

Hertfordshire FA

Coach Education Programme
Season 2011-2012



Get **into** Coaching



Welcome to the Hertfordshire Football Association **Coach Education Brochure 2011 / 2012**

Education is a great way to improve your knowledge, understanding and expertise in football. Whatever your experience in the game, there are always new things to learn. Hertfordshire County Football Association is committed to developing football across the county.

Following many successful years in providing quality courses we are again pleased to offer you a variety of courses, throughout the county, for all aspects of football, including coaching, first aid and safeguarding children in football workshop. This brochure will outline all the courses we offer and give you a comprehensive breakdown to ensure you find the course that meets your requirements.

Whatever your role is in football there are opportunities to get involved, We value your contribution and we want to help you to develop your knowledge and skills whatever your level, so we will provide courses suited to your needs.

Courses

The need to provide support to those people coaching players at all levels of the National Game has long been recognised by The Football Association as key to the development of the game. The coach education programme has a huge impact on youth and grass roots playing opportunities.

Summary of the courses that are on offer:

Level 1 Award in Coaching
Level 2 Certificate in Coaching
Goalkeeping Level 1
Goalkeeping Level 2
FA Introduction to Coaching Futsal
Coaching Disabled Footballers
Emergency First Aid
Safeguarding Children in Football
Welfare Officer Workshop
The FA Skills Module
The FA Level 3 Youth Award (Module 1 & Module 2)
Junior Football Organisers Course (Teachers & Coaches)
Basic First Aid For Sport
Football Association Mentoring Course

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Hertfordshire Football Association
Development Team
Contact Details

To enable the Hertfordshire FA to deal with your enquiry efficiently please contact either Alan Ackrell or Sharon Gill who will be able to assist accordingly, alternatively please go to our FAQ (frequently asked questions) page on the Hertfordshire FA Website.

Alan Ackrell **Football Development Officer (Education)**
01462 650201
alan.ackrell@hertfordshirefa.com

Sharon Gill **Football Development Administration Officer**
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sharon.gill@hertfordshirefa.com

www.hertfordshirefa.com

Venue Addresses

Please find below the venue addresses for the courses listed in the calendar (at time of publishing)

Hertfordshire FA
County Ground
Baldock Road
Letchworth
Herts SG6 2EN

Hertfordshire Sports Village
De Havilland Campus
Hatfield Business Park
Hatfield
Herts AL10 9EU

Cavendish Sports College
Warners End Road
Hemel Hempstead
Herts
HP1 3DW

Birchwood High School
Parsonage Lane
Bishops Stortford
Herts
CM23 5BD

Ware Youth FC
Trinity
Fanhams Hall Road
Ware
Herts SG12 7NN

Harvesters FC
Oaklands Lane
Smallford
St Albans
Herts AL4 0HS

Sele School
Welwyn Road
Hertford
Herts
SG14 2DG

Borehamwood Youth FC
82 Aycliffe Road
Borehamwood
Herts
WD6 4JW

Pricing Structure for 2011 / 2012

Course	Price	
Level 1 Coaching Certificate	£140.00	VAT Exempt
Level 2 Coaching Certificate	£280.00	VAT Exempt
Level 1 Goalkeeping Certificate	£140.00	VAT Exempt
Level 2 Goalkeeping Certificate	£180.00	VAT Exempt
FA Introduction to Coaching Futsal	£45.00	VAT Exempt
Coaching Disabled Footballers Course	£30.00	VAT Exempt
Emergency First Aid Course	£28.00	VAT Exempt
Safeguarding Children in Football Workshop	£23.00	VAT Exempt
Welfare Officer Workshop	£23.00	VAT Exempt
FA Skills Module	£20.00	VAT Exempt
FA Level 3 Youth Award (Module 1)	£100.00	VAT Exempt
FA Level 3 Youth Award (Module 2)	£120.00	VAT Exempt
Junior Football Organisers Course	£25.00	VAT Exempt
Basic First Aid For Sport Course	£60.00	VAT Exempt
Football Association Mentoring Course	£15.00	VAT Exempt

Applicants must be aged 16 or over at the commencement of all courses.

Coaching Course Pricing Structure 2011 / 2012

Hertfordshire Football Association has been able to ensure that Coaching Course prices in our programme for 2011 / 2012 will remain the same as our prices that appeared in our programme for 2010 / 2011.

“Participant” Online Booking System

There is a major change in booking procedure this year which we hope will make things easier for everybody. The new online booking system “Participant”, will require payment to be made by credit / debit card and those undertaking courses at their club’s expense will be able to pass a copy of the confirmation to the club treasurer for reimbursement. If this system proves problematic for you, please contact me for advice. However, I ask you please to make every effort to book online as the saving on time, paper and ultimately money will be considerable. It will all help to keep our services affordable!

Sharon Gill
Football Development Administration Officer

How to book onto a course or event using www.hertfordshirefa.com

Step 1

Go to www.hertfordshirefa.com

Step 2

Click on “Coaching Courses” and then Click on the “Courses / Events – Book Online” tab on the left hand side

Step 3

This page will display all the forthcoming courses / events. Click on the course / event you wish to enrol on to

Step 4

Scroll to the bottom of the page and enter your FA Number (FAN) and password and click the “Login” button. If you are a league official, referee, coach and / or player, it is extremely likely you have a FAN already. Please email GetOnline@TheFA.com with your name, date of birth and address, and your FAN and a password will be emailed to you. If you do not already have a FAN, click the appropriate link and you can register online before proceeding.

Step 5

If your log in details are correct, you will now be logged into your Hertfordshire FA’s booking system. Your name will be displayed at the top of the page and you can then enrol on multiple courses / events without having to log in again. To enrol on to the course you previously selected, scroll to the bottom of the course / event to enter the enrolment details.

Step 6

Enter all the enrolment details which are displayed. The fields marked as “*” must be entered. Click the “Enrol” button once you have finished entering your enrolment details. If you wish to enrol more than one person on to the course / event, click the “Add New Participant” button for a blank online application form.

Step 7

To complete your enrolment fill out your card details and click the “Enrolment” button.

Step 8

If payment is successful the confirmation, including your confirmation number will be displayed on screen which you can print off.

If you have any difficulty with this booking procedure please contact me on 01462 650208 or email Sharon.gill@hertfordshirefa.com

Coaching Education Courses Terms and Conditions 2011 / 2012

- Places are secured on receipt of **full** course fee
- Telephone reservations are **not** accepted
- Full refunds of course fees paid will be made should course be cancelled due to insufficient numbers of candidates applying
- Candidates withdrawing from a course (except on medical grounds) less than two weeks prior to its commencement will be subject to a £20 administration charge
- If candidates have attended course Inductions and Resources have been supplied, **no refunds** will be available should candidate withdraw from course

Attendance on TRAINING CONTINUATION DAYS (Level 2) is mandatory as they are an integral element of the guided learning hours and course syllabus. Failure to attend Training Continuation Days will be considered as withdrawal from the course by Hertfordshire County Football Association and 1st4 Sport Qualifications (the Awarding Body)

Failure to complete and submit completed logbooks on second Support Day will result in candidates being unable to complete Final Assessments.

Level 2 candidates are advised that Emergency Aid and Safeguarding Children in Football workshops are not included in their course and they will need to book onto and pay for these separately, as candidates must have attended these workshops before taking their final assessment.

Any participant who is suspended by the Football Association or any County Football Association will not be allowed to participate in any course activity.

Hertfordshire FA Coaches Association

By getting on the coaching ladder, individuals have the opportunity to progress up through the various FA Coaching qualifications while constantly enhancing their skills and knowledge. We hope that this will not only improve the ability of the individual but also the performance and enjoyment of the team.

Experience is essential for a coach as so much can be learned from the coaching field whether it is working with other coaches and learning from them or coaching different groups of players with mixed abilities.

A successful coach should always be open to new ideas and want to continually improve their individual skills and knowledge of the game.

The Hertfordshire FA Coaches Association offers the perfect solution to all coaches who aim to improve their skills, knowledge, experience and enjoyment of the game. We are here to support those involved in football activities in Hertfordshire with new ideas, the sharing of knowledge and to develop a network of coaches to benefit the game both at a youth and adult level.

Introduction

To complement the extensive Coach Education programme, the HFACA supports coaches by providing new ideas on coaching methods, sharing knowledge and helps to develop a network of coaches to benefit the game at all levels. The Association aims to be fully inclusive and welcomes young and more mature coaches, men and women from all backgrounds.

Frequency and format

There are a minimum of 4 events per season, the majority of which are held on a week day evening from 7 till 10pm. We also like to include a full day event on a weekend, in the summer. Most events involve a mixture of theory and practical work, which members can either take part in or take notes. Events are held around the county.

Previous Events have included;

- Les Reed: School for Strikers
- Coerver Coaching
- LTPD – the FUNdamentals
- John Allpress: The Player Development Pathway
- Dick Bate: The Fundamentals of Defending
- Colin Read: Attacking in the Final Third
- Frank O'Brien: Coaching Methods Throughout Europe
- David Turner: Team & Man Management Techniques

Membership

Membership is open to any person over the age of 16, ideally they should hold a coaching qualification or be booked onto the FA Level 1 course. The Membership renewal period is from May to July, but new members can join at anytime during the year. Coaches are required to provide 2 passport photos with the completed Application form.

Charter Standard club membership allows any coach with the club to attend events, proof of club membership will be required.

Membership Fees

- The Annual membership is £15 for individual members. (forms are on the web site or can be requested)
- Charter Standard Club Membership = £30 and Development / Community club = £50
- Non members may attend Association events by paying the agreed fee, when booking their place in advance of each event.

Events

- Information about events will be posted on www.hertfordshirefa.com or emailed to members and clubs
- If you are attending an Association event, let us know by email or the online booking system
- Each season we put on varied subjects / topics, feel free to request a topic or subject
- If your club would like to host an event, contact us and let us know

Level 1 Course 2011 / 2012 Schedule**Price: £140.00**

Session	Date	Time (24 HR)	Location
Course Code – LEV1P-2011			
Introduction/Theory	6 July 2011	19.00 – 22.00	Hertfordshire FA HQ County Ground
Practice	9 July 2011	09.00 – 17.00	
SCFW	12 July 2011	19.00 – 22.00	
Emergency Aid	15 July 2011	19.00 – 22.00	
Practice	16 July 2011	09.00 – 17.00	
Assessment	17 July 2011	09.00 – 17.00	
Session			
Course Code – LEV1Q-2011			
Introduction/Theory	27 July 2011	19.00 – 22.00	Sele School Hertford
Practice	30 July 2011	09.00 – 17.00	
SCFW	2 August 2011	19.00 – 22.00	
Emergency Aid	5 August 2011	19.00 – 22.00	
Practice	6 August 2011	09.00 – 17.00	
Assessment	7 August 2011	09.00 – 17.00	
Session			
Course Code – LEV1R-2011			
Introduction/Theory	10 August 2011	19.00 – 22.00	Hertfordshire Sports Village Hatfield
Practice	13 August 2011	09.00 – 17.00	
SCFW	16 August 2011	18.00 – 21.00	
Emergency Aid	19 August 2011	18.00 – 21.00	
Practice	20 August 2011	09.00 – 17.00	
Assessment	21 August 2011	09.00 – 17.00	
Session			
Course Code – LEV1S-2011			
Introduction/Theory	14 September 2011	19.00 – 22.00	Hertfordshire Sports Village Hatfield
Practice	17 September 2011	09.00 – 17.00	
SCFW	20 September 2011	19.00 – 22.00	
Emergency Aid	23 September 2011	19.00 – 22.00	
Practice	24 September 2011	09.00 – 17.00	
Assessment	25 September 2011	09.00 – 17.00	
Session			
Course Code – LEV1T-2011			
Introduction/Theory	19 October 2011	19.00 – 22.00	Hertfordshire FA HQ County Ground
Practice	22 October 2011	09.00 – 17.00	
SCFW	25 October 2011	19.00 – 22.00	
Emergency Aid	28 October 2011	19.00 – 22.00	
Practice	29 October 2011	09.00 – 17.00	
Assessment	30 October 2011	09.00 – 17.00	
Session			
Course Code – LEV1A-2012			
Introduction/Theory	1 February 2012	19.00 – 22.00	Hertfordshire FA HQ County Ground
Practice	4 February 2012	09.00 – 17.00	
SCFW	7 February 2012	19.00 – 22.00	
Emergency Aid	10 February 2012	19.00 – 22.00	
Practice	11 February 2012	09.00 – 17.00	
Assessment	12 February 2012	09.00 – 17.00	

Session	Date	Time (24 HR)	Location
Course Code – LEV1B-2012			
Introduction/Theory	29 February 2012	18.00 – 21.00	Cavendish Sports College Hemel Hempstead
Practice	3 March 2012	09.00 – 16.00	
SCFW	6 March 2012	18.00 – 21.00	
Emergency Aid (Venue TBA)	9 March 2012	18.00 – 21.00	
Practice	10 March 2012	09.00 – 16.00	
Assessment	17 March 2012	09.00 – 16.00	
Session -			
Course Code – LEV1C-2012			
Introduction/Theory	14 March 2012	19.00 – 22.00	Borehamwood Youth FC Borehamwood
Practice	17 March 2012	09.00 – 17.00	
SCFW	20 March 2012	19.00 – 22.00	
Emergency Aid (Venue TBA)	23 March 2012	19.00 – 22.00	
Practice	24 March 2012	09.00 – 17.00	
Assessment	25 March 2012	09.00 – 17.00	
Session			
Course Code – LEV1D-2012			
Introduction/Theory	25 April 2012	19.00 – 22.00	Birchwood High School Bishops Stortford
Practice	28 April 2012	09.00 – 17.00	
SCFW	1 May 2012	19.00 – 22.00	
Emergency Aid	4 May 2012	19.00 – 22.00	
Practice	5 May 2012	09.00 – 17.00	
Assessment	6 May 2012	09.00 – 17.00	
Session			
Course Code – LEV1E-2012			
Introduction/Theory	20 June 2012	19.00 – 22.00	Ware Youth FC Ware
Practice	23 June 2012	09.00 – 17.00	
SCFW	26 June 2012	19.00 – 22.00	
Emergency Aid	29 June 2012	19.00 – 22.00	
Practice	30 June 2012	09.00 – 17.00	
Assessment	1 July 2012	09.00 – 17.00	

Please Note:

SCFW = Safeguarding Children in Football Workshop

To obtain the 1st4Sport Level 1 Certificate in Coaching Football candidates must attend all related sessions and acquire the required number of training hours and show competence in all units.

1st4sport Level 1 Award in Coaching (Club Coach)

Name of Awarding Body: **1st4sport and / or The Football Association**

Implications of the Choice of Learning Programme:

- i) amount and standard of work that the student needs to produce:
Must demonstrate competence in practical coaching and satisfactorily demonstrate knowledge through an internal assessment. The amount of time the student has to dedicate to the course is as follows:
- | | |
|---|--|
| <i>Introduction and registration</i> | <i>28 guided learning hours as listed within the</i> |
| <i>Initial training</i> | <i>Hertfordshire FA Coaching programme brochure.</i> |
| <i>Safeguarding Children in Football workshop</i> | |
| <i>Emergency aid course</i> | |
| <i>Assessment day</i> | |
- The course is aimed at participants who will be working with players aged from 7 to 16 years old.**
- ii) methods to be used during the learning process
Students receive a range of practical demonstrations, theory modules, group discussions and course tasks.
- iii) type(s) of assessment that will be used:
There is an optional final practical assessment and to take the assessment the candidate must have completed all the elements of the course. Students must pass this assessment to achieve “Club Coach” status.
- iv) practical content of course:
Candidates should be aware that a significant proportion of the course comprises of practical involvement. Candidates should be prepared to participate as much as possible.

Entry Requirements for the Programme:

- i) entry qualifications:
There are no formal prerequisites for this award. Prior experience of the sport is helpful. Minimum recommended age for this award is 16 years.

Support Available to the Student:

- i) amount of tutor time:
a maximum of 20 guided learning hours followed by a minimum of 8 hours final assessment (optional)
- ii) equipment:
Sports pitches and training rooms are available in a variety of locations throughout Hertfordshire.
- iii) learning resources
Students receive a copy of the FA Course Pack, a level 1 Handbook, a copy of *The Laws of Association Football*, an interactive CD Rom, a Club Coach DVD, child protection resources and access to the *Soccer Parent* on-line course.

Suitable Progression Available in Terms of Additional Qualifications:

- i) name of the additional qualifications:
**1st4sport Level 2 Certificate in Coaching Football (The FA)
1st4sport Level 2 in Treatment and Management of Injury in Football (The FA)
FA Age Specific 1 Day Skills module or FA Age Specific Level 3 Module 1**
- ii) awarding body:
1st4sport and/or The Football Association
- iii) where and how the additional progression qualification can be achieved:
Progress to the Level 2 Certificate in Coaching Football is by recommendation of course tutor. A personal action plan is provided to guide candidates to an appropriate progression qualification and timescale.

“I was pleased and impressed with the Level 1 Coaching course and the tutor involved. He was a complete professional and a very very good teacher. I will have no hesitation in signing up for the Level 2 course and the goalkeeping course as well. I would recommend the Level 1 to all coaches/parents who want to get involved”

Stuart Johnson, Coach Welwyn Pegasus U12 Royals

Level 2 Course 2011 / 2012 Schedule**Price: £280.00**

Session	Date	Time (24 HR)	Location	
Course Code – CC2E-2011				
Introduction and Tuition	22 July 2011	18.00 – 21.00	Hertfordshire Sports Village Hatfield	
Tuition	25 July 2011	09.00 – 17.00		
Tuition	26 July 2011	09.00 – 17.00		
Tuition	27 July 2011	09.00 – 17.00		
Tuition	28 July 2011	09.00 – 17.00		
Tuition	29 July 2011	09.00 – 17.00		
Tuition	30 July 2011	09.00 – 17.00		
Continuation Days	27 October 2011	09.00 – 17.00		
Continuation Days	5 January 2012	09.00 – 17.00		
Assessment Days	9 February 2012	09.00 – 17.00		
Assessment Days	10 February 2012	09.00 Start		
Session				
Course Code – CC2F-2011				
Introduction and Tuition	19 August 2011	18.00 – 21.00	Hertfordshire Sports Village Hatfield	
Tuition	22 August 2011	09.00 – 17.00		
Tuition	23 August 2011	09.00 – 17.00		
Tuition	24 August 2011	09.00 – 17.00		
Tuition	25 August 2011	09.00 - 17.00		
Tuition	26 August 2011	09.00 – 17.00		
Tuition	27 August 2011	09.00 – 17.00		
Continuation Days	5 December 2011	09.00 – 17.00		
Continuation Days	6 January 2012	09.00 – 17.00		
Assessment Days	2 February 2012	09.00 – 17.00		
Assessment Days	3 February 2012	09.00 Start		
Session				
Course Code – CC2G-2011				
Introduction and Tuition	16 September 2011	19.00 – 22.00	Ware Youth FC Ware	
Tuition	19 September 2011	09.00 – 17.00		
Tuition	20 September 2011	09.00 – 17.00		
Tuition	21 September 2011	09.00 – 17.00		
Tuition	22 September 2011	09.00 – 17.00		
Tuition	23 September 2011	09.00 – 17.00		
Tuition	24 September 2011	09.00 – 17.00		
Continuation Days	6 January 2012	09.00 – 17.00		
Continuation Days	3 February 2012	09.00 – 17.00		
Assessment Days	1 March 2012	09.00 – 17.00		
Assessment Days	2 March 2012	09.00 Start		

To achieve the 1st4Sport Level 2 Certificate in Coaching Football candidates must attend all related sessions and acquire the required number of training and tutor contact hours as well as showing competence in all units.

Please Note the following courses are not included in the Level 2 courses fee

* Safeguarding Children in Football Workshop (3hours)

* Emergency Aid (3hours)

Candidates are advised to obtain these certificates by booking onto courses listed in this brochure before final assessment dates for their proposed course.

It is a **MANDATORY** requirement of the awarding body that candidates have this evidence before assessment.

Session	Date	Time (24 HR)	Location	
Course Code – CC2H-2011				
Introduction and Tuition	14 October 2011	19.00 – 22.00	Hertfordshire Sports Village Hatfield	
Tuition	17 October 2011	09.00 – 17.00		
Tuition	18 October 2011	09.00 – 17.00		
Tuition	19 October 2011	09.00 – 17.00		
Tuition	20 October 2011	09.00 – 17.00		
Tuition	21 October 2011	09.00 – 17.00		
Tuition	22 October 2011	09.00 – 17.00		
Continuation Days	23 January 2012	09.00 – 17.00		
Continuation Days	12 March 2012	09.00 – 17.00		
Assessment Days	4 April 2012	09.00 – 17.00		
Assessment Days	5 April 2012	09.00 Start		
Course Code – CC2A-2012				
Introduction and Tuition	10 February 2012	19.00 – 22.00		Hertfordshire Sports Village Hatfield
Tuition	13 February 2012	09.00 – 17.00		
Tuition	14 February 2012	09.00 – 17.00		
Tuition	15 February 2012	09.00 – 17.00		
Tuition	16 February 2012	09.00 – 17.00		
Tuition	17 February 2012	09.00 – 17.00		
Tuition	18 February 2012	09.00 – 17.00		
Continuation Days	13 April 2012	09.00 – 17.00		
Continuation Days	25 May 2012	09.00 – 17.00		
Assessment Days	19 July 2012	09.00 – 17.00		
Assessment Days	20 July 2012	09.00 Start		

Session	Date	Time (24 HR)	Location	
Course Code – CC2B-2012				
Introduction and Tuition	2 March 2012	19.00 – 22.00	Harvesters FC St Albans	
Tuition	5 March 2012	09.00 – 17.00		
Tuition	6 March 2012	09.00 – 17.00		
Tuition	7 March 2012	09.00 – 17.00		
Tuition	8 March 2012	09.00 – 17.00		
Tuition	9 March 2012	09.00 – 17.00		
Tuition	10 March 2012	09.00 – 17.00		
Continuation Days	4 June 2012	09.00 – 17.00		
Continuation Days	2 July 2012	09.00 – 17.00		
Assessment Days	2 August 2012	09.00 – 17.00		
Assessment Days	3 August 2012	09.00 Start		
Session –				
Course Code – CC2C-2012				
Introduction and Tuition	11 May 2012	19.00 – 22.00	Hertfordshire FA HQ County Ground	
Tuition	14 May 2012	09.00 – 17.00		
Tuition	15 May 2012	09.00 – 17.00		
Tuition	16 May 2012	09.00 – 17.00		
Tuition	17 May 2012	09.00 – 17.00		
Tuition	18 May 2012	09.00 – 17.00		
Tuition	19 May 2012	09.00 – 17.00		
Continuation Days	9 July 2012	09.00 – 17.00		
Continuation Days	27 August 2012	09.00 – 17.00		
Assessment Days	20 September 2012	09.00 – 17.00		
Assessment Days	21 September 2012	09.00 Start		

Next Step – FA Level 3 Certificate in Coaching Football / FA Level 2 Goalkeeping Certificate

Please be aware progress to the Level 3 Certificate in Coaching Football is by recommendation of course tutor. A personal action plan is provided to guide candidates to an appropriate progression qualification and timescale.

1st4sport Level 2 Certificate in Coaching (Coach Certificate)

Name of Awarding Body: **1st4sport and / or The Football Association**

Implications of the Choice of Learning Programme:

- i) Amount and standard of work that the student needs to produce,
Must demonstrate competence in practical coaching and satisfactorily complete a range of theory worksheets. The amount of time the student has to dedicate to the course is as follows:

<i>Initial 6 days training</i>	<i>48 guided learning hours</i>
<i>Training Continuation days</i>	<i>16 guided learning hours</i>
<i>Assessment weekend</i>	<i>16 guided learning hours</i>

Not Covered on Course but are mandatory requirements:

Safeguarding Children in Football, Emergency Aid and online Laws of the Game

The student is also required to undertake at least 16 hours of practical coaching experience in the 3-4 months following the initial training week. These hours need to be recorded in a log book.

- ii) Methods to be used during the learning process,
Students receive a range of practical demonstrations, theory modules, group discussions and post course tasks.
- iii) Type of assessment that will be used,
There is a final practical assessment and oral assessment conducted by one-to-one interview.
- ii) practical content of the course,**
Candidates should be aware that a significant proportion of the course comprises of practical involvement. Candidate should be prepared to participate as much as possible.

Entry Requirements for the Programme:

- i) Entry qualifications
There are no formal prerequisites for this award, but completion of 1st 4Sport Certificate in Coaching Football (Club Coach Award)/ Level 1 certificate in Coaching Adults is a useful introduction. Equally, an extensive playing career and prior experience of the sport is helpful, but not essential. Minimum age for this award is 16 years.
- ii) Previous experience: See above.

Support Available to the Student:

- ii) amount of tutor time
At least 64 guided learning hours followed by a minimum of 16 hours final assessment and 16 hours of practical coaching
- ii) Equipment
Sports pitches and training rooms are available in a variety of locations throughout Hertfordshire.
- ii) Learning resources
Students receive a copy of the FA Course Pack, and access to the referees' version of *The Laws of Association Football*. In addition, it is recommended that students should read *Soccer Tactics and Skills*.
- iii) Additional assistance
Tutors are available by prior arrangement for additional telephone advice and further advice is also available from Hertfordshire Football Association (01462 650201).

Suitable Progression Available in Terms of Additional Qualifications:

- i) name of the additional qualifications
1st4sport Level 3 Certificate in Coaching Football (The Football Association) (UEFA 'B' Coaching Award).
- iii) awarding body
1st4sport
- iii) where and how the additional progression qualification can be achieved

Level 1 Goalkeeping Certificate**Price: £140.00**

Goalkeeping Level 1 Award 2012 – Course Code GK1-2012		
Date	Time (24 HR)	Location
23 March 2012	09.00 – 17.00	Hertfordshire Sports Village, Hatfield
24 March 2012	09.00 – 17.00	
25 March 2012	09.00 – 17.00	

Level 2 Goalkeeping Certificate**Price: £180.00**

Goalkeeping Level 2 Award 2012 – Course Code – GK2-2012		
Date	Time (24 HR)	Location
18 May 2012	09.00 – 17.00	Hertfordshire Sports Village, Hatfield
19 May 2012	09.00 – 17.00	
20 May 2012	09.00 – 17.00	

Goalkeeping Coaching Certificate - Level 1

Following the introduction of the new Level 1 Goalkeeping Award by The FA, Hertfordshire FA will be running a second course in March. We are hoping for a positive response to the course as many coaches look to offer their goalkeepers more specific training.

Details of the course structure and requirements are outlined below. The course allows a minimum of 12 candidates and a maximum of 16 so if you want a place on this course please book early to avoid disappointment.

Course Information

1. For whom is the course intended: 16 Candidates

For coaches who wish to learn the basic "Technical" aspects of Goalkeeping.

2. Course objectives

On completion of the course the competent coach will be able to :

- Coach basic individual techniques.
- Understand how to develop and improve the Goalkeepers' technique.
- Plan and prepare progressive technical practices.
- Maintain the health and safety of the players and other coaches.
- Maintain the high standards of conduct to promote Association Football.

3. Course of Training: 27 hours

Practical: 5 hours

Specific Goalkeeping warm ups and cool downs

Footwork

The "Set" position.

General handling techniques

Diving saves – catching / deflecting / parrying

Dealing with 1 v 1

Dealing with crosses

Final Assessment: 5 hours Two Groups of eight

3 hours : Technical Practices (15 minutes each candidate)

2 hours : Candidate De-briefs and Action Plans

Theory Modules: 7 Hours

1 hour : Course Introduction

3 hours : The "Key Technical Aspects of Goalkeeping".

3 hours : Long Term Player Development : 4 Corner model

Pre-Course

Requirements: 6 hours

3 hours : Emergency Aid*

3 hours : Safeguarding Children in Football Workshop*

Distance Learning / On Line

2 hours : The Soccer Parent*

1 hour : Football Administration*

1 hour : Laws of the game*

* Candidates who currently hold these qualifications must produce their original certificates to be accredited prior to certification. Candidates who have not yet completed an emergency first aid or SCFW course should book these FA courses prior to starting the Level 1 Goalkeeping award.

*These are separate courses and are not included in the cost of the goalkeeping course.

4. Certification Award : The Football Association Goalkeeping Coaching Award (Level 1)

Goalkeeping Coaching Certificate (Level 2)

For whom is the course intended: 16 Candidates

Current holders of any of the following qualifications:

- UEFA "A" Coaching Award.
- UEFA "B" Coaching Award / 1st4sport Level 3 in Coaching Football.
- F.A. Coaching Certificate / 1st4sport Level 2 in Coaching Football.

...who wish to coach "Goalkeepers" at the following levels:

- Non-League level
- Junior / Youth level

Course objectives:

On completion of the course the competent coach will be able to:

- Coach basic individual techniques.
- Understand how to develop and improve the Goalkeepers' technique.
- Plan and prepare progressive Technical and Functional practices.
- Maintain the health and safety of the players and other coaches.
- Maintain the high standards of conduct to promote Association Football.

Course of Training : 18 hours

- 3.1 Practical Demonstrations:** Specific Goalkeeping warm ups and cool downs
Footwork
The "Set" position.
General handling techniques
Diving saves – catching / deflecting / parrying
Dealing with 1 v 1
Dealing with crosses
Distribution – variation and technical principles.
- 3.2 Theory:** The "Key Technical Factors of Goalkeeping".
Log book / Portfolio

Assessment:

- Practical sessions 1 x 20 minute session : Technical Practice
1 x 20 minute session : Functional Practice

Certification Award :

The Football Association Goalkeeping Coaching Certificate (Level 2)

FA Introduction to Coaching Futsal

Price: £45.00

Futsal Coaching Introduction – Course Code: FUT113		
Date	Time (24 HR)	Location
TBA	TBA	Hertfordshire Sports Village Hatfield
Futsal Coaching Introduction – Course Code: FUT121 *		
Date	Time (24 HR)	Location
February 2012	TBA	Hertfordshire Sports Village Hatfield
Futsal Coaching Introduction – Course Code: FUT122		
Date	Time (24 HR)	Location
TBA	TBA	Hertfordshire Sports Village Hatfield

* Coach Education Week

FA Introduction to Coaching Futsal

Duration 6 hours

Prerequisites:

Applicants will have undertaken The FA Safeguarding Children in Football workshop along with holding a valid Emergency Aid Certificate.

Information:

The course is designed to give the candidate an understanding of the game of Futsal and how to introduce it into their football environment.

On completion of the course the candidates should be able to:

- Understand and appreciate the fundamentals of Futsal
- Organise and coach the basic skills and techniques of Futsal
- Understand the basic principles of attack and defence of Futsal
- Appreciate the “Laws of the Game” of Futsal
- Have an appreciation of the fitness demands of Futsal

FA Level 1 Futsal Coaching Certificate

For the 2011-2012 season The FA are looking to introduce the next step on the Futsal coaching ladder. These courses will be trialled nationally with FA National Futsal League Clubs before being offered regionally and then locally through County FA's.

Hertfordshire FA has expressed an interest in delivering these courses and full information will be provided on www.hertfordshirefa.com when it becomes available.

Coaching Disabled Footballers Course

Price £30.00

Coaching Disabled Footballers Course - Course Code: CDF112		
Date	Time (24 HR)	Location
TBA	TBA	Hertfordshire Sports Village, Hatfield

Coaching Disabled Footballers Course - Course Code: CDF121 *		
Date	Time (24 HR)	Location
February 2012	TBA	Hertfordshire Sports Village, Hatfield

* Coach Education Week

Coaching Disabled Footballers Course

Duration 6 Hours

Prerequisites:

Applicants will have successfully completed a 1st 4 Sport Level 1 Coaching Certificate and undertaken The FA Safeguarding Children in Football workshop along with holding a valid Emergency Aid Certificate.

Information:

The course is designed to give the candidate an understanding of how to work with disability players from coach conduct to the adaptation of sessions. On completion of the course a successful candidate should:

- Apply and extend your existing coaching skills and experience, meet the needs of players with a range of impairments.
- Establish basic communication skills for coaching disabled footballers.
- Use appropriate terminology
- Identify appropriate safety and medical considerations.
- Plan a wide range of coaching sessions for disabled footballers.
- Using the Inclusion Spectrum, plan your coaching sessions to include disabled players or provide alternative appropriate opportunities.
- Understand the player pathways available for disabled players including the appropriate structure for competition.

Emergency First Aid Courses

Price £28.00

Session	Date	Time (24 Hour)	Location
EA2C-2011	9 September 2011	19.00 – 22.00	Hertfordshire FA HQ
EA2D-2011	9 December 2011	19.00 – 22.00	Hertfordshire FA HQ
EA2A-2012	2 March 2012	19.00 – 22.00	Hertfordshire FA HQ
EA2B-2012	8 June 2012	19.00 – 22.00	Hertfordshire FA HQ

Emergency First Aid Courses

Emergency First Aid Courses are offered as part of our Level 1 Coaching Courses.

Please note that The FA only recognise FA, St John's, British Red Cross certificates or those endorsed by the HSE (Health and Safety Executive).

The Emergency First Aid certificate lasts for three years only. If your emergency first aid has expired you must attend another course to update your qualification. Please note for Level 1 Coaching Courses this price is included in the cost of the Course.

Safeguarding Children In Football Workshops

Price: £23.00

Session	Date	Time (24 Hour)	Location
SCFW49	30 August 2011	19.00 – 22.00	Hertfordshire FA HQ
SCFW50	29 November 2011	19.00 – 22.00	Hertfordshire FA HQ
SCFW51	24 January 2012	19.00 – 22.00	Hertfordshire FA HQ
SCFW52	28 February 2012	19.00 – 22.00	Hertfordshire FA HQ
SCFW53	29 May 2012	19.00 – 22.00	Hertfordshire FA HQ

Safeguarding Children in Football Workshops

Safeguarding children is one of the five outcomes within Government’s “Every Child Matters” agenda:

- **Be Healthy**
- **Stay Safe**
- **Enjoying and achieving**
- **Make a positive contribution**
- **Achieve economic well-being**

Hertfordshire Football Association supports “Every Child Matters” through football development, and safeguarding, through the provision of courses and advice:

Your contact for advice is: **The National 24 hour Helpline number - 0808 800 5000**

Please note for Level 1 Coaching / Referee Courses this price is included in the cost of the Course.

Welfare Officer Workshops

Price: £23.00

Session	Date	Time (24 Hour)	Location
WOW16	TBA	TBA	Hertfordshire FA HQ

Welfare Officer Workshops will be arranged on a needs basis.

For further information, please contact Richard Drake – County Welfare Officer on 01462 650215.

Welfare Officer Workshops

This course is part of our strategy to have a trained Club Welfare Officer at all youth football clubs in our county.

To join this workshop you must have satisfied the F.A. criminal records bureau process and have attended the F.A. Safeguarding Children in Football Workshop.

By the end of the workshop you will be able to:

- Identify, the club / league building blocks that need to be operational to demonstrate best practice in relation to safeguarding
- Have a clear understanding of the Club Welfare Officer’s role and responsibilities, along with those for others in the safeguarding support network.
- Act upon concerns about poor practice and pass on those of possible abuse within or outside football
- Make an action plan to address any gaps within your club / league

Age Appropriate Introduction Module

Price: £20.00

A six hour course aimed at those working with 5-11 year old players, who wish to improve their knowledge and understanding the “what” and “how” to coach players of this age.

The course looks in detail at the difference between **Technique** and **Skill**. It also deals with the academic term **Differentiation** and how allowances can be made within groups to accommodate different levels of ability thereby minimising possible disruption brought about by Group Management problems during practical sessions. Player boredom and inappropriate levels of challenge are addressed. The course has a particular emphasis on a Coaching Tool call the **S.T.E.P.** process which allows students to adapt sessions in accordance with the needs of players, and this ability helps students to develop powers of observation which are a necessary requirement if students intend to enhance their coaching qualifications by seeking to move onto the Level 2 Coaching Certificate of the FA Youth Award. The course is recommended as a Bridging Course between Coaching Levels 1 and 2.

Code – SM24	Date	Time (24 HR)	Location
	24 September 2011	10.00 – 16.30	Hertfordshire FA HQ County Ground

Code – SM25	Date	Time (24 HR)	Location
	21 January 2012	10.00 – 16.30	Hertfordshire FA HQ County Ground

Code – SM26	Date	Time (24 HR)	Location
	24 March 2012	10.00 – 16.30	Hertfordshire Sports Village Hatfield

The FA Level 3 Youth Award Module 1

Price: £100.00

A minimum of 1st4Sport Level 1 Certificate in Coaching Football or Qualified Teacher Status and The FA One Day Skills Module or 1st4Sport Level 2 (or above) Certificate in Coaching Football as a pre-course requisite. A four day course aimed at those working with 5-11 year old players who want to further their knowledge and understanding. A course which encompasses a variety of theoretical and practical tasks around the learning processes involved when coaching 5-11 year old players.

Code – YA1-10	Date	Time (24 HR)	Location
	15 October 2011	09.00 – 17.00	Hertfordshire Sports Village Hatfield
	16 October 2011	09.00 – 17.00	
	20 October 2011	09.00 – 17.00	
	21 October 2011	09.00 – 17.00	

Code – YA1-11	Date	Time (24 HR)	Location
	4 February 2012	09.00 – 17.00	Hertfordshire Sports Village Hatfield
	5 February 2012	09.00 – 17.00	
	11 February 2012	09.00 – 17.00	
	12 February 2012	09.00 – 17.00	

The FA Level 3 Youth Award Module 2 - “Developing the Practice”

Price: £120.00

Course designed for candidates who have completed The FA Level 3 Youth Award Module 1 and is the next step towards obtaining the full Award. The course moves on from “Developing the Environment” to “Developing the Practice”

Code - YA2-6	Date	Time (24HR)	Location
	12 September 2011	09.00 - 17.00	Hertfordshire FA HQ County Ground
	13 September 2011	09.00 - 17.00	
	19 September 2011	09.00 - 17.00	
	20 September 2011	09.00 - 17.00	

Code - YA2-7	Date	Time (24HR)	Location
	2 June 2012	09.00 - 17.00	Hertfordshire FA HQ County Ground
	3 June 2012	09.00 - 17.00	
	9 June 2012	09.00 - 17.00	
	10 June 2012	09.00 - 17.00	

The FA Junior Football Organisers Course (Teachers & Coaches)

Price: £25.00

Code – JFOTT6	Date	Time (24 HR)	Location
	21 October 2011	09.00 – 17.00	Hertfordshire FA HQ County Ground

The FA Junior Football Organisers Course (Teachers & Coaches)

- Minimum Age: 16
- Course Duration: 6.5 hours
- Course Prerequisites: Physical Education Teacher or FA Level 2 Coach who is Generically Tutor Trained
- Course aims and objectives: This course will provide teachers and coaches with:-
 - a. An understanding of the JFO Course content to enable them to deliver the course to students
 - b. To delve into fundamental movement skills in a practical setting
 - c. To understand the FA 4 Corners Model
 - d. Look at the young leadership programme and Step into Sport
 - e. Examine different delivery methods for the course

Course Content

Theory: The course will introduce some key aspects in the following:

- Preparing to play
- Fundamental movement skills
- Safety and Safeguarding Children
- Refereeing mini-soccer
- STEP principle (Space, Task, Equipment, People)
- Basic introduction to the FA LTPD 4 Corner model
- Organising festivals or mini-tournaments
- FA Leadership and Volunteering programme

Practical: Practical elements of the course will provide an introduction to:

- Fundamental warm up
- Game related activities for 5-11 year olds
- Refereeing mini-soccer

Practical Involvement: Candidates will be encouraged to participate practically to maximise their opportunities for learning. (This however will not prevent successful completion of the award).

Assessment: Candidates will be formatively assessed throughout the course.

Refresher: No refresher required.

Suggested additional learning opportunities:

- FAL Online Courses: Coaching Children, Running a Club, Futsal Laws of the Game, Soccer Camp coaches, Planning, Preparing and Evaluating Coaching Sessions, Disciplinary, Fitness in Football Level 1, Psychology for Soccer Level 1, Player and Match Analysis.
- FA Youth Award Module 1 – Developing the Environment
- Age Appropriate Coaching – Introductory Module
- 1st4sport Level 1-2 certificate in Coaching Football
- Beginners guide to Futsal
- Beginners Guide to Coaching Disabled Footballers
- JFO Student
- Football Mentor
- Mentoring Young Leaders
- Working with Teams
- Handling & Movement

New For 2011-2012 Season
The FA Basic First Aid for Sport Course

Price: £60.00

Code – BFAFS-002	Date	Time (24 HR)	Location
	25 September 2011	09.00 – 18.00	Hertfordshire FA HQ County Ground

Code – BFAFS-003	Date	Time (24 HR)	Location
	19 February 2012	09.00 – 18.00	Hertfordshire Sports Village Hatfield

Code – BFAFS-004	Date	Time (24 HR)	Location
	15 July 2012	09.00 – 18.00	Hertfordshire FA HQ County Ground

Course Description

The FA Basic Sports First Aid course is a foundation sports first aid course aimed at “lay first aiders”, specifically coaches, teachers, parents and volunteers, who are responsible for the provision of first aid when supporting sports activities.

Course Aims & Objectives

Aims:

- To provide the student with an understanding of the general duties, responsibilities and treatment principles of first aid.
- To provide students with the basic knowledge, skills and attitude necessary to recognise and differentiate major from minor injury and the ability to offer basic first aid and injury/illness management and advice to a participant who has sustained injury/illness when engaged in sports activity, or in sports environments.

Objectives:

On completion of the course, the student should be able to:

- Describe the duties, responsibilities, general treatment principles and priorities of emergency care provision.
- Describe the elements of pre-event preparation in relation to emergency care provision.
- Demonstrate an understanding of basic anatomy and physiology in relation to first aid.
- Conduct the logical “on-field” assessment (SALTAPS) of a participant and apply principles of infection control.
- Recognise and respond to the signs and symptoms of common injuries.
- Recognise and respond to the signs and symptoms of common illnesses.

Limits of Responsibility:

The course aims and objectives focus on the need to provide the student with sufficient knowledge and skills to identify illness, injuries and conditions and apply the appropriate first aid management. The aims and objectives are also directed towards a student identifying the need for an injured or ill casualty to be referred to a hospital, clinic or unit, for medical management by an appropriate healthcare professional.

Course Content

The course has been subdivided into three distinct modules:-

Module 1 – general principles of first aid and emergency aid:

- Pre-Activity Preparation
- The Emergency Action Plan
- Reacting to an Incident / Approaching the injured Player
- The “Primary Survey” and “Secondary Survey”
- The Recovery Position
- CPR
- Choking
- Severe External / Internal Bleeding
- Shock

Module 2 – common musculo-skeletal injuries, “on-field” assessment and basic first aid management acute soft tissue injury:

- Basic Injury Recognition
- Fractures/Dislocations
- Ligament Injury – “Sprains”
- Muscle Injury – “Strains” and “Contusions”
- The “On-Field” Injury Assessment Process – SALTAPS
- Basic First Aid Management of Acute Soft Tissue Injury
- Head/Spinal Injury
- Skull / Cheekbone / Nose / Jaw / Rib Fracture

Module 3 – common medical conditions, the First Aid Kit and after incident Issues:

- Anaphylaxis
- Asthma
- Seizure
- Diabetes
- Hypothermia
- Hyperthermia – Heat Stroke / Heat Exhaustion
- Dehydration
- Foreign Body in the Eye
- First Aid Kit Contents
- After an Emergency Incident

Course Pre-requisites

Students must be 16 years of age, or over on the date of the start of the course.

Period of Registration

12 months

Course Duration

The course is 9 hours in duration.

Successful completion

The FA Basic Sports First Aid course requires that candidates understand the principles, practice and ethics of first aid. To be eligible for assessment and certification students must have completed all elements of the course (9 hours).

A mixed format assessment of underpinning knowledge and understanding covering the course content will apply for the qualification. Multi-choice questionnaire (MCQ) and Viva Voce papers will be supplied to the course tutor, and will be selected at random for student evaluation. The assessment will be conducted by the course tutor.

The assessment will be:-

- 20 question multi-choice questionnaire; candidates are required to achieve a minimum pass mark of 75% (15/20).
- 5 minute Viva Voce (oral questioning). The viva Voce will relate to the student's knowledge and understanding of the course content; the scenario will be either (i) the recognition and response to an illness, or (ii) the recognition and response to an injury.

Students who successfully complete both assessed elements will be awarded The FA Basic Sports First Aid qualification.

Student Reassessment

Students who are unsuccessful in **either** or the assessed components (MCQ or Viva Voce), will be offered an immediate reassessment opportunity.

Students who are unsuccessful in **both** assessed components (MCQ and Viva Voce) will, after a period of 4 weeks and no later than 8 weeks after completion of the course, be offered a further opportunity to be reassessed. Failure to successfully complete the entire unit within the time allocated will result in the requirement to retake the full programme of training and assessment. Students should be made aware that the tutor may levy an additional charge for conducting the reassessment.

Currency of the Qualification

Due to the nature and responsibility associated with first aid provision, and in line with current UK guidelines, the currency of this certificate for use as a first aid qualification will be limited to three years. To remain qualified and "in date" beyond the initial three-year period, the holder must attend and pass a further FA Basic Sports First Aid course within the final three months prior to expiry of the qualification and in the subsequent three-year periods thereafter.

Football Association Mentoring Course

Price: £15.00

“Helping Coaches and Young Leaders to develop in a positive Environment”.

The new FA Charter Standard Club criteria now requires FA Charter Standard Clubs to have one club member who has attended The FA Mentoring course.

Code – MENT003	Date	Time (24 HR)	Location
	17 October 2011	19.00 – 22.00	Hertfordshire FA HQ County Ground
	24 October 2011	19.00 – 22.00	

Course Information

- **Minimum Age:** 16 years
- **Course Duration:** 6 hours
- **Course Pre-requisites:** Candidates must have a minimum of the FA Level 1 Certificate in Coaching Football including in-date FA Emergency Aid and FA Safeguarding Children in Football certificates. Candidates must demonstrate a depth of knowledge and experience of coaching players.
- **Who is it for:** Coaches providing support to other football coaches and young leaders in a mentoring capacity.
- **Course Aims & Objectives:** The course is designed to support those who wish to develop their mentoring skills, to understand the role of the mentor, to develop the interpersonal skills required to become an effective mentor as well as developing reflection as a learning tool. It supports participants to develop skills in a safe and positive environment. The course supports The FA’s strategic goal to raise standards.

Course Content: The course will address the following:

- Understanding the role of the mentor and principles of effective mentoring
- Understanding and appreciating the required interpersonal skills of the mentor
- Exploring strategies for mentoring
- Demonstrating the ability to use core mentoring interpersonal skills, observation, giving accurate feedback, active listening, questioning and reflection
- Understanding mentoring assessment, feedback, and goal setting processes
- Considering the importance of reflection as a tool for learning
- Exploring Continued Professional Development and reflective Action Planning opportunities for mentors to consider their future development

Practical involvement: There is no practical (ie: on-field) aspect to the course.

Assessment: There is no formal assessment; the progress of learners is monitored through the group activities and discussions.

Re-assessment: N / A

Refresher: Continued Professional Development Opportunities

Suggested additional learning opportunities:

- FA Mentoring for Success
- FA Youth Award Module 1 – Developing the Environment
- FA Youth Award Module 2 – Developing the Practice
- Age Appropriate Coaching – Introductory Module
- Coaching Disabled Footballers

Equality:

FA Learning will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities in an atmosphere free from harassment, bullying, discrimination or abuse. FA Learning will seek to provide a service which is appropriate to the needs of an individual and to make reasonable adjustments or provide support, where appropriate, to cater for those needs.

The ideal person to mentor coaches and young leaders

Why?

Following the introduction of the FA Mentoring Coaches course which is initially aimed at both existing and aspiring FA Charter Standard Community / Development Clubs, it is imperative that where possible, the candidates selected and nominated are people from within the club environment, and who would be best suited to work effectively and productively on this worthwhile project. Therefore, please look through the specification below as an aid and a guide to help with this process.

What do I need?

Criteria

- Be linked with, or involved within a FA Charter Standard Football Club
- Be currently active and supportive within a club environment
- Be passionate about the furtherance and development of the club and its members, coaches and players
- Have a reasonable knowledge of the club structure and members

Personal Skills

- Be able to commit time and effort to the mentoring process
- Possess both listening and communication skills
- Be able to show empathy, have patience and offer constructive feedback to club members
- Be open minded and constructive
- To be able to evaluate and reflect objectively
- Ability to plan and set targets
- Be able to display trust and confidentiality within the club environment

Desirable Skills / Knowledge

- Experience of mentoring in either a football or work based environment
- Knowledge of current FA initiatives / Qualifications
- Coaching experience

Please note that the candidate will also have the support of the FA Tutor and Hertfordshire Football Association during this process.

“Mentoring is a brain to pick, an ear to listen, and a push in the right direction “.

Hertfordshire Football Association

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Hertfordshire FA

Coach Education Programme 2011-2012