



## **Coaches Charter**

Glasgow Girls FC recognises its duty to prioritise the well-being of every player in its care and is dedicated to creating a secure environment for all players under the guidance of qualified coaches. We aim to enhance players' experiences and foster a lasting connection with our club.

We will focus on long-term development goals. These sessions will enhance children's football skills and help them gain confidence, build self-esteem, learn teamwork, and improve their decision-making abilities. As role models, we set a positive example for others to follow and show respect to everyone involved in the game, including match officials, players, coaches, managers, and spectators. We believe in rewarding effort, not just ability, and we are committed to displaying and promoting high standards of behaviour as role models for our players. As a coach you must acknowledge the following:

- **Fair play**

Coaches should promote fair play and respect the rules of the game.

- **Player welfare**

Coaches should prioritise the safety and well-being of their players.

- **Professionalism**

Coaches should adhere to the clubs' policies. They should also display high standards of behaviour.

- **Communication**

Coaches should clearly communicate expectations to players and parents. They should also cooperate with other coaches, officials, and other specialists.

- **Development**

Coaches should help players develop their skills and confidence.

- **Role model**

Coaches should set a positive example for players and others involved in the game. They should reward effort and promote high standards of behaviour.

## **PVG**

All coaches/First Aiders must have a valid PVG to coach players that are under 18 years of age. If a coach does not have a PVG, the club will work with you to submit your application, upon approval you will then be able to commence coaching activities.

### **SWF PVG Process:**

#### **Online Applications for a Grassroots Football PVG | Important information**

- To complete an online PVG application you must have a valid email address.
- You must have a MyScot Account with Disclosure Scotland. [Disclosure Scotland – Online Results](#)
- The PVG Application Request Form must be filled in and signed by an Additional Signatory (club CWPO), and they will check your ID. If you are unsure who your club's additional signatory is or need help with this, speak to the club or email [grassrootspvg@scottish-football.com](mailto:grassrootspvg@scottish-football.com)
- Once your PVG has been submitted to the Grassroots Football PVG email, you will receive an email to confirm the application has been processed. You will then receive an email from Disclosure Scotland within 5-10 days with an additional online form. You must complete the application via the link **within 14 days of receipt. Please check your junk/spam folders regularly too!**
- ***The new Grassroots PVG group means the PVG will be valid across Scottish Women's Football, Scottish Youth Football and Scottish Para Football. Only a Grassroots Football PVG will permit activity across all relevant organisations (ie SYFA, SWF and SPF). PVGs obtained prior to the setting up of Grassroots Football PVG group will only be valid for the organisation that issued it.***
- ***NB if you seek only an Adult PVG for work within Scottish Para Football and thereafter, wish to work with children and young people, YOU WILL NEED AN UPDATE.***
- All other aspects of the Safe Selection process should be carried out by the club as previously advised.
- Please ensure that you complete the process carefully and give full details to the additional signatory.

To receive a PVG through the Grassroots PVG group please follow the steps below:

#### **Step 1**

Applicant completes the Grassroots PVG Form on COMET (link). This includes completing the Child Wellbeing E-Learning, Mental Health training and declaration forms.

#### **Step 2**

An additional signatory attached to the club will complete the National Signatory PVG Application Request Form and check the applicant's ID

### **Step 3**

The completed form will be sent to grassrootspvg@scottish-football.com by the Additional Signatory

### **Step 4**

The Grassroots PVG group will process and send the PVG Application Request Form to Disclosure Scotland. Disclosure Scotland will then email the applicant directly.

### **Example**

Your Disclosure Scotland Application Code – T004421102

*Scottish Youth Football in collaboration with Scottish Womens Football and the SFA has invited you to complete a Scheme Record (Join) in relation to the following role: Youth Coach*

Workforce(s): *Children*

Payment: *Free as the applicant is a volunteer performing regulated work*

### **Step 5**

Applicant will have 14 days to complete this link via the MyScot portal. If they do not have a MyScot portal, their application will not proceed.

If the link expires, they will not be able to request another one. The CWPO must email grassrootspvg@scot-football.com with the subject heading 'Expired Link' and resend the application.

### **Step 6**

Disclosure checks undertaken by Disclosure Scotland.

### **Step 7**

Certificate issued to the applicant via the MyScot portal.

### **Step 8**

The applicant MUST share their PVG certificate with the organisation via the MyScot portal. The Grassroots PVG group will then add the certificate to COMET and the official can be registered in their role, provided all elements of the safe selection process have been completed and there are no positive returns on the certificate. Unless the certificate is shared, the applicant is considered not to have a PVG and cannot be deployed in their role.

## **Step 9**

If the PVG certificate contains note of previous convictions, regardless of the nature of those convictions or how long ago, a risk assessment will be carried out. The applicant should not carry out any regulated work across SYFA, SWF or SPF. To do this, the Safeguarding Panel of the Grassroots Football PVG group has an obligation to obtain further information pertaining to those issues before an applicant can be approved for their role. Applicants will not be added to COMET until these checks have been completed and the official has been approved.

## **Step 10**

The Risk Assessment will be carried out by the Grassroots Football PVG Safeguarding Panel ('the Panel') made up of the CWPOs of SYFA, SWF, SPF, and the SFA. They will consider all the information and issue a determination to the applicant. This could include being cleared to volunteer, issuing conditions to the individual which must be abided by, or rejecting the application. Applicants who disagree with any determination will have a right to Appeal.

**Please note that officials should not take part in any SWF, SYFA or SPF activity until the official receives a notification from COMET that their PVG has been added to the system. It is the responsibility of the applicant to inform their club/s once they have been notified their PVG is on COMET.**

**Please also note that it will be mandatory as of the 1st April 2025 for anyone in a regulated role to have a PVG. This means that there should be no deviation from the clear guidance that until the full safe selection process is complete and a PVG validated, no regulated work should be carried out by an applicant. Please refer to [Changes to our services – Disclosure Scotland](#) for more information.**

## **PVG Pitfalls and Pointers**

- Make sure you keep an eye out for your link from Disclosure Scotland, check spam and junk boxes. Otherwise, it triggers a new process to get it renewed and can cause delay.
- Sometimes officials still cannot be approved due officials not completing other critical parts of the recruitment process, such as e-learning and/or declarations. Remember, until ALL aspects are completed, an official cannot coach
- CWPOs do not get automatic sight of the PVG certificate – they should ask for the issue date, and keep record of when renewal is due – five years from the issue date. Make sure you tell your club if you have your PVG!
- If a PVG is due to be renewed, the application should be sent three months before it expires to ensure the coach can continue to coach- The safe selection process is there to make our game safe, but also ensure officials are also protected. Please don't take short cuts, we know time is tight and can be pressured, but the risks of not following the steps outlined could be high.

## **Required Qualifications**

All coaches must undertake the Child & Wellbeing in Scottish Football e-Learning, Mental Health in Scottish Football e-learning, First Aid, and complete the Self Declaration before commencing coaching any team at the club. The club will instruct you on how to do this.

People new to coaching must also be booked onto or working towards completing the ***Introduction to Coaching, SFA Level 1.1*** before going into their desired pathway;

- Youth/Adult,
- Goalkeeping
- Children's
- Futsal
- Specialist

Coaches working at Youth Performance League or in Specialist areas such as Early Years, Performance Analysis etc will be required to meet minimum entry criteria in relation to qualifications needed.

## **New to Coaching**

Coaches under the age of 21 years old or coaches with less than 2 years' experience coaching are required to undertake a mentoring programme and coach alongside more experienced coaches within the club.

This includes not being appointed to a Head Coach position at any age group until the Club Secretary, appointed person in charge of Coach Education and the CWPO review the coaches development plan and agree that they are suitably experienced to be appointed to a Head Coach position.

## **Coach Development**

All coaches will be required to undertake a performance review, with the Club Secretary and appointed person in charge of Coach Education on a regular basis (no fewer than once per calendar year).

Coach development sessions will be held regularly, attendance will be mandated for at least three sessions per calendar year (pre-season, mid-season before league restart & at the end of season).

Performance Reviews will include an evaluation of progress and identify future training needs such as SFA Qualifications, First Aid, Child Wellbeing etc.

## **Coaching Pathway**

**Stage 1** – Introduction Coach (Mentored)



**Stage 2** – Foundation Coach (Assistant / Unit Lead)



**Stage 3** – Team Coach (Head Coach Eligible)



**Stage 4** – Performance / Specialist Coach

## **Emergency Contacts**

You will be provided with each player in your selected teams emergency contacts, should they become unwell or otherwise. The club will also provide you with any medical conditions and dietary requirements for your team. It is your responsibility to know this information and act accordingly.

## **Collection of Children/People**

Children/Young People under 16 must make their own arrangements to and from training and matches. If a child/young person is not collected within 15 minutes of training and games, the parent/guardian/emergency contact must be called. If a parent/guardian is unable to collect their child/young person, they must tell you who is coming to collect them on their behalf, and you must set a password with them. This person must be over the age of 16. If the parent/guardian does not contact the club, you must not let the child/young person leave.

**If after 30 minutes, you have not been able to contact any of the players emergency contacts to collect the child, you must contact Glasgow and Partners Emergency Social Work Services on 0300 343 1505 and take advice from the duty officer.**

## **Policies**

All policies can be found on our website [officialglasgowgirlsfc.com/policies](http://officialglasgowgirlsfc.com/policies) and it is your responsibility to read them. These documents will also be available in a printed format at the club for you to read.

**You will be provided with a Code of Conduct which must be signed by you and returned to the club.**

## **Fundraising**

We often hold fundraising events throughout the season for various reasons to benefit the club, such as: trips away, events, extra kit etc

Any item of fundraising and subsequent information given out to players and their Parent / Guardian must clearly indicate which age group & squad name that the fundraising is for and the intended purpose of the fundraising. i.e. what the funds will be put towards.

## **Leaving The Club**

Any coach who requires to leave the club must complete a leavers form, keeping the club informed of any problems that may be arising at the club. All kit must be returned to the club.

**Please keep pages 1-4 for your records, and return the following pages to the club secretary:**

**FAILURE TO ACHIEVE THE ABOVE CONDITIONS WILL JEOPARDISE YOUR PLACE WITHIN THE CLUB.**

**I CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONDITIONS SET OUT IN THE COACHES CHARTER AND AGREE TO ABIDE BY THEM.**

**I AGREE TO ABIDE BY GLASGOW GIRLS & WOMEN FC'S POLICIES AND PROCUDURES, AND THAT IT IS MY RESPONSIBILITY TO READ THEM.**

**I READ AND UNDERSTOOD THE SWF CHILDRENS WELLBEING POLICY AND AGREE TO ABIDE BY THIS AT ALL TIMES**

**COACH SIGNATURE:**

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**PRINT NAME:**

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**DATE:**

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**GGFC REPRESENTATIVES SIGNATURE:**

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**DATE:**

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# Scottish Women's Football – Code of Conduct

## Coaches and Officials

*Coaches and Officials play a vital role in the girls' and women's game in Scotland, and in the lives of the players whom they coach; they ensure players are safe, develop their footballing skills, maintaining enjoyment of the game, and building lifelong connections to the game we love.*

*Coaches and Officials are in a unique position of trust in football, and therefore it is important that they adhere to the highest standards of best practice.*

### **As an SWF Official, I WILL:**

- abide by the Scottish Women's Football Child Wellbeing and Protection Policy
- ensure that my e-learning, declarations, and PVG are up to date
- treat everyone with respect and dignity, regardless of their gender ethnic origin, cultural background sexual orientation, religion, or political affiliation
- treat every player equitably
- remember that I am a role model, and shall always behave in an ethical and professional manner
- respect the decision of referees and officials, and encourage players to do the same
- positively promote the reputation of the girls' and women's game
- remember that the safety and wellbeing of young players is the paramount consideration
- Report any concerns that I have seen or been advised of to SWF

### **I WILL NEVER:**

- engage in, or tolerate, offensive, insulting, or abusive language or behaviour
- exert undue influence over players, parents, or colleagues
- bring the game into disrepute
- engage in, or tolerate any form of bullying or abuse
- enter into an inappropriate relationship with a young player or young official

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**I understand that if I breach this Code of Conduct, I may be subject to consequences, including:**

- Receive a verbal warning
- Receive a written warning
- Being subject to a period of supervision
- Require to attend additional training
- Ask to apologise
- Be Suspended from SWF
- Be referred to Police Scotland, and/or other relevant statutory body
- Be referred to Disclosure Scotland



**Full Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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