

Insert  
Your  
Club  
Logo

# COACH & OFFICIAL CODE OF CONDUCT

SYFA is sponsored by



[INSERT CLUB NAME]

EVERY CHILD • SAFE • RESPECTED • ENJOYING FOOTBALL



**This code applies to every coach, team official and helper.** It is the minimum standard when representing the club and must be read alongside SYFA and club policies.

## When I represent the club, I will....

### 1 PUT CHILDREN FIRST

Protect their wellbeing, listen to them and make football safe, inclusive and enjoyable.

### 3 COACH SAFELY

Stay registered, trained and suitable for my role. Plan safe activities and never act while impaired.

### 5 COMMUNICATE OPENLY

Use club-approved channels, appropriate language and times. Never use secret or disappearing messages.

### 7 FOLLOW SAFE ARRANGEMENTS

Follow club rules for changing, travel and overnight stays. Use only appropriate, necessary physical contact.

### 2 SHOW RESPECT

Be a positive role model. Never bully, discriminate, humiliate, threaten or use abusive language.

### 4 KEEP BOUNDARIES

Keep interactions open and appropriate. Avoid isolated one-to-one situations and never form a sexual or romantic relationship with a child.

### 6 PROTECT PRIVACY

Only take or share images with approval and consent. Never record in changing, showering or sleeping areas; keep information secure.

### 8 RECORD AND REPORT

Act promptly on concerns, record facts and the child's words, share only with those who need to know and never investigate myself.

**I will challenge or report unsafe or inappropriate behaviour and cooperate with any safeguarding or disciplinary process.**

## I will NEVER....

|                                                                               |                                                                                   |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Engage in, or tolerate offensive, insulting or abusive language or behaviour. | Exert undue influence over players, parents or colleagues                         |
| Bring the game into disrepute                                                 | Engage in or tolerate any form of bullying or abuse                               |
| Enter an inappropriate relationship with a young player or young official     | Consume or be under the influence of substances while carrying out my Club duties |

I understand that if I do not follow these codes, I may be subject to consequences such as:

**Verbal warning / Written warning / Subject to a period of supervision / Required to attend or complete additional training / Suspension / Subject of referral to Police Scotland, and/or any other relevant statutory body / Referral to Disclosure Scotland**

# IF YOU ARE WORRIED ABOUT A CHILD

Act promptly. The child's safety comes first.

## 1 IMMEDIATE DANGER

Call 999 or the appropriate emergency service. Contact local Social Work where required. Then inform the Club CWPO and follow the SYFA reporting procedure.

## 2 OTHER CONCERNS

Report promptly to the Club CWPO: [NAME / EMAIL / PHONE]. If that person is unavailable, implicated or conflicted, contact: [ALTERNATIVE CONTACT / SYFA ROUTE].

## 3 RECORD — DO NOT INVESTIGATE

Write down the facts, date, time and the child's exact words. Do not promise secrecy, question beyond what is necessary for immediate safety or approach the person who may be involved.

CHILDREN FIRST

KEEP IT OPEN

RECORD FACTS

REPORT PROMPTLY

## MY DECLARATION

☐

I have read and understood this Code and agree to follow it, together with current SYFA and club policies.

☐

I will maintain the registration, PVG membership and learning required for my role.

☐

I will disclose relevant concerns, allegations or conflicts of interest and cooperate with appropriate enquiries.

☐

I understand that breaches may lead to precautionary measures or disciplinary action under the applicable rules and fair procedures.

Full name:

Club:

Role / team / age group:

SYFA registration ID:

Signature:

Date signed:

## CLUB RECORD

Received by (name / role):

Signature / date:

**CLUB TEMPLATE CHECK:** Insert the club name, logo, CWPO/alternative contacts, version and review date before circulation. Check against current SYFA requirements. Keep signed copies securely with access limited to authorised personnel.

*The primary objective of everyone involved in the SYFA should be to serve as a positive role model and set a good example for players – coaching and educating them in football is secondary. All volunteers must uphold the highest standards of behaviour and be mindful of the influence they hold.*

*I can assure everyone that after decades of coaching and meeting former players in later life, the memories of winning and losing fade. What players remember is what you said, how you said it and how you treated them.*

*Scott Robertson, Chairman of the SYFA Board*

THIS FORM MUST BE RETAINED BY THE CLUB FOR THE DURATION OF THE COACH'S MEMBERSHIP.

DO NOT SEND THIS FORM TO THE SCOTTISH YOUTH FA

Breaching this Code could also result in Disciplinary action under EM11 & EM12 of the SYFA Disciplinary Policy