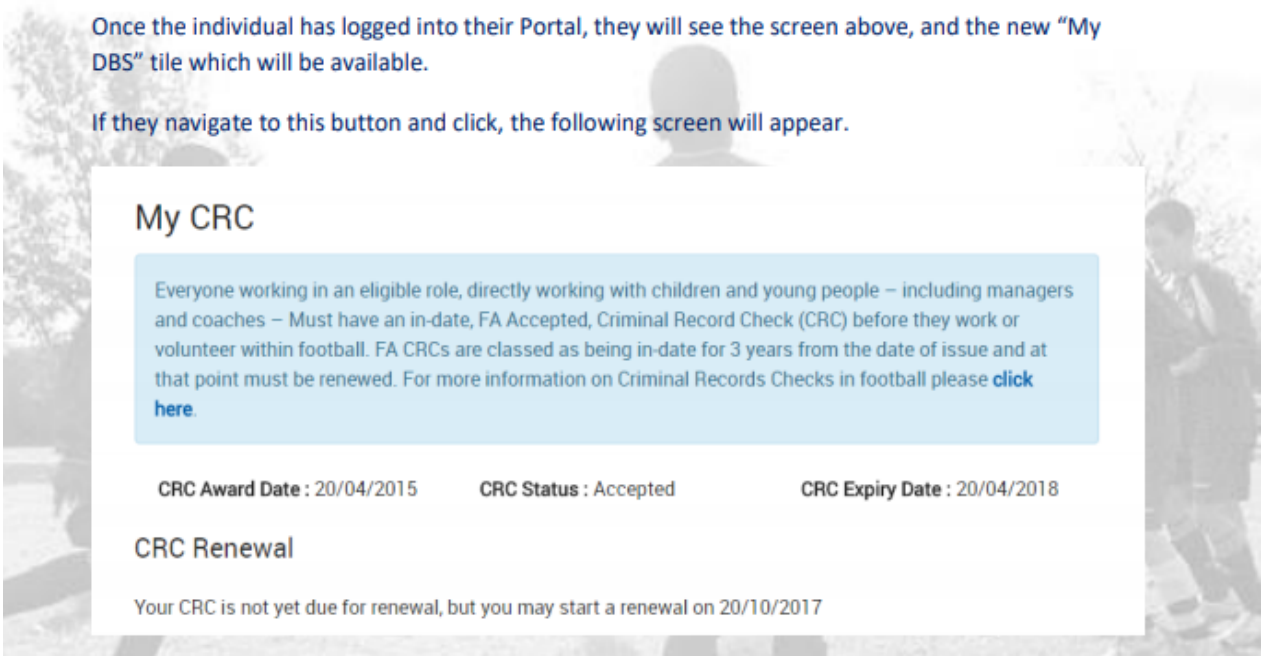
SECTION FIVE
INDIVIDUALS PORTAL DBS TILE

It is here the individual will see their ability to apply for their DBS, and to the Club who has added them in their Portal as a DBS Applicant.

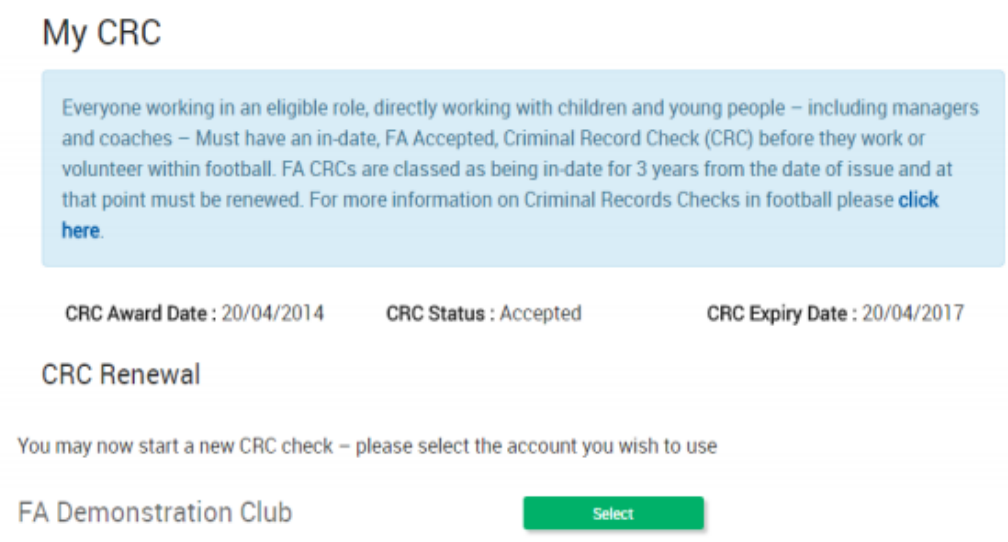


Once the individual has logged into their Portal, they will see the screen above, and the new "My DBS" tile which will be available.

If they navigate to this button and click, the following screen will appear.



At the time they have been added by their Club Welfare Officer, or other Club Officer with the relevant access, the individual will see a change in screen to below. This will allow them the ability to select the Club to which they will be applying for their DBS. In most cases, as the person will be a new applicant, it will only show one Club. If however the individual will be volunteering at more than one Club, the option may arise to select one of two/three.



At this stage of the process once selected, an automated email sent to DBS Applicant via their email address which must be on their FAN to enable their log in to the WGS Portal.

- DBS applicant logs into GB Group (within automated email)
- DBS applicant provides details as normal in GBG
- DBS applicant submits DBS for verification
- Club verifier logs into GB Group and provides verification – see below
- GB Group submit DBS check to DBS
- Changes in application status are reflected in WGS now, as the application was commenced in the WGS Portal

IMPORTANT: Once the DBS is submitted for verification, the Club Welfare Officer will need to login to GBG as normal, to verify the relevant documentation, in order to process the DBS for approval.