



ASPLEY GUISE
FOOTBALL CLUB



<https://www.aspleyguisefc.co.uk>

ASPLEY GUISE FC

Aspley Guise Football Club

**CLUB VOLUNTEER EXPENSES &
REIMBURSEMENT PROCESS**

2026/27 SEASON



As a coach, the Football Association (FA) requires you to complete a Disclosure and Barring Service (DBS) check to ensure you are suitable for the role by screening for any criminal records. Additionally, you must complete a Safeguarding Course, which will teach you how to protect individuals from harm in football.

Depending on your specific coaching role, you may also need to complete a First Aid or Football Coaching course. This will be discussed and agreed upon with the Committee.

If you're renewing your coaching credentials, please refer only to the sections that apply to your renewal.

Whole Game System (WGS) Profile

If you don't have a Whole Game System (WGS) profile yet, you'll need to create one at <https://wholegame.thefa.com>. During the profile creation process, please make sure to upload a profile photo. After setting up your profile, you will receive an FA Number (FAN).

Please send your name, date of birth, and FAN to our Club Welfare Officer, Jo Clay, at 07568 306155 or via email at welfare@aspleyguisefc.co.uk. Jo will add you to the club's WGS portal, allowing you to begin the DBS process.

DBS Process

1. Log in to your WGS profile and go to the DBS tab on the left-hand side to start your application.
2. You will receive an email from Online Disclosures requesting you submit three forms of ID online.
3. After submitting your ID, the Welfare Officer will need to verify your three documents. Please contact the Welfare Office for verification.
4. You will receive an email prompting you to make a £10 payment for the DBS check, which the club will reimburse once the process is complete.

The DBS check can take up to 90 days. After completion, you will receive a certificate by post. Please send a photo of your certificate to your Welfare Officer.

Safeguarding Course

Log in to your WGS profile and complete the Safeguarding Course here:

<https://learn.EnglandFootball.com/courses/safeguarding/safeguarding-children-course>

The course costs £30, which can be claimed back from the club.

First Aid Course

If required, complete the First Aid course here:

<https://learn.EnglandFootball.com/courses/medical/introduction-to-first-aid-in-football>

The course also costs £30 and can be reimbursed by the club.

If you have any questions or need further assistance, please don't hesitate to reach out to our Welfare Officer.



Aspley Guise FC Coach Expense Claim Forms

Coach Claim for Reimbursement

Please email this form to finance@aspleyguisefc.co.uk & welfare@aspleyguisefc.co.uk. Please note that reimbursement will only be provided to a bank account in the requestor's own name.

Before submitting this form, please check that your WGS profile shows all certifications as complete and that your profile photo has been uploaded

Coach Details:

Full Name:

Team Name (e.g U8 Hunters):

Reimbursement Details (Attach receipts):

I am submitting this claim for reimbursement for the following expenses related to my role as a coach / assistant at Aspley Guise FC (please select / delete as appropriate):

DBS Check: £11

Safeguarding Course: £30

First Aid £30

Total Claim: £

Bank Details

Name

Account Number

Sort Code

Commitment Agreement

By submitting this claim, I acknowledge and agree to the following terms:

I commit to volunteering as a coach for Aspley Guise FC for a minimum of 12 months from the date of this claim.

Should I step down or cease to coach before completing the 12-month period, I agree to refund the club the amounts claimed.

Signature:

Date: