

SCOTTISH FA



## ***CLUB ACADEMY SCOTLAND***

***CLUB ACADEMY SCOTLAND PROTOCOL  
VISITING SCOUTS***



## ***VISIBILITY OF CLUB ACADEMY SCOTLAND SCOUTS***

### ***SCOTTISH FA***

Scottish FA will publish scouting resources on Scottish FA website.

### ***CAS CLUBS***

All CAS Clubs must display scouts' image and ID number on Club website.

### ***LEAGUE OFFICIALS***

CAS Clubs should notify relevant league officials of scout list and Scottish FA Region they will cover for the season, in July of that year.

### ***GRASSROOTS CLUBS***

League officials should formally notify relevant Member Grassroots Clubs of Scouting Protocols from CAS Scouts attending Grassroot matches/training sessions.

### ***CLUB LICENSING REGULATIONS***

All CAS Clubs as part of Club Licensing will have scouts audited as part of section 4 of criteria.

### ***IDENTIFICATION***

All CAS Scouts will have ID cards visible at Grassroots matches/training sessions.

## CLUB ACADEMY TO CLUB ACADEMY

When professional soccer scouts attend Academy matches and training sessions, the following protocols and behaviours are expected to ensure professionalism, respect, and effective talent identification.

### TRAINING SESSION

Scouts must not attend club training and/or skill development sessions unless they have prior agreement with the relevant club representative.

Scouts **must not** approach young people or their parents/carers before or after training sessions.

Scouts must follow the 'Protocol for the Recruitment, Management and Monitoring of Football Scouts'.



### ACADEMY MATCHES

#### In advance of the game:

The relevant member of staff **must** contact the visiting club using a club official email address, at least 72 hours in advance of the game to request attendance and provide information of the game they wish to attend.

Visiting club scouts who have requested attendance will be advised if there are any changes to the scheduling of this game.

Notification of Scouts who will be in attendance should be passed on to the Head of the Academy or equivalent at the visiting team in advance of the game.

#### Match Day Protocol

Scouts should have a designated viewing area **if applicable**.

All Scouts must present photographic ID on request by club representatives. For scouts the photographic ID which requires to be provided is their club/association issued ID card. This will include a club contact name and club number on the ID card — normally Head of Recruitment.

Scouts **must not** approach young people or their parents/carers directly, either before, during or after the game, including:

- Viewing area; and/or
- In the car park; and/or
- Refreshment area/zone

Scouts **must never** directly or indirectly approach a young person under the age of 18. All communication must be in line with the 'Protocol for the Recruitment, Management and Monitoring of Football Scouts'.

Scouts will be denied access or asked to leave the grounds if they arrive unannounced. They may be asked to leave if they are unable to present the appropriate identification.

#### Safe Use of Images

Scouts are strictly prohibited from using any video, including VEO, photography equipment or mobile phones for the purpose of taking videos and photos whilst on the club's premises.

#### Protection of Vulnerable Groups

Scouts registered with Club Academy Scotland must be members of the Protection of Vulnerable Groups (PVG) scheme.





## CLUB ACADEMY SCOTLAND ATTENDING GRASSROOTS CLUBS

When professional soccer scouts attend grassroots matches and training sessions, the following protocols and behaviours are expected to ensure professionalism, respect, and effective talent identification.

All CAS Scouts must have their Club photographic ID cards visible at Grassroots matches/training. The ID card should also include, their name and a club contact name and number, normally Head of Recruitment.

### TRAINING SESSION

Scouts must not attend club training and/or skill development sessions unless they have prior agreement with the relevant club representative.

Scouts **must not** approach young people or their parents/carers before during or after training sessions.

Scouts must follow the 'Protocol for the Recruitment, Management and Monitoring of Football Scouts'.

### GRASSROOTS MATCHES

#### In advance of the game:

Professional Clubs do not have to notify a grassroots club that they are attending a fixture(s).

#### Match Day Protocol

All Scouts must present photographic ID on request by club representatives. For scouts the photographic ID which requires to be provided is their club/association issued ID card. This will include a club contact name and number of the ID card — normally head of recruitment.

Scouts **must not** approach young people or their parents/carers directly, either before, during or after the game, including:

- Viewing area; and/or
- In the car park; and/or
- Refreshment area/zone

Scouts **must never** directly or indirectly approach a young person under the age of 18. All communication must be in line with the 'Protocol for the Recruitment, Management and Monitoring of Football Scouts'.

#### Safe Use of Images

Scouts are strictly prohibited from using any video including VEO photography equipment or mobile phones for the purpose of taking videos and photos whilst on the club's premises.

#### Additional considerations

Scouts are representatives of their clubs and must act professionally. This includes being courteous to players, coaches, referees, and spectators.

Scouts maintain confidentiality regarding potential interests in players, avoiding open discussion about prospects with other attendees.

Scouts should avoid interrupting coaching staff prior, during or immediately after games unless they have an established relationship or are invited to speak.

If a scout identifies a player of interest, they communicate the player of interest through their formal club channels, ensuring transparency and adherence to club protocols. For rules for approaches to and signing of Scottish Youth FA Clubs registered players and Club Academy Scotland players please refer to Annex 9 of the Scottish Handbook: [scottishfa.co.uk/media/12499/sfa\\_handbook-2024-25\\_digital.pdf](http://scottishfa.co.uk/media/12499/sfa_handbook-2024-25_digital.pdf)

Scouts do not engage in coaching, instructing, or otherwise interfering with the flow of the training session or game.

Scouts should refrain from showing any support, cheering for specific players etc.

Scouts have the flexibility to wear their club attire and/or dress in neutral attire.

These protocols are essential in ensuring that the scouting process is fair, ethical, and respectful of the grassroots environment, fostering a positive relationship between professional clubs and grassroots clubs.

#### Protection of Vulnerable Groups

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