

LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB RECRUITMENT PROCESS

Those who have been fully listed by the Scottish Ministers will commit a criminal offence if they apply to or work with children.

It will be an offence for Livingston Hearts Community Football Club to knowingly employ a person to work with children if that person has been fully listed by the Scottish Ministers.

The fact that someone is on the List, either fully listed or provisionally listed, will be released as part of a Disclosure Application.

The List helps to strengthen the safeguards already in place to protect children.

All decisions of the SYFA Player Protection Panel shall be final and binding on all parties concerned.

The selection/application process for any official seeking membership of Livingston Hearts Community Football Club is as follows:

1. The applicant should make verbal application to the club. He/she should outline his/her coaching experience, experience in relation to working with children, other clubs he/she has been involved with and the reasons he/she wishes to join the club.
2. If satisfied with the applicant, the club will ask the applicant to fill in a membership application form giving the names and contact details of two separate individuals who are prepared to supply references plus details of any previous clubs.
3. On receipt of a fully completed membership application form, the club will hold a committee meeting and interview the person to determine if he/she is suitable to become an official of the club.
4. The club will hold a committee meeting and discuss the application for membership.
5. The club must seek advice on suitability from any previous clubs that the applicant has been a member.
6. The club should write to each of the referees and examine their replies.
7. If satisfied with the applicant, the applicant must confirm his / her identity before being accepting into provisional membership of the club.
8. On acceptance into provisional membership the club will ensure that the officials complete a Disclosure Scotland Disclosure Application Form.
9. All Disclosure Scotland - Disclosure Application Forms must be accompanied by a fully completed SYFA Self-Disclosure Form. The SYFA Player Protection Panel

may instruct officials, at any time, to submit or resubmit a fully completed SYFA Self-Disclosure Form.

All SYFA Self-Disclosure Forms must be sent to the SYFA Protection Officer at Hampden Park within an envelope clearly marked PRIVATE AND CONFIDENTIAL. Those on the List (other than provisionally) will commit a criminal offence if they apply to or work with children.

The SYFA Player Protection Panel will be the ONLY committee to view and/or use this SYFA Self-Disclosure Form. All officials who do not submit a fully completed SYFA Self-Disclosure Form will be debarred from membership. All officials who submit a SYFA Self-Disclosure Form and provide false information and/or omit information will be debarred from membership.

10. All Disclosure Scotland Disclosure Certificates will be returned to the National Secretary and submitted to the SYFA Player Protection Panel if required for a final decision on suitability for membership.
11. The club, league or association will be advised of the Player Protection Panel's decision regarding officials being accepted or rejected for membership. Full membership of the club will only be awarded after final SYFA Protection Panel clearance is obtained. The SYFA Player Protection Panel's decision shall be final and binding.
12. If accepted into membership of the club the applicant may serve a probation period as decided by the club. During this probationary period the club will monitor and appraise the new member's suitability for continued membership of the club.