

SCOTTISH FA



CLUB ACADEMY SCOTLAND

***CAS MINIMUM
CRITERIA***

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SECTION 1 CLUB, ACADEMY AND PLAYER DEVELOPMENT PLANS

CRITERIA	ELITE
1.1 Academy Development Plan	<p>Clubs must establish an Academy Development plan. This should cover a minimum period of three years. This plan should demonstrate the club's rationale for running an Academy and should detail the short, medium and longer-term goals that have been set by the Club's Board.</p> <p>The plan shall provide a clear rationale for resource allocation in order to deliver the appropriate standard of Academy.</p> <p>The plan shall include the following, as a minimum:</p> <p>At Club Level –</p> <ul style="list-style-type: none"> • Mission and Vision Statement of the Club and how the Academy aligns with this • Club Organogram detailing where the Academy sits, including communication lines <p>At Academy Level –</p> <ul style="list-style-type: none"> • Academy Organogram • Academy Ethos and Purpose • Aims and Objectives broken down into short, medium and longer term timescales <p>Clubs should set out how they will achieve the following:</p> <ul style="list-style-type: none"> • Player progression from the Academy to the 1st Team Squad • Player progression from the Academy to the 1st Team starting XI • Player progression through the loan system • Player sales targets from the Academy • Collaboration on player development plan for elite / international players <p>Clubs must demonstrate twice annually that it has conducted a review of progress against the objectives within its plans.</p>
1.2 Letter of Support	<p>Letter signed by the Club Chair / Chief Executive confirming commitment to quantifiable amount of annual investment in the Academy for a minimum period of three seasons.</p> <p>To substantiate this financial commitment, the Club shall provide three season cash flow projections outlining how the investment will be funded.</p>
1.3 Strategic Football Group	<p>It is recommended that clubs set up a Strategic Football Group.</p> <p>Clubs should supply evidence of the Terms of Reference and meetings of a club wide strategic football group (technical board) to be conducted, minimally, on a quarterly basis.</p>

CRITERIA	ELITE
1.4 Academy Introduction Meeting	Clubs shall host a meeting for parents and players at the start of each season. General Academy policy, planning codes of conduct etc shall be covered at these sessions, including evidence of detail on registrations and compensation information being delivered to players and parents (video etc).
1.5 Player Assessments	Each season a minimum of four player assessment meetings shall be held where player assessment reports are reviewed with a minimum of two player assessment reports held with relevant coach and parent / guardian in attendance. These may be prepared by the lead coaches at the relevant age group but should also have been reviewed by the Head of Academy / relevant senior Academy staff. The player reports should also include coach and parental sign-off.
1.6 Technical & Tactical Development Plan	Clubs shall have a written Technical and Tactical Development Plan. This document shall be reviewed annually and marked as such. The Plan must include the following, as a minimum: Football Philosophy: <ul style="list-style-type: none"> the way in which the Academy sets out to play football on the pitch the playing principles adopted by the Academy Curriculum: <ul style="list-style-type: none"> the learning objectives for the different age groups technical, tactical, mental and / or physical topics Individual Development: <ul style="list-style-type: none"> how the Academy develops individual players Evidence through video and club visits of implementation of the above, including session plans, training sessions, match play and KPI's linked to objectives.
1.7 Coaching Philosophy and Staff Values	Evidence of Coaching Philosophy incorporating coach behaviours, conduct, style, principles and values. This evidence will be gathered via Academy visits by Scottish FA staff.
1.8 Player and Parent Education Plan	Clubs shall have a written Education Plan. This document shall be reviewed annually and marked as such. Evidence of how this plan is promoted to staff, players and parents shall be provided. The club must provide evidence that sessions on the following topics have been delivered to Academy players within the past year: <ul style="list-style-type: none"> Laws of the Game Anti-doping Integrity (including gambling rules) Anti-racism Managing Expectations Social Media High Performance – e.g. Nutrition, Sleep, Lifestyle, Psychology, Social Media, Academy Journey and managing expectations.

CRITERIA	ELITE
1.9 Football Contact Time	Clubs must demonstrate how they can, through a Scottish FA programme or a specific club programme, offer football contact time, which has a minimum of 14 hours tutoring per week under the guidance of coaching staff. This applies to players of secondary school age and above. Evidence of Player Performance Clock Clubs must play a minimum number of matches, detailed below - U11 – 20 U12, U13, U14 & U15 – 26 U16/17 and U18/19 - 29 Every Scottish player must participate in a minimum of 4 cross-border Games Programme experiences. Evidence of such a programme must be provided.
1.10 Pathway to Full-Time Football	The pathway to full-time football is to include the following: <ul style="list-style-type: none"> Education programme in partnership with further education / Training Provider with provision for a minimum of 10 hours per week dedicated to dual career personal development within the course / education / training provider programme. Minimum of 8 players participating in the above. Full-Time Professional Football <ul style="list-style-type: none"> Player must be registered on a Professional contract with the Scottish FA and Scottish Professional Football League (SPFL). Clubs must have a minimum 20 places (excluding Modern Apprenticeship (or equivalent) for footballers. The football club must be the footballer's principal place of work. The footballer must be available to participate in a minimum of 6 football sessions per week of minimum 90 minutes duration. A minimum 75% of training sessions will take place between the hours of 9am and 5pm. The footballer must receive payment in line, minimally, with the national minimum wage Any full-time professional player cannot be named in a full-time Academy coaching position also Full-Time Professional Football <ul style="list-style-type: none"> Player must be registered on a Professional contract with the Scottish FA and Scottish Professional Football League (SPFL). Clubs must have a minimum 16 places (excluding Modern Apprenticeship (or equivalent) for footballers). The football club must be the footballer's principal place of work. The footballer must be available to participate in a minimum of 6 football sessions per week of minimum 90 minutes duration. A minimum 75% of training sessions will take place between the hours of 9am and 5pm. Minimum Criteria v1 - 2023-2025 <ul style="list-style-type: none"> The footballer must receive payment in line, minimally, with the national minimum wage Any full time professional player cannot be named in a full time Academy coaching position also

CRITERIA	ELITE
1.11 Job Descriptions	Each member of the Academy staff shall have a signed Job Description in place. It is best practice that the staff member's name should be printed on the document and a date of signing should be included.
1.12 Performance & Appraisal Scheme	A written Performance Appraisal Scheme for all Academy Staff shall be in place. Performance Appraisal meeting shall be carried out with all staff at least annually. The appraisal document should be signed by both the member of staff being appraised and the member of staff carrying out the appraisal. Evidence that full-time staff development plans are being delivered.
1.13 Player Exit Plan	The Academy must have a written Player Exit Plan in place. This document shall be reviewed annually and marked as such. The Player Exit Plan should incorporate information on the following; Prior to any player being released by the club, a minimum of two player progression parental / guardian evenings must be conducted by the club. At the point of player release, a discussion / discussions must be conducted initially with the parents / guardians and then the player if that is agreed with the parents / guardians. On the player's release the club will undertake to put the following processes in place, minimally, <ol style="list-style-type: none"> 1) Notify all Scottish clubs of the player's release 2) Deal with any enquires from clubs on the player's behalf 3) Liaise with the parents / guardians on enquiries from other clubs 4) Provide a reference for the player, if required – exit pack which should include sports science data, medical history 5) Enter (with the player's permission) the player in any SPFL / Scottish FA Exit Trial, where appropriate (age categories) 6) Record destination of young player 7) Availability/Offer of welfare support

SECTION 2 – COACHING STAFF AND QUALIFICATIONS

INNOVATION

Within Section 2, an Academy can apply to the Scottish FA for permission to adopt an alternative structure to Scottish FA Minimum Criteria requirements in this Section only. Clubs will require to demonstrate that any alternative structure exceeds minimum criteria in this area.

The final decision on whether an Academy can adopt the alternative structure will sit with the Scottish FA.

In line with Club Licencing standards in article 58, positions that become vacant during the licence season, the licensee must ensure that, within a period of a maximum of 60 days, the function is taken over by someone who holds the required qualification.

CRITERIA	ELITE
2.1 Coaching Roster Children's Programme	Age categories: Pre - Academy Development Programme, Under 11, Under 12 and Under 13 Excluding the Head of Children's Programme, there must be a minimum of 3 coaching staff, covering the Under 11, Under 12 and Under 13 age categories. All (named on the coaching roster) coaching staff must be qualified to minimally Pro Licence / UEFA A Licence / UEFA Elite Youth A Licence / Advanced Children's Licence (ACL) standard.
2.1 Coaching Roster Youth Programme	Age categories: Under 14, Under 15 and Under 17 Excluding the Head of Youth Programme, there must be a minimum of 3 coaching staff covering the three age categories. All coaching staff (named on the coaching roster) must possess a minimum of one of the following qualifications: <ul style="list-style-type: none"> • UEFA Pro Licence, • UEFA Elite Youth A Licence • UEFA A Licence

CRITERIA	ELITE
2.1 Coaching Roster Professional Programme	<p>Age Categories; Reserve Team and Under 18/19</p> <p>Excluding the full-time Reserve Team Coach and full-time Under 19 Coach, there must be a minimum of one additional member of coaching staff to cover this programme. All coaching staff (named on the coaching roster) must possess a minimum of one of the following qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence
2.1 Coaching Roster Goalkeeping Programme	<p>Age Categories: Under 11, Under 12, Under 13, Under 14, Under 15, Under 16/17 and Under 18/19.</p> <p>Excluding the Head of Goalkeeping, there must be a minimum of one goalkeeping coach, qualified, minimally, to UEFA B Goalkeeping Licence standard, working within the Academy only.</p>
2.2 Head of Academy	<p>The Head of Academy position will be a full-time role. This is an Academy only position. The Head of Academy must hold one of the following Scottish FA recognised qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>For the avoidance of doubt, the Head of Academy cannot be one of two coaches taking the team on match days.</p>
2.3 Head of Coaching	<p>The Head of Coaching position will be a full-time role. This is an Academy only position. The Head of Coaching must hold one of the following Scottish FA recognised qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence
2.4 Professional Programme	<p>There will be one full-time position in the Professional Programme, at Under 19 level. The Under 19 Coach must hold one of the following Scottish FA recognised qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>By 31 December 2025, the post of Under 19 Coach must be held by personnel with either a Pro Licence or UEFA Elite Youth A Licence qualification.</p>

CRITERIA	ELITE
2.5 Head of Youth Programme	<p>The Head of Youth Programme position will be full-time (Academy only). The Head of Youth Programme may also work within the Professional Programme (as defined in 2.3 above). The Head of Youth Programme must hold at least one of the following Scottish FA recognised qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>By 31 December 2025, the Academy Head of Youth Programme must be qualified to UEFA Elite Youth A Licence standard.</p>
2.6 Head of Children's Programme	<p>The Head of Children's Programme position will be full-time (Academy only). The Head of Children's Programme may also work within the Professional Programme (as defined in 2.3 above) and Youth Programme (as defined in 2.4) provided that the individual holds one of the applicable qualifications for the role.</p> <p>The Head of Children's Programme must hold the Scottish FA Advanced Children's Licence (ACL).</p>
2.7 Head of Academy Goalkeeping	<p>This position will be full-time.</p> <p>It is best practice that the Head of Academy Goalkeeping position is an Academy only position.</p> <p>The post-holder must play an active part in the coaching of Academy goalkeepers.</p> <p>It is proposed that these requirements will be mandatory in the next cycle of CAS criteria.</p> <p>The Head of Academy Goalkeeping must be qualified, minimally, to UEFA B Goalkeeping Licence (Level 2) and possess the UEFA A Goalkeeping Licence (Level 4), by 31 December 2023.</p>
2.8 Continuous Professional Development (CPD)	<p>All full-time Academy coaching staff must complete a minimum of 15 hours Continuous Professional Development (CPD) annually in collaboration with the Scottish FA. The Scottish FA believes that Best Practice is for a further 20 hours in-house CPD to be completed annually. Each Academy must nominate a point of contact in order to be informed of all Scottish FA CPD events.</p>

The Club Academy Scotland monitoring process requires the following conditions to be met in relation to qualified coach attendance and participation at training sessions and match day.

Please note; One coach, who does not possess the UEFA Pro Licence, UEFA Elite Youth A Licence, UEFA A Licence or Scottish FA Advanced Children’s Licence will be permitted to be part of the coaching structure, provided the coach is working towards one of the above qualifications and is named on the Club CAS Information Sheet. The coach must also be PVG checked prior to working in the programme.

CRITERIA	ELITE
2.9 Coach Qualifications and Deployment during Matches	<p><u>Under 11 and Under 12</u> Each age level squad must have two named (on coaching roster), coaching staff, qualified to, minimally, Advanced Children’s Licence (ACL) standard.</p> <p>For the avoidance of doubt, each age category squad at Under 11 and Under 12 must have two coaching staff in attendance, qualified to Advanced Children’s Licence (ACL) standard.</p> <p><u>Under 13</u> Covering the Under 13 age level, clubs must have, minimally, two named (on coaching roster), coaching staff, who must possess minimally, one of the following coaching qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence, • UEFA Elite Youth A Licence, • UEFA A Licence, • Scottish FA Advanced Children’s Level <p><u>Under 14, Under 15, Under 16/17 and Under 18/19</u> Each age level squad must have two named (on coaching roster), coaching staff, each of whom, possessing one of the following coaching qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>For the avoidance of doubt, at age categories Under 14, Under 15, Under 16/17 and Under 18/19, each squad must have two coaching staff in attendance, with one of the following qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>In circumstances of unavoidable absence, a suitably qualified replacement coach (as defined above) must be provided.</p>

CRITERIA	ELITE
2.10 Coach Qualifications and Deployment during Training Sessions	<p><u>Under 11 and Under 12</u> Each age level squad must have two named (on coaching roster), coaching staff, qualified to, minimally, Advanced Children’s Licence (ACL) standard.</p> <p>For the avoidance of doubt, each age category squad at Under 11 and Under 12 must have two coaching staff in attendance, qualified to Advanced Children’s Licence (ACL) standard.</p> <p><u>Under 13</u> Covering the Under 13 age level, clubs must have, minimally, two named (on coaching roster), coaching staff, who must possess minimally, one of the following coaching qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence, • UEFA Elite Youth A Licence, • UEFA A Licence, • Scottish FA Advanced Children’s Level <p><u>Under 14, Under 15, Under 16/17 and Under 18/19</u> Each age level squad must have two named (on coaching roster), coaching staff, each of whom, possessing one of the following coaching qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>For the avoidance of doubt, at age categories Under 14, Under 15, Under 16/17 and Under 18/19, each squad must have two coaching staff in attendance, with one of the following qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>In circumstances of unavoidable absence, a suitably qualified replacement coach (as defined above) must be provided.</p>

SECTION 3 – MATCH DAY FACILITIES

CRITERIA	ELITE
3.1 Number of Available Pitches	On match days a minimum of two pitches must be available.
3.2 Type of Surface	Match Day pitch surfaces can be grass or 3g (3.5 below).
3.3 Home Match Pitch Provision	The Academy must be able to demonstrate a capability to access and host matches within the same facility permitting simultaneous kick-offs. Matches must be played at the same venue and will kick-off at the same time unless by prior agreement between both clubs and the Scottish FA.
3.4 Pitch Access Agreement	Academies must be able to demonstrate that they can deliver 75% of their matches at a facility or facilities which they own or have primacy of agreement covering the period of February 2023 – December 2025. Academies must demonstrate that appropriate agreements are in place for any CAS Games Programme that are not covered by the above.
3.5 Pitch Quality Requirement	3g - 3G Pitches must be tested and approved at FIFA Quality Pro standard annually Grass - Pitches must be of a sufficiently high standard and deemed to be appropriate by the Scottish FA for inclusion in this programme.
3.6 Pitch Dimensions	On match days a minimum of two pitches must be available. Dimension of pitches must comply with the terms detailed in the current version of the CAS Regulations.
3.7 Enclosing of Match Area	On match days a minimum of two pitches must be available. Match area to be enclosed or have suitable provisions available to make enclosed (roped off).
3.8 Technical Areas	On match days a minimum of two pitches must be available. Defined technical areas to be provided (physical or marked) on same pitch side.
3.9 Spectator Viewing	On match days a minimum of two pitches must be available. Designated spectator area on opposite side of pitch to benches and technical areas where static dugouts / technical areas are in place.
3.10 Changing Facilities	Two separate dressing rooms for participating squads with separate changing area for match officials. Adequate showering and toilet facilities.
3.11 Match Day Medical Room	Match day medical room with examination table to be supplied for use by all competing squads (dressing room acceptable).

SECTION 3A – TRAINING FACILITIES

CRITERIA	ELITE
3A.1 Outdoor Grass or 3G Training Area	The Academy may train on grass or 3g. If the Academy trains on a 3g surface the pitch or pitches must be tested and approved annually at the current FIFA Quality standard.
3A.2 Individual Squad Training Areas	<u>Under 11, Under 12 and Under 13</u> Minimum 1/3 pitch (56 metres x 30 metres) x 3 training sessions per week. <u>Under 14, 15, 16/17 & 18/19</u> Half pitch (56 metres x 45 metres) x 2 training sessions per week. Full size pitch (56 metres x 90 metres) x 1 training session per week. This session could be utilised by two squads with integration towards working against each other in a game situation.
3A.3 Indoor Facility	Academies must have an available indoor facility. The surface shall be 3g. The indoor facility must be available minimally out with British Summer Time (BST). The indoor facility must be a demonstrable aspect of the Academy's football philosophy which ensures the capability to host training sessions in adverse weather conditions. Academies must either own the facility or have a primacy agreement on access for a minimum of 3 years.
3A.4 Access Arrangements	The Academy must be able to demonstrate that they can deliver 75% of their training requirements at a facility or facilities which they own or have primacy of agreement covering the period of February 2023 – December 2025. The Academy must demonstrate that appropriate agreements are in place for any CAS training requirements that are not covered by the above.
3A.5 Dressing Rooms	Dressing rooms (with showers and toilets) for all players and coaching staff attending each session.

CRITERIA	ELITE
3A.6 Gymnasia	Gymnasium facility, inclusive of Strength and Conditioning equipment suitable for Sports Science delivery for all squads
3A.7 Medical Room	Medical room, including examination table, to accommodate medical and physiotherapy services.
3A.8 Education and Welfare Rooms	A room for use to deliver education and welfare programmes to players.
3A.9 Toilet Facilities	Toilets shall be available for use by parents/guardians.

SECTION 4 – TALENT ID AND PLAYER RECRUITMENT

CRITERIA	ELITE
4.1 Academy Head of Player Recruitment	<p>The Academy shall have a full time Academy Head of Player Recruitment (Academy only).</p> <p>The Academy Head of Player Recruitment must be qualified to Scottish FA Level 1, which includes, Introduction to Talent ID, Talent ID Certificate, and the Talent ID Award and the Level 2, Talent ID Licence, by 31st December 2025.</p> <p>The Academy Head of Player Recruitment must be qualified to Scottish FA Level 3, Talent ID Advanced Licence and Level 4, Talent ID Diploma, once these courses have been released. A realistic timeframe will be given to candidates to complete both courses.</p>
4.2 Scout Qualifications	All scouts must be qualified to Scottish FA Level 1, which includes Introduction to Talent ID, Talent ID Certificate and Talent ID Award, by 31st December 2025. 20% of the club's scouting/recruitment team must be qualified to Level 2, Talent ID Licence, by the 31st December 2025.
4.3 National Protocol for Scouts	The Academy will adhere to and implement the National Protocol for the Recruitment, Management and Monitoring of Football Scouts.
4.4 Protocol for Visiting Scouts and Intermediaries	The Academy will adhere to and implement the Protocol for Visiting Scouts and Intermediaries.
4.5 Written Player Recruitment Plan	The Academy must provide a written player recruitment plan which includes the processes undertaken when recruiting players.

CRITERIA	ELITE
4.6 Recruitment & Exit Database	The Academy must provide evidence of a player recruitment and exit database.
4.7 Player ID and Evaluation System	The Academy must provide evidence that a player ID and evaluation system is in place.

SECTION 4A – SPORTS ANALYSIS

CRITERIA	ELITE
4A.1 Staff	<p>The Academy will have a full time Head of Academy Performance Analysis undertaking Academy duties only.</p> <p>The person must satisfy at least one of the following requirements:</p> <ul style="list-style-type: none"> • Educated to degree level in an appropriate discipline • A UEFA recognised coaching qualification <p>A minimum of 3 years' experience working as an analyst for a professional organisation.</p>
<p>In addition to the Head of Performance Analysis role, full-time or part-time staff should be recruited where appropriate to provide analysis support to all age groups. The composition of this additional staff base is at the discretion of the Academy.</p>	
4A.2 Equipment	<p>The Academy will have industry standard time-line based, analysis software to code matches. The choice of package is that of the Academy. Academies will have requisite hardware and peripherals.</p> <p>The Academy will have appropriate capture/filming solutions, such as high definition cameras and/or mobile tripod systems, and requisite peripherals in order to film matches to a high quality.</p> <p>The Academy must have sufficient equipment to satisfy the requirements for all age groups.</p>
4A.3 Match Coverage	<p>All home matches for age groups Under 13 – Under 18/19 inclusive, shall be covered.</p> <p>To maximise resources, home academies are responsible for filming the matches. The footage will then be shared with the opposing academy and Scottish FA via an online system.</p> <p>Each venue must have an appropriate infrastructure for filming such as a fixed/mobile platform or extendable tripod, which provides adequate height. This should be a minimum of 3 metres.</p>

CRITERIA	ELITE
4A.4 Post-Match Analysis	<p>The Academy should implement a consistent post-match tagging protocol.</p> <p>This should be standardised across the Academy for age groups Under 13 – Under 18/19 inclusive.</p> <p>Academies are required to produce data on both team and individual performance for each match. The data should be aligned to the Academy’s philosophy. All matches and data should be stored in an electronic database. Implementation of such protocols will be a pre-cursor to proposed data sharing with the Scottish FA in subsequent years.</p> <p>Academies shall provide regular, video-based feedback sessions to players on a team and individual basis. This can be undertaken in a way that is pertinent for the Academy.</p>
4A.5 Online Platform	<p>All matches will be stored within an online platform. The home Academy is responsible for uploading the footage. Academies will only be able to access matches in which they were involved. All matches will be available to the Scottish FA.</p>

SECTION 5 – CHILD WELLBEING AND PROTECTION

INTRODUCTION

The Scottish Football Association is committed to ensuring that football across all levels is a safe and nurturing environment for children and young people that leaves a lasting and positive impact. The following criteria sets minimum standards expected of everyone working with children and/or young people involved in football and recognises the rights of all children and young people.

CRITERIA	ELITE
5.1 Child Wellbeing & Protection Policy	<p>The Academy must implement their Club’s Child Wellbeing and Protection Policy. This policy must include the following documents, with no deletions:</p> <ul style="list-style-type: none"> i) Introduction ii) Policy Statement iii) Appointment and selection procedure iv) Responding to Concerns Procedure v) Case Review Procedure <p>The Club must also make the following information available on their website. The following documents may be modified, within the terms of the criteria set out by the Scottish FA Wellbeing and Protection Department, to fit to the circumstances of the Club:</p> <ul style="list-style-type: none"> i) Set the Standards – Code of Conduct ii) Anti-bullying iii) Behaviours iv) Celebration v) Communication and Social Media vi) Health vii) Planning and organisation viii) Prevention Planning ix) Relationships x) Travel and trips away from home <p>The Child Wellbeing and Protection Policy must have an introduction from the Chief Executive and/or Board of the Club.</p> <p>The Child Wellbeing and Protection Policy must be published on the Club website, with a link from the Academy webpage if applicable.</p> <p>The Club must publish an organogram on the Club / Academy website outlining the relationship between the Club and Academy and the lines of accountability in relation to Child Wellbeing and Protection.</p> <p>All staff and volunteers must read and sign up annually to the Club’s Child Wellbeing and Protection Policy and Set the Standards – Code of Conduct.</p>

CRITERIA	ELITE
5.2 Code of Conduct	<p>The Academy must have a written code of conduct or standards for:</p> <ul style="list-style-type: none"> a) Children and Young People b) Parents and Carers <p>Everyone to whom the code of conduct applies must sign a declaration (electronically or hard copy) at the start of every season confirming they have read and will adhere to the terms of the code.</p>
5.3 Child Wellbeing and Protection Officer	<p>The Club/Academy must have a dedicated Child Wellbeing and Protection Officer (CWPO). This means that the CWPO must not hold any other roles within the Football Club.</p> <p>The Club/Academy must employ the individual/s for the number of hours required to discharge fully the requirements of the role as set out in the Scottish FA role description and to achieve the outcomes set out in the Child Wellbeing and Protection: Getting it Right for Every Child in Scottish Football strategy. This is a full-time role unless, exceptionally, the club/academy can evidence to the Scottish FA Head of Wellbeing and Protection that additional arrangements are in place to undertake the role and deliver the expected outcomes where the dedicated CWPO is employed on a part-time basis. This will be assessed against the self-assessment and action plan.</p> <p>Clubs/Academies seeking to recruit a Child Wellbeing and Protection Officer must use the Scottish FA Child Wellbeing and Protection Officer role description. The Club/Academy must recruit a Child Wellbeing and Protection Officer through an open appointment and selection procedure which ensures that candidates have the knowledge, skills and values to carry out the specific role.</p> <p>The CWPO's name and contact details must be published on the Club / Academy website.</p> <p>All young people involved in the Academy must be aware of the CWPO, how to contact them and what their role is. Criteria</p>

CRITERIA	ELITE
5.4 Learning and Development	<p>The Child Wellbeing and Protection Officer/s shall:</p> <ul style="list-style-type: none"> i) Undertake the "Children's Wellbeing in Scottish Football" face to face training; or the SportsScotland Child Wellbeing and Protection in Sport training; or other training provided by the Scottish FA from time to time. ii) Attend the "Managing Children's Wellbeing in Scottish Football" training or the SportsScotland Child Wellbeing and Protection Officer training; or other training provided by the Scottish FA from time to time. iii) Attend all Child Wellbeing and Protection Officer Regional Network Meetings. iv) Undertake annual professional development training in wellbeing and protection areas to maintain their knowledge in current developments. v) Refresh core training at least every three years unless directed otherwise by the Scottish FA Wellbeing and Protection Team. <p>All "persons in regulated work", and IN ADDITION all other adults working or conducting voluntary work with or making decisions on behalf of children and young people under 18 years of age must:</p> <ul style="list-style-type: none"> i) Undertake the "Children's Wellbeing in Scottish Football" training (face to face course or eLearning), or the SportsScotland Child Wellbeing and Protection in Sport training; or other training approved by the Scottish FA from time to time. ii) Refresh training at least every three years unless directed otherwise by the Scottish FA Wellbeing and Protection Team.
5.5 SportsScotland Standards for Child Wellbeing and Protection in Sport and Self- Assessments	<p>The Club/Academy must undertake the SportsScotland self-assessment and create and implement a development plan annually.</p>
5.6 Child Participation	<p>The Academy must have in place mechanisms to allow children and young people to express their views and for these views to be respected and considered.</p> <p>Formal structures, for example Youth Committees, must be in place to allow children and young people to express their views and for these views to be respected and considered.</p>

CRITERIA	ELITE
5.7 Safe Recruitment, Selection and Induction	<p>The Academy must complete and keep an up to date Training and Recruitment Record. Academies will have role descriptions for all personnel within the Academy. The Academy must demonstrate that the wellbeing and protection values are embedded into its culture through inclusion in role descriptions.</p> <p>All new Academy staff or volunteers must be recruited line with the Appointment and Selection Procedure before they begin their role with the Academy.</p> <p>The Academy or club must confirm their registration with Disclosure Scotland directly or via Volunteer Scotland Disclosure Services for the purposes of complying with PVG legislation. Where the club or Academy are registered with Disclosure Scotland directly it must evidence at least one counter signatory is in place, which can be the Child Wellbeing and Protection Officer/s or other individuals at the Academy.</p> <p>Academies must have a panel in place to support the Child Wellbeing and Protection Officer/s when information in a PVG Scheme Record is provided via soft information or previous criminal convictions listed. This type of information does not prevent an individual working with children, but it is important to consider and risk assess the details in relation to the role the Academy is employing the individual to carry out. Decisions made should be recorded and discussed with the individual, putting in place any actions to reduce any risks identified and this must be reviewed.</p>

SECTION 6 – SUPPORT STAFF AND SERVICES

CRITERIA	ELITE
6.1 Academy Administrator	<p>Academies are required to have an administrator working with the Head of Academy across all Academy operations. The position shall be full time. (Club / Academy).</p> <p>The Scottish FA must be content that sufficient time is allocated to Academy administration to allow for proficient handling of all Academy related tasks.</p>
6.2 Academy Financial Plan	Academy cash flow forecast template completed and signed by the Club Chair or Chief Executive/Secretary confirming required investment in the Academy as stipulated in the guidance for 1.2 Letter of Support.
6.3 Regular Payments	Clubs must comply with Regulation [10] of the Club Academy Scotland Regulations in force for the time being.

SECTION 7 – FOOTBALL SCIENCE AND MEDICINE

NOTE

The Scottish FA will set certain minimum standards and requirements for best practice in the provision of science and medicine at Academy level.

The onus is on the Academy to create its own Academy programme for science and medicine reflecting the individual and specific needs of the Academy for which it has been developed. Clubs are expected to create their own blueprint / programme document that will support this.

For this reason, criteria will be set in accordance to the Academy's plan and within predefined constructs of 'Staffing, Philosophy and Knowledge' (below).

The criteria boxes below provide detail on these requirements. The Academy will be required to provide an in depth programme for science and medicine that meets the needs of their Academy and that of the assessment criteria.

CRITERIA	ELITE
7.1 Head of Academy Football Science and Medicine	<p>Clubs have the capacity to maintain a single structure incorporating a Head of Football Science and Medicine to manage and oversee their programme; or a split structure with two full time positions detailing a Head of Football Science and a Head of Medical Services. The club must be able demonstrate rationale for their choice.</p> <p>If the structure is singular, The Head of Football Science and Medicine is a full-time Academy only role, qualified to a minimum of Masters level in Physiotherapy, Sports Science or related field with 3 years working experience, or, experience at a similar role of commensurable level with full time salary.</p> <p>If the structure is split, The Head of Football Science is a full-time Academy only role, qualified to a minimum of Masters level in Sports Science or related field with 3 years working experience at a similar role or, experience at a similar role of commensurable level with full time salary.</p> <p>The Head of Medical Services is also a full-time Academy only role, qualified to a minimum of Bachelor with honours degree in Physiotherapy, Medicine or related field with 3 years working experience at a similar role or, experience at a similar role of commensurable level with full time salary. The holder of this role is also expected to maintain a current certification for Emergency Pitchside Care (SportPromote, Scrumcaps etc).</p>

CRITERIA	ELITE
7.2 Structure	<p>Academies will create their own staffing structure for science and medicine within the Academy. The Academy must be able to demonstrate a sound rationale for their structure which should incorporate and reflect its 'philosophy' and desire to generate new 'knowledge'.</p> <p>It is expected that the Academy will have permanently contracted or service level agreement roles for:</p> <ul style="list-style-type: none"> • Academy Physiotherapist • Academy Football Scientist <p>It is also expected that the Academy contracts in when required roles for:</p> <ul style="list-style-type: none"> • Academy Psychologist • Academy Nutritionist • Academy Doctor
7.3 Qualifications	<p>The Academy must be able to demonstrate a sound rationale for qualification levels and this must integrate with the programme 'Philosophy' and 'Knowledge'.</p> <p>The contracted Academy staff will be qualified to the following minimum levels:</p> <ul style="list-style-type: none"> • Physiotherapists: Degree level and must be chartered • Football Scientists: Degree level in related field • Psychologists: Degree level in related field • Nutritionist: Degree in related field • Doctor: Degree in medicine
7.4 Experiences	<p>The Academy in line with their model will designate experience of staff. The Academy must be able to demonstrate a sound rationale for experience levels and this helps them achieve the pillars of 'Philosophy' and "Knowledge".</p>

CRITERIA	ELITE
7.5 Content of the Programme	<p>It is expected that the Academy will be able to demonstrate the following areas within their own blueprint / programme document of their programme detailing:</p> <ul style="list-style-type: none"> • A chartered physiotherapist or chartered sports therapist (with Pitchside Emergency Care certification) on site at all training sessions including players at age levels U13 and above • At U11 and U12 age levels Sports First Aid qualified staff on site at all training sessions • The home club must ensure that a chartered physiotherapist or chartered sports therapist (with Pitchside Emergency Care certification) is in attendance at match locations on match days • A qualified sports first aider pitch side at every training session and matches for all ages with relevant medical equipment and emergency bags on site • Medical screening at every age level where applicable (Doctor and musculoskeletal) • Monitoring of players at every age level (growth, maturation, physical) • Evidence based interventions for the development of physical qualities (strength and conditioning programmes, injury prevention, individualisation, periodisation, etc.) • Guiding the Scottish FA Performance Schools to support aspects of the programme for specific individuals within the schools (if applicable) • Psychological profiling/screening where applicable • Performance lifestyle education and support (diet, nutrition, lifestyle management, health and well-being) • Injury recording / auditing • A chartered physiotherapist or chartered sports therapist (with Pitchside Emergency Care certification) on site at all training sessions including players aged 13 years and above • The home club must ensure that a chartered physiotherapist or chartered sports therapist (with Pitchside Emergency Care certification) is in attendance at match locations on match days • A qualified sports first aider pitch side at every training session and matches for all ages with relevant medical equipment and emergency bags on site • For match days the home club must provide a Match Day Action Plan, incorporating the following; <ul style="list-style-type: none"> a) Location of Defibrillator b) Location of Trauma Room c) Location of Local Hospitals

It is also expected that the Academy will detail and ensure the following minimum medical standards are met on a weekly basis.

CRITERIA	ELITE
7.6 Rationale of Content	The Academy must be able to demonstrate the rationale for content within the programme. It is expected that this will be achieved through current evidence and best practice available for each area documented within the programme and can be supported by references to the literature if required.
7.7 Capacity to Deliver	<p>The Academy will illustrate their capacity to deliver the programme through facilities, equipment and expertise within the area of science and medicine.</p> <p>The capacity to deliver is not predicated on the quality of equipment or facilities, it will be on the rationale for working practice within the Academy programme of Staffing, Philosophy and Knowledge.</p> <p>From a medical perspective, the following minimum standards shall be met:</p> <ul style="list-style-type: none"> • Equipment and facilities in line to a minimum specification of the "UEFA Medical Regulations & Requirements" • Contents of all medical equipment and emergency bags are detailed, up to date and present with the Physiotherapist on site for each session or match • A clear Emergency Action Plan detailed for each training session and match • Access to an onsite medical room for each training session and match <p>Full equipment list detailed and access to an appropriate medical room for each training session and match</p>
7.8 Continuous Professional Development	<p>The Academy will illustrate the CPD plan for all science and medicine staff. The Academy will also highlight the investment in their staff through further training and accreditation to the relevant bodies.</p> <p>It is expected that all staff undergo CPD each year, including a CPD event hosted by the Scottish FA.</p> <p>It is also expected that football science staff in particular are supported to undergo accreditation with the relevant and recognised body in their area (BASES, UKSCA etc.)</p>
7.9 Development Pathway	The Academy will establish the development pathway for staff to ensure there is progression for all staff through their learning and development within the Academy.
7.10	<p>The Academy will demonstrate functioning of the transfer of knowledge and resulting development between staff and players through their own blueprint and storage on their own online platform.</p> <p>The Academy will share information with the Scottish FA on a quarterly basis on each area of criteria with specific focus on the content of programme and the monitoring of players through the Academy. This will incorporate specific requests electronically in quarters 1, 2 and 3. Quarter 4 will consist of a full programme audit at the club.</p>

PERFORMANCE PROGRESSIVE CATEGORY

2

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
1.1 Academy Development Plan	<p>Clubs must establish an Academy Development plan. This should cover a minimum period of three years. This plan should demonstrate the club's rationale for running an Academy and should detail the short, medium and longer term goals that have been set by the Club's Board.</p> <p>The plan shall provide a clear rationale for resource allocation in order to deliver the appropriate standard of Academy.</p> <p>The plan shall include the following, as a minimum:</p> <p>At Club Level –</p> <ul style="list-style-type: none"> • Mission and Vision Statement of the Club and how the Academy aligns with this • Club Organogram detailing where the Academy sits, including communication lines <p>At Academy Level –</p> <ul style="list-style-type: none"> • Academy Organogram • Academy Ethos and Purpose • Aims and Objectives broken down into short, medium and longer term timescales <p>Clubs should set out how they will achieve the following:</p> <ul style="list-style-type: none"> • Player progression from the Academy to the 1st Team Squad • Player progression from the Academy to the 1st Team starting XI • Player progression through the loan system • Player sales targets from the Academy • Player participation in Scottish FA International Squads <p>Clubs should provide details of how the plan and the outcomes are reviewed on an ongoing basis.</p>	
1.2 Letter of Support	<p>Letter signed by the Club Chair / Chief Executive confirming commitment to quantifiable amount of annual investment in the Academy for a minimum period of three seasons.</p> <p>To substantiate this financial commitment, the Club shall provide three season cash flow projections outlining how the investment will be funded.</p>	
1.3 Academy Introduction Meeting	<p>Clubs shall host a meeting for parents and players at the start of each season. General Academy policy, planning codes of conduct etc shall be covered at these sessions, including evidence of detail on registrations and compensation information being delivered to players and parents (video etc).</p>	
1.4 Player Assessments	<p>Each season a minimum of two player assessment meetings shall be held where player assessment reports are reviewed with the relevant coach and parent / guardian in attendance. These may be prepared by the lead coaches at the Minimum Criteria v1 – 2023-2025 relevant age group but should also have been reviewed by the Head of Academy. The player reports should also include coach and parental sign-off.</p>	

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
1.5 Technical & Tactical Development Plan	Clubs shall have a written Technical and Tactical Development Plan. This document shall be reviewed annually and marked as such. The Plan must include the following, as a minimum: Football Philosophy: <ul style="list-style-type: none"> • The way in which the Academy sets out to play football on the pitch • The playing principles adopted by the Academy Curriculum: <ul style="list-style-type: none"> • The learning objectives for the different age groups • Technical, tactical, mental and / or physical topics Individual Development: <ul style="list-style-type: none"> • How the Academy develops individual players 	
1.6 Player Education Plan	Clubs shall have a written Education Plan. This document shall be reviewed annually and marked as such. Evidence of how this plan is promoted to staff, players and parents shall be provided. The club must provide evidence that sessions on the following topics have been delivered to Academy players within the past year: <ul style="list-style-type: none"> • Laws of the Game • Anti-doping • Integrity (including gambling rules) • Anti-racism 	
1.7 Football Contact Time	Clubs must demonstrate how they can, through a Scottish FA programme or a specific club programme, offer football contact time, which has a minimum of 12 hours tutoring per week under the guidance of coaching staff. This applies to players of secondary school age and above.	Clubs must demonstrate how they can, through a Scottish FA programme or a specific club programme, offer football contact time, which has a minimum of 8 hours tutoring per week under the guidance of coaching staff. This applies to players of secondary school age and above.
1.8 Pathway to Full-Time Football	The pathway to full-time football is to include the following: <ul style="list-style-type: none"> • Education programme in partnership with further education / Training Provider with provision for a minimum of 10 hours per week dedicated to dual career personal development within the course education / training provider programme. Minimum of 6 players participating in the above. 	Senior Football <ul style="list-style-type: none"> • Player must be registered on a Professional or Amateur contract with the Scottish FA and Scottish Professional Football League (SPFL). • Clubs must have a minimum 16 places (excluding Modern Apprenticeship (or equivalent) for footballers). • The footballer must be available to participate in a minimum of 3 football sessions per week of minimum 90 minutes duration.

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
1.8 Pathway to Full-Time Football	Full-Time Professional Football <ul style="list-style-type: none"> • Player must be registered on a Professional contract with the Scottish FA and Scottish Professional Football League (SPFL). • Clubs must have a minimum 20 places (excluding Modern Apprenticeship (or equivalent) for footballers). The football club must be the footballer's principal place of work. • Clubs must have a minimum 20 places (excluding Modern Apprenticeship (or equivalent) for footballers). The football club must be the footballer's principal place of work. • The footballer must be available to participate in a minimum of 6 football sessions per week of minimum 90 minutes duration. A minimum 75% of training sessions will take place between the hours of 9am and 5pm. • The footballer must receive payment in line, minimally, with the national minimum wage. • Any full time professional player cannot be named in a full time Academy coaching position also Full-Time Professional Football <ul style="list-style-type: none"> • Player must be registered on a Professional contract with the Scottish FA and Scottish Professional Football League (SPFL). • Clubs must have a minimum 16 places (excluding Modern Apprenticeship (or equivalent) for footballers). The football club must be the footballer's principal place of work. • The footballer must be available to participate in a minimum of 6 football sessions per week of minimum 90 minutes duration. A minimum 75% of training sessions will take place between the hours of 9am and 5pm. 	The professional footballer must receive payment in line, minimally, with the national minimum wage.

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
1.8 Pathway to Full-Time Football	<ul style="list-style-type: none"> The footballer must receive payment in line, minimally, with the national minimum wage. Any full time professional player cannot be named in a full time Academy coaching position also. 	
1.9 Job Descriptions	Each member of the Academy staff shall have a signed Job Description in place. It is best practice that the staff member's name should be printed on the document and a date of signing should be included.	
1.10 Performance & Appraisal Scheme	A written Performance Appraisal Scheme for all Academy Staff shall be in place. A Performance Appraisal meeting/s shall be carried out with all staff at least annually. The appraisal document should be signed by both the member of staff being appraised and the member of staff carrying out the appraisal.	
1.11 Player Exit Plan	<p>The Academy must have a written Player Exit Plan in place. This document shall be reviewed annually and marked as such.</p> <p>The Player Exit Plan should incorporate information on the following; Prior to any player being released by the club, a minimum of two player progression parental / guardian evenings must be conducted by the club. At the point of player release, a discussion / discussions must be conducted initially with the parents / guardians and then the player if that is agreed with the parents / guardians.</p> <p>On the player's release the club will undertake to put the following processes in place, minimally,</p> <ol style="list-style-type: none"> 1) Notify all Scottish clubs of the player's release 2) Deal with any enquires from clubs on the player's behalf 3) Liaise with the parents / guardians on enquiries from other clubs 4) Provide a reference for the player, if required 5) Enter (with the player's permission) the player in any SPFL / Scottish FA Exit Trial, where appropriate (age categories) 	

SECTION 2 – COACHING STAFF AND QUALIFICATIONS

Addendum

The Head of Academy role at Performance (Progressive) and Performance levels, for the period 2023 – 2025, will be a mandatory full-time role.

Minimum criteria at Performance (Progressive) level for 2022 has the following mandatory full-time roles out-with the role of Head of Academy -

2.3 - Professional Programme

2.4 - Head of Youth Programme

2.6 - Head of Academy Goalkeeping

7.1 - Head of Academy Football Science and Medicine

Minimum criteria at Performance (Progressive) level for the 2023 – 2025 period will require that clubs must have a minimum of two full-time staff covering the four roles named above.

The role of Head of Children's Programme, which in current (2022) minimum criteria is a part-time or full-time role, can also be included as one of the two full-time roles required to meet minimum criteria.

The clubs can choose the roles which will be covered by full-time staff. The remaining roles must each be covered by a dedicated full-time or part-time member of staff. Each role, full-time or part-time, must be covered by separate individuals.

At Performance level for 2022, the only mandatory full-time position is that of the Head of Academy. Minimum criteria, at Performance level, for the 2023-2025 period will still require that the Head of Academy is the sole mandatory full-time role at the Academy.

In line with Club Licencing standards in article 58, positions that become vacant during the licence season, the licensee must ensure that, within a period of a maximum of 60 days, the function is taken over by someone who holds the required qualification.

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
2.1 Coaching Roster Children's Programme	<p>Age categories: Pre - Academy Development Programme, Under 12 and Under 13</p> <p>Excluding the Head of Children's Programme, there must be a minimum of 2 coaching staff, covering the Under 12 and Under 13 age categories.</p> <p>Excluding the Head of Children's Programme, a minimum of 2 (named on the coaching roster) coaching staff must be qualified to minimally Advanced Children's Licence (ACL) standard with the other (named on the coaching roster) Children's Programme staff being qualified, minimally, to Children's Award / Children's Coaching Licence standard.</p>	<p>Age Categories Pre - Academy Development Programme, Under 12 and Under 13</p> <p>Excluding the Head of Children's Programme, there must be a minimum of 2 coaching staff, covering the Under 12 and Under 13 age categories.</p> <p>Excluding the Head of Children's Programme, a minimum of one (named on the coaching roster) coaching staff must be qualified, minimally, to Advanced Children's Licence (ACL) standard with the other (named on the coaching roster) Children's Programme staff being qualified, minimally, to Children's Award / Children's Coaching Licence standard.</p>
2.1 Coaching Roster Youth Programme	<p>Age categories: U14, U15, U17</p> <p>Excluding the Head of Youth Programme, there must be a minimum of 3 coaching staff covering the three age categories. Should the Head of Youth Programme be a named coach on the coaching roster, a minimum of one (named on the coaching roster) coaching staff must each hold one of the following qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>Should the Head of Youth Programme NOT be a named coach on the coaching roster, a minimum of two (named on the coaching roster) coaching staff must each hold one of the following qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence 	<p>Age Categories: U14, U15, U17</p> <p>Excluding the Head of Youth Programme, there must be a minimum of 3 coaching staff covering the three age categories. Should the Head of Youth Programme be a named coach on the coaching roster, a minimum of one (named on the coaching roster) coaching staff must each hold one of the following qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>Should the Head of Youth Programme NOT be a named coach on the coaching roster, a minimum of two (named on the coaching roster) coaching staff must each hold one of the following qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
2.1 Coaching Roster Youth Programme	<p>Any other (named on the coaching roster) coaching staff must each hold, minimally, one of the following qualifications;</p> <ul style="list-style-type: none"> • B Licence • C Licence <p>For the avoidance of doubt, at Progressive Academy and Performance Academy level, each individual age level team in the Youth Programme must have a minimum of one coach possessing one of the following qualifications, taking a team:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence 	<p>Any other (named on the coaching roster) coaching staff must each hold, minimally, one of the following qualifications;</p> <ul style="list-style-type: none"> • B Licence • C Licence <p>For the avoidance of doubt, at Progressive Academy and Performance Academy levels, each individual age level team in the Youth Programme must have a minimum of one coach possessing one of the following qualifications, taking a team:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence
2.1 Coaching Roster Professional Programme	<p>Age Categories; Reserve Team and Under 19</p> <p>Excluding the full-time Head of Professional Programme, there must be a minimum of one additional member of coaching staff to cover this programme. All coaching staff must possess a minimum of one of the following qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence 	<p>Age Categories; Reserve Team and Under 19</p> <p>Excluding the full-time or part-time Head of Professional Programme, there must be a minimum of one additional member of coaching staff to cover this programme. All coaching staff must possess a minimum of one of the following qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence • B Licence
2.1 Coaching Roster Goalkeeping Programme	<p>Age Categories: Under 12, Under 13, Under 14, Under 16 and Under 17/18.</p> <p>Excluding the Head of Goalkeeping, there must be a minimum of one goalkeeping coach, qualified, minimally, to UEFA B Goalkeeping Licence standard, working within the Academy.</p>	<p>Age Categories; Under 12, Under 13, Under 14, Under 16 and Under 17/18.</p> <p>Including the Head of Goalkeeping, there must be a minimum of one goalkeeping coach, qualified, minimally, to UEFA B Goalkeeping Licence standard, working within the Academy.</p>

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
2.2 Head of Academy	<p>The Head of Academy position will be a full-time role. This is an Academy only position.</p> <p>The Head of Academy must hold one of the following Scottish FA recognised qualifications /award:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence • Scottish FA Recognition of Competence 	<p>The Head of Academy position will be a full-time role. This is an Academy only position.</p> <p>The Head of Academy must hold one of the following Scottish FA recognised qualifications / award:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence • Scottish FA Recognition of Competence
2.3 Professional Programme	<p>Clubs will be able to combine the roles and have one individual covering the Reserve Team Coach and Under 18 Coach positions. The position can be full-time (Please see addendum above) and must have personnel qualified to at least one of the following Scottish FA recognised award levels:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>By 31 December 2025, the Head of Professional Programme post must be held by personnel with either a Pro Licence or UEFA Elite Youth A Licence qualification.</p>	<p>Clubs will be able to combine the roles and have one individual covering the Reserve Team Coach and Under 18 Coach positions. The position can be full-time or part-time and must have personnel qualified to one of the following Scottish FA recognised award levels:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>By 31 December 2025, the Head of Professional Programme post must be held by personnel with either a Pro Licence or UEFA Elite Youth A Licence qualification.</p>
2.4 Head of Youth Programme	<p>The Head of Youth Programme position can be full-time (Please see addendum above), (Academy only). The Head of Youth Programme may also work within the Professional Programme (as defined in 2.3 above). The Head of Youth Programme must hold at least one of the following Scottish FA recognised qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence <p>The Academy Head of Youth Programme must be qualified to UEFA Elite Youth A Licence standard by 31 December 2025.</p>	<p>The Head of Youth Programme position can be full-time or part-time and can must have personnel qualified to one of the following Scottish FA recognised qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA A Licence • UEFA Elite Youth A Licence • UEFA B Licence

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
2.5 Head of Children's Programme	<p>The Head of Children's Programme position can be full-time or part-time. (Please see addendum above).</p> <p>The Head of Children's Programme may also work within the Professional Programme (as defined in 2.3 above) and Youth Programme (as defined in 2.4) provided that the individual holds one of the applicable qualifications for the role.</p> <p>The Head of Children's Programme must hold the Scottish FA Advanced Children's Licence (ACL).</p>	<p>The Head of Children's Programme position can be full-time or part-time.</p> <p>The Head of Children's Programme must hold the Scottish FA Advanced Children's Licence (ACL).</p>
2.6 Head of Academy Goalkeeping	<p>The Head of Academy Goalkeeping position can be full-time, (Please see addendum above).</p> <p>The Head of Academy Goalkeeping must be qualified, minimally, to UEFA B Goalkeeping Licence (Level 2) standard.</p>	<p>The Head of Academy Goalkeeping position can be full-time or part-time.</p> <p>The Head of Academy Goalkeeping must be qualified, minimally, to UEFA B Goalkeeping Licence (Level 2) standard.</p>
2.7 Continuous Professional Development (CPD)	<p>All full-time Academy coaching staff must complete a minimum of 15 hours Continuous Professional Development (CPD) annually in collaboration with the Scottish FA. The Scottish FA believes that Best Practice is for a further 20 hours in-house CPD to be completed annually. Each Academy must nominate a point of contact, in order that the Academy can be informed of all Scottish FA CPD events.</p>	

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
The Club Academy Scotland monitoring process requires the following conditions to be met in relation to qualified coach attendance and participation at training sessions and match day.		
2.8 Coach Qualifications and Deployment during Matches	<p><u>Under 12</u></p> <p>Covering the Under 12 age level squad, clubs must have, minimally, one named (on coaching roster), coaching staff, qualified to, minimally, Advanced Children's Licence (ACL) standard. Any other, (named on coaching roster), member of coaching staff must be qualified, minimally to Children's Award / Children's Coaching Licence standard.</p> <p>For the avoidance of doubt, one of the coaching staff taking a team on match days, must be qualified to ACL standard.</p> <p><u>Under 13</u></p> <p>Covering the Under 13 age level, clubs must have, minimally, one named (on coaching roster), coaching staff member, who must possess minimally, one of the following coaching qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence, • UEFA Elite Youth A Licence, • UEFA A Licence, • Scottish FA Advanced Children's level <p>Any other, (named on coaching roster), member of coaching staff must be qualified, minimally to one of the following standards:</p> <ul style="list-style-type: none"> • B Licence • C Licence • Scottish FA Children's Award • Scottish FA Children's Coaching Licence 	<p><u>Under 12</u></p> <p>Covering the Under 12 age level squad, clubs must have, minimally, one named (on coaching roster), coaching staff, qualified to, minimally, Advanced Children's Licence (ACL) standard. Any other, (named on coaching roster), member of coaching staff must be qualified, minimally to Children's Award / Children's Coaching Licence standard.</p> <p>For the avoidance of doubt, one of the coaching staff taking a team on match days, must be qualified to ACL standard.</p> <p><u>Under 13</u></p> <p>Covering the Under 13 age level, clubs must have, minimally, one named (on coaching roster), coaching staff member, who must possess minimally, one of the following coaching qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence, • UEFA Elite Youth A Licence, • UEFA A Licence, • Scottish FA Advanced Children's level <p>Any other, (named on coaching roster), member of coaching staff must be qualified, minimally to one of the following standards:</p> <ul style="list-style-type: none"> • B Licence • C Licence • Scottish FA Children's Award • Scottish FA Children's Coaching Licence

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
2.8 Coach Qualifications and Deployment during Matches	<p><u>U14, U15, U17, U19</u></p> <p>Covering all age level squads, clubs must have, minimally, three named (on coaching roster), coaching staff, each of whom, must possess one of the following coaching qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence, • UEFA Elite Youth A Licence, • UEFA A Licence <p>Any other, (named on coaching roster), member of coaching staff must be qualified, minimally to one of the following standards:</p> <ul style="list-style-type: none"> • B Licence • C Licence <p>For the avoidance of doubt, each age category squad must have two coaching staff in attendance with the appropriate levels of qualification.</p> <p>Also, for the avoidance of doubt, a minimum of one of the coaching staff taking a team on match days, must possess one of the following qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence, • UEFA Elite Youth A Licence, • UEFA A Licence <p>In circumstances of unavoidable absence, a suitably qualified replacement coach (as defined above) must be provided.</p>	<p><u>U14, U15, U17, U19</u></p> <p>Covering all age level squads, clubs must have, minimally, two named (on coaching roster), coaching staff, each of whom, must possess one of the following coaching qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence, • UEFA Elite Youth A Licence, • UEFA A Licence <p>Any other, (named on coaching roster), member of coaching staff must be qualified, minimally to one of the following standards:</p> <ul style="list-style-type: none"> • B Licence • C Licence <p>For the avoidance of doubt, each age category squad must have two coaching staff in attendance with the appropriate levels of qualification.</p> <p>Also, for the avoidance of doubt, a minimum of one of the coaching staff taking a team on match days, must possess one of the following qualifications:</p> <ul style="list-style-type: none"> • UEFA Pro Licence, • UEFA Elite Youth A Licence, • UEFA A Licence <p>In circumstances of unavoidable absence, a suitably qualified replacement coach (as defined above) must be provided.</p>

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
The Club Academy Scotland monitoring process requires the following conditions to be met in relation to qualified coach attendance and participation at training sessions and match day.		
2.9 Coach Qualifications and Deployment during Training Sessions	<p><u>Under 12</u></p> <p>Named squad Coach with a minimum Children's Award / Children's Coaching Licence qualification.</p> <p><u>Under 13</u></p> <p>Named squad coach with a minimum C Licence or Children's Award / Children's Coaching Licence qualification.</p> <p><u>U14, U15, U17, U19</u></p> <p>Named Squad Coach with a minimum C Licence qualification.</p> <p><u>Goalkeeper</u></p> <p>Named Coach with a minimum UEFA B Goalkeeping Licence (Level 2) Goalkeeper specific training sessions must cover, minimally, 50% of the goalkeeper's training week.</p>	<p><u>Under 12</u></p> <p>Named squad Coach with a minimum Children's Award / Children's Coaching Licence qualification.</p> <p><u>Under 13</u></p> <p>Named squad coach with a minimum C Licence or Children's Award / Children's Coaching Licence qualification.</p> <p><u>U14, U15, U17, U19</u></p> <p>Named Squad Coach with a minimum C Licence qualification.</p> <p><u>Goalkeeper</u></p> <p>Named Coach with a minimum Scottish FA Goalkeeping Award (Level 1.3) Goalkeeper specific training sessions must cover, minimally, 50% of the goalkeeper's training week.</p>

SECTION 3 – MATCH DAY FACILITIES

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
3.1 Number of Available Pitches		On match days a minimum of two pitches must be available.
3.2 Type of Surface		Match Day pitch surfaces can be grass or 3g (3.5 below).
3.3 Home Match Pitch Provision		The Academy must be able to demonstrate a capability to host matches with simultaneous kick-offs that are no more than 15 minutes travelling distance apart. Matches to be played at different venues cannot be played unless by prior agreement between both clubs and the Scottish FA.
3.4 Pitch Access Agreement		Clubs must have a lease agreement to cover the period of January 2023 – December 2025 plus a "letter of comfort" acknowledging that the facility owner will provide facilities to meet the criteria at 3.3 for the period January 2023 – December 2023. Academies must demonstrate that appropriate agreements are in place for any CAS Games Programme that are not covered by the above.
3.5 Pitch Quality Requirement		3g - Clubs must ensure that the facilities at which the clubs use for matches have a current approved FIFA Quality standard certificate at the time of audit, (usually October) annually. Grass - Pitches must be of a sufficiently high standard and deemed to be appropriate by the Scottish FA for inclusion in this programme.
3.6 Pitch Dimensions		On match days a minimum of two pitches must be available. Dimension of pitches must comply with the terms detailed in the current version of the CAS regulations.
3.7 Enclosing of Match Area		On match days a minimum of two pitches must be available. Match area to be enclosed or have suitable provisions available to make enclosed (roped off).
3.8 Technical Areas		On match days a minimum of two pitches must be available. Defined technical areas to be provided (physical or marked) on same pitch side.
3.9 Spectator Viewing		On match days a minimum of two pitches must be available. Designated spectator area on opposite side of pitch to benches and technical areas where static dugouts / technical areas are in place.
3.10 Changing Facilities		Two separate dressing rooms for participating squads with separate changing area for match officials. Adequate showering and toilet facilities.
3.11 Match Day Medical Room		Match day medical room with examination table to be supplied for use by all competing squads (dressing room acceptable).

SECTION 3A – TRAINING FACILITIES

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
3A.1 Outdoor Grass or 3G Training Area	The Academy may train on grass or 3g. If the Academy trains on a 3g surface, clubs must ensure that the facilities at which the clubs use for training sessions have a current approved FIFA Quality standard certificate at the time of audit, (usually October) annually.	
3A.2 Individual Squad Training Areas	<u>Under 12 and Under 13</u> Minimum 1/3 pitch (56 metres x 30 metres) x 3 training sessions per week. <u>U14, U16/17 & U18/19</u> Half pitch (56 metres x 45 metres) x 2 training sessions per week. Full size pitch (56 metres x 90 metres) x 1 training session per week. This session could be utilised by two squads with integration towards working against each other in a game situation.	
3A.3 Indoor Facility	Clubs must have a lease agreement to cover the period of January 2023 – December 2025 plus a “letter of comfort” acknowledging that the facility owner will provide facilities to meet the criteria for the period January 2023 – December 2025. Academies must demonstrate that appropriate agreements are in place for any CAS Games Programme that are not covered by the above.	Clubs must have a lease agreement to cover the period of January 2023 – December 2025 plus a “letter of comfort” acknowledging that the facility owner will provide facilities to meet the criteria for the period January 2023 – December 2025. Academies must demonstrate that appropriate agreements are in place for any CAS Games Programme that are not covered by the above.
3A.4 Access Arrangements	Clubs must have a lease agreement to cover the period of January 2023 – December 2025 plus a “letter of comfort” acknowledging that the facility owner will provide facilities to meet the criteria for the period January 2023 – December 2025. Academies must demonstrate that appropriate agreements are in place for any CAS Games Programme that are not covered by the above.	Clubs must have a lease agreement to cover the period of January 2023 – December 2025 plus a “letter of comfort” acknowledging that the facility owner will provide facilities to meet the criteria for the period January 2023 – December 2025. Academies must demonstrate that appropriate agreements are in place for any CAS Games Programme that are not covered by the above.

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
3A.5 Dressing Rooms	Dressing rooms (with showers and toilets) for all players and coaching staff attending each session.	
3A.6 Gymnasia	Gymnasium facility, inclusive of Strength and Conditioning equipment suitable for Sports Science delivery for all squads	
3A.7 Medical Room	Medical room, including examination table, to accommodate medical and physiotherapy services.	
3A.8 Education and Welfare Rooms	A room for use to deliver education and welfare programmes to players.	
3A.9 Toilet Facilities	Toilets shall be available for use by parents/guardians.	

SECTION 4 – TALENT ID AND PLAYER RECRUITMENT

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
4.1 Academy Head of Player Recruitment	The Academy shall have a part-time Head of Player Recruitment. (Academy only) The Academy Head of Player Recruitment must be qualified to Scottish FA Level 1, which includes, Introduction to Talent ID, Talent ID Certificate, and the Talent ID Award and the Level 2, Talent ID Licence, by 31st December 2025. The Academy Head of Player Recruitment must be qualified to Scottish FA Level 3, Talent ID Advanced Licence and Level 4, Talent ID Diploma, once these courses have been released. A realistic timeframe will be given to candidates to complete both courses.	The Academy shall have a part-time Head of Player Recruitment The Academy Head of Player Recruitment must be qualified to Scottish FA Level 1, which includes, Introduction to Talent ID, Talent ID Certificate, and the Talent ID Award and the Level 2, Talent ID Licence, by 31st December 2025. The Academy Head of Player Recruitment must be qualified to Scottish FA Level 3, Talent ID Advanced Licence and Level 4, Talent ID Diploma, once these courses have been released. A realistic timeframe will be given to candidates to complete both courses.
4.2 Scout Qualifications	All scouts must be qualified to Scottish FA Level 1, which includes Introduction to Talent ID, Talent ID Certificate and Talent ID Award, by 31st December 2025. 20% of the club's scouting/recruitment team must be qualified to the Level 2 Talent ID Licence by the 31st December 2025.	
4.3 National Protocol for Scouts	The Academy will adhere to and implement the National Protocol for the Recruitment, Management and Monitoring of Football Scouts.	

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
4.4 Protocol for Visiting Scouts and Intermediaries	The Academy will adhere to and implement the Protocol for Visiting Scouts and Intermediaries.	
4.5 Written Player Recruitment Plan	The Academy must provide a written player recruitment plan which includes the processes undertaken when recruiting players.	
4.6 Recruitment & Exit Database	The Academy must provide evidence of a player recruitment and exit database.	
4.7 Player ID and Evaluation System	The Academy must provide evidence that a player ID and evaluation system is in place.	

SECTION 4A – SPORTS ANALYSIS

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
4A.1 Staff	<p>The Academy will have a part time Head of Academy Performance Analysis undertaking Academy duties only.</p> <p>The person must satisfy at least one of the following requirements:</p> <ul style="list-style-type: none"> • Educated to degree level in an appropriate discipline • A UEFA recognised coaching qualification <p>A minimum of 2 years' experience working as an analyst</p>	<p>The Academy will have a part time Head of Academy Performance Analysis.</p> <p>The person must satisfy at least one of the following requirements:</p> <ul style="list-style-type: none"> • Educated to degree level in an appropriate discipline • A UEFA recognised coaching qualification <p>A minimum of 1 years' experience working as an analyst</p>
<p>In addition to the Head of Performance Analysis role, full-time or part-time staff should be recruited where appropriate to provide analysis support to all age groups. The composition of this additional staff base is at the discretion of the Academy.</p>		

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
4A.2 Equipment	<p>The Academy will have industry standard time-line based, analysis software to code matches. The choice of package is that of the Academy. Academies will have requisite hardware and peripherals.</p> <p>The Academy will have appropriate capture/filming solutions, such as high definition cameras and/or mobile tripod systems, and requisite peripherals in order to film matches to a high quality.</p> <p>The Academy must have sufficient equipment to satisfy the requirements for all age groups.</p>	<p>The Academy will have appropriate analysis software to provide video feedback. The choice of package is that of the Academy. Academies will have requisite hardware and peripherals.</p> <p>The Academy will have appropriate capture/ filming solutions, such as high definition cameras and/or mobile tripod systems, and requisite peripherals in order to film matches to a high quality.</p> <p>The Academy will have sufficient equipment to satisfy the requirements for U16/17s and U18/19s</p>
4A.3 Match Coverage	<p>This will encompass the U16/17s and U18/19s.</p> <p>To maximise resources, home academies are responsible for filming the matches. The footage will then be shared with the opposing academy and Scottish FA via an online system.</p> <p>Each venue must have an appropriate infrastructure for filming such as a fixed/mobile platform or extendable tripod, which provides adequate height. This should be a minimum of 3 metres.</p>	
4A.4 Post-Match Analysis	<p>This will encompass the U16/17s and U18/19s.</p> <p>Academies are required to produce data on both team and individual performance for each match. The data should be aligned to the Academy's philosophy. All matches and data should be stored in an electronic database. Implementation of such protocols will be a pre-cursor to proposed data sharing with the Scottish FA in subsequent years.</p>	
4A.5 Online Platform	<p>All matches will be stored within an online platform. The home Academy is responsible for uploading the footage. Academies will only be able to access matches in which they were involved. All matches will be available to the Scottish FA.</p>	

SECTION 5 – CHILD WELLBEING AND PROTECTION

Introduction

The Scottish Football Association is committed to ensuring that football across all levels is a safe and nurturing environment for children and young people that leaves a lasting and positive impact. The following criteria sets minimum standards expected of everyone working with children and/or young people involved in football and recognises the rights of all children and young people.

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
5.1 Child Wellbeing & Protection Policy	<p>The Academy must implement their Club's Child Wellbeing and Protection Policy. This policy must include the following documents, with no deletions:</p> <ul style="list-style-type: none"> i) Introduction ii) Policy Statement iii) Appointment and selection procedure iv) Responding to Concerns Procedure v) Case Review Procedure <p>The Club must also make the following information available on their website. The following documents may be modified, within the terms of the criteria set out by the Scottish FA Wellbeing and Protection Department, to fit to the circumstances of the Club:</p> <ul style="list-style-type: none"> i) Set the Standards – Code of Conduct ii) Anti-bullying iii) Behaviours iv) Celebration v) Communication and Social Media vi) Health vii) Planning and organisation viii) Prevention Planning ix) Relationships x) Travel and trips away from home <p>The Child Wellbeing and Protection Policy must have an introduction from the Chief Executive and/or Board of the Club.</p> <p>The Child Wellbeing and Protection Policy must be published on the Club website, with a link from the Academy webpage if applicable.</p> <p>The Club must publish an organogram on the Club / Academy website outlining the relationship between the Club and Academy and the lines of accountability in relation to Child Wellbeing and Protection.</p> <p>All staff and volunteers must read and sign up annually to the Club's Child Wellbeing and Protection Policy and Set the Standards – Code of Conduct.</p>	

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
5.2 Code of Conduct	<p>The Academy must have a written code of conduct or standards for:</p> <ul style="list-style-type: none"> a) Children and Young People b) Parents and Carers <p>Everyone to whom the code of conduct applies must sign a declaration (electronically or hard copy) at the start of every season confirming they have read and will adhere to the terms of the code.</p>	
5.3 Child Wellbeing and Protection Officer	<p>The Club/Academy must have a dedicated Child Wellbeing and Protection Officer (CWPO). This means that the CWPO must not hold any other roles within the Football Club.</p> <p>The Club/Academy must employ the individual/s for the number of hours required to discharge fully the requirements of the role as set out in the Scottish FA role description and to achieve the outcomes set out in the Child Wellbeing and Protection: Getting it Right for Every Child in Scottish Football strategy.</p> <p>This role can be shared between more than one Academy, provided that the outcomes are met for each Academy. This will be assessed against the self-assessment and action plan.</p> <p>Clubs/Academies seeking to recruit a Child Wellbeing and Protection Officer must use the Scottish FA Child Wellbeing and Protection Officer role description. The Club/Academy must recruit a Child Wellbeing and Protection Officer through an open appointment and selection procedure which ensures that candidates have the knowledge, skills and values to carry out the specific role.</p> <p>The CWPO's name and contact details must be published on the Club / Academy website.</p>	

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
5.4 Learning and Development	<p>The Child Wellbeing and Protection Officer/s shall:</p> <ul style="list-style-type: none"> i) Undertake the "Children's Wellbeing in Scottish Football" face to face training; or the SportsScotland Child Wellbeing and Protection in Sport training; or other training provided by the Scottish FA from time to time. ii) Attend the "Managing Children's Wellbeing in Scottish Football" training or the SportsScotland Child Wellbeing and Protection Officer training; or other training provided by the Scottish FA from time to time. iii) Attend all Child Wellbeing and Protection Officer Regional Network Meetings iv) Undertake annual professional development training in wellbeing and protection areas to maintain their knowledge in current developments v) Refresh core training at least every three years unless directed otherwise by the Scottish FA Wellbeing and Protection Team <p>All "persons in regulated work", and IN ADDITION all other adults working or conducting voluntary work with or making decisions on behalf of children and young people under 18 years of age must:</p> <ul style="list-style-type: none"> i) Undertake the "Children's Wellbeing in Scottish Football" training (face to face course or eLearning), or the SportsScotland Child Wellbeing and Protection in Sport training; or other training approved by the Scottish FA from time to time. ii) Refresh training at least every three years unless directed otherwise by the Scottish FA Wellbeing and Protection Team. 	
5.5 SportsScotland Standards for Child Wellbeing and Protection in Sport and Self-Assessments	<p>The Club/Academy must undertake the SportsScotland self-assessment and create and implement a development plan annually.</p>	
5.6 Child Participation	<p>The Academy must have in place mechanisms to allow children and young people to express their views and for these views to be respected and considered.</p>	

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
5.7 Safe Recruitment, Selection and Induction	<p>The Academy must complete and keep an up to date Training and Recruitment Record.</p> <p>Academies will have role descriptions for all personnel within the Academy. The Academy must demonstrate that the wellbeing and protection values are embedded into its culture through inclusion in role descriptions.</p> <p>All new Academy staff or volunteers must be recruited line with the Appointment and Selection Procedure before they begin their role with the Academy.</p> <p>The Academy or club must confirm their registration with Disclosure Scotland directly or via Volunteer Scotland Disclosure Services for the purposes of complying with PVG legislation. Where the club or Academy are registered with Disclosure Scotland directly it must evidence at least one counter signatory is in place, which can be the Child Wellbeing and Protection Officer/s or other individuals at the Academy.</p> <p>Academies must have a panel in place to support the Child Wellbeing and Protection Officer/s when information in a PVG Scheme Record is provided via soft information or previous criminal convictions listed. This type of information does not prevent an individual working with children, but it is important to consider and risk assess the details in relation to the role the Academy is employing the individual to carry out. Decisions made should be recorded and discussed with the individual, putting in place any actions to reduce any risks identified and this must be reviewed.</p>	

SECTION 6 – SUPPORT STAFF AND SERVICES

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
6.1 Academy Administrator	Clubs can have a full-time or part-time Academy Administrator.	
6.2 Academy Financial Plan	Academy cash flow forecast template completed and signed by the Club Chair or Chief Executive/Secretary confirming required investment in the Academy as stipulated in the guidance for 1.2 Letter of Support.	
6.3 Regular Payments	Clubs must comply with Regulation [10] of the Club Academy Scotland Regulations in force for the time being.	

SECTION 7 – FOOTBALL SCIENCE AND MEDICINE

Note

The Scottish FA will set certain minimum standards and requirements for best practice in the provision of science and medicine at Academy level.

The onus is on the Academy to create its own Academy programme for science and medicine reflecting the individual and specific needs of the Academy for which it has been developed. Clubs are expected to create their own blueprint / programme document that will support this.

For this reason, criteria will be set in accordance to the Academy's plan and within predefined constructs of 'Staffing, Philosophy and Knowledge' (below).

The criteria boxes below provide detail on these requirements. The Academy will be required to provide an in depth programme for science and medicine that meets the needs of their Academy and that of the assessment criteria.

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
7.1 Head of Academy Football Science and Medicine	This can be a full- time Academy only role (Please see addendum above), qualified to a minimum of Bachelor with honours degree working towards a Masters level (within the first year of appointment providing evidence from University of enrolment) in Physiotherapy, Sports Science or related field with 3 years working experience, or, experience at a similar role of commensurable level with full time salary.	This is a part-time role, qualified to a minimum of Bachelor with honours degree in Physiotherapy, Sports Science or related field with 3 years working experience, or, experience at a similar role of commensurable level with part time salary.
7.2 Structure	<p>Academies will create their own staffing structure for science and medicine within the Academy. The Academy must be able to demonstrate a sound rationale for their structure which should incorporate and reflect its 'philosophy' and desire to generate new 'knowledge'.</p> <p>It is expected that the Academy will have permanently contracted or service level agreement roles for:</p> <ul style="list-style-type: none"> • Academy Physiotherapist • Academy Football Scientist <p>It is also expected that the Academy contracts in when required roles for:</p> <ul style="list-style-type: none"> • Academy Psychologist • Academy Nutritionist • Academy Doctor 	
7.3 Qualifications	<p>The Academy must be able to demonstrate a sound rationale for qualification levels and this must integrate with the programme 'Philosophy' and 'Knowledge'.</p> <p>The contracted Academy staff will be qualified to the following minimum levels:</p> <ul style="list-style-type: none"> • Physiotherapists: Degree level and must be chartered • Football Scientists: Degree level in related field • Psychologists: Degree level in related field • Nutritionist: Degree in related field • Doctor: Degree in medicine 	
7.4 Experience	The Academy in line with their model will designate experience of staff. The Academy must be able to demonstrate a sound rationale for experience levels and this helps them achieve the pillars of 'Philosophy' and "Knowledge".	

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
7.5 Content of the Programme	<p>It is expected that the Academy will be able to demonstrate the following areas within their own blueprint / programme document of their programme detailing:</p> <ul style="list-style-type: none"> • At ALL age levels Sports First Aid qualified staff on site at all training sessions • Clubs must ensure that a minimum of two physiotherapy clinics are held weekly, led by a chartered physiotherapist. • The home club must ensure that a chartered physiotherapist or chartered sports therapist (with Pitchside Emergency Care certification) is in attendance at match locations on match days • A qualified sports first aider pitch side at every training session and matches for all ages with relevant medical equipment and emergency bags on site • Medical screening at every age level where applicable (Doctor and musculoskeletal) • Monitoring of players at every age level (growth, maturation, physical) • Evidence based interventions for the development of physical qualities (strength and conditioning programmes, injury prevention, individualisation, periodisation, etc.) • Guiding the Scottish FA Performance Schools to support aspects of the programme for specific individuals within the schools (if applicable) • Psychological profiling/screening where applicable • Performance lifestyle education and support (diet, nutrition, lifestyle management, health and well-being) • Injury recording / auditing 	
<p>It is also expected that the Academy will detail and ensure the following minimum medical standards are met on a weekly basis.</p>		
7.5 Content of the Programme, <u>continued</u>	<ul style="list-style-type: none"> • The home club must ensure that a chartered physiotherapist or chartered sports therapist (with Pitchside Emergency Care certification) is in attendance at match locations on match days • A qualified sports first aider pitch side at every training session and matches for all ages with relevant medical equipment and emergency bags on site • For match days the home club must provide a Match Day Action Plan, incorporating the following: <ul style="list-style-type: none"> a) Location of Defibrillator b) Location of Trauma Room c) Location of Local Hospitals 	
7.6 Rationale of Content	<p>The Academy must be able to demonstrate the rationale for content within the programme. It is expected that this will be achieved through current evidence and best practice available for each area documented within the programme and can be supported by references to the literature if required.</p>	

CRITERIA	PERFORMANCE (PROGRESSIVE)	PERFORMANCE
7.7 Capacity to Deliver	<p>The Academy will illustrate their capacity to deliver the programme through facilities, equipment and expertise within the area of science and medicine.</p> <p>The capacity to deliver is not predicated on the quality of equipment or facilities, it will be on the rationale for working practice within the Academy programme of Staffing, Philosophy and Knowledge.</p> <p>From a medical perspective, the following minimum standards shall be met:</p> <ul style="list-style-type: none"> • Equipment and facilities in line to a minimum specification of the "UEFA Medical Regulations & Requirements" • Contents of all medical equipment and emergency bags are detailed, up to date and present with the Physiotherapist on site for each session or match • A clear Emergency Action Plan detailed for each training session and match • Access to an onsite medical room for each training session and match <p>Full equipment list detailed and access to an appropriate medical room for each training session and match.</p>	
7.8 Continuous Professional Development	<p>The Academy will illustrate the CPD plan for all science and medicine staff. The Academy will also highlight the investment in their staff through further training and accreditation to the relevant bodies.</p> <p>It is expected that all staff undergo CPD each year, including a CPD event hosted by the Scottish FA.</p> <p>It is also expected that football science staff, in particular, are supported to undergo accreditation with the relevant and recognised body in their area (BASES, UKSCA etc.)</p>	
7.9 Development Pathway	<p>The Academy will establish the development pathway for staff to ensure there is progression for all staff through their learning and development within the Academy. The Academy must be able to demonstrate rationale for their pathway and this must integrate within the programme 'Staffing' and 'Knowledge'.</p>	
7.10 Communication	<p>The Academy will demonstrate functioning of the transfer of knowledge and resulting development between staff and players through their own blueprint and storage on their own online platform.</p> <p>The Academy will share information with the Scottish FA on a quarterly basis on each area of criteria with specific focus on the content of programme and the monitoring of players through the Academy. This will incorporate specific requests electronically in quarters 1, 2 and 3. Quarter 4 will consist of a full programme audit at the club.</p>	

ADVANCED YOUTH CATEGORY

3

SECTION 1 – ACADEMY PLANNING

CRITERIA	ADVANCED YOUTH
1.1 Letter of Support	Letter confirming investment and support of Academy by Board of Directors or senior club management for a minimum of three seasons. This is an on-going process to be updated annually
1.2 Introduction Meeting	Clubs shall host a meeting for parents and players at the start of each season. General Academy policy, planning codes of conduct etc shall be covered at these sessions, including evidence of detail on registrations and compensation information being delivered to players and parents (video etc).
1.3 Player and Coach Assessments	The Academy in line with their model will designate experience of staff. The Academy must be able to demonstrate a sound rationale for experience levels and this helps them achieve the pillars of 'Philosophy' and "Knowledge".
1.4 Football Participation Data Sharing	Advanced Youth Programme clubs that operate community programmes shall share all participation data with the Scottish FA using the Football Administration System (FAS).

SECTION 2 – COACHING QUALIFICATIONS AND DEPLOYMENT

CRITERIA	ADVANCED YOUTH
2.1 Coaching Roster	<p>Age categories: Under 16/17 and Under 18/19</p> <p>The minimum number of qualified named coaching staff positions is 5. The minimum number of qualified personnel is 5 working in the academy – to include the following:</p> <p>Pro Licence / A Licence / Elite Youth A Licence x 1 (including HOYD) UEFA B Licence / C Licence x 4 if HOYD is not taking a team Goalkeeping Level 2 x 1</p>
2.2 Head of Youth Development	<p>The position is part-time and must have personnel qualified to at least one of the following qualifications;</p> <ul style="list-style-type: none"> • UEFA Pro Licence • UEFA Elite Youth A Licence • UEFA A Licence • Scottish FA Recognition of Competence <p>Contract or Letter of Engagement in place with evidence of remuneration, salary or expenses.</p>

The Club Academy Scotland monitoring process requires the following conditions to be met in relation to qualified coach attendance and participation at training sessions and match day.

CRITERIA	ADVANCED YOUTH
2.3 Coach Qualifications – Match Day and Training Sessions	<p>Each squad playing in the Advanced Youth Games Programme is to have the minimum named (on coaching roster) qualified staff. B Licence / C Licence x 2. One of the squads listed above must replace a B Licence / C Licence holder with a Pro Licence / UEFA A Licence / UEFA Elite Youth A Licence holder (can include Head of Youth Development).</p> <p>Match Days – Both named (on coaching roster) qualified coaches to attend all home and away matches. In circumstances of unavoidable absence, a replacement coach, qualified to minimum C Licence standard for all teams, must be provided.</p> <p>Training Sessions Named squad Coach with a minimum C Licence qualification must lead every session. Goalkeeper Specific Training Sessions must be covered by a goalkeeping coach qualified to minimum Goalkeeping Level 1 standard and cover a minimum of 50% of the training sessions weekly.</p>
<p>For the avoidance of doubt, each squad playing in the Advanced Youth Games Programme must have two qualified coaches in attendance each match day, both of whom must be qualified to minimum C Licence standard.</p>	

SECTION 3 – MATCH DAY FACILITIES

CRITERIA	ADVANCED YOUTH
3.1 Number of Available Pitches	On match days a minimum of two pitches must be available.
3.2 Type of Surface	Match Day pitch surfaces can be grass or 3g (3.5 below).
3.3 Home Match Pitch Provision	Clubs must be able to demonstrate a capability to host matches within facilities that are no more than 15 minutes travelling distance from each other.
3.4 Pitch Access Agreement	Clubs must have a minimum one-year lease or access agreement in place for all listed match pitches and facilities (excludes back-up facility) to cover the period of the 2023 games programme.
3.5 Pitch Quality Requirement	Pitches must be of a sufficient standard as deemed appropriate by the Scottish FA

CRITERIA	ADVANCED YOUTH
3.6 Pitch Dimensions	Dimension of pitches must comply with the terms detailed in the current version of the CAS Regulations.
3.7 Enclosing of Match Area	Match area to be enclosed or have suitable provsiosn available to make enclosed (roped off).
3.8 Technical Areas	Defined technical areas to be provided (physical or marked) on same pitch side.
3.9 Spectator Viewing	Designated spectator area on opposite side of pitch to benches and technical areas where static dugouts / technical areas are in place.
3.10 Changing Facilities	Two separate dressing rooms for participating squads with separate changing area for match officials. Adequate showering and toilet facilities.
3.11 Match Day Medical Room	Match day medical room with examination table to be supplied for use by all competing squads (dressing room acceptable).

SECTION 3A – TRAINING FACILITIES

CRITERIA	ADVANCED YOUTH
3A.1 Outdoor Grass or 3G Training Area	The Academy may train on grass or 3g.
3A.2 Individual Squad Training Areas	Each Squad Minimum 1/3 pitch (56 metres x 30 metres) x 2 training sessions per week.
3A.3 Duration of Training Sessions	Technical 90 minutes x 2 sessions / Sports Science - 30 minutes / Minimum weekly contact time - 3.5 hours
3A.4 Access Arrangements	Access agreement/lease agreement to cover the term of the 2023 season for all training venues listed.
3A.5 Dressing Rooms	Dressing rooms (with showers and toilets) for all players and coaching staff attending each session.
3A.6 Gymnasia	Gymnasium facility, inclusive of Strength and Conditioning equipment suitable for Sports Science delivery for all squads
3A.7 Medical Room	Medical room, including examination table, to accommodate medical and physiotherapy services.
3A.8 Education and Welfare Rooms	A room for use to deliver education and welfare programmes to players.
3A.9 Toilet Facilities	Toilets shall be available for use by parents/guardians.

SECTION 4 – TALENT ID AND PLAYER RECRUITMENT

CRITERIA	ADVANCED YOUTH
4.1 Academy Head of Player Recruitment	The Academy shall have a part-time Academy Head of Player Recruitment. The Academy Head of Player Recruitment must be qualified to Scottish FA Level 1, which includes Introduction to Talent ID, Talent ID Certificate, and the Talent ID Award and the Level 2, Talent ID Licence, by 31st December 2025. The Academy Head of Player Recruitment must be qualified to Scottish FA Level 3, Talent ID Advanced Licence and Level 4, Talent ID Diploma, once these courses have been released. A realistic timeframe will be given to candidates to complete both courses.
4.2 Scout Qualifications	All scouts must be qualified to Scottish FA Level 1 course which includes, Introduction to Talent ID, Talent ID Certificate and Talent ID Award, by 31st December 2025. 20% of the club's scouting/recruitment team must be qualified to the Level 2 Talent ID Licence by the 31st December 2025.
4.3 National Protocol for Scouts	The Academy will adhere to and implement the National Protocol for the Recruitment, Management and Monitoring of Football Scouts.
4.4 Protocol for Visiting Scouts and Intermediaries	The Academy will adhere to and implement the Protocol for Visiting Scouts and Intermediaries.
4.5 Written Player Recruitment Plan	The Academy must provide a written player recruitment plan which includes the processes undertaken when recruiting players.
4.6 Recruitment & Exit Database	The Academy must provide evidence of a player recruitment and exit database.
4.7 Player ID and Evaluation System	The Academy must provide evidence that a player ID and evaluation system is in place.

SECTION 4A – SPORTS ANALYSIS

CRITERIA	ADVANCED YOUTH
4A.1 Analysis System	Clubs must provide evidence that a match analysis system is in place.

SECTION 5 – CHILD WELLBEING AND PROTECTION

Introduction

The Scottish Football Association is committed to ensuring that football across all levels is a safe and nurturing environment for children and young people that leaves a lasting and positive impact. The following criteria sets minimum standards expected of everyone working with children and/or young people involved in football and recognises the rights of all children and young people.

CRITERIA	ADVANCED YOUTH
5.1 Child Wellbeing & Protection Policy	<p>The Academy must implement their Club's Child Wellbeing and Protection Policy. This policy must include the following documents, with no deletions:</p> <ul style="list-style-type: none"> i) Introduction ii) Policy Statement iii) Appointment and selection procedure iv) Responding to Concerns Procedure v) Case Review Procedure <p>The Club must also make the following information available on their website. The following documents may be modified, within the terms of the criteria set out by the Scottish FA Wellbeing and Protection Department, to fit to the circumstances of the Club:</p> <ul style="list-style-type: none"> i) Set the Standards – Code of Conduct ii) Anti-bullying iii) Behaviours iv) Celebration v) Communication and Social Media vi) Health vii) Planning and organisation viii) Prevention Planning ix) Relationships x) Travel and trips away from home <p>The Child Wellbeing and Protection Policy must have an introduction from the Chief Executive and/or Board of the Club.</p> <p>The Child Wellbeing and Protection Policy must be published on the Club website, with a link from the Academy webpage if applicable.</p> <p>The Club must publish an organogram on the Club / Academy website outlining the relationship between the Club and Academy and the lines of accountability in relation to Child Wellbeing and Protection.</p> <p>All staff and volunteers must read and sign up annually to the Club's Child Wellbeing and Protection Policy and Set the Standards – Code of Conduct.</p>

CRITERIA	ADVANCED YOUTH
5.2 Code of Conduct	<p>The Academy must have a written code of conduct or standards for:</p> <ul style="list-style-type: none"> a) Children and Young People b) Parents and Carers <p>Everyone to whom the code of conduct applies must sign a declaration (electronically or hard copy) at the start of every season confirming they have read and will adhere to the terms of the code.</p>
5.3 Child Wellbeing and Protection Officer	<p>The Club/Academy must have a dedicated Child Wellbeing and Protection Officer (CWPO). This means that the CWPO must not hold any other roles within the Football Club.</p> <p>The Club/Academy must employ the individual/s for the number of hours required to discharge fully the requirements of the role as set out in the Scottish FA role description and to achieve the outcomes set out in the Child Wellbeing and Protection: Getting it Right for Every Child in Scottish Football strategy.</p> <p>This role can be shared between more than one Academy, provided that the outcomes are met for each Academy. This will be assessed against the self-assessment and action plan.</p> <p>Clubs/Academies seeking to recruit a Child Wellbeing and Protection Officer must use the Scottish FA Child Wellbeing and Protection Officer role description. The Club/Academy must recruit a Child Wellbeing and Protection Officer through an open appointment and selection procedure which ensures that candidates have the knowledge, skills and values to carry out the specific role.</p> <p>The CWPO's name and contact details must be published on the Club / Academy website.</p>

CRITERIA	ADVANCED YOUTH
5.4 Learning and Development	<p>The Child Wellbeing and Protection Officer/s shall:</p> <ul style="list-style-type: none"> i) Undertake the "Children's Wellbeing in Scottish Football" face to face training; or the SportsScotland Child Wellbeing and Protection in Sport training; or other training provided by the Scottish FA from time to time. ii) Attend the "Managing Children's Wellbeing in Scottish Football" training or the SportsScotland Child Wellbeing and Protection Officer training; or other training provided by the Scottish FA from time to time. iii) Attend all Child Wellbeing and Protection Officer Regional Network Meetings. iv) Undertake annual professional development training in wellbeing and protection areas to maintain their knowledge in current developments. v) Refresh core training at least every three years unless directed otherwise by the Scottish FA Wellbeing and Protection Team. <p>All "persons in regulated work", and IN ADDITION all other adults working or conducting voluntary work with or making decisions on behalf of children and young people under 18 years of age must:</p> <ul style="list-style-type: none"> i) Undertake the "Children's Wellbeing in Scottish Football" training (face to face course or eLearning), or the SportsScotland Child Wellbeing and Protection in Sport training; or other training approved by the Scottish FA from time to time. ii) Refresh training at least every three years unless directed otherwise by the Scottish FA Wellbeing and Protection Team.
5.5 SportsScotland Standards for Child Wellbeing and Protection in Sport and Self-Assessments	<p>The Club/Academy must undertake the SportsScotland self-assessment and create and implement a development plan annually.</p>
5.6 Child Participation	<p>The Academy must have in place mechanisms to allow children and young people to express their views and for these views to be respected and considered.</p>

CRITERIA	ADVANCED YOUTH
5.7 Safe Recruitment, Selection and Induction	<p>The Academy must complete and keep an up-to-date Training and Recruitment Record.</p> <p>Academies will have role descriptions for all personnel within the Academy. The Academy must demonstrate that the wellbeing and protection values are embedded into its culture through inclusion in role descriptions.</p> <p>All new Academy staff or volunteers must be recruited line with the Appointment and Selection Procedure before they begin their role with the Academy.</p> <p>The Academy or club must confirm their registration with Disclosure Scotland directly or via Volunteer Scotland Disclosure Services for the purposes of complying with PVG legislation. Where the club or Academy are registered with Disclosure Scotland directly it must evidence at least one counter signatory is in place, which can be the Child Wellbeing and Protection Officer/s or other individuals at the Academy.</p> <p>Academies must have a panel in place to support the Child Wellbeing and Protection Officer/s when information in a PVG Scheme Record is provided via soft information or previous criminal convictions listed. This type of information does not prevent an individual working with children, but it is important to consider and risk assess the details in relation to the role the Academy is employing the individual to carry out. Decisions made should be recorded and discussed with the individual, putting in place any actions to reduce any risks identified and this must be reviewed.</p>

SECTION 6 – FOOTBALL SCIENCE AND MEDICINE

CRITERIA	ADVANCED YOUTH
6.1 Academy Football Science and Medicine Officer	HPC registered physiotherapist. Post is part-time - Club or academy. Contract letter of engagement or service level agreement with third party provider. Evidence of remuneration salary or invoice.
6.2 Football Science and Medicine Support Staff	Support staff if utilised should be qualified to a minimum HND in Sports Science or related field. Provide list of all support staff and relevant qualifications.
6.3 Medical Cover at Home and Away Matches	<p>Each home match must be covered by personnel qualified to minimum Sports First Aid level. Provide list of all personnel, stating relevant qualification, who will provide medical cover (including coaching staff).</p> <ul style="list-style-type: none"> For match days the home club must provide a Match Day Action Plan, incorporating the following; <ol style="list-style-type: none"> Location of Defibrillator Location of Trauma Room Location of Local Hospitals
6.4 Medical Cover at Training Sessions	Each training venue hosting an academy technical or Sports Science session must have a Sports First Aider in attendance.
6.5 Sports Injury Clinic	To be held by the Academy Football Science and Medicine Officer once per week and will be accessible to all registered academy players.
6.6 Individual Testing	Individual player testing programme should be conducted twice per year. The content of this testing is at the discretion of the Football Science and Medicine Officer. Height, weight and seated height of the players must be measured to gauge the growth and maturation of individual players.
6.7 Physical Conditioning Plan	Evidence of age specific conditioning should be detailed specific to players requiring physical development support relative to their own growth and maturation measurements.

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