



PVG membership: every club's responsibility

For Club Secretaries, Child Wellbeing & Protection Officers (CWPOs), coaches and officials. Please share with all member coaches.

No regulated activity until the correct PVG is in place and COMET approval is complete.

The legal requirement

Since **1 July 2025**, it has been a criminal offence for an individual to carry out a regulated role without PVG scheme membership, or for an organisation to offer a regulated role to someone who is not a PVG scheme member.

Clubs must not provide an opportunity to carry out regulated activities involving contact with children and/or protected adults, such as coaching or first aid, without the appropriate membership.

Roles covered by this guidance

Coaching and team roles	Care and protection roles
Head Coach • Coach • Assistant Coach Team Manager • Team Helper	First Aider Child Wellbeing & Protection Officer

Under Grassroots Football guidance, coaches must obtain their PVG through a Grassroots Football Affiliated National Association (ANA) or GrassrootsFootballPVG before becoming involved in running a team. Clubs must also meet the COMET requirements on page 2.

Consequences of non-compliance

Offences can result in **up to five years' imprisonment, a fine, or both**. Disclosure Scotland, SYFA and Scottish Women's Football will report suspected offences involving individuals or organisations to the police.

An individual suspected of coaching or undertaking a regulated role without a PVG will be **immediately suspended** pending the outcome of the police investigation and criminal proceedings.

Legal references: [Protection of Vulnerable Groups \(Scotland\) Act 2007](#); [Disclosure Scotland: legal responsibilities](#); [Disclosure Scotland: offences and penalties](#).



From registration to approval

Complete every stage before a coach or official becomes actively involved.

01 Create the club record

Add the coach or official to the club's COMET account. Choose the appropriate role and PVG application type (see page 3).

02 Complete registration

Complete and sign the COMET Registration Form, then upload it to the individual's COMET account.

03 Complete the declaration

Complete the Self Declaration via MyComet.

04 Complete both learning modules

Children's Wellbeing in Scottish Football AND Mental Health in Scottish Football.

05 Complete the PVG application

Submit the PVG application via MyComet, then complete the application using the email from Disclosure Scotland.

06 Submit for final approval

Once the required steps are complete, the club must SUBMIT the coach profile to the Scottish FA for final approval.

Read the status correctly

ENTERED — do not start

An ENTERED record allows the application process. It does not permit active involvement in the club.

CONFIRMED + ACTIVE

The individual must be CONFIRMED at club level and ACTIVE in a team catalogue, with the correct PVG in place.

**An application is not approval.
Check the PVG and both COMET statuses before participation.**



Choose the correct PVG application

Use the following MyComet application types for the volunteer roles listed below.

Volunteer role	MyComet application type
Head Coach • Coach • Assistant Coach Team Manager • Team Helper	PVG (Children) – GFPVG
First Aider	PVG (Protected Adults & Children) – GFPVG

Plan ahead for first aid

When creating a new volunteer profile, ask whether the applicant would be willing to act as a First Aider at any point during their membership of the club.

GrassrootsPVG advises that, if they are willing, the club should create the profile as **First Aider** and the volunteer should apply via MyComet for **PVG (Protected Adults & Children) – GFPVG**. An ENTERED registration allows the PVG application. A first aid e-learning record or certificate attached to COMET also allows this application to be processed.

This avoids repeating the PVG process solely to add protected-adult coverage when the volunteer later becomes a First Aider. To act as a First Aider, the person must hold an **approved first aid qualification** and meet the required approval and registration conditions.

If the proposed role or the correct application type is unclear, seek advice from GrassrootsPVG before proceeding. Seek advice on the appropriate application for a CWPO role.

Club checklist — before anyone starts

- ☐ Correct role and PVG application type selected.
- ☐ Required registration form, declaration and learning completed.
- ☐ Appropriate Grassroots PVG obtained; application alone is insufficient.
- ☐ Profile submitted to the Scottish FA and approval completed.
- ☐ CONFIRMED at club level and ACTIVE in the team catalogue.
- ☐ First Aider's approved qualification checked, where applicable.

Help and further information

SYFA Children's Wellbeing: scottishyouthfa.co.uk/child-wellbeing/

SYFA contacts: scottishyouthfa.co.uk/about/#contact

Disclosure Scotland Code of Practice: mygov.scot/disclosure-code-of-practice

Prepared from the supplied Grassroots Football PVG wording dated 6 October 2026. COMET process and role guidance reflect that source. Keep this guide available to the Club Secretary and CWPO and share it with coaches and officials.