

GUIDE TO COACHES/OFFICIALS ONBOARDING

1. PROVIDE ROLE SPEC & APPLICATION FORM, INTERVIEW PROSPECTIVE COACH/OFFICIAL AND IF BOTH PARTIES AGREE TO PROGRESS, OBTAIN CHARACTER REFERENCES.
2. CLUB REGISTERS NEW COACH/OFFICIAL, UPLOADS SIGNED REGISTRATION FORM AND SAVES REGISTRATION AT ENTERED STATUS.
3. COACH CREATES MY COMET ACCOUNT www.scottishfacomet.co.uk AND COMPLETES MANDATORY E-LEARNING COURSES (CHILD WELL-BEING & MENTAL HEALTH) ALSO COMPLETE SELF DECLARATION. COACH ROLE ALSO REQUIRES MINIMUM 1.1 INTRODUCTION TO COACHING QUALIFICATION. FIRST AIDER REQUIRES APPROVED FIRST AID QUALIFICATION.
4. CLUB REFERENT SUBMITS PVG TO SYFA/SWF WHO PROCESS THE REQUEST. AS PART OF THIS PROCESS THE COACH/OFFICIAL WILL BE EMAILED A LINK TO GO ONLINE AND COMPLETE THEIR PVG APPLICATION WITHIN 14 DAYS OF RECEIPT OF EMAIL.
5. CLUBS SHOULD ALLOW 6-8 WEEKS FOR THE PVG PROCESS TO BE COMPLETED.
6. SYFA/SWF UPDATE COACH/OFFICIAL PROFILE WITH PVG DETAILS
7. CLUB REFERENT SAVES REGISTRATION AS SUBMITTED. IF THE REGISTRATION IS SAVED AS SUBMITTED BEFORE ALL THE ABOVE STEPS HAVE BEEN COMPLETED, IT WILL BE RETURNED.
8. SCOTTISH FA REVIEWS REGISTRATION ENSURING MINIMUM CRITERIA HAS BEEN MET AND CONFIRMS REGISTRATION.

| CLUB TYPES: WOMEN'S, YOUTH & PARA | |
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| POSITION | REQUIREMENTS |
| Coach / Head Coach (Children/ Youth) Registration Type: Coach | <ul style="list-style-type: none"> • Children's Wellbeing in Scottish Football (e-learning) • Mental Health in Scottish Football (e-learning) • Introduction to Coaching Qualification (or more advanced qualification) • PVG • Self-Declaration |
| Coach / Head Coach (Adult) Registration Type: Coach | <ul style="list-style-type: none"> • Children's Wellbeing in Scottish Football (e-learning) • Mental Health in Scottish Football (e-learning) |
| Team Manager, Team Helper & Assistant Coach (Children/ Youth) Registration Type: Coach | <ul style="list-style-type: none"> • Children's Wellbeing in Scottish Football (e-learning) • PVG • Self-Declaration |
| First Aider Registration Type: Coach | <ul style="list-style-type: none"> • Children's Wellbeing in Scottish Football (e-learning) • PVG • Self-Declaration • Approved First Aid Qualification (NOT 'First Aid Certificate' or 'First Aid e-learning') |
| Child Wellbeing and Protection Officer Registration Type: Official | <ul style="list-style-type: none"> • Children's Wellbeing in Scottish Football (e-learning) • PVG • Self-Declaration • Managing Children's Wellbeing (workshop) |
| All other officials (Chairperson, Club Secretary etc) Registration Type: Official | <ul style="list-style-type: none"> • Children's Wellbeing in Scottish Football (e-learning) |
| All other staff roles (Manager, kit and equipment manager etc) Registration Type: Staff | <ul style="list-style-type: none"> • Children's Wellbeing in Scottish Football (e-learning) |