

KIRKFIELD UNITED FOOTBALL CLUB



COACH AND VOLUNTEER TRAINING INVESTMENT POLICY

FEB-2026

SECTION 1 - OUR COMMITMENT

Kirkfield United invests in the development of its coaches and volunteers to ensure high-quality coaching, safeguarding compliance, and long-term club sustainability.

This policy sets out the conditions under which the club funds training and the circumstances in which repayment may be required.

The club will support funding to UEFA Grassroots Leader award which consists of 1.1/1.2/1.3 and First Aid.

SECTION 2 - CLUB FUNDED TRAINING

Where Kirkfield United pays for any course, qualification, workshop, PVG update, or mandatory training on behalf of a coach or volunteer, it is understood that:

- The training is funded for the benefit of the club, its players, and its football programmes.
- The individual receives the qualification as part of their role within Kirkfield United.
- The club is making a financial investment with the expectation of continued service.

Payment by the club is defined as payment made centrally by the club or made by a team utilising fees collected on behalf of the club.

SECTION 3 - REPAYMENT REQUIREMENT

If a coach or volunteer leaves Kirkfield United within 12 months of the training commencement date, the individual may be required to repay the full cost of the training funded by the club.

This includes, but is not limited to:

- SFA coaching courses
- First aid qualifications
- Child wellbeing & protection training
- Specialist workshops
- Any other paid development activity approved by the club

The repayment requirement applies whether the individual resigns voluntarily or is removed due to conduct issues.

SECTION 4 - EXCEPTIONAL CIRCUMSTANCE CLAUSE

The club recognises that personal, medical, or family circumstances may arise unexpectedly.

Repayment will not be required where the committee determines that:

- Exceptional circumstances reasonably prevented the individual from continuing their role, or
- Repayment would be unfair, disproportionate, or contrary to the values of the club.

Examples may include:

- Serious illness
- Family emergencies
- Relocation for employment
- Other compassionate grounds

The committee's decision is final.

SECTION 5 - PARTIAL REPAYMENT

The club may, at its discretion, apply a pro-rata repayment where appropriate. For example:

- Leaving within 0–6 months: 100% repayment
- Leaving within 6–12 months: 50% repayment

This clause is optional and can be activated by the committee on a case-by-case basis where circumstances deem this appropriate.

SECTION 6 - TRANSPARENCY & AGREEMENT

Before any training is booked:

- The individual will be informed of this policy
- The club may request written acknowledgement
- The club will confirm the cost and nature of the training being funded

This ensures clarity and fairness for all parties.

SECTION 7 - APPEALS

An individual may request a review of a repayment decision. Appeals must be submitted in writing to the Club Secretary and will be considered by the Executive Committee.

SECTION 8 - POLICY REVIEW

This policy is reviewed annually or following any significant incident, regulatory change, or system update from the SFA/SYFA.

CHANGE LOG

VERSION	CHANGES	WHO	EFFECTIVE
FEB-2026	Initial Policy	Chris Russell	23/02/26