

KIRKFIELD UNITED FOOTBALL CLUB



PLAYER REGISTRATION PROTECTION & COACH ACCESS POLICY

WWW.KIRKFIELDUNITED.COM



POLICY SUMMARY

PLAYER REGISTRATION PROTECTION

- Registrations belong to the club, not individual coaches
- Coaches cannot deregister or transfer players without approval of the club secretary or delegate.
- Any attempt to remove players without prior approval is misconduct
- When a coach leaves, registrations remain stable
- Parents will always be informed of changes
- Safeguarding and continuity are guaranteed

SECTION 1 - OUR COMMITMENT

Kirkfield United is committed to safeguarding every player, supporting every parent, and protecting the integrity of our club. This policy ensures that player registrations remain fully controlled by the club and cannot be altered, removed, or interfered with by any individual coach.

This protects:

- Players
- Parents
- Teams
- Club operations
- The reputation of Kirkfield United
- The integrity of Scottish youth football

SECTION 2 - OWNERSHIP OF REGISTRATIONS

At Kirkfield United:

- All player registrations are the property and responsibility of the Club.
- Registrations are managed centrally by:
 - Club Secretary
 - Registration Secretary
 - Committee-approved administrators
- Coaches may be granted limited access to support matchday operations and the registration of players only.

All deregistrations must be approved by the Club Secretary or delegate in writing prior to these being actioned.

This ensures continuity even when coaching teams change.



SECTION 3 - PROHIBITED ACTIONS

To protect our players and our club, the following actions are strictly forbidden:

- Deregistering any player without prior approval of the Club Secretary or delegate
- Deregistering multiple players or an entire squad under any circumstances
- Attempting to transfer, release, or alter a player's status without club approval
- Using system access to disrupt team operations
- Encouraging players to deregister in order to follow a coach to another club
- Misusing MyComet or any club system for personal or competitive advantage

Any breach will be treated as serious misconduct. *See Appendix 1*

SECTION 4 - CONSEQUENCES OF MISCONDUCT

Breaches of this policy may result in:

- Immediate removal of all system access
- Suspension from coaching duties
- Termination of role within the club
- Referral to the SYFA for disciplinary action - *See Appendix 2 for potential sanctions.*
- Potential bans from coaching or holding official positions in Scottish youth football

Kirkfield United will escalate any behaviour that risks bringing the game into disrepute.

SECTION 5 - COACH EXIT PROTOCOL

When a coach leaves Kirkfield United:

- All system access is removed immediately
- The club retains full control of all registrations
- No player registrations are affected
- Parents are informed of interim arrangements
- Any attempt to alter registrations during or after exit will be treated as misconduct

This ensures stability for players and families.

SECTION 6 - PROTECTING PLAYERS & PARENTS

Kirkfield United guarantees:

- No player will ever be deregistered without parental consent and club approval
- Registrations remain stable regardless of coaching changes
- Parents will always be informed promptly of any transition
- Safeguarding and wellbeing remain our top priority



SECTION 7 - REPORTING CONCERNS

Concerns must be reported to:

Club Secretary
Child Wellbeing & Protection Officer (CWPO)
Club Chairperson

All reports are handled confidentially and investigated promptly.

SECTION 8 - POLICY REVIEW

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



APPENDIX 1 - WHY THIS IS CONSIDERED MISCONDUCT - SYFA REGULATIONS

1. MISUSE OF ADMINISTRATIVE ACCESS

SYFA disciplinary procedures include sanctions for misconduct by officials including improper use of systems or actions that harm a club's ability to operate. Deregistering an entire squad without club approval is considered misconduct under this.

2. BRINGING THE GAME INTO DISREPUTE

The SYFA disciplinary framework allows action for behaviour that disrupts football operations or harms a club. This includes the removal of all players from a team to benefit another club.

3. BREACH OF DUTY AS A CLUB OFFICIAL

Team Managers and Coaches are considered club officials under SYFA Code of Conduct and are expected to act in the best interests of their club at all times. Any action to weaken the club through the mass removal of players without just cause would violate this duty.

APPENDIX 2 - POTENTIAL SYFA SANCTIONS

Potential Personal Sanctions from the SYFA include:

Suspension from coaching

Fines

A ban from holding club official roles

A misconduct citation requiring a disciplinary hearing

The receiving club could also face bans / suspensions / fines if seen to encourage or benefit from the behaviour.

CHANGE LOG



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