

# AYR UNITED FOOTBALL ACADEMY



**POLICY**      **Coaching Staff Protocol for  
Recruitment**

**FOR**            **VOLUNTEERS AND STAFF**

**VERSION 1.3**

Created  
Passed by Board of Management  
Last Reviewed  
Next Review

July 2012  
July 2012  
September 2016  
September 2017

## UPDATES

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**Date:** 19<sup>th</sup> September 2013  
**Report to:** Board of Ayr United Football Academy  
**Author:** Donald Stewart  
**Purpose:** To agree annual review of policy  
**Agreement:** No changes  
**Rationale:** There have been no significant changes to player recruitment procedures

**Date:** 25<sup>th</sup> September 2014  
**Report to:** Board of Ayr United Football Academy  
**Author:** Donald Stewart  
**Purpose:** To agree annual review of policy  
**Recommendation:** No changes  
**Rationale:** There have been no significant changes to Player Recruitment Policy or advice nationally. There have been no requests from staff or volunteers for changes

**Date:** 15<sup>th</sup> September 2016  
**Report to:** Board of Ayr United Football Academy  
**Report from:** Donald C Stewart  
**Purpose:** To agree annual review of policy  
**Recommendation:** No changes  
**Rationale:** There have been no significant changes or advice nationally nor requests from staff or volunteers for changes.

### **Player Recruitment**

When a player of suitable standard is identified the coach should notify the Head of Scouting of:-

- a) Player's Name
- b) Player's Age Group
- c) Player's Club

The Head of Scouting will then arrange for the scouting staff to either observe or enquire about the identified player.

Should the *Scouting Staff* consider the player suitable for a trial for Ayr United Football Academy the following protocol will follow:-

- 1- *Scouting Staff* to contact team manager within AUFA
- 2- Arrange for suitable method with team manager to invite player into AUFA
- 3- A minimum of a 6 week trial offered to player. The length of time of the trial will be identified at the outset. Notwithstanding factors outside of the control of AUFA staff – weather for example – this time frame shall be adhered to.
- 4- The player's involvement in a pro-youth match within this period is at the discretion of the team head coach (Is this different from the team manager?)
- 5- At the end of the trial the player is either offered a contract with the AUFA or released back to his club
- 6- A player released back to his club shall be provided with a short appraisal from the AUFA coaching staff which should include areas for improvement.
- 7- Scouting staff shall return to observe any player returned to club within a 6 month after release.

The Head of Scouting and/or the team manager will be involved in each stage of this process. The club manager of the player's host team will be welcome to attend and observe any coaching session which includes one of his players.

Scouting staff shall keep appropriate records which shall include details of every player they have been asked to observe and every player invited for trial.

Appropriate records shall include:

- a) Player's Name
- b) Parent's Name(s)
- c) Player's Address
- d) Contact Details
- e) Player's Age Group
- f) Player's Club
- g) Club Manager's Name
- h) Date of Birth
- i) Nationality
- j) Date observed
- k) Date invited for trial (if applicable)
- l) Date when released (if applicable)
- m) Date when signed (if applicable)
- n) Date when re-observed (if applicable)
- o) Name of Person who recommended Player for observation or trial

Appropriate records of every player's performance during their 6 week trial shall be kept by scouting staff. Records shall include the following:

- a) Player's Name
- b) Player's Date of Birth
- c) Date trial period started
- d) Date trial period ended
- e) Outcome of trial period
- f) Performance Summary with "Areas for Improvement" if released
- g) AUFA Performance Summary if signed

All scouting staff records will be available for checks by Head of scouting at any time during the course of the season. All Coaching Staff records shall be available for checks by the Academy coordinator at any time during the course of the season. All records shall be available for checks by Head of Youth Development and AUFA Board of Directors at any time during the course of the season.