



REGISTRATION

*A guide for children and young people
playing within Club Academy
Scotland Programme*



PLAYER REGISTRATION

Registration with a professional Club can bring great benefits to a young person. However there are specific rules and regulations in place which affect Clubs and their players participating in the Club Academy Scotland Programme (CAS) in particular and it is important that young people and their parent/carers fully understand what that all means.



- **REGISTRATION IS NOT A CONTRACT OF EMPLOYMENT – IT IS A REGISTRATION TO A CLUB.**
- **IT IS A BINDING LEGAL DOCUMENT.**

AGE GROUPS 10 – 14 YEARS	AGE GROUPS 15 – 17 YEARS
<ul style="list-style-type: none">• A young person will be eligible to sign a registration form at age 9 years as long as they will be 10 years of age within the season they sign.• Registration will automatically lapse at the end of the season in which the registration has been signed.• The Club must, by the end of the playing season, confirm to the young person and parent/carer in writing that they intend to offer a further registration for the following season.• The young person can then reregister with the current Club or refuse the offer of further registration and register with another Club for the following season.• If the Club makes a further offer of registration to the young person and he/she does not wish to remain with this Club for a further season, then the former Club may have a right to reimbursement of training costs if the young person leaves the Club at this time. These costs will be the expense of the new Club to which the young person is registering with.• A young person aged 10 (or 9 years but will attain 10 years during that season) – 11 years, may have his registration cancelled at the request of the parent/carer. However, the young person will not be eligible to register for another Club in the CAS Programme during the remainder of that season. The young person will be allowed to register with a Scottish Youth FA Club.• Registration may be renewed, with the agreement of all parties, one month prior to the end of each season when registration is due to expire by submitting a new registration form.	<ul style="list-style-type: none">• The Club must, by the end of playing season, confirm to the young person and parent/carer in writing that they intend to take the existing registration forward for the following season.• This will take place with young people moving from age group 15 into age group 16 and again when they move from age group 16 into age group 17.• For young people in age group 17, the registration will lapse at the end of the season, unless cancelled at an earlier date.• The Club may offer, in accordance with the Registration Procedures, a professional contract to a young person in age group 17 prior to the expiry of the Youth Registration.• If the young person’s Club makes such an offer of a professional contract to the young person and he does not accept the offer, the young person shall be free, at the expiry of his Youth Registration, to register for another Club.• By making the offer of a professional contract, the young person’s former Club will have retained the right to compensation which becomes payable by the young person’s new Club to his former Club upon his signing a professional contract of employment with the new Club.• If no offer of a professional contract is made prior to the expiry of the Youth Registration, the young person is free to leave the Club upon expiry of the registration and his former Club will have no entitlement to training compensation

** Please note that a transitional rule has been implemented (effective from December 2017 until 30 June 2018) to enable the move to “summer season” football for age groups 10-16. The temporary rule (Registration Procedure Rule 13.3) is detailed on the last page of these guidelines for information. **

PLAYER REGISTRATION VERSION 3

This form is to be used by all clubs using the senior Registration System.

The registration form must be signed
by both the young person and the
parent/carer (if he is under 16 years)
and an official of the Club

PART A: Player Details

A1 Surname

A2 Forenames

A3 Common Name/Previously known as

A4 Player Status

Professional

☐

Amateur

☐

A5 Player ID

A6 DOB

A7 Place of Birth

A8 Country of Birth

A9 Nationality

A10 Address

A11 Post Code

A12 Position

GK

☐

DF

☐

MF

☐

FWD

☐

Squad No

Height

Ft

Ins

Weight

St

Lbs

A13 Email Address

I agree to be bound by and subject to the Registration procedures, the Judicial Panel Protocol ("JPP"), Articles of Association ("Articles") of the Scottish Football Association ("Scottish FA") and the rules and regulations of any recognised football body including the SPFL Code of Conduct for U18 Players in so much as they be applicable. I understand that the Registration Procedures, JPP and the Articles are available on the Scottish FA website and confirm that I have read them.

The Scottish FA may share the information on this form with third parties such as the Scottish Professional Football League, Scottish Youth FA, UEFA and FIFA where that is necessary for us to meet both our regulatory functions and our objectives of promoting, fostering and developing Association football.

The Scottish FA would like to use the contact details given on this form to contact you by post, email or sms about football related services, training, news, special offers and special promotions offered by the Scottish FA and our partners that we believe may be of interest to you.

Please cross this box if you consent to your information being used for this purpose. ☐

I consent ☐ do not consent ☐ to the sharing of the information with third parties in relation to my registrations deemed appropriate and in accordance with the Scottish FA's Code of Conduct for Safeguarding Children's Wellbeing (Players Under 18 years of age) and its Policies and Procedures regards wellbeing and protection.

A14 Player's Signature

A15 Signing Date

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SCOTTISH FA AMATEUR PLAYERS AGE 9 – 17 DECLARATION

Scottish FA – Amateur Player Age 9-17 Declaration

1. The Player has attained 10 years of age at the time of signing the form (or 9 years of age and will attain 10 years of age within the season of signing).

2. The Registration of a Player upon this type of Registration Form for age groups from 10 through to 14 will lapse automatically at the end of the season in which the Player signed the form and the Player will be free to sign for the Club of his choice hereafter although his former Club may have an entitlement to the reimbursement of training costs from the Player’s new Club providing a renewal of registration has been offered to the Player prior to the expiry of his existing registration, in writing in accordance with the Registration Procedures.

3. Registration at age group 15 allows a Club should it wish and providing it has complied with Paragraph 12 (End of Season Procedures –Youth Players) of the Registration Procedures and any relevant league rules where applicable to bring the Player’s registration forward to the age group 16 and thereafter for a final season at the age group 17 on the existing registration form which had been signed at age group 15 or age group 16. The Player’s Club may retain a right to compensation in relation to the Player by offering in writing, a professional contract prior to the expiry of his existing Youth Registration.
5. The Parties have received a copy of the Club Academy Scotland regulations (or the relevant rules and regulations of the league concerned) which have been read and agree to the aforementioned terms.

6. The Scottish FA may pass your name to the Scottish Youth FA to allow you to be contacted by other Clubs as an available Player should your registration with a Club terminate.

If you do not wish to be contacted then you must make sure your Club knows that they cannot share your personal details

Young people are allowed to play with their school team while on this type of registration

4. A Player on this type of registration may also play with his school team.

SPFL CODE OF CONDUCT FOR UNDER U18 PLAYERS

Prior to signing this Code of Conduct and Scottish FA Registering the Player, full discussion has taken place and agreement has been reached by the Club, the Player and, for Players aged under 16 years, the Player’s parents/guardians as to the educational, technical and match programme to be provided by the Club.

The Player has the potential to become a footballer at the highest level in Scotland and will be Scottish FA Registered as a Player by the Club.

Both the Player and, for Players aged under 16 years, the Player’s parents/guardians understand that the Club is committed to the Player’s wellbeing, future development and realisation of potential but that the level of achievement ultimately reached cannot be guaranteed.

In Scottish FA registering the Player, the Club, the Player and the Player’s parents/guardians, if appropriate, agree to the following Code of Conduct.

Young people must agree to abide by the SPFL Code of Conduct and the Scottish FA Registration Procedures

The Club agrees to provide:

- A safe environment in which the Player can learn and develop without fear of abuse
- Medical screening, monitoring and support for the Player
- A structure football learning programme , appropriate to the age, ability and growth of the Player
- Participation in football matches arranged or approved by the Company and/or Scottish FA
- Trained, screened and qualified coaching and other staff and facilities as determined by the Rules and/or the Club Academy Scotland Programme Regulations from time to time
- Guidelines to the Player, and if appropriate the Player’s parents/guardians, on the best way for him/them to contribute to the Player’s football and personal development
- Educational support (in conjunction with the Player’s school if he is still at school) to ensure the continued academic and personal development of the Player
- Regular communication and reports to the Player, and if appropriate his parents/guardians, on the Player’s progress
- A code of conduct and rules of the Club

The Player agrees to:

- Attend the Club regularly and punctually, behave with self-discipline and give notice of and reasons for any absence
- Practice the techniques and skills taught by the Club and attempt to apply them in matches
- Participate in matches away from the Club only as authorised in advance by the Club
- If still at school, attend the school regularly and punctually, complete school assignments and behave at school as at the Club
- Follow a lifestyle appropriate to development – spend time positively: eating, drinking, relaxing and sleeping sensibly
- Adhere to the Club’s code of conduct and rules

If appropriate (Players under 16 years of age) the parents/guardians agree to:

- Encourage and help the Player meet targets; including this Code of Conduct and the code of conduct and rules of the Club
- Support the Player without pressure, praise good work and refrain from criticising lapses
- Set a good example to the Player
- Respect the opportunity given to the Player and not approach or permit any other person to approach any other Club about the Player during the currency of the Player’s Scottish FA Registration
- Communicate with Club staff, keeping them informed about matters affecting the Player
- Permit the Player to play only in football matches with the Club or authorised in advance by the Club
- Adhere to the Club’s code of conduct and rule

CANCELLATION OF REGISTRATION

A young person’s registration can be cancelled in the following ways:

- **Age groups 10 – 17 years:**
 - By mutual agreement, the Club sending a written cancellation request signed by a Club representative/official and countersigned by the young person and parent/carer.
 - If during a season the young person has played in less than 25% of the CAS matches that he was eligible and otherwise available to play in, the young person or parent/carer can make a request to the Club to have his registration cancelled. If such request is refused, the young person or parent/carer can make an application to the Young Player’s Wellbeing Panel to have his registration cancelled on this basis. An application to the YPWP must be received within 14 days of the end of the season.
 - In exceptional circumstances only, by the Club submitting a written request for cancellation which must be signed by a Club representative/official. Such cancellation is subject to the young person’s right to refer the matter to the YPWP.
- **Age group 10 – 14 years:**
 - If a young person wishes to leave a CAS Club to join a Scottish Youth FA Club and the CAS Club refuses to cancel the registration, the young person may write to the Scottish FA nominating/naming the Scottish Youth FA Club that he wishes to register for. After a period of 28 days the young person’s CAS registration will be cancelled and he/she may register and play for the named Club. The young person will be able to play for the named Club only for the remainder of the registration period (season), except in exceptional circumstances.
- **Age group 15 – 17 years:**
 - If a young person wishes to train and play in recreational football (with a Scottish Youth FA Club) and the CAS Club has refused to cancel his registration, the young person or parent/carer may refer the matter to the Young Player’s Wellbeing Panel (details on following page) in accordance with Paragraph 13 of the Scottish FA’s Registration Procedures.
 - If the Young Player’s Wellbeing Panel permits the young person to move to a Scottish Youth FA Club, the young person can train and play with that Club but will remain a registered Player of the CAS Club for the remainder of the registration period.

RIGHT TO REIMBURSEMENT OF TRAINING COSTS

If the young person is offered a further period of registration with the CAS Club he is currently registered with prior to the end of the registration period (end of season), but he does not wish to remain at the Club, the player will be free to move at the expiry of that registration period but the Club will be entitled to reimbursement of training costs upon the young person registering with another CAS Club.

Upon registering for a new CAS Club these costs will be paid by the new CAS Club to the young person’s previous CAS Club. Any issues arising in respect of the reimbursement of training costs shall not prevent the young person from moving to the new Club. Disputes concerning the amount of training costs, will be assessed in accordance with the Scottish FA Registration Procedures Dispute Resolution Procedure.

YOUNG PLAYER’S WELLBEING PANEL (YPWP) – REGISTRATION DISPUTES

The YPWP has been established to give consideration to and make decisions on registration issues referred by a young person age group 10 – 17 years or his parent/carer. The purpose of the YPWP is to help make decisions based on the best interests of the young person, whilst also in accordance with the relevant provisions of the Registration Procedures. In the first instance the young person and/or parent/carer should approach the Head of the Youth Academy and/or the Club Child Wellbeing and Protection Officer/ Safeguarding Officer in order to seek resolution to a registration issue. If the issue cannot be resolved, the young person and parent/carer may take action as follows:

- **To raise a registration dispute regarding a Player age 10 – 17 years, an email containing the following information should be submitted to Laura Dougan, Head of Football Governance at the Scottish FA (laura.dougan@scottishfa.co.uk):**
 - Young person’s name, address, age (date of birth) (email & preferred phone number)
 - Parent/carer name, Parent/carer contact details
 - Club details
 - Details of the registration issue referred to the YPWP
- The registration issue will be referred to the YPWP for consideration and decision. There are no specific timelines for the resolution of a case referred to the YPWP but the aim is to have the matter dealt with as quickly as possible.
- The panel members appointed to a YPWP Tribunal will be independent and not associated with any Club and a tribunal shall generally consist of three members. The hearings will usually take place at Hampden Park and all parties will be given notice of the date, time and other relevant information in advance of the hearing.
- The young person may be represented at the hearing by one person who can speak on his behalf. The young person may also be accompanied to the hearing by up to two other people who may not speak on his behalf. Additionally, the young person may also be accompanied by one or more of his parents/carers to the hearing. The Club will also have the right of representation at the hearing. The young person and the Club must confirm who will represent and/or accompany them to the hearing, providing all names and designations, no later than five working days before the hearing.
- The young person and/or parent/carer will be informed of the outcome in writing via email. The decision of the YPWP will be final and not subject to appeal.



CHILDREN’S RIGHTS & WELLBEING OFFICER (CRWO) AND CHILDREN’S RIGHTS

It is important that young people and their parents/carers are aware of the United Nations Convention on the Rights of a Child (UNCRC) and how this will contribute to the young person’s wellbeing. These Rights are recognised under law and should be considered when participating in football.

The Scottish FA are committed to ensuring that they promote and respect these Rights and ensure all young people can enjoy and exercise their Rights to a positive outcome.

The CRWO role is to raise awareness of these Rights and to ensure that they are considered when a registration issue is referred to the YPWP.

The Scottish FA Children’s Rights and Wellbeing Officer (CRWO) is available to support the young person through the process. For support from the Children’s Rights and Wellbeing Officer email Arlene.sinclair@scottishfa.co.uk

THE CRWO WILL:	
<ul style="list-style-type: none">• Put the young person first and promote the best interest of the child• Not tell the young person what to do but instead explore all the options for him to make the decision• Help the young person to understand the options available• Allow the young person to make decisions affecting him	<ul style="list-style-type: none">• Inform the young person on the stages of the YPWP and what is happening• Ensure the young person’s voice is heard and wishes are listened to and considered• Ensure the young person’s wishes are taken seriously• Make sure that the young person’s Rights are protected• Make sure the young person is treated with dignity and respect





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