

# **SYFA Limited (SYFA)**



## **APPLICATION/SELECTION PROCEDURES**

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### PRINCIPLES

This procedure must be implemented in conjunction with SYFA supplementary and playing rules and other relevant Policies and Procedures.

Clubs wishing to play or organise matches under the jurisdiction of SYFA **MUST** seek membership of a league / association every season. **All decisions of a league / association re membership shall be final and binding on all parties concerned.**

Clubs, leagues and associations wishing to play or organise matches under the jurisdiction of SYFA **MUST** seek membership of SYFA every season. **All decisions of the SYFA re membership shall be final and binding on all parties concerned.**

### Self-Declaration Forms

All officials seeking membership who refuse to submit a fully completed SYFA Self-Declaration Form will not be eligible for membership.

All officials who submit an SYFA Self-Declaration Form and omit information will not be awarded membership.

All officials who submit an SYFA Self-Declaration Form and provide false information will not be eligible for membership or if in membership they will have their membership terminated

All officials in membership who refuse to submit a fully completed SYFA Self-Declaration Form will have their membership placed under an immediate precautionary suspension in accordance with SYFA Disciplinary Procedures appendix 7.

On being placed under a precautionary suspension for non-compliance and the party in breach fails to comply within 14 days they will have their membership terminated.

### PVG Forms

All registered officials **MUST** complete a PVG check within three months of being awarded provisional membership of SYFA. **On acceptance into provisional membership the club must ensure that the official does not have unrestricted access to players until full membership of SYFA is awarded.**

Any official who is deemed unsuitable in the sole view of the SYFA Protection Panel will not be eligible for membership of the club, league / association or the SYFA.

**All decisions of the SYFA Protection Panel re membership shall be final and binding on all parties concerned.**

## **APPLICATION PROCEDURES**

### **The application process for any league/association seeking membership of the SYFA shall be as follows:**

The league/association seeking membership must in the first instance hold an annual general meeting to elect the league/association committee and approve the league/association Constitution.

The league/association should seek membership of the SYFA:

By fully completing the online SYFA league or association membership application form;

The form is available on the SYFA Registrations website;

They must ensure that all officials acting for or on behalf of the league/association are listed;

Print off the online membership form and collect all required signatures before sending to the Chief Executive at Hampden Park for approval complete with all relevant membership fees;

and

By submitting a copy of the league/association constitution for approval.

### **The application process for any club seeking membership of an SYFA member league or association shall be as follows:**

The club seeking membership must in the first instance hold an annual general meeting to elect a club committee and approve the club's Constitution.

The club must seek membership of an SYFA member league or association:

By fully completing and returning a league/association membership application form;

By submitting a copy of their club constitution;

By payment of league or association membership fees.

### **The application process for any club seeking membership of the SYFA shall be as follows:**

On receipt of a notice of acceptance into the league/association the club will complete an online SYFA club membership application form available on the SYFA Registrations website ensuring that all officials acting on behalf of the club are listed.

Print off the online membership form and collect all required signatures before submitting to the league or association secretary for their approval, accompanied by:

SYFA membership fee or by making an online payment;

Scottish Cup entry fee (if seeking entry to the competition);

A4 stamped addressed envelope with relevant postage addressed to:

**The Chief Executive, SYFA, Hampden Park, Glasgow G42 9BF**

### **The application process for any official seeking membership of the SYFA shall be as follows:**

The applicant should make verbal application to a member club, league or association.

He/she should outline the following:

His/her experience in working with children;

His/her experience with other clubs, leagues or associations he/she has been involved with;  
and

The reasons he/she wishes to join the club, league or association.

If satisfied with the applicant, the club, league or association should ask the applicant to complete an SYFA Self-Declaration form, a membership application form giving the names and full contact details of two separate individuals who are prepared to supply references approving the suitability of the official to work with children.

On receipt of a notice of acceptance into the club, league/association the club, league/association secretary will add the official to the SYFA online registration website. The secretary ensuring that all officials acting on behalf of the club, league/association are listed.

## **SELECTION PROCEDURES**

**The selection process for any league/association seeking membership of the SYFA shall be as follows:**

The SYFA must receive the following from the league/association:

A fully completed online SYFA league or association membership application form from the SYFA Registrations website ensuring that all officials acting on behalf of the league/association are listed accompanied by a copy of the league/association Constitution

The SYFA on refusing the league/association membership will instruct the Chief Executive to write and advise the league/association secretary. All fees and paperwork should also be returned.

The SYFA on awarding the league/association membership will instruct the Chief Executive to email and advise the league/association secretary. The Chief Executive will electronically approve the league/association's membership adding their details to the SYFA league database with all league/association officials' details being added to the SYFA registered official's database.

The Chief Executive will then email the league/association with the league/association insurance documents, a league/association parental consent form and the SYFA Player Protection Policy.

ALL league/association officials must fully comply with the selection process for any official seeking membership of the SYFA.

**The selection process for any club seeking membership of an SYFA member league or association shall be as follows:**

### **Consideration of possible new member clubs**

On receipt of a fully completed league / association membership application form plus the club's constitution, the league or association should hold an executive committee meeting to determine if the club is suitable to become a member of the league or association. If necessary the executive committee may interview the club before making an offer of membership.

The league or association may hold a committee meeting to further discuss the suitability of the application for membership.

The league or association may seek advice on suitability from any previous league or association of which the club has been a member.

If the league or association decides not to award the club membership then the secretary will write to the club informing the club of the league or association's decision. The secretary does not need to give a reason for the decision.

The executive committee's decision shall be final and binding.

### **Consideration of a club previously in membership**

The club must follow the above process for new member clubs.

If the executive committee decides that the club seeking membership have a bad disciplinary record, have acted previously in an unacceptable manner, threatened another member with legal action or have taken legal action against another member then the executive committee will refuse membership. The executive committee's decision shall be final and binding.

If the executive committee decides that the club seeking membership have made excessive contact/communication with any other registered official and/or have sent or posted offensive communications then the executive committee will refuse membership. The executive committee's decision shall be final and binding.

The league or association on refusing the club membership must write and advise the club secretary. All fees and paperwork should also be returned.

### **Awarding Membership**

The league or association on awarding the club membership must advise the club secretary and instruct them to complete an online SYFA club membership application form which is available on the SYFA Registrations website.

The league or association on accepting the club into membership must then sign the clubs SYFA membership form and forward to the Chief Executive using the envelope provided by the club ensuring all documentation and fees are included.

The club **MUST** ensure that they include a current valid first aid or sports injury certificate and the relevant level 1.2 coaching certificate.

The club **MUST** ensure that all registered club officials complete the SYFA PVG process within three months of being awarded membership. Clubs who are not fully compliant will be placed under an SYFA Precautionary Suspension until they are fully compliant.

If documentation is not correct, or if there are omissions, all documentation will be returned to the Club.

All leagues/associations **MUST** not sign application forms that have not been fully completed.

### **The selection process for any club seeking membership of the SYFA shall be as follows:**

The SYFA must receive the following from the club:

A fully completed SYFA Club Membership Application Form approved and signed by the league/association accompanied by:

SYFA membership fee or online payment

Scottish Cup entry fee (if seeking entry to the competition)

**A current valid first aid or sports injury certificate**

**A current valid level 1.2 coaching certificate**

The Chief Executive will electronically approve the club's membership adding their details to the SYFA club database with all club officials' details being added to the SYFA registered officials' database.

The registration system will automatically email the club with their Insurance documents, a club parental consent form, the Player Protection Policy and Application Selection Procedures.

ALL club officials must fully comply with the selection process for any official seeking membership of the SYFA.

**The selection process for any official seeking membership of an SYFA Member club shall be as follows:**

On receipt of a fully completed club membership application form, the club should hold a committee meeting and interview the person to determine if he/she is suitable to become an official of the club. The club membership application form must ask for the applicant to submit the names and full contact details of 2 persons prepared to supply a reference.

The club should hold a committee meeting to further discuss the suitability of the application for membership.

The club must seek advice on suitability from any previous clubs of which the applicant has been a member.

The club should write to each of the referees and examine their replies.

If the club is satisfied with the applicant, the applicant seeking membership of the SYFA **MUST** complete an SYFA Self-Declaration Form (available to download from the SYFA website within the protection section). They **MUST** also complete a PVG check within three months of being awarded provisional membership of the club.

If the club is not satisfied with the applicant they should write to the applicant advising him/her of this and return any paperwork that the applicant submitted.

The SYFA Protection Panel may instruct officials, at any time, to submit or resubmit a fully completed SYFA Self-Declaration Form and/or a PVG Scheme Record Update form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **YES**, must be sent to the SYFA National Protection Officer at SYFA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked **PRIVATE AND CONFIDENTIAL**.

The SYFA Protection Panel will be the **ONLY** committee to view and/or use this SYFA Self-Declaration Form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **NO**, must be sent to the SYFA Club Protection Officer and safely stored by the club. These forms should be available for viewing as part of any SYFA Monitoring Programmes.

**The applicant can then be offered provisional membership of the club. On acceptance into provisional membership the club must ensure that the official does not have unrestricted access to players until full membership of SYFA is awarded.**

**Full membership of the SYFA will only be awarded after final SYFA Protection Panel clearance is obtained. The SYFA Protection Panel's decision shall be final and binding. There is no right of appeal for any decisions on membership taken by the SYFA Protection Panel.**

On receipt of notification from the Chief Executive, detailing that the official has been refused membership of the SYFA, **the Club Secretary will inform the applicant that his/her application for membership of the club has been rejected.**

On receipt of notification from the league secretary and/or Chief Executive, detailing that the official has been awarded membership of the SYFA, the Club Secretary can then offer the official full membership of the club.

If accepted into membership of the club the official should serve a probation period as decided by the club. During this probationary period the club should monitor and appraise the new member's suitability for continued membership of the club.

**The selection process for any official seeking membership of the SYFA shall be as follows:**

Before gaining SYFA membership the official **MUST** complete an SYFA Self-Declaration Form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **YES**, must be sent to the SYFA National Protection Officer at Scottish Youth FA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked PRIVATE AND CONFIDENTIAL.

The SYFA Protection Panel will be the **ONLY** committee to view and/or use this SYFA Self-Declaration Form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **NO**, must be sent to the SYFA Club Protection Officer and safely stored by the club. These forms should be available for viewing as part of any SYFA Monitoring Programmes.

All registered officials **MUST** complete a PVG check within three months of being awarded provisional membership of SYFA. **On acceptance into provisional membership the club must ensure that the official does not have unrestricted access to players until full membership of SYFA is awarded.**

The relevant Additional Signatory will send fully completed PVG Scheme Forms directly to the SYFA Chief Executive at Hampden Park.

The Chief Executive will submit all PVG Scheme Forms to VSDS for checking.

The SYFA Protection Panel may instruct officials, at any time, to submit or resubmit a fully completed SYFA Self-Declaration Form and/or a PVG Scheme Record Update.

A form is available for downloading from the SYFA website downloads section under protection.

The SYFA Protection Panel will be the **ONLY** committee to view and/or use this SYFA Self-Declaration Form.

When requested to complete an SYFA Self-Declaration Form, all officials who do not submit a fully completed SYFA Self-Declaration Form as requested within 14 days will be placed under a Precautionary Suspension.

All officials who submit an SYFA Self-Declaration Form and provide false information and/or omit information will be debarred from membership.

All PVG Scheme Certificates will be returned to the Chief Executive and submitted to the SYFA Protection Panel if required for a final decision on suitability for membership.

The official, the club and the league or association secretary will be advised of the SYFA Protection Panel's decision regarding officials being accepted or rejected for membership. Full membership of the SYFA will only be awarded after final SYFA Protection Panel clearance is obtained.

**The SYFA Protection Panel's decision shall be final and binding. There is no right of appeal for any decisions taken on membership by the SYFA Protection Panel.**

**The selection process for all SYFA Additional Signatories shall be as follows:**

They must be in membership of the SYFA and a member club, league/association or region at the time of application and be a member of the PVG scheme.

The official wishing to become an SYFA Additional Signatory should make application to either the Chief Executive or the SYFA National Protection officer.

The official wishing to become an SYFA Additional Signatory will have to attend a meeting with the Chief Executive and/or a delegated official for identification purposes and interview.

All PVG Scheme Certificates will be returned to the Chief Executive and submitted to the SYFA Protection Panel if required for a final decision on suitability for membership and the position of SYFA Additional Signatory.

The applicant will be advised of the SYFA Protection Panel's decision regarding the applicant being accepted or rejected for the position of SYFA Additional Signatory