

Version 1.0

March 2019

Carnoustie panmure youth

Club Membership Process for New Applicants

# Key

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| --- | --- | --- | --- |
| User | Applicant | Close | No |
| Call center | Secretary | Checkmark | Yes |
| Meeting | Committee |  |

# Process for Applicants

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| --- | --- | --- | --- |
| Stage | Owner | Section | Additional Information |
| 1 | User | * **Club Membership Form** (including understanding code of conduct) completed by applicant (including 2 referees)
* **SYFA Self Declaration Form** completed
* **Both forms to be sent to club secretary**
 | Link to Club Membership Form | Forms to be sent to Stephanie Robinson, 3 Malt Row, Carnoustie DD7 7GU |
| [Link to SYFA Self Declaration Form](https://scottishyouthfa.co.uk/images/Information-Downloads/Protection/Additional-Signatories/Self-Declaration-Form.pdf) |
| 2 | Call center | * The club secretary writes to or emails each of the referees and examine their replies
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| 3 | Call center | * If no concerns detailed in declarations form and in referees replies, the applicant is added to SYFA system (in preparation for club meeting and PVG application). Note: see section below about the SYFA declaration form
* Applicant informed that its mandatory to attend committee meeting including details of what to bring to complete a PVG check
 | [Link - What to bring to complete a PVG check](https://scottishyouthfa.co.uk/images/Information-Downloads/Protection/Additional-Signatories/What-to-Bring.pdf) | * Inform to child protection officer if there are If concerns highlighted on the declaration form or contained in referees replies.

 * Any issues to be highlighted to committee in advance of club meeting
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| 4 | UserMeeting | * On receipt of a fully completed club membership application form and replies from referees, the club should hold a committee meeting and interview the person to determine if he/she is suitable to become an official of the club.
 | * The club must seek advice on suitability from any previous clubs of which the applicant has been a member.
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| 5 | User | * If the club is satisfied with the applicant, the applicant seeking membership of the SYFA MUST complete a PVG application form
 | Close | * If the club is not satisfied with the applicant, they should write to the applicant advising him/her of this and return any paperwork that the applicant submitted.
* Secretary to remove applicant from SYFA system
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| Checkmark | * The applicant can then be offered provisional membership of the club. On acceptance into provisional membership the club must ensure that the official does not have unrestricted access to players until full membership of SYFA is awarded.
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| 6 | User | * Applicant must complete Child and Wellbeing e-learning module within 2 weeks. (available on through SYFA portal)
 | * List of officials who have NOT completed module to be brought to the monthly committee meeting to determine if action is required to withdraw membership from the club
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## SYFA Self-Declaration Forms

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| --- | --- |
| Close | All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is YES, must be sent to the SYFA Child Wellbeing & Protection Manager, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked PRIVATE AND CONFIDENTIAL. The SYFA Protection Panel will be the ONLY committee to view and/or use this SYFA Self- Declaration Form.  |
| Checkmark | All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is NO, must be sent to the SYFA Child Wellbeing & Protection Manager and safely stored by the club. These forms should be available for viewing as part of any SYFA Monitoring Programmes.  |

## Additional Information

Full membership of the SYFA will only be awarded after final SYFA Protection Panel clearance is obtained. The SYFA Protection Panel’s decision shall be final and binding. There is no right of appeal for any decisions on membership taken by the SYFA Protection Panel.

On receipt of notification from the National Secretary, detailing that the official has been refused membership of the SYFA, the Club Secretary will inform the applicant that his/her application for membership of the club has been rejected.

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On receipt of notification from the league secretary and/or National Secretary, detailing that the official has been awarded membership of the SYFA, the Club Secretary can then offer the official full membership of the club.

If accepted into membership of the club the official should serve a probation period as decided by the club. During this probationary period the club should monitor and appraise the new member’s suitability for continued membership of the club.

The selection process for any official seeking membership of the SYFA shall be as follows: Before gaining SYFA membership the official MUST complete an SYFA Self-Declaration Form and a PVG check.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is YES, must be sent to the SYFA National Protection Officer at Scottish Youth FA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked PRIVATE AND CONFIDENTIAL. The SYFA Protection Panel will be the ONLY committee to view and/or use this SYFA Self- Declaration Form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is NO, must be sent to the SYFA Club Protection Officer and safely stored by the club. These forms should be available for viewing as part of any SYFA Monitoring Programmes.

All registered club officials MUST complete an SYFA PVG check. Membership will not be awarded until a PVG check has been completed. All clubs must ensure that officials do not have unrestricted access to players until full membership of SYFA is awarded.

The relevant Additional Signatory will send fully completed PVG Scheme Forms directly to the SYFA at Hampden Park.

All PVG Scheme Forms will be submitted to VSDS for checking.

The SYFA Protection Panel may instruct officials, at any time, to submit or resubmit a fully completed SYFA Self-Declaration Form and/or a PVG Scheme Record Update. A form is available for downloading from the SYFA website downloads section under protection.

The SYFA Protection Panel will be the ONLY committee to view and/or use this SYFA SelfDeclaration Form.

When requested to complete an SYFA Self-Declaration Form, all officials who do not submit a fully completed SYFA Self-Declaration Form as requested within 14 days will be placed under a Precautionary Suspension.

All officials who submit an SYFA Self-Declaration Form and provide false information and/or omit information will be debarred from membership.

All PVG Scheme Certificates will be returned to the National Secretary and submitted to the SYFA Protection Panel if required for a final decision on suitability for membership.

The official, the club and the league or association secretary will be advised of the SYFA Protection Panel’s decision regarding officials being accepted or rejected for membership. Full membership of the SYFA will only be awarded after final SYFA Protection Panel clearance is obtained.

 The SYFA Protection Panel’s decision shall be final and binding. There is no right of appeal for any decisions taken on membership by the SYFA Protection Panel.

The selection process for all SYFA Additional Signatories shall be as follows: They must be in membership of the SYFA and a member club, league/association or region at the time of application and be a member of the PVG scheme.

The official wishing to become an SYFA Additional Signatory should make application to either the National Secretary or the SYFA Child Wellbeing & Protection Manager. The official wishing to become an SYFA Additional Signatory will have to attend a meeting with the National Secretary and/or a delegated official for identification purposes and interview.

All PVG Scheme Certificates will be returned to the National Secretary and submitted to the SYFA Protection Panel if required for a final decision on suitability for membership and the position of SYFA Additional Signatory.

The applicant will be advised of the SYFA Protection Panel’s decision regarding the applicant being accepted or rejected for the position of SYFA Additional Signatory