

Hertfordshire FA

Coach Education Programme
Season 2010-2011



Get **into** Coaching



Welcome to the Hertfordshire Football Association **Coach Education Brochure 2010 / 2011**

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 Club Coach
Level 2 Certificate in Coaching
Level 3 (UEFA B)
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
Junior Football Organisers Course (Teachers & Coaches)

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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.

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Sharon Gill **Football Development Administration Officer**
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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

John Warner Sports Centre
Stansted Road
Hoddesdon
Herts
EN11 0QF

Borehamwood Youth FC
82 Aycliffe Road
Borehamwood
Herts
WD6 4JW

Watford Leisure Centre
Woodside
Horseshoe Lane
Watford
Herts WD25 7HH

Pricing Structure for 2010 / 2011

Course	Price	
Level 1 Coaching Certificate	£140.00	VAT Exempt
Level 2 Coaching Certificate	£280.00	VAT Exempt
Level 3 Coaching Certificate	£440.00	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

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

Applicants must be aged 18 or over to be eligible to do a Level 3 Coaching course.

Change to Coaching Course Pricing Structure 2010 / 2011

In previous years Hertfordshire Football Association Coach Education courses have been delivered in partnership with North Hertfordshire College who were able to provide direct funding that enabled us to administer our courses and offer subsidised fees. Unfortunately, Government priorities have changed and the funding streams that were available through Colleges are now no longer available.

A combination of this and the continued rise in the cost of facility hire and resources has meant, you many have noticed, that we have had to increase the price of some of our courses.

This is not a step taken lightly as we appreciate that many of our potential course students are volunteers and we do attempt to keep our costs down to a minimum.

For a number of years Hertfordshire Football Association has provided excellent value for money and will continue to provide high standards in our Coach Education courses in the future.

“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 2010 / 2011

- 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 and 3) 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.



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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 2010 / 2011 Schedule**Price: £140.00**

Session	Date	Time (24 HR)	Location
Course Code – LEV1Q-2010			
Introduction/Theory	7 July 2010	19.00 – 22.00	Hertfordshire FA HQ County Ground
Practice	10 July 2010	09.00 – 17.00	
SCFW	13 July 2010	19.00 – 22.00	
Emergency Aid	16 July 2010	19.00 – 22.00	
Practice	17 July 2010	09.00 – 17.00	
Assessment	18 July 2010	09.00 – 17.00	
Session			
Course Code – LEV1R-2010			
Introduction/Theory	28 July 2010	19.00 – 22.00	John Warner Sports Centre Hoddesdon
Practice	31 July 2010	09.00 – 17.00	
SCFW	3 August 2010	19.00 – 22.00	
Emergency Aid	6 August 2010	19.00 – 22.00	
Practice	7 August 2010	09.00 – 17.00	
Assessment	8 August 2010	09.00 – 17.00	
Session			
Course Code – LEV1S-2010			
Introduction/Theory	11 August 2010	19.00 – 22.00	Hertfordshire Sports Village Hatfield
Practice	14 August 2010	09.00 – 17.00	
SCFW	17 August 2010	19.00 – 22.00	
Emergency Aid	20 August 2010	19.00 – 22.00	
Practice	21 August 2010	09.00 – 17.00	
Assessment	22 August 2010	09.00 – 17.00	
Session			
Course Code – LEV1T-2010			
Introduction/Theory	15 September 2010	19.00 – 22.00	Hertfordshire Sports Village Hatfield
Practice	18 September 2010	09.00 – 17.00	
SCFW	21 September 2010	19.00 – 22.00	
Emergency Aid	24 September 2010	19.00 – 22.00	
Practice	25 September 2010	09.00 – 17.00	
Assessment	26 September 2010	09.00 – 17.00	
Session			
Course Code – LEV1U-2010			
Introduction/Theory	20 October 2010	19.00 – 22.00	Watford Leisure Centre Woodside
Practice	23 October 2010	09.00 – 17.00	
SCFW	26 October 2010	19.00 – 22.00	
Emergency Aid	29 October 2010	19.00 – 22.00	
Practice	30 October 2010	09.00 – 17.00	
Assessment	31 October 2010	09.00 – 17.00	
Session			
Course Code – LEV1A-2011			
Introduction/Theory	2 February 2011	19.00 – 22.00	Hertfordshire FA HQ County Ground
Practice	5 February 2011	09.00 – 17.00	
SCFW	8 February 2011	19.00 – 22.00	
Emergency Aid	11 February 2011	19.00 – 22.00	
Practice	12 February 2011	09.00 – 17.00	
Assessment	13 February 2011	09.00 – 17.00	

Session	Date	Time (24 HR)	Location
Course Code – LEV1B-2011			
Introduction/Theory	3 March 2011	18.00 – 21.00	Cavendish Sports College Hemel Hempstead
Practice	5 March 2011	09.00 – 16.00	
SCFW	8 March 2011	18.00 – 21.00	
Emergency Aid	11 March 2011	18.00 – 21.00	
Practice	12 March 2011	09.00 – 16.00	
Assessment	19 March 2011	09.00 – 16.00	
Session -			
Course Code – LEV1C-2011			
Introduction/Theory	16 March 2011	19.00 – 22.00	Borehamwood Youth FC Borehamwood
Practice	19 March 2011	09.00 – 17.00	
SCFW	22 March 2011	19.00 – 22.00	
Emergency Aid	25 March 2011	19.00 – 22.00	
Practice	26 March 2011	09.00 – 17.00	
Assessment	27 March 2011	09.00 – 17.00	
Session			
Course Code – LEV1D-2011			
Introduction/Theory	27 April 2011	19.00 – 22.00	Birchwood High School Bishops Stortford
Practice	30 April 2011	09.00 – 17.00	
SCFW	3 May 2011	19.00 – 22.00	
Emergency Aid	6 May 2011	19.00 – 22.00	
Practice	7 May 2011	09.00 – 17.00	
Assessment	8 May 2011	09.00 – 17.00	
Session			
Course Code – LEV1E -2011			
Introduction/Theory	15 June 2011	19.00 – 22.00	Ware Youth FC Ware
Practice	18 June 2011	09.00 – 17.00	
SCFW	21 June 2011	19.00 – 22.00	
Emergency Aid	24 June 2011	19.00 – 22.00	
Practice	25 June 2011	09.00 – 17.00	
Assessment	26 June 2011	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 Certificate 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</i>
<i>Initial training</i>	<i>hours as listed within the</i>
<i>Safeguarding Children in Football workshop</i>	<i>Hertfordshire FA Coaching</i>
<i>Emergency aid course</i>	<i>programme brochure.</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 2010 / 2011 Schedule**Price: £280.00**

Session	Date	Time (24 HR)	Location
Course Code – CC2E-2010			
Introduction and Tuition	23 July 2010	19.00 – 22.00	Hertfordshire Sports Village Hatfield
Tuition	26 July 2010	09.00 – 17.00	
Tuition	27 July 2010	09.00 – 17.00	
Tuition	28 July 2010	09.00 – 17.00	
Tuition	29 July 2010	09.00 – 17.00	
Tuition	30 July 2010	09.00 – 17.00	
Tuition	31 July 2010	09.00 – 17.00	
Continuation Days	28 October 2010	09.00 – 17.00	
Continuation Days	6 January 2011	09.00 – 17.00	
Assessment Days	10 February 2011	09.00 – 17.00	
Assessment Days	11 February 2011	09.00 start	

Session	Date	Time (24 HR)	Location
Course Code – CC2F-2010			
Introduction and Tuition	20 August 2010	19.00 – 22.00	Hertfordshire Sports Village Hatfield
Tuition	23 August 2010	09.00 – 17.00	
Tuition	24 August 2010	09.00 – 17.00	
Tuition	25 August 2010	09.00 – 17.00	
Tuition	26 August 2010	09.00 - 17.00	
Tuition	27 August 2010	09.00 – 17.00	
Tuition	28 August 2010	09.00 – 17.00	
Continuation Days	6 December 2010	09.00 – 17.00	
Continuation Days	7 January 2011	09.00 – 17.00	
Assessment Days	3 February 2011	09.00 – 17.00	
Assessment Days	4 February 2011	09.00 start	

Session	Date	Time (24 HR)	Location
Course Code – CC2G-2010			
Introduction and Tuition	17 September 2010	19.00 – 22.00	Ware Youth FC Ware
Tuition	20 September 2010	09.00 – 17.00	
Tuition	21 September 2010	09.00 – 17.00	
Tuition	22 September 2010	09.00 – 17.00	
Tuition	23 September 2010	09.00 – 17.00	
Tuition	24 September 2010	09.00 – 17.00	
Tuition	25 September 2010	09.00 – 17.00	
Continuation Days	7 January 2011	09.00 – 17.00	
Continuation Days	4 February 2011	09.00 – 17.00	
Assessment Days	3 March 2011	09.00 – 17.00	
Assessment Days	4 March 2011	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-2010			
Introduction and Tuition	15 October 2010	19.00 – 22.00	Hertfordshire Sports Village Hatfield
Tuition	18 October 2010	09.00 – 17.00	
Tuition	19 October 2010	09.00 – 17.00	
Tuition	20 October 2010	09.00 – 17.00	
Tuition	21 October 2010	09.00 – 17.00	
Tuition	22 October 2010	09.00 – 17.00	
Tuition	23 October 2010	09.00 – 17.00	
Continuation Days	24 January 2011	09.00 – 17.00	
Continuation Days	14 March 2011	09.00 – 17.00	
Assessment Days	4 April 2011	09.00 – 17.00	
Assessment Days	5 April 2011	09.00 start	
Session			
Course Code – CC2A-2011	Date	Time (24 HR)	Location
Course Code – CC2A-2011			
Introduction and Tuition	11 February 2011	19.00 – 22.00	Watford Leisure Centre Woodside
Tuition	14 February 2011	09.00 – 17.00	
Tuition	15 February 2011	09.00 – 17.00	
Tuition	16 February 2011	09.00 – 17.00	
Tuition	17 February 2011	09.00 – 17.00	
Tuition	18 February 2011	09.00 – 17.00	
Tuition	19 February 2011	09.00 – 17.00	
Continuation Days	15 April 2011	09.00 – 17.00	
Continuation Days	27 May 2011	09.00 – 17.00	
Assessment Days	21 July 2011	09.00 – 17.00	
Assessment Days	22 July 2011	09.00 start	
Session			
Course Code – CC2B-2011	Date	Time (24 HR)	Location
Course Code – CC2B-2011			
Introduction and Tuition	4 March 2011	19.00 – 22.00	Harvesters FC St Albans
Tuition	7 March 2011	09.00 – 17.00	
Tuition	8 March 2011	09.00 – 17.00	
Tuition	9 March 2011	09.00 – 17.00	
Tuition	10 March 2011	09.00 – 17.00	
Tuition	11 March 2011	09.00 – 17.00	
Tuition	12 March 2011	09.00 – 17.00	
Continuation Days	6 June 2011	09.00 – 17.00	
Continuation Days	4 July 2011	09.00 – 17.00	
Assessment Days	4 August 2011	09.00 – 17.00	
Assessment Days	5 August 2011	09.00 start	
Session –			
Course Code – CC2C-2011	Date	Time (24 HR)	Location
Course Code – CC2C-2011			
Introduction and Tuition	13 May 2011	19.00 – 22.00	Hertfordshire FA HQ County Ground
Tuition	16 May 2011	09.00 – 17.00	
Tuition	17 May 2011	09.00 – 17.00	
Tuition	18 May 2011	09.00 – 17.00	
Tuition	19 May 2011	09.00 – 17.00	
Tuition	20 May 2011	09.00 – 17.00	
Tuition	21 May 2011	09.00 – 17.00	
Continuation Days	8 July 2011	09.00 – 17.00	
Continuation Days	26 August 2011	09.00 – 17.00	
Assessment Days	22 September 2011	09.00 – 17.00	
Assessment Days	23 September 2011	09.00 Start	

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(s) 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

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.

Level 3 Course 2010 / 2011 Schedule**Price: £440.00**

Session	Date	Time (24 HR)	Location
Course Code – CC3D			
Introduction and Tuition	3 September 2010	19.00 – 22.00	Hertfordshire FA HQ County Ground
Tuition	6 September 2010	09.00 – 17.00	
Tuition	7 September 2010	09.00 – 17.00	
Tuition	8 September 2010	09.00 – 17.00	
Tuition	9 September 2010	09.00 – 17.00	
Tuition	10 September 2010	09.00 – 17.00	
Tuition	11 September 2010	09.00 – 17.00	
Continuation Days	2 February 2011	09.00 – 17.00	
Continuation Days	2 March 2011	09.00 – 17.00	
Continuation Days	23 March 2011	09.00 – 17.00	
Assessment Days	4 May 2011	09.00 – 17.00	
Assessment Days	5 May 2011	09.00 – 17.00	
Assessment Days	6 May 2011	09.00 Start	

To achieve the 1st4Sport Level 3 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.

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“The facilities at the Hertfordshire Football Association’s County Ground enable a course such as the UEFA B Licence Coaching Certificate to run effectively and in a relaxed and comfortable environment conducive to learning. The indoor and outdoor facilities offer the right standards to stage and complete this respected course, ensuring both Tutors and Candidates have a first class experience”.

Peter Trevivian
FA Regional Coach Development Manager (Eastern Region)

“The courses on offer from Hertfordshire Football Association have been great for our club and our coaches, both they and myself have thoroughly enjoyed them and look forward to others we can be a part of in the future”

Adie Lock, Coach FC Comets

1st 4sport Level 3 Certificate in Coaching (UEFA B)

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.
Phase 1 = 6 days induction and initial training
Phase 2 = 1 – 1½ month gap for candidates to do further study and complete a number of tasks
Phase 3 = 2 further days training
Phase 4 = 4 – 6 month gap for further study and tasks with at least one support day, to be held one month before final assessment
Phase 5 = 3 days for the final independent assessments.
- 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(s) of assessment that will be used:
There is a final practical assessment of coaching skills and written multi choice assessment covering aspects of football fitness, injury identification and recognition and aspects of first aid. There is an oral assessment conducted by one-to-one interview, covering aspects of recorded coaching.
- iv) **Practical content of the 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:
Students should be coaches or prospective coaches who have achieved the 1st4sport Level 2 Certificate in Coaching Football. Achievement of an Emergency Aid Course (or similar) certificate will be required before the award of the 1st4sport Level 3 Certificate in Coaching Football. Also to have attended the F.A. Child Protection and Best Practice Workshop. Extensive experience of the sport and playing career is a helpful prior qualification.
- ii) Previous experience:
See previous item. The award is intended for those particularly interested in coaching young adults and senior players.

Support Available to the Student:

- i) Amount of tutor time:
At least 90 guided learning and assessment hours in total and 16 hours of practical coaching with a coach / student ratio of no more than 1:12.
- 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, and access to the referees' version of *The Laws of Association Football*. In addition there is a recommended *Soccer Tactics and Skills* coaching book. Current developments in the law relating to those involved with children and young persons are reflected in the teaching and course materials.
- iv) 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) The FA Advanced Coaching License /UEFA 'A' Coaching Award
- ii) awarding body:
1st4sport/Football Association
- iii) Where and how the additional progression qualification can be achieved:
Progress to the FA Advanced Coaching Licence/UEFA 'A' coaching award is by recommendation of course tutor. A personal action plan is provided to guide candidates to an appropriate progression qualification and timescale. The award is available nationally from selected FA appointed providers. Ultimate progression is possible to the FA Coaching Diploma (UEFA 'Pro' Coaching Award).

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

Goalkeeping Level 1 Award 2011 – Course Code GK1-2011		
Date	Time (24 HR)	Location
25 March 2011	09.00 – 17.00	Hertfordshire Sports Village, Hatfield
26 March 2011	09.00 – 17.00	
27 March 2011	09.00 – 17.00	

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

Goalkeeping Level 2 Award 2011 – Course Code – GK2-2011		
Date	Time (24 HR)	Location
20 May 2011	09.00 – 17.00	Hertfordshire Sports Village, Hatfield
21 May 2011	09.00 – 17.00	
22 May 2011	09.00 – 17.00	

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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: FUT103		
Date	Time (24 HR)	Location
TBA	TBA	Hertfordshire Sports Village Hatfield
Futsal Coaching Introduction – Course Code: FUT104		
Date	Time (24 HR)	Location
TBA	TBA	Hertfordshire Sports Village Hatfield
Futsal Coaching Introduction – Course Code: FUT111		
Date	Time (24 HR)	Location
TBA	TBA	Hertfordshire Sports Village Hatfield
Futsal Coaching Introduction – Course Code: FUT112		
Date	Time (24 HR)	Location
TBA	TBA	Hertfordshire Sports Village Hatfield

FA Introduction to Coaching Futsal

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 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

Coaching Disabled Footballers Course

Price £30.00

Coaching Disabled Footballers Course - Course Code: CDF102		
Date	Time (24 HR)	Location
8 August 2010	10.00 – 16.00	Hertfordshire Sports Village, Hatfield
Coaching Disabled Footballers Course - Course Code: CDF111 *		
Date	Time (24 HR)	Location
24 February 2011	09.00 – 15.00	Hertfordshire Sports Village, Hatfield

* Coach Education Week (Price £17.50)

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-2010	10 September 2010	19.00 – 22.00	Hertfordshire FA HQ
EACD-2010	10 December 2010	19.00 – 22.00	Hertfordshire FA HQ
EA2A-2011	4 March 2011	19.00 – 22.00	Hertfordshire FA HQ
EA2B-2011	10 June 2011	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
SCFW38	31 August 2010	19.00 – 22.00	Hertfordshire FA HQ
SCFW39	30 November 2010	19.00 – 22.00	Hertfordshire FA HQ
SCFW40	25 January 2011	19.00 – 22.00	Hertfordshire FA HQ
SCFW41	1 March 2011	19.00 – 22.00	Hertfordshire FA HQ
SCFW42	31 May 2011	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 is: 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
WOW11	TBA	TBA	Hertfordshire FA HQ

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

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NEW COURSES FOR 2011

Age Appropriate Introduction Module

Price: £20.00

A minimum of 1st4Sport level 1 Certificate in Coaching Football or Qualified Teacher Status is required as a pre-course requisite. A six hour course aimed at those working with 5-11 year old players, who wish to improve their knowledge and understanding of 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 – SM16	Date	Time (24 HR)	Location
	25 September 2010	10.00 – 16.30	Hertfordshire FA HQ County Ground

Code – SM17	Date	Time (24 HR)	Location
	30 October 2010	10.00 – 16.30	Watford Leisure Centre Woodside

Code – SM18	Date	Time (24 HR)	Location
	22 January 2011	10.00 – 16.30	Hertfordshire FA HQ County Ground

Code – SM19	Date	Time (24 HR)	Location
	26 March 2011	10.00 – 16.30	Hertfordshire Sports Village Hatfield

Code – SM20	Date	Time (24 HR)	Location
	4 June 2011	10.00 – 16.30	Borehamwood Youth FC Borehamwood

The FA Level 3 Youth Award

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 – YA1-7	Date	Time (24 HR)	Location
	9 October 2010	09.00 – 17.00	Hertfordshire Sports Village Hatfield
	10 October 2010	09.00 – 17.00	
	16 October 2010	09.00 – 17.00	
	17 October 2010	09.00 – 17.00	

Code – YA1-8	Date	Time (24 HR)	Location
	5 February 2011	09.00 – 17.00	Hertfordshire Sports Village Hatfield
	6 February 2011	09.00 – 17.00	
	12 February 2011	09.00 – 17.00	
	13 February 2011	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 - YA2-5	Date	Time (24HR)	Location
	4 June 2011	09.00 - 17.00	Hertfordshire FA HQ County Ground
	5 June 2011	09.00 - 17.00	
	11 June 2011	09.00 - 17.00	
	12 June 2011	09.00 - 17.00	

The FA Junior Football Organisers Course (Teachers & Coaches)

Price: £25.00

Code – JFOTT5	Date	Time (24 HR)	Location
	22 October 2010	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

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Hertfordshire FA Coach Education Programme 2009-2010