



HOW TO GET CRB'D – GLADREF IDIOT'S GUIDE V1.1

Introduction

There is a legal requirement for all members of Gloucester and District Referees Society who are aged 16 or over and who officiate at junior matches (ie those involving players aged 18 or younger) to undergo a CRB Enhanced Disclosure Check. I am delighted that you have sought such a check as this means that you will soon be eligible to referee junior matches, which are both incredibly rewarding and good for your development.

As CRB Compliance Officer, I will process your application, check your ID and give you any further help you may need. I also act as the Society's conduit for all matters relating to Child Protection.

Initiating Procedure

The CRB application forms are pre-printed with the RFU details inserted – this means we pay nothing, but it also means that we cannot download the form and so you will need to get a hard copy from me. I attend all Society training evenings (work permitting) and will give you a form and a copy of this Idiot's Guide. Alternatively, let me know by e-mail or phone that you wish to apply and I will post the form to you. My contact details are at the foot of this guide.

Filling the Form

If you go to the Child Protection Area of the Gladref website <http://clubs.rfu.com/Clubs/portals/GloucesterDistrictRefereesSoc/ChildProtection.aspx> you will find a document entitled 'CRB Application Form - Guidance Notes'; this gives full details of how to fill the form in, and, together with this locally-produced guide (which is also on the website), these will tell you all you need to know. I suggest you read the Guidance Notes and this Idiot's Guide thoroughly before you start!

When you're happy, using a blue or black ink pen and capital letters throughout, complete Section A – national insurance number is mandatory.

Next complete Section B noting that the Position applied for (line 13) is 'RUGBY UNION OFFICIAL', the Organisation name (line 14) is 'GLOUCESTER REFEREES SOCIETY', and leave the Organization address (lines 15-19) blank.

Complete Sections C and D, using a continuation sheet for addresses if necessary; we must have the last 5 years covered.

Do not complete Sections E, F or G.

Complete Section H in full, remembering to sign twice (lines 68 and 69).

Completing the Form

Bring me the completed form at the next Gladref training meeting together with the identification as outlined on page 2 of the Guide. For most people, finding one document from Group 1 and two more from Group 1 or 2 isn't a problem. Typically I see a passport, a driving licence and a utility bill/bank statement. But for our younger members, finding a second document from Group 2 might be difficult – most will have a passport and all should have a NI card – in which case a birth certificate might be the only other option. I cannot proceed without seeing these forms of ID.

When you come to me, I will take the form off you, complete Section X and return your ID, and post the form to the RFU who complete Section Y and send the form to the CRB. If you cannot make a meeting, contact me to arrange a home visit.

Result

Once the CRB check is complete, you will receive a hard copy of your Enhanced Disclosure certificate and the RFU HQ will receive another. At this point, you will be entered onto the RFU database and they should notify you directly when you need to renew (currently every 3 years). I am permitted access to the CRB records only to identify that you are cleared and valid. If there are any reasons why CRB should deny your application, or just require further information, please be assured that I, and no-one at Gladref, will be involved, I will simply note that you haven't yet appeared on the CRB list.

If you have any concerns about the process, I recommend that you go to the CRB web site first at <http://www.crb.gov.uk> or feel free to contact me at any of the details below.

Finally, I will automatically inform the Sunday Junior Appointments Officer, Tim Lawson, of your successful application and I would highly encourage you to make yourself available to Tim particularly during the second half of the season.

Summary

The whole CRB process is relatively un-bureaucratic by modern standards, but it does rely on you to read and to apply these instructions. You would be amazed how many forms are incorrectly completed, and how many people turn up on Tuesday night without the necessary ID. Anyway, good luck, and if you want any assistance whatsoever, please do not hesitate to contact me.

Ray Lock

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45 Parton Road
Churchdown
GLOUCESTER
GL3 2AB
01452 854518
randslock@btinternet.com