

Gartcairn Football Academy

Enclosure A – Player De-registration and Exit Communication Procedure

Adopted in General Meeting on 4 October 2026. Review: annually at the start of each season.

All Academy players are amateurs. Every player is free to leave the club at any time, for any reason, and to join any other club; nothing in this procedure restricts that right in any way. This procedure applies only to departures initiated by the club (de-registration).

1. A decision to de-register a player will be the responsibility of the head coach of that team.
2. Before any action is taken on Comet or any other registration system, the player's parents/carers (or the player, if aged 18 or over) must be informed of the decision personally – in person or by telephone – by the Coach.
3. The decision and reasons will then be confirmed in writing to the family within 5 working days, including how to raise any concerns with the club's CWPOs and, if they remain dissatisfied, with Scottish Women's Football.
4. Only once steps 2 and 3 are complete may the de-registration be processed on Comet, unless otherwise agreed by the parent/player.
5. A record of the decision, the communication and the written confirmation will be retained by the head coach.

Queries about this document should be directed to the Club Secretary or a Club Wellbeing and Protection Officer (CWPO).