



KIRKFIELD: UNITED WITH LANARK

Coach Introduction Handbook



WELCOME TO KIRKFIELD UNITED

If you are reading this, that means you have decided to volunteer with us at Kirkfield United Football Club. On behalf of everyone at Kirkfield, we'd like to thank you for joining our community. We are here to support you in any way we can so that you and the children we coach have the best experience of youth football.

This handbook is designed to help guide you through all the first steps in your coaching journey.

Welcome to the club.



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NEW VOLUNTEER REGISTRATION CHECKLIST

Complete SYFA registration form (see p4)

Complete initial PVG application (see p4)

Send photo I.D. and proof of address to childprotection@kirkfield.com (see p4)

Register with MyCOMET website (see p5)

Complete all 4 MyCOMET modules (see p5)



SYFA AND PVG

The SYFA (Scottish Youth Football Association) is the body in charge of regulating youth football in Scotland. Anyone volunteering with the club must register with the SYFA and undergo initial training and checks to make sure all of our children can play and learn in a safe and positive environment.

The first tasks will be completed with the help of our Child Protection Officer (Shona Lynn). These are:

1. Complete and physically sign or electronically sign the attached **registration form** - **please note that you can not type your name or SYFA will send this back.**
2. Complete section 2 and 3 of the attached **PVG form** and send 1 x picture ID and 1 x proof of address. If you currently have a PVG or have had one in the past then in section 2 you will be selecting 'Membership Scheme update' and you will need to provide your PVG membership number, if this is unknown you can call Disclosure Scotland on 03000 2000 40 to obtain.

PVG stands for Protection of Vulnerable Groups. This is an official check of an individual's criminal record and suitability for working with children and vulnerable groups. Once set up, it is continually monitored. This is a legal requirement to ensure the safety of everyone at the club.



MY COMET

Once you have completed the initial SYFA and PVG registration tasks, the next task is to register with MyCOMET using the following link:

REGISTER WITH MYCOMET

MyCOMET is the platform used by all youth football teams in Scotland. It is used to register for training courses, register players to teams, apply for leagues and various other applications.

Once you have registered with your own username and password, there are 4 tasks to complete:

1. Children's wellbeing E-learning

CHILDREN'S WELLBEING

2. Mental Health E-learning

MENTAL HEALTH

3. Self-Declaration

SELF-DECLARATION

4. PVG module

PVG MODULE

N.B. You must complete both the PVG form from p2 **and** the module above for your PVG to be processed.



Once all the registration tasks have been completed, there is a wait of a few weeks for your PVG to be confirmed. Once your PVG shows as accepted, you can begin your duties with the club.

COURSES ON MY COMET

If you go to your MyCOMET homepage, you will see tabs down the left side of the page. One of these is called 'Events'.

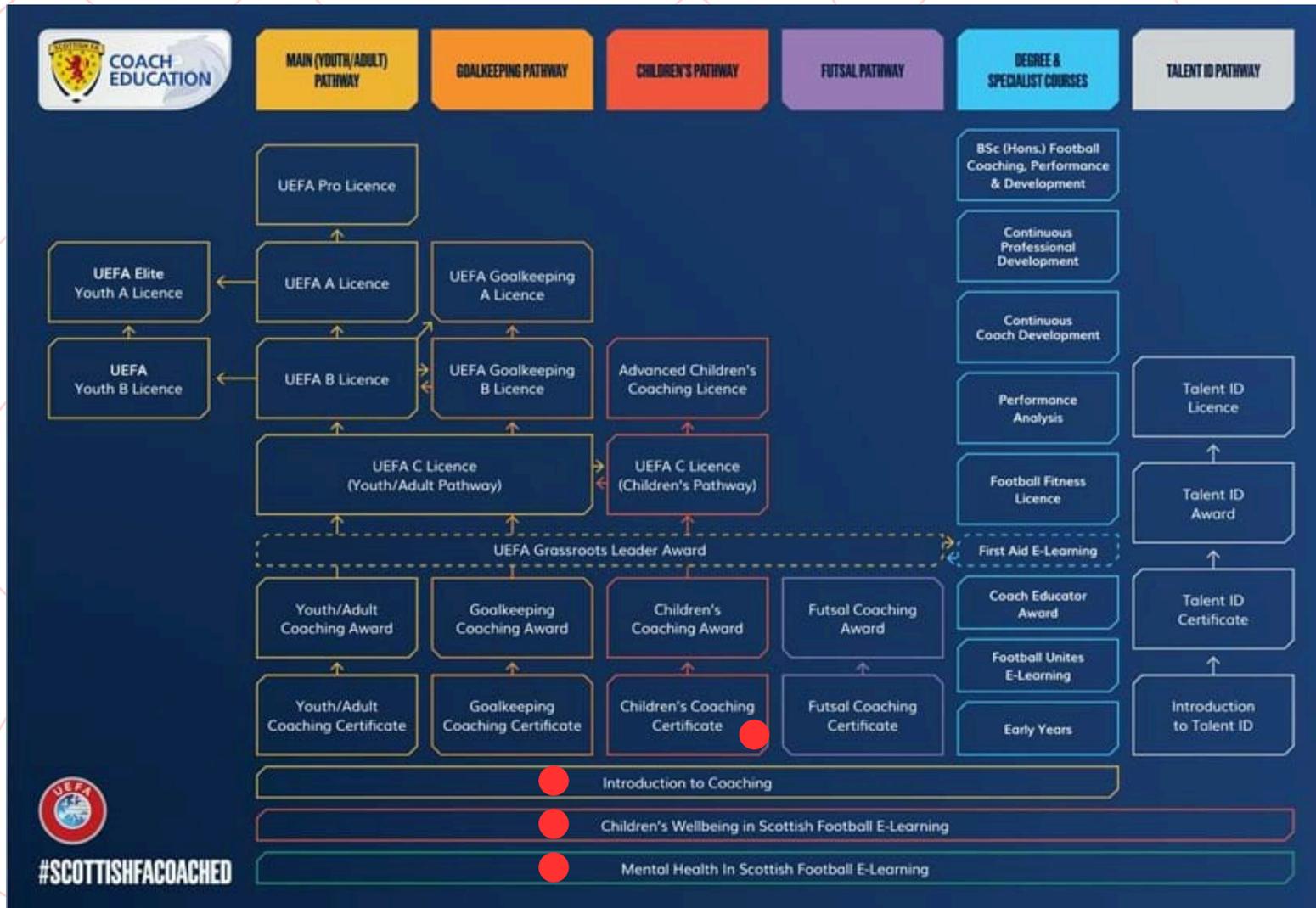
If you type 'Introduction to coaching (1.1)' into the search bar, this will bring up all the 1.1 courses available. This is the first step in the coaching pathway (the full coaching pathway is shown on the next page), and involves a 4.5 hour course that you can do in person at a football club, or online with a webcam. These courses book up very quickly, so it's likely that when you first look the courses will show as '0 seats available'. Keep checking regularly and follow SYFA on Facebook for updates:

<https://www.facebook.com/ScottishYouthFA/>

This then allows you to access a host of other courses, as shown on the next page.



SYFA COACHING LADDER



Courses marked with ● are required to be the head coach of a team playing SYFA affiliated league matches. You have to complete **1.1 Introduction to Coaching** before you can apply for **1.2 Children's Coaching Certificate** - it is the aim for Kirkfield to have all of our coaches at least to this level. If a coach wishes to go further through the coaching ladders, they have the club's full support.



TRAINING SESSIONS

The goal of training is for everyone to have fun, be challenged, learn new skills and prepare for playing matches. This goes for the coaches as well as the players.

Make sure training sessions are well organised and fun. Make a plan for training each week in advance with your other coaches so everyone knows what the session will involve. There is a lockup at the racecourse training facility with poles, cones, ladders, hurdles, mannequins and all different sizes of goals. Make sure you cover a variety of training skills. An example of a 1 hour training session could be:

1. 10 minute warm up. Could be running, dribbling with the ball, playing games etc.
2. Split children into 3 groups. Run 3 different drills (e.g. 1 shooting, 1 passing, 1 dribbling) for 10 minutes each. Children rotate so they get to do all 3 drills.
3. Finish with 20 minutes of games (3v3, 4v4, 5v5, depending on how many kids you have). Try to encourage passing, getting back into position and making space. Stop the game at appropriate times for teaching points. Encourage all children to get involved.

If you have multiple coaches, work as a team and make sure everyone has a voice when it comes to deciding drills and activities.



TRAINING TOP TIPS

- If you can put a shot at goal at the end of a drill, do it. Kids love shooting, so it can help to keep them interested in technical drills if they get to shoot at the end of it.
- If you can make a drill a game, do it. This helps to keep kids interested and engaged.
- Be encouraging and positive as much as possible.
- For younger kids (5-6), do drills that involve them doing something on their own or with a coach where possible, working up to doing a task with 1 other child. At that age, it is very difficult to do a drill that involves 3+ children interacting with each other for it to work.
- A good way to develop drills is to start with a simple drill in week 1, then in week 2 add one new element, then add another in week 3 and so on. This way the drills become more technical, but the kids only have one new thing to learn each week.
- Youtube, TikTok and Instagram are great places to find age specific drills.



SQUAD MANAGEMENT

1. **Grow your squad.** The club will help you advertise for players, and you can also encourage your kids and parents to tell their friends about the team. Sometimes you will lose kids to other sports and teams, so it is important to make sure you take on new players where possible.
2. **Make sure you have an intake form filled out for every player that joins the team.** Intake forms are essential to find out and store important information about children (and their parents/guardians) joining the club. This becomes especially important when registering players with the SYFA for joining leagues, but it is also good practice and signals to the parents that the club is following good practice.
3. **Have a WhatsApp group chat with all parents of children in your team.** This makes it easy to communicate with everyone at once where appropriate, remembering there may be times it is better to message parents privately.
4. **Get to know the children in your team.** Build good relationships - this helps everyone get the most out of being part of the club.



SYFA SMALL SIDED GAMES

Youth football in Scotland is organised into age groups by birth year (e.g. all players born in 2017 will play in one team). There are exceptions to this. For example, up to 5 players can play in the age group above (e.g. 5 2018s could play in a 2017 team). The full rules and regulations for small sided games are linked below:

SYFA SMALL SIDED GAMES RULES

The first leagues available for children to play are under 6s. These are 4v4 with no goalkeeper. They gradually work through 4v4, 5v5, 7v7, 9v9 then 11v11. The full format with rules are linked on the next page.

Our local leagues are run by the Central Lanarkshire Youth Football Association at Ravenscraig in Motherwell. It is important to get onto the league WhatsApp group chat to keep up to date with league application dates and processes. The 2 people you need to save the numbers of are:

Marky - 07543271448. Marky organises the CLYFA short sided leagues for the younger age groups. Message him and ask to be added to the group chat (after you have a confirmed PVG).

Mick Barr - 07718648535. Mick will give you help and advice with league rules and registering teams, coaches and players.



SMALL SIDED GAMES FORMATS & RULES 2026

	YEAR OF BIRTH	2020	2019	2018	2017	2016	2015	2014
	SWF	U7	U7	U8	U10	U10	U12	U12
	MAX PERMITTED FORMAT	4v4 Multi Game	4v4	5v5	7v7	7v7	7v7	9v9
	ADVISED MAXIMUM GAME-DAY SQUAD	6	6	7	10	10	10	14
	PLAYING SEASON	March to November	March to November	March to November	March to November	March to November	March to May Transition to 9s June 2026	June 2026 to May 2027
	BALL SIZE	3	3	3	4 Boys 3 Girls	4 Boys 3 Girls	4	4
	OFFSIDE	×	×	×	×	×	×	✓
	THROW INS	×	×	×	×	×	✓	✓
	KICK INS	✓	✓	✓	✓	✓	×	×
	DRIBBLE IN	✓	✓	✓	×	×	×	×
	PASS BACK RULE APPLIED	×	×	×	×	×	×	✓
	FREE KICKS	Indirect	Indirect	Indirect	Indirect	Indirect	Indirect	Indirect
	CORNERS	Short	Short	Short	Short	Short	Short	Short
	RETREATING LINE	×	×	×	✓	✓	✓	×
		But Halfway after a goal	But Halfway after a goal	But Halfway after a goal				
	SUBSTITUTES	Rolling	Rolling	Rolling	Rolling	Rolling	Rolling	Rolling
	MAX LENGTH OF GAME	10 mins (Max 4 games)	10 mins (Max 4 games)	2x 10mins x 2 or 3 x 15mins	2x 20mins or 3 x 15mins	2x 25mins or 3 x 15mins	2x 25mins or 3 x 15mins	2x 30mins
	REFEREE	×	×	×	×	×	×	Optional
	TROPHY / RESULTS	×	×	×	×	×	×	×
	MAX PITCH DIMENSIONS	20 x 30m	20 x 30m	30 x 40m	36 - 45m x 55 - 65m 13m retreating line	36 - 45m x 55 - 65m	36 - 45m x 55 - 65m	42 - 47m x 65 - 75m
	MAX GOAL SIZE	2.5 x 1.2m (8ft x 4ft)	2.5 x 1.2m (8ft x 4ft)	4.9 x 1.8m (16ft x 6ft)	4.9 x 1.8m (16ft x 6ft)	4.9 x 1.8m (16ft x 6ft)	4.9 x 1.8m (16ft x 6ft)	4.9 x 1.8m (16ft x 6ft)