



SCOTTISH WOMENS FOOTBALL

FREQUENTLY ASKED QUESTIONS

AFFILIATION 2025

04/11/2024

Pre-affiliation steps:

Q: What do I need to do before starting the affiliation process?

A: Before beginning the affiliation process, you must add all your teams to your club on COMET. A guide on how to do this can be found [here](#).

Q: What are the new SFA compliance requirements for coaches?

A: All coaches must meet the following requirements:

Membership to PVG Scheme:

Coaches must have joined the PVG Scheme within the last 3 years with no breaks in service. For questions on PVG, please contact pvg@ScotWomensFootball.com

Coaching Qualification:

New coaches must complete the Scottish FA Introduction to Coaching Qualification (1.1). This requirement does not apply to coaches already on COMET.

CWP E-Learning:

Coaches need to complete active Child Wellbeing and Protection (CWP) E-Learning.

- Mental Health E-Learning: Completion of active Mental Health E-Learning is required.
- Self-Declaration: Coaches must submit an active Self-Declaration, including acknowledgment of the CWP Policy.

Registration:

Q: How are youth registrations changing with the launch of COMET?

A: Previously, all youth registrations expired at the end of November. With the launch of COMET, registrations will switch to a rolling format starting the week of November 11, 2024. This change means registrations will now be open-ended, remaining valid for the player's duration with the club. Clubs will only need to cancel a player's registration if they wish to leave.

Q: Will existing youth registrations be affected by this change?

A: Yes, registrations imported from Scottish FA Live with end dates between November 30, 2024, and December 31, 2024, will be updated to rolling registrations, eliminating the need for annual re-registration.

Q: Why are rolling registrations beneficial?

A: Rolling registrations simplify administrative work for club volunteers, as there's no need to re-register existing players each season.

Q: Do we still need to follow SWF's Player Approach Policy during this transition?

A: Yes, all clubs must continue to adhere to SWF's Player Approach Policy throughout the transition.

Insurance:

Q: Do we need to purchase Public Liability cover for each team?

A: No, Public Liability cover only needs to be purchased once per club, even if you have multiple teams. If you're purchasing this through Scottish Women's Football (SWF), one purchase is sufficient.

Q: Do we need to purchase Personal Accident cover for each team?

A: Yes, Personal Accident cover must be purchased separately for each team. If you're purchasing this through SWF, you'll need to ensure each team has this coverage.

Q: When will we receive proof of insurance?

A: Proof of insurance will be provided to clubs after your affiliation has been approved by SWF.

Surveys:

Q: How often do we need to complete the 'club information' survey?

A: The 'club information' survey only needs to be completed once. This information will be reviewed by SWF.

Q: Do we need to fill out the 'team information' survey for each team?

A: Yes, the 'team information' survey must be completed individually for each team you are registering.

Payment:

Q: How do we pay for insurance and team registrations?

A: When adding each team, select the "Pay Later" option. SWF will review your registrations and send an invoice to you for payment.

Support:

Q: What should I do if I have login or technical issues with COMET?

A: For any login or technical issues with COMET, please raise a ticket with the Scottish Football Association (SFA) [here](#).

Q: Who do I contact for support with other issues?

A: For any other issues, please reply to this email to request support from SWF.

Q: This new process is confusing; will SWF provide extra help?

A: Yes, SWF understands that this new process may be confusing for clubs, and we're here to help as much as possible. We encourage clubs to take a few days to work through these steps. After this period, we will assess if further help sessions are needed and will provide additional support if necessary.

Q: I'm having trouble navigating COMET. Are there any resources to help?

A: Yes, there are guides and videos available to assist you in navigating COMET and completing various processes. Please refer to these resources to help you find your way around COMET: [Coach Education - Scottish Football Association Self Service Portal - My Club in Scottish FA COMET](#)