



## SCOTTISH WOMEN'S FOOTBALL

### FREQUENTLY ASKED QUESTIONS

#### AFFILIATION 2026

06/10/2025

#### Pre-affiliation steps:

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

A: Before beginning the affiliation process, you must have completed the pre-affiliation process, sending SWF your club constitution, bank account and waiver document.

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

A: All coaches must meet the following requirements:

#### Membership to the 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](mailto:pvg@ScotWomensFootball.com)

#### Coaching Qualification:

Coaches must complete the Scottish FA Introduction to Coaching Qualification (1.1).

#### CWP E-Learning:

Coaches need to complete the 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 acknowledgement of the CWP Policy.

#### Registration:

**Q: Are rolling registrations automatic now?**

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

### Competition Entry:

**Q: What do I need to do before starting the competition entry process?**

A: Before beginning the affiliation process, you must add all your teams to your club on COMET and make any teams not being used inactive. A guide on how to do this can be found [here](#).

**Q: How do we add a team to a competition?**

A: You must use the relevant team ID to affiliate with the correct age and region.

**Q: How do I enter the Scottish Youth Challenge Cup?**

A: You must use the relevant team ID to affiliate with the appropriate age competition. You can enter more than one team; you will need to repeat the process with each ID you wish to enter.

### 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 (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: 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 team registrations?**

A: When joining a competition, you follow the process through to pay at the end of the transaction. This can be completed online. If your club needs an invoice sent, please contact SWF.

**Q: How do we pay for insurance?**

A: SWF will collate the insurance requirements for clubs and issue an invoice directly to clubs with the insurance cost. This will reflect one public liability cost and personal accident cover for the number of teams entered in competitions.

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 email [swf@scotwomensfootball.com](mailto:swf@scotwomensfootball.com) to request support from SWF.

**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](#)