



# **KIRKFIELD: UNITED WITH LANARK**

Administration Handbook March 2026



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## **PLAYER INTAKE AND CONSENT FORMS**

There are 2 situations where we need to fill out consent forms for our players:

1. When a new player joins our team.
2. Before the start of a new season.

This ensures we have important, up-to-date information on all of the players in our squad (e.g. next of kin, medical information, social media consent etc).

Before every season, and for every new player that joins the team, obtain an email address for each player's parent/guardian and send out:

1. Intake/Consent form
2. Child Protection Policy
3. Player Code of Conduct
4. Parent Code of Conduct

These documents are available on the club website here:

**KIRKFIELD UNITED CLUB DOCUMENTS**

Once you receive completed forms, input the information from the form on the Excel spreadsheet (Kirkfield Consent Data Template - available from club documents). Make sure all team officials have access to this information for quick reference.



## **SFA COMET GUIDE - GETTING THE CORRECT LEVEL OF ACCESS**

Before we begin with MyComet team admin tasks, we must make sure we have the **correct level of access**. Everyone with a MyCOMET ‘member’ account has access to their own **personal** information and courses. If we are taking on **team** admin tasks (e.g. setting lineups, new player registrations), there are different levels of access available:

- 1. Club Lineup Manager (Team Level)** - this allows us to add already registered players and officials to teamlines for the team(s) they are linked to. It also allows us to apply for competitions on behalf of the specific team(s) to which their user role is linked.
- 2. Club Lineup Manager (Club Level)** - as **1.** above, but can perform these tasks for all teams at a club.
- 3. Club Registration Manager** - can create, submit and delete registrations for players and coaches/officials across the entire club. They can also view the club’s existing players, coaches and officials and add them to competition catalogues.
- 4. Club Manager** - Club Managers have oversight of the entire club and can grant Lineup and Registration access to club officials. They can also add new teams to the club.

Once you know what tasks you will be looking to carry out, ask the club to grant you the appropriate level of access.



## SFA COMET GUIDE - PAGE LAYOUT AND SITES

There are 2 COMET sites. There is the **MyCOMET** site and the **COMET admin** site.

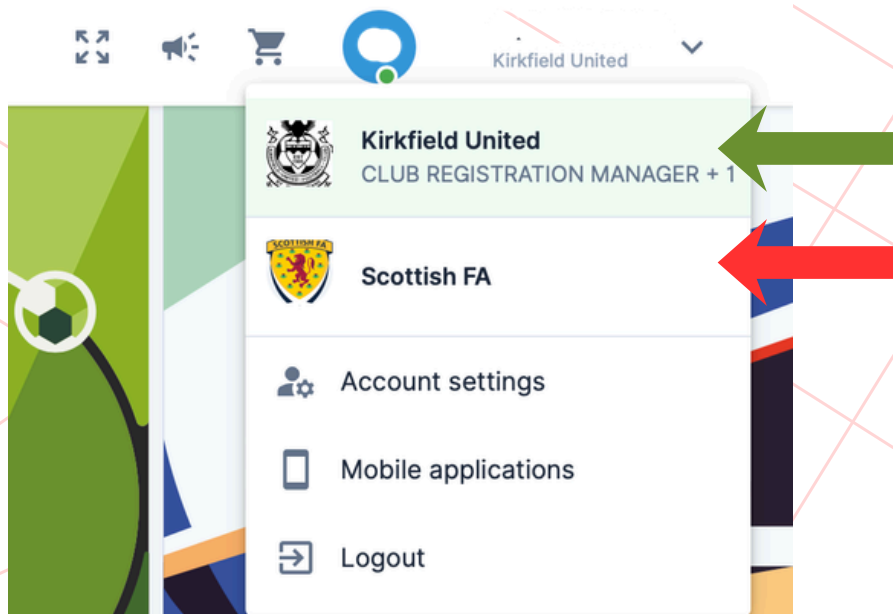
The **MyCOMET** site can be accessed at:

[www.scottishfacomet.co.uk/mycomet](http://www.scottishfacomet.co.uk/mycomet)

This can be used either as an **individual** or using a **club role**.

To use as an individual, select Scottish FA as shown by the red arrow below. Use this to manage your personal profiles, complete registration tasks and apply for training courses.

To use MyCOMET with club role (if you have one), select Kirkfield United as shown by the green arrow below. Use this to register new players and coaches on MyCOMET.





Using your individual profile, MyCOMET will look like this:



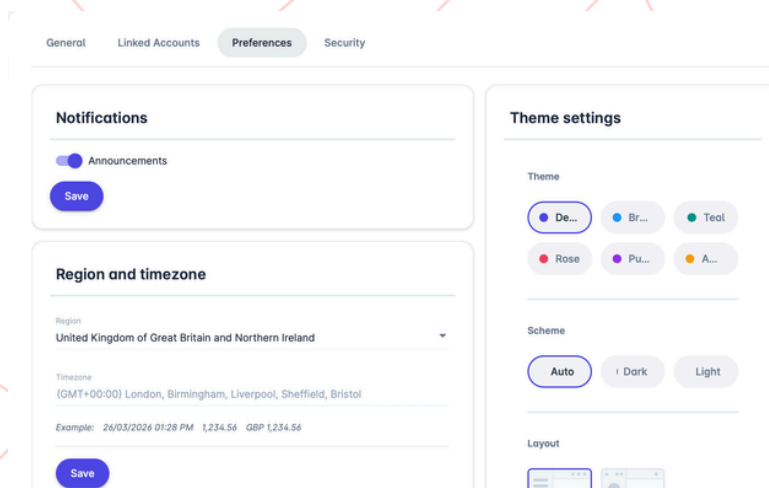
Using your club role profile, there will be extra options on the sidebar, shown below:



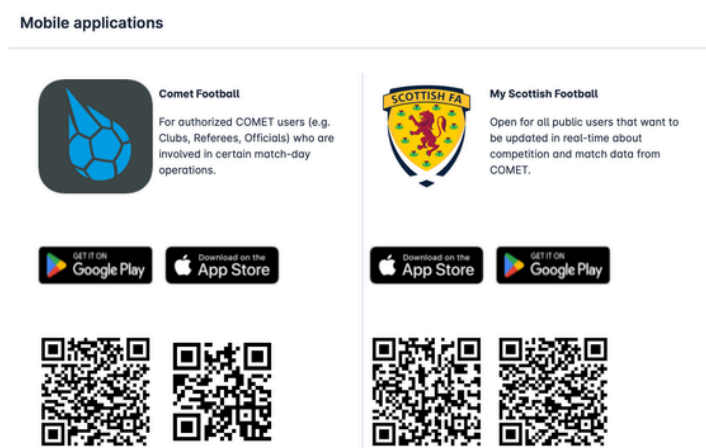


Depending what tasks you wish to do, make sure you select the correct account in the top right corner.

In the image at the bottom of page 5, you can also see the option for ‘account settings’:



Here we can select security level, change email address, link parent or child accounts and select notification preferences. You can also see ‘mobile applications’:



Here we find links to the Mobile app version of COMET and the My Scottish Football mobile app.



The **COMET admin** site is found at:

[www.scottishfacomet.co.uk](http://www.scottishfacomet.co.uk)

The COMET admin site is where we apply to competitions, submit team sheets and catalogue (add) players and officials to our team. The COMET admin site looks like this:

**SCOTTISH FOOTBALL ASSOCIATION**

**News**

- 10.11.2025 New Registration Process
- 11.09.2024 Child Wellbeing E-Learning Course
- 11.09.2024 Mental Health E-Learning Course
- 04.07.2024 NEED HELP? Please CLICK HERE.
- 16.06.2024 FAQ's
- 16.06.2024 Introduction to Scottish FA COMET Video

**User Guides**

- Club Processes
- Technical Support
- Referee Processes
- League Processes
- Adding a Club User

Home Clubs Competitions

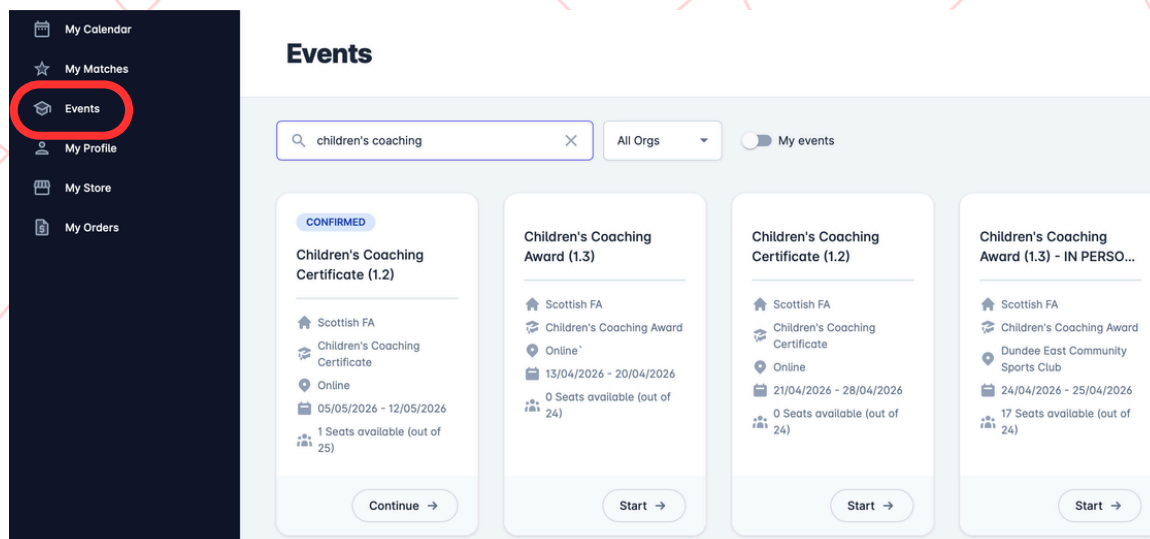
**My next matches**

Date/time	Round	Place	Competition	Stadium	Match	Score	Status
..2025 00:00	2	Lanark	South East Region Cup	Lanark Racecourse	Kirkfield United White (2012) -	--	SCHEDULED
					2013 White - Kirkfield United	--	SCHEDULED
..2026 09:15	21	LIVINGSTON	WLAYFC Division		2013 blue - Kirkfield United	8:4	SCHEDULED
2.2026 10:00	19		WLAYFC Division		Kirkfield United White (2012) -	--	SCHEDULED
...3.2026 09:15	6	Hamilton	CLYFA		2011 Sky Blue - Kirkfield Utd	--	SCHEDULED
					United 2014 Black - Kirkfield	--	SCHEDULED
..202					Kirkfield United 2013 blue -	--	SCHEDULED

You will not be able to access the COMET admin site without an appropriate club role.



## SFA COMET GUIDE - APPLYING FOR TRAINING COURSES



On your Scottish FA MyCOMET account, select Events on the left sidebar. This will bring up a list of all available courses, which will appear as above. Note the dates the courses are listed for - sometimes courses from previous weeks and months will still show, ignore these! Also note the number of seats available - if it says '0 seats available', this means there are no spaces left on that particular course.

If you find a course with seats available on suitable dates, click the 'Start' button, and check the exact session dates are suitable, and that you meet all the course requirements to apply.

### About

Status <b>ACTIVE</b>	Location <b>Online`</b>
Organization <b>Scottish FA</b>	Date <b>13/04/2026 - 20/04/2026</b>
Event type <b>Children's Coaching Award</b>	Duration <b>9 hours</b>
Seats available <b>0 (out of 24)</b>	
Notes Session 1 13/04: 6pm - 9pm Session 2 14/04: 6pm - 9pm Session 3 20/04: 6pm - 9pm	

### Prerequisites

You can apply to this course when you meet the prerequisites:

- ✓ Pre Requisite 1
  - ✓ Mental Health in Scottish Football (Person)
- ✓ Pre Requisite 2
  - ✓ Children's Wellbeing in Scottish Football (Person) OR
  - ✗ Children's Wellbeing in Scottish Football (Person)
- ✓ Pre Requisite 3
  - ✓ Communicating Effectively with Children and Young People (Person) OR
  - ✗ Communicating Effectively with Children and Young People (Person)
- ✗ Pre Requisite 4
  - ✗ Certificate Exemption (Coach) OR
  - ✗ English FA Level 1 (1.2 Equivalent) (Coach) OR
  - ✗ Children's Coaching Certificate (Coach) OR
  - ✗ Coaching Young Certificate (Coach)
- ✓ Age Requirement at Event Start
  - ✓ At least 16 years old



Issues with the above course would be:


1. There are no seats available.
2. The applicant does not have all the prerequisite qualifications to apply.

When you find a suitable course with available seats and you meet the prerequisite qualifications, pay for a Participation Confirmation using the payment cart at the bottom:

#### Pricing and products

**Participation Confirmation** ⓘ  
Scotland Football Association

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Goalkeeping Coaching Certificate (1.2) - Course Payment

[Add to cart](#) GBP 65.00

Once this is paid, you will be able to apply and confirm your place on the course:

### Application

ⓘ My application status  
**NOT ATTENDING**

⇅ Application mode  
**Just Apply (with Approval)**

📅 Application period  
**07/01/2025 12:00 AM -  
01/01/2030 11:59 PM**

[APPLY HERE](#) ▾

Remember to present proof of any course fees to your head coach or a senior official at the club so they can reimburse you.

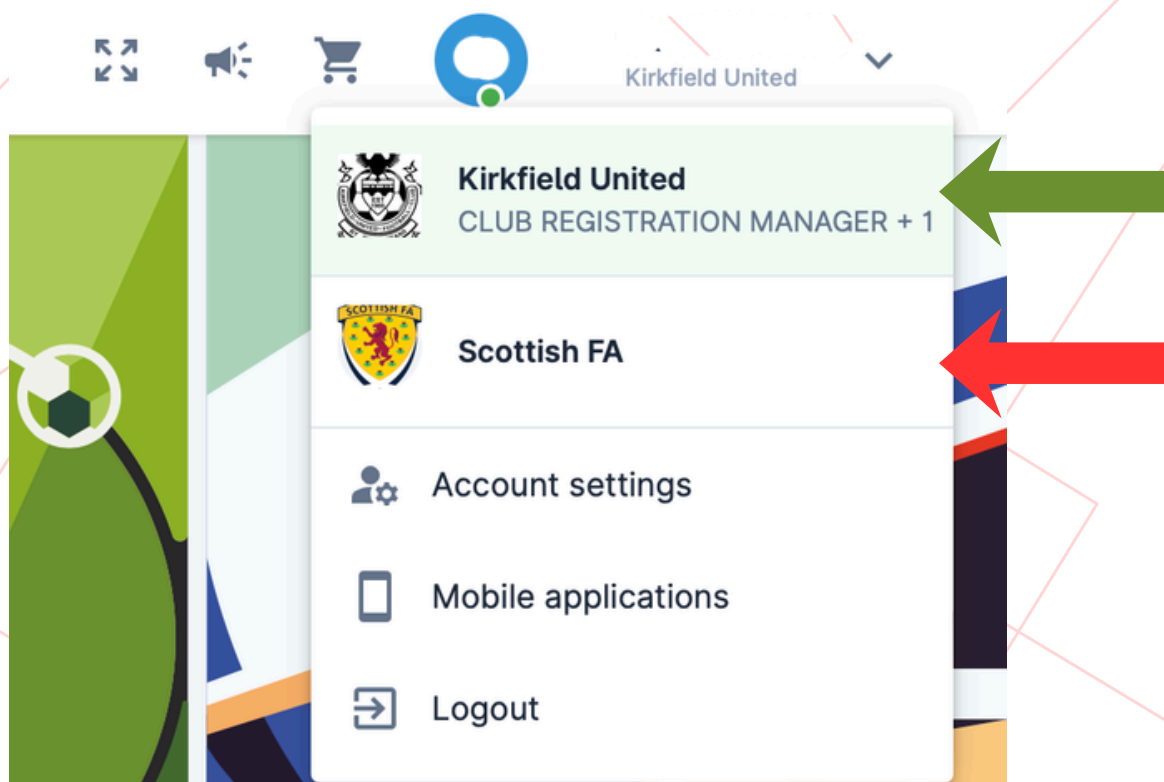


## SFA COMET GUIDE - ADDING A NEW TEAM

If you are starting a new age group, you will need to ask a Club Manager to register your team on MyCOMET. So for example, if you are starting a new 2021 squad, they would be registered as Kirkfield United 2021s.

Once this has been done, to view your new team profile:

1. Login to MyCOMET. Make sure you select your Club Manager profile (green arrow) rather than your Scottish FA profile (red arrow):





2. On the left hand menu bar, click on My Club (red outline), then Teams (green outline):

The screenshot shows the user interface of the Scottish Football Association website. On the left, a dark navigation menu is visible with the following items: My Calendar, My Matches, Events, My Profile, My Store, My Orders, CLUB (with a sub-menu 'My Club' circled in red), Competitions, and ADMINISTRATION (with a sub-menu 'Organization'). The main content area is for 'Kirkfield United' under the 'Scottish Youth Football Association'. A horizontal tab bar contains 'Details', 'Teams' (circled in green), 'Team Kits', 'Players 13', 'Coaches 17', 'Staff', 'Officials 4', 'Licenses', and 'Calendar'. Below the tabs, the 'Teams' section has a search bar with the placeholder 'Filter by Name, ID or Place' and a dropdown menu set to 'Active'. A table with columns 'ID', 'Name', and 'Stadium' is partially visible.

You can either search for your team name or scroll through the list. Click on your team when you find it, and this will let you see general details, team calendar and kit information:

This screenshot shows the 'Details' page for 'Kirkfield United 2019's' under the 'Kirkfield United' club. The left navigation menu is the same as in the previous screenshot, with 'My Club' circled in red. The main content area has tabs for 'Details', 'Team Kits', and 'Calendar', with 'Details' selected. The details are organized into two columns. The left column contains: Short name (Kirkfield United 2019's), Name (Kirkfield United 2019's), Parent organisation (Kirkfield United with a link icon), and Type (Youth Football Club). The right column contains: Stadium (Lanark Racecourse (171949) Lanark), Privacy (No restrictions), Date of foundation, and Notes.



## SFA COMET GUIDE - PLAYER REGISTRATION

To register players to the club, we need the following information (details in red we will have from intake and consent forms):

1. **Player name**
2. **Player date of birth**
3. **Parent's email address**
4. Nationality
5. Country of birth

Once you have this information, follow the steps in this video to register players:

### **PLAYER REGISTRATION INSTRUCTION VIDEO**

Read these notes before starting to register players:

1. If you are registering a player that has been registered to a different club previously, ask the players parents to **contact their previous club to deregister the player**. Once this has been done, you will be able to find the player on the system and register them. MyCOMET will not allow you to register the player if they are still registered elsewhere.





## **SFA COMET GUIDE - ADDING TEAMS TO A COMPETITION**

To add a team to a competition and catalogue players and officials, follow the steps in this video:

### **ADDING TEAMS, PLAYERS AND OFFICIALS TO A COMPETITION**

Notes - please read before beginning to register teams:

1. Remember minimum team requirements for officials:

- 1 x 1.2 qualified coach
- 1 x first aider
- 1 x team manager
- Must have 2 PVG registered officials per squad.

Remember these requirements are **per team entered in a competition**. If you have entered 2 teams in a competition from your squad, you will need to meet the above requirements for both teams (i.e. 2 x 1.2 qualified coach, 2 x first aiders and 4 x PVG registered officials total).

2. Make sure you have extra players to cover holidays, injuries and illness. For example, if you have a squad of 15 players, don't enter 3 5-a-side teams in a competition. Enter 2 teams, giving you have 5 extra players to allow for subs and absence.

3. Register for competitions and start cataloging players and officials as soon as registration opens. There is always a big backlog towards the start of the season and registration processes take longer, so if you start the process late, you may miss the start of the season.



## **SFA COMET GUIDE - SUBMITTING A TEAMLINE**

To submit a teamline (team sheet of players and officials), follow the steps in this video:

### **SUBMITTING A TEAMLINE**

Notes - please read before beginning to submit teamlines:

1. Make sure you have the required number of officials and first aiders for your squad, and that anyone listed will be there on match day.
2. Avoid common mistakes - missing players, wrong shirt numbers and not fully submitting the teamline (i.e. just saving it rather than submitting).
3. Ensure suspended players are not selected.
4. Submit teamsheets early - this means if there are any errors or correction you have time to correct them.