



KIRKFIELD: UNITED WITH LANARK

Coach Introduction Handbook



WELCOME TO KIRKFIELD UNITED

If you are reading this, it 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 p6)

Complete all 4 MyCOMET modules (see p6)



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.

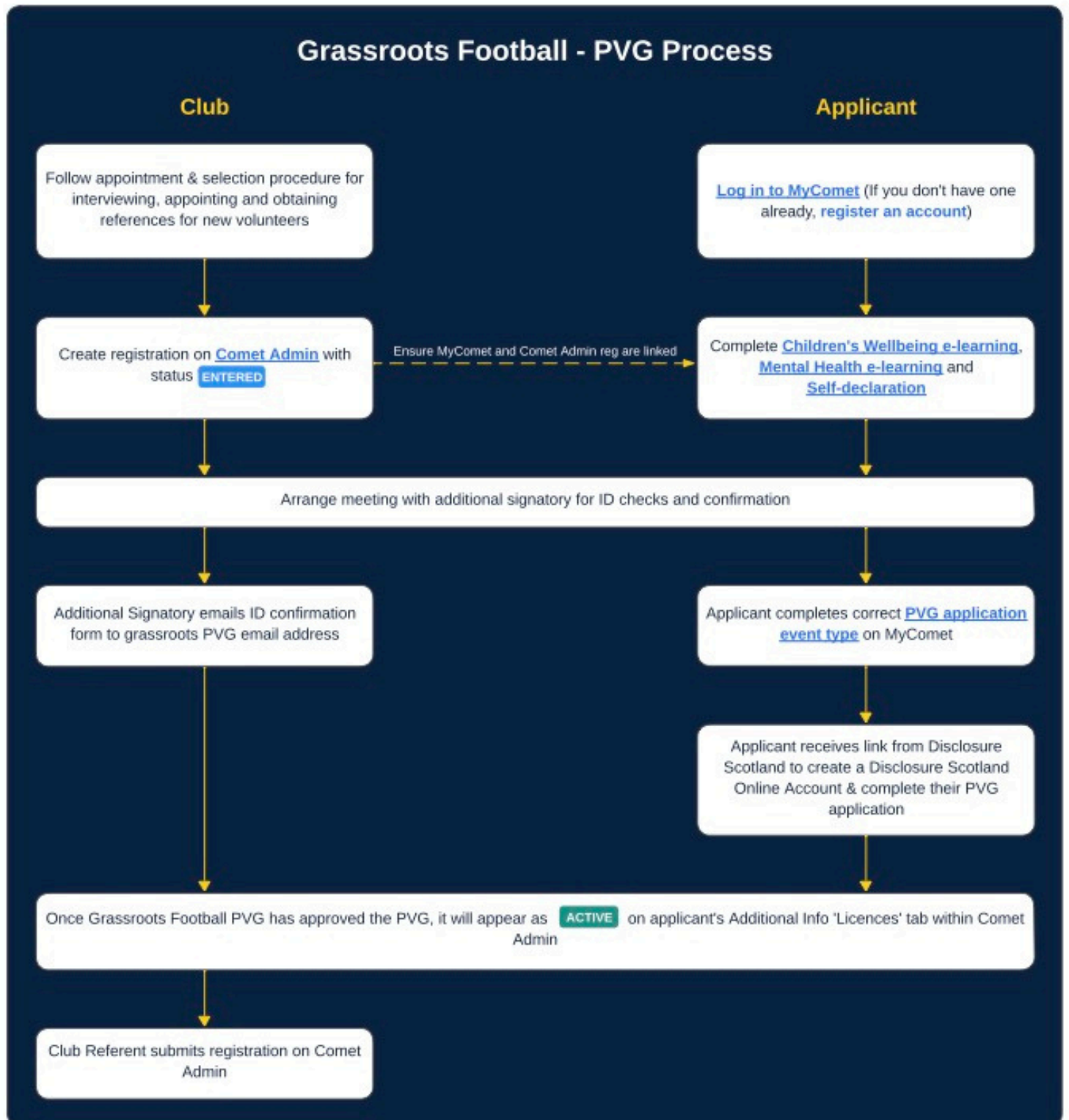
The first tasks will be completed with the help of our Child Protection Officer (Shona Lynn). These are:

1. Complete and physically sign or electronically sign the **registration form** - **please note that you can not type your signature, SYFA will not accept this.**
2. Complete section 2 and 3 of the **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.



The full PVG process for the club and individual is as follows:





MY COMET WEBSITE

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. Coach education support is linked below:

COACH EDUCATION 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. 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 - ask at the reception desk for the key. Make sure you cover a variety of training skills. An example of a 1 hour training session could be: 10 minute warm up, 15 minutes on individual ball skills, 20 minutes on group drills and 15 minutes of match play.

Make sure training is age appropriate, for example:

Age 5-7 focus on ball skills, introduce passing and positioning.

Age 8-10 focus on team play, passing and decision making.

Age 11+ focus on positioning, tactics and match understanding.

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



Club training nights are on Tuesdays and Thursdays at Lanark Racecourse pitches. Where possible, each squad will be allocated a weekly training slot on these club nights. Training sessions outside of club nights may be available, but are limited. If you wish to book indoor training during winter months at Lanark Grammar, inform the club in advance and contact:

schoolshallslets@southlanarkshireleisure.co.uk

TRAINING TOP TIPS

- If you can put a shot at goal at the end of a drill, do it.
- If you can make a drill a game or a race, do it.
- Be encouraging and positive as much as possible.
- Every child should have a ball or be working with a ball where possible.
- If different players would benefit from working on different skills, split the squad into appropriate groups for part of the session and focus on the specific skill you want to work on for each group (e.g. group 1 ball control, group 2 shooting etc).
- Avoid long explanations - demonstrate instead.
- If you want to do more technical drills, work up to it. Start with a simple drill in week 1, then add elements to it each week.
- Youtube, TikTok and Instagram are great places to find age specific drills.
- Golden rule - kids should spend as little time standing in queues as possible.



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 & Consent 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 includes medical information, which is essential for dealing with any first aid issues that might arise during football activities.
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.
5. **Look for sponsorship for team kits.** Approach appropriate businesses to ask for help with acquiring kits for your team. As of March 2026, a full kit (shirt, shorts, socks) with business logo and numbers costs about £40. All Kirkfield United branded kits, clothing and accessories are ordered through FN Teamwear:

<https://www.thefootballnation.co.uk/kirkfield-united/teamwear@thefootballnation.co.uk>



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 page 14.

Boys teams have the choice of 3 local leagues to join:

1. Central Lanarkshire Youth Football Association (CLYFA) at Ravenscraig in Motherwell. Information linked below:

CLYFA WEBSITE

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

Mick Barr - 07718648535. Help and advise with league rules and registering teams, coaches and players.



2. West Lothian Association of Youth Football Clubs (WLAYFC).
Information on this league through link below:

WLAYFC WEBSITE

3. Central Scotland Football Association (CSFA). Information on
this league through link below:

CSFA WEBSITE

Girls teams play in the South West Region:

SWF WEBSITE

SYFA SMALL SIDED GAMES TEAM REQUIREMENTS

Each team must be registered on Comet by a Club Registration Manager. Players and coaches must be registered with SYFA and then added to the team. Each team must have at least 2 PVG'd officials. The following positions must be filled for each team:

- 1 coach with at least 1.2 Children's Coaching Certificate
- 1 first aider
- 1 treasurer
- 1 secretary
- 1 team manager

One coach can carry out multiple positions, but there must be 2 PVG'd officials (with 1 being a first aider) present at any league matches.



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)



FRIENDLY MATCHES

Friendly matches against other teams are a good way to prepare for league matches, and can give you a good idea of what you want to work on with your squad.

To arrange friendly matches, both teams involved must be registered with a competition, and you must be 'compliant'. This means you have the appropriate number of players and officials registered to your team, and have satisfied the minimum requirements. It also means you have paid your SYFA fees for the year, this acts as your insurance for the teams should someone suffer an injury.

To arrange friendlies, make sure both teams are complaint, and apply for a permit here:

[CLYFA FRIENDLY MATCH PERMIT REQUEST](#)

[WLAYFC FRIENDLY MATCH PERMIT REQUEST](#)

[CSFA FRIENDLY MATCH PERMIT REQUEST](#)

[SWF FRIENDLY MATCH PERMIT REQUEST](#)



MATCH DAY GUIDE

Before the game:

1. Confirm players availability and decide squad(s). If you have multiple teams and players need to be switched between teams, advise the player and parent/guardian in advance.
2. Inform parents in advance of the match details - venue, time etc.
3. Pack a match bag - balls, first aid kit, bibs, warm up training equipment.
4. Arrange to meet at the venue at least 30 minutes before kick off - this allows for travel/parking issues and a warm up.
5. Warm up routines
6. Have a substitution plan in advance to allow equal playing time. This may need to be adapted during the game.

During the game:

7. Stay positive, encouraging and display good sportsmanship at all times.
8. If you do not have set positions for your players, remember to rotate players so they get to play different positions, where appropriate.
9. If you have a first aid event, follow the injury procedure - stop play and assess the player, then take appropriate action. Make sure to inform the parent and record the incident.

After the game:

10. Handshakes with the opposition players and coaches.
11. Thank the referee.
12. Have a team talk with your players and coaches, addressing good points and things to work on in a positive manner.



FIRST AID CERTIFICATE

Each team requires at least 1 registered first aider. To be registered as a first aider for your team, you need to complete an SYFA approved first aid course. The list of approved providers is linked below:

SYFA APPROVED FIRST AID PROVIDERS

Before contacting any providers, ask a senior official at Kirkfield if the club have a first aid course arranged already. If there is nothing arranged, and you require a first aid certificate soon, select any providers from the approved list and ask if they have any courses running soon that you could join.

Note that first responders (e.g. paramedic, firefighter, police officer) and nurses are exempt from completing an SYFA approved first aid course. First responders and nurses wishing to register as first aiders should send their Comet ID number and a photo of their work badge to:

SYFAfirstaid@scottish-football.com

Note that first aid certificates must be refreshed every 3 years.



KEY CLUB CONTACTS

Here is a list of the key club contacts:

contact@kirkfieldunited.com

CHAIRMAN:

DAVID MANNERING

VICE CHAIR:

CHRIS RUSSELL

TREASURER:

IAN McCULLOCH

SECRETARY:

ANGELA WILSON

childprotection@kirkfieldunited.com

CHILD WELFARE & PROTECTION:

SHONA LYNN

There is a club Facebook messenger group for the committee and coaches - ask to be added to this.

Club website: www.kirkfieldunited.com



LET
THE
KIDS
PLAY

FINAL POINTS

- At Kirkfield, we prioritise fun, friendships and team culture above everything else. A big part of team culture is respect. This is towards fellow players and coaches as well as opponents and referees.
- Remember that while children are in your team, as their coach you are the most important adult in their football journey. Be positive and encouraging, and have their best interests in mind at all times.
- Remember - fees for SYFA training and SYFA approved first aid courses are covered by the club, not the coach. Developing your own skills benefits you and your team.
- Parents are part of the team as well. There will be a range of personalities and opinions. Try to listen and engage with parents where possible, and welcome praise and constructive criticism. Make sure you communicate clearly with parents and keep them well informed. Ask for their opinions where appropriate. If you approach every situation with an open mind and try to act fairly, you can't go far wrong.
- If you have a safeguarding issue:
 1. Listen calmly and record what was said.
 2. Do not promise confidentiality, but promise you will only discuss the issues with appropriate persons.
 3. Inform the Child Protection Officer at the first available opportunity.

THANK YOU!