

Workforce Development 2012



Course details and programme



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Level 1 Award in Coaching Football

This level 1 vocationally related qualification provides candidates with an opportunity to study and be assessed for both the practical and theory aspects of coaching football at this level.

The knowledge gained will enable candidates to develop a basic understanding of safe, ethical and effective coaching for young people. The Level 1 qualifies the candidate to work with grass roots club teams of children and young people aged 6 – 10 years. It is a stepping stone to other vocationally related areas in football including coaching, administration, officiating and sports therapy.

Coaching football, whether in an employed or voluntary capacity, is a rewarding and responsible role. This course is the first step on the ladder to gaining further qualifications such as The FA Youth Award Module 1 and Level 2 Certificate in Coaching Football.

Candidates must be 16 years of age at the start of the course.

Resources

- 1st4sport Candidate Pack (CP);
- An Introduction to Coaching Handbook and DVD
- Grassroots club Administration Handbook;
- Coaching players – a new approach DVD;
- FA Laws of the Game CD-ROM;
- Other learning opportunities with FA Learning.

A candidate must keep the Candidate Pack (CP) for six months after completion of the course.

Course of learning

Will be conducted by the course tutor.

Theory

There will be seven theory-based course tasks. Five tasks will be delivered by the Internal Tutor and the remaining two tasks delivered by the independent assessor involving both individual and group work:

- Young player Development;
- Football Club Administration;
- Parents & Carers – Respect and responsibilities to the game;
- Football For All;
- Delivery of a Football Activity Session;
- Laws of the Game;
- Assessed Practical Task.

Your portfolio contains relevant information that you will find beneficial in the years to come. Tasks 1 – 5 must be completed and signed off by the course tutor. Tasks 6 and 7 must be completed and signed off by the independent assessor.

Practical

The practical sessions will cover the practices in the Introduction to Coaching Handbook and DVD.

The course tutor will deliver a number of the practices that you will take part in. You will also have the opportunity to deliver a practice with colleagues that will allow the tutor to feedback to individuals and the group to enable you to identify strengths and weaknesses, design personal session plans and complete a football coaching review sheet after a short question and answer with the course assessor.



The FA Safeguarding Children in Football Workshop

Certificated three-hour course, the Safeguarding Children tutor needs to sign off in your Candidate Pack. The certificate will be mailed direct to the address you register and should arrive within six to eight weeks. This or a current copy should be inserted into your Candidate Pack as evidence of attendance on the course workshop.

The FA Emergency Aid Workshop

Certificated three-hour course, the First Aid tutor needs to sign off in your Candidate Pack. The certificate will be mailed direct to the address you register and should arrive within six to eight weeks. The certificate or a current copy should be inserted into your Candidate Pack as evidence of attendance on the course.

Distance learning

- Parents & Carers – Respect and Responsibilities to the Game (TheFA.com/FA Learning) – 1 hour;
- Laws of the Game (CD-ROM) – 2 hours;
- Young Player & Coach Developments – 1 hour;
- Club Administration – 2 hours;
- Review practical sessions through DVD – 1 hour;
- Assessment Preparation – 1 hour;
- Online Equality & Diversity (TheFA.com/FA Learning)

External assessment

Your internal assessment information and evidence must be signed off prior to taking your external assessment.

Final practical assessment

You will deliver one of the practices in the Introduction to Coaching Handbook as your final assessment topic on the last day of the course. You must produce a session plan and you will have an opportunity to ask questions with regards to your practice at the start of the external assessment day. After a short question and answer session with the External Tutor you will need to complete a football coaching review sheet.

You will need to attend the final assessment practical day to complete the practical competence of the course. The course tutor will inform you of the qualification procedure.

To obtain the Level 1 Award in Coaching Football, candidates must attend all related sessions and show competence in all units.

Booking information

All FA Courses are organised through approved FA Coach Education Centres and not organised by Birmingham County FA.

There are accredited Coach Education Centres within the Birmingham County FA region who deliver courses all year round to people from a variety of backgrounds.

For further information, please visit www.birminghamfa.com/Development/Courses/ and select the appropriate course from the list on the left. Any additional information is then available via the links on the right.

Level 2 Certificate in Coaching Football



The Level 2 Certificate in Coaching Football and its resources have been restructured to provide a more candidate-friendly package.

Amongst others these include:

- New practical syllabus linked more closely to the needs of young players;
- Nationally developed goalkeeping module;
- Online learning – Laws of the Game;
- New practical assessment checklist;
- Detailed practical definitions for candidates;
- New tasks with associated candidate templates;
- Re-assessment record;
- Theory tasks linked to handbook chapters.

The FA Level 2 Coaching Handbook has been revised and reformatted to include additional chapters with an introduction to the Long Term Player Development and The FA four-corner model.

Course of learning

Will be conducted by the course tutor (Coach Educator / Internal Assessor).

Theory / practical

Theory modules will be detailed on the course programme and practical sessions will cover skills, techniques and small sided games.

You will take part in the sessions and also have the opportunity to coach your colleagues which will allow your course tutor to feedback to individuals and the group to enable you to identify strengths and weaknesses and then design personal action plans.



The FA Safeguarding Children in Football Workshop

The candidate must provide evidence of attending this FA course, within the last three years. If you need to update your certificate, please contact Birmingham County FA.

The FA Emergency Aid Workshop

The candidate must provide evidence of attending an HSE-approved emergency aid course, within the last three years. This course may be The FA's course, St. John's Ambulance or Red Cross. If you need to update your certificate, please contact Birmingham County FA.

Distance learning

You will be required to do the following homework:

- Complete the course tasks and formulate your Candidate Pack for assessment;
- Conduct a minimum of 12 hours of verified coaching, supported by session plans and evaluations;
- Work to your action plan as discussed with your course tutor.

Support sessions

In between the course of learning and the final assessment, you will need to attend support sessions which will focus on practical and theory issues in order to assist you in preparation for your final assessment.

You will receive your final assessment topics and you will then meet with the assessor to discuss your pack and any questions you have regarding your topics.

Practical

You will be required to attend two full days where you will need to plan and deliver a technique practice developed into a skill practice, followed into a small sided game (4 v 4).

Final assessment

You will need to submit your completed candidate pack for assessment three weeks prior to the assessment date. The independent tutor will assess the pack (external assessor).

Theory / oral interview

Once all the coaching sessions have been completed, candidates will have personal interviews with the independent assessor who will inform you of the final decision and discuss your action plan to develop.

To obtain the Level 2 Certificate in Coaching Football, candidates must attend all related sessions and show competence in all units.

Booking information

For further information, please visit www.birminghamfa.com/Development/Courses/ and select the appropriate course from the list on the left. Any additional information is then available via the links on the right.

UEFA B Licence

The UEFA B Licence qualification provides an exciting opportunity for candidates to advance their practical team coaching skills.

On successful completion of the Certificate, candidates are qualified to coach the skills and techniques of football to both adults and children. Each candidate is fully supported in developing his/her knowledge and skills during the qualification.

Resources

- Candidate Pack (CP);
- Handbook (HB);
- Unit summary and task sheets;
- Course programme.

Course of Learning

Will be conducted by the course tutor (internal assessor).

Practical

The practical sessions will cover:

- Functional practices;
- Phases of Play;
- Small sided games (9 v 9).

You will play in the sessions and also have the opportunity to coach your colleagues. This will allow the course tutor to feed back to individuals and the group to enable you to identify strengths and weaknesses and then design personal action plans.

The FA Safeguarding Children in Football Workshop

Unless otherwise included in the course, you must provide evidence of attending this course (must be The FA's course). If you need to sign up for a course contact Birmingham County FA.



The FA Emergency Aid Workshop

Unless otherwise included in the course, you must provide evidence of attending this course and this can be The FA's course, St. John's Ambulance or Red Cross. If you need to sign up for a course contact Birmingham County FA.

Distance Learning

You will be required to do the following:

- Complete all the course tasks and formulate your Candidate Pack for assessment;
- Conduct a minimum of 16 hours of verified coaching, supported by session's plans and evaluations;
- Work to your action plan as discussed with your course tutor.

Support Sessions

In between the course of learning and the final assessment you will need to attend support sessions which will focus on practical and theory issues in order to assist you in preparation for your final assessment.

You will receive your final assessment topics and you will then meet with the assessor to discuss your pack and any questions you have with regards to your topics.



Final Assessment

You will need to submit your completed CP for assessment three weeks prior to the assessment date. The tutor will assess the pack (external assessor).

Practical

You will be required to attend a minimum of two full days where you will need to plan and deliver:

- A functional practice of phase of play;
- A small sided game (9 v 9).

Theory/Oral Interview

Once all coaching sessions have been completed, candidates will have personal interviews with the external assessor who will inform you of the final decision and discuss your action plan to develop.

Booking Information

For further information, please visit www.birminghamfa.com/Development/Courses/ and select the appropriate course from the list on the left. Any additional information is then available via the links on the right.

The FA Coaching Adults

This is a one-day course aimed at managers, coaches and administrators with responsibility for running open age football teams.

Course content

1. Warm Ups
2. Practices
3. Nutrition for Football
 - Diet and Performance
 - Why is Nutrition important?
 - Essential Nutrients
4. Fitness and Nutrition
 - Elements of the Game
 - Demands of the Game
 - Movements
 - March Play Analysis
 - Energy Systems
 - Warm Ups – Aims
 - Warm Downs – Aims
 - Stretching
5. Coach Development
 - The FA Coaching Philosophy
 - Competences and Values expected of a Coach
 - Coaching Principles
 - Principles of Successful Coaching
 - Qualities of a Successful Coach
 - Coaching Styles
 - Positive and Effective Communication
 - Motivating Players
6. Laws of the Game
 - Refereeing



7. Codes of Conduct
8. Football for All
9. Club Development
10. Drugs in Football
11. Child Protection and Best Practice

Minimum requirements

Candidates must to hold a current Emergency First Aid certificate to be certificated for The FA Introductory Certificate in Coaching Adults.

Booking information

This is a free course supported by McDonalds and is available to Charter Standard Clubs only.

For further information, please contact the Coach Education Team on 0121 357 4278 option 2 or email Development@BirminghamFA.com.

2012 course programme

Course Dates	Description	Time	Venue
Thursday 28th June Saturday 30th June	Practical & Theory	6.30pm – 9.30pm 9.30am – 4.30pm	Shelfield Community Academy

Mentoring Adults

This is a six-hour course for coaches providing support to other football coaches in a mentoring capacity.

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 FAs strategic goal to raise standards.

Course content

The course is entirely theory-based and 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 CPD and reflective action planning opportunities for mentors to consider their future development.



Assessment

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

Minimum requirements

Candidates must be at least 16 years of age.

Booking information

The current cost of this course is £25. Course fees and dates may be subject to change without notice. Places can be booked online by visiting <http://eventspace.thefa.com/birminghamfa/participant/s.aspx>

For further information, please contact the Coach Education Team on 0121 357 4278 option 2 or email Development@BirminghamFA.com.

2012 course programme

Course Dates	Description	Time	Venue
Monday 13th & 20th February	Theory	6.30pm – 9.30pm	Birmingham County FA
Wednesday 2nd & 9th May	Theory	6.30pm – 9.30pm	Birmingham County FA
Sunday 2nd September	Theory	9.30am – 4.30pm	Birmingham County FA

Age Appropriate Coaching

Introductory Module

The Age-Appropriate Coaching Introductory Module is a six hour course aimed at those working with 5 – 11 year old players, who want to improve their knowledge and understanding of the ‘what’ and ‘how’ to coach players of this age.

This brand new qualification is run by FA-qualified tutors and will give candidates the most up to date coaching tools in working with arguably the most important age group in football.

It will include practical sessions as well as theory and group discussions. The course looks to build on the candidates knowledge and acts as a stepping stone to the FA Youth Award Modules and / or the Level 2 Award in Coaching Football.

Minimum requirements

This course is an open access course, although candidates must be at least 16 years of age.



Booking information

The current cost of this course is £30. Course fees and dates may be subject to change without notice.

Places can be booked online by visiting <http://eventspace.thefa.com/birminghamfa/participant/s.aspx>

For further information, please contact the Coach Education Team on 0121 357 4278 option 2 or email Development@BirminghamFA.com.

2012 course programme

Course Dates	Description	Time	Venue
Tuesday 24th & 31st January	Practical & Theory	6.30pm – 9.30pm	Birmingham International Futsal Arena
Saturday 3rd March	Practical & Theory	9.30am – 4.30pm	Redhill School
Saturday 5th May	Practical & Theory	9.30am – 4.30pm	Moat House Leisure & Neighbourhood Centre
Saturday 28th July	Practical & Theory	9.30am – 4.30pm	Birmingham County FA
Tuesday 11th & 12th September	Practical & Theory	6.30pm – 9.30pm	Shelfield Community Academy
Saturday 10th November	Practical & Theory	9.30am – 4.30pm	Rawlett School

The FA Youth Award Module 1

Developing the Environment

The FA Youth Award is as much about the HOW of working with young player as the WHAT.

It is the first course that looks at the child and where they are developmentally (in the four corners of: physical, psychological, technical and social aspects) and then packages football through a number of exciting new activities in such a way that it “fits” the child and not the other way round.

This marks a progressive change in coaching philosophy, creating a truly player-centered approach to the coaching and development of our young players.

Module 1 is a 32-hour non-assessed course aimed at coaches who wish to extend their knowledge of coaching young players.

The course will be a mixture of theory and practical sessions covering:

- Managing players motivation and self esteem in positive and appropriate ways;
- Recognising how players learn;
- Managing players mistakes and encouraging a ‘can do’ approach from players;
- Game-related exercises that support players to develop their technique and apply skill in environments where they can make decisions.



Minimum requirements

- One of:
- Level 1 Award in Coaching Football;
 - Qualified teacher (QTS) who has completed the Age Appropriate Coaching - Introductory Module.

Booking information

The current cost of this course is £90 for Charter Standard Clubs and £110 for non Charter Standard Clubs. Course fees and dates may be subject to change without notice. Places can be booked online by visiting <http://eventspace.thefa.com/birminghamfa/participant/s.aspx>

For further information, please contact the Coach Education Team on 0121 357 4278 option 2 or email Development@BirminghamFA.com.

2012 course programme

Course Dates	Description	Time	Venue
14th, 15th, 21st & 22nd January	Practical & Theory	9.30am – 4.30pm	City of Wolverhampton College
17th, 18th, 24th & 25th March	Practical & Theory	9.30am – 4.30pm	Shelfield Community Academy
7th, 8th, 14th & 15th July	Practical & Theory	9.30am – 4.30pm	Grace Academy Coventry
29th & 30th Sep + 6th & 7th Oct	Practical & Theory	9.30am – 4.30pm	Redhill School

The FA Youth Award Module 2

Developing the Practice

Module 2 of The FA Youth Award focuses on developing practice sessions which are appropriate for young players of different ages, abilities and with different experience levels. This is more suited to coaches who want to develop their knowledge further.

Centre of Excellence / Academy coaches as well as committed grassroots coaches have found this further area of study useful.

The content on all modules is relevant for coaches working with young players of any age (5+), while some content can also be applied to adult football.

Module Two lasts four days (32 hours) and includes a formative assessment (you will prepare and deliver a practical session and feedback will be given – it is not pass or fail).

The course will be a mixture of theory and practical sessions covering:

- Balance and proprioception;
- The reason for practice and training;
- Growth and development of young players;
- Motor control;

- The risk of overuse Injuries in young players;
- Learning the game;
- Developing skills for the game;
- Types of practice;
- Warm ups;
- Structuring practice;
- Maturity;
- Age;
- Incorporating goalkeepers into your session;
- Player snapshots.

Minimum requirements

- The FA Youth Award Module 1.

Booking information

The current cost of this course is £110 for Charter Standard Clubs and £130 for non Charter Standard Clubs. Course fees and dates may be subject to change without notice.

Places can be booked online by visiting <http://eventspace.thefa.com/birminghamfa/participant/s.aspx>

For further information, please contact the Coach Education Team on 0121 357 4278 option 2 or email Development@BirminghamFA.com.

2012 course programme			
Course Dates	Description	Time	Venue
4th, 5th, 11th & 12th February	Practical & Theory	9.30am – 4.30pm	Moat House Leisure & Neighbourhood Centre
9th, 10th, 16th & 17th June	Practical & Theory	9.30am – 4.30pm	Birmingham County FA
11th, 12th, 18th & 19th August	Practical & Theory	9.30am – 4.30pm	Shelfield Community Academy
24th & 25th Nov + 1st & 2nd Dec	Practical & Theory	9.30am – 4.30pm	Birmingham County FA

The FA Youth Award Module 3

Developing the Player

Module 3 of The FA Youth Award is designed to support the development of coaches who currently work, or who have a realistic opportunity of working, on a consistent and intensive basis with a group of youth players within the performance or elite levels of the game.

Within this module, coaches will be required to demonstrate the ability to analyse performance within the principles of play (attacking or defending) and show an aptitude for the design of practices specific to the needs of individual players within their charge. Such practices may involve consideration of role specific requirements within the match play scenario.

Workshops will consider:

- Practice and multiple outcomes
- 'What the players say'
- Coaching styles & intervention strategies
- Planning & design
- 'What the coaches say'

Minimum requirements

- 1st4sport Level 2 CCF
+ FA Youth Award Module 1
+ FA Youth Award Module 2
- OR
- UEFA B Licence + FA Youth Coaches Course



Booking information

For further information, please visit www.BirminghamFA.com/Development/Courses/ and select the appropriate course from the list on the left. Any additional information is then available via the links on the right.

Coaching Disabled Footballers

The Coaching Disabled Footballers course is designed to give football coaches and teachers ideas and practices for the inclusion of disabled players in football sessions within mainstream or impairment specific sessions.



The course is six hours in duration and covers both theory and practical elements. By the end of the workshop each participant should be able to meet the following outcomes:

- 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.

Minimum requirements

Level I Award in Coaching Football.

Booking information

The current cost of this course is £30. Course fees and dates may be subject to change without notice.

Places can be booked online by visiting <http://eventspace.thefa.com/birminghamfa/participant/s.aspx>

For further information, please contact the Coach Education Team on 0121 357 4278 option 2 or email Development@BirminghamFA.com.

2012 course programme

Course Dates	Description	Time	Venue
Sunday 19th February	Practical & Theory	9.30am – 4.30pm	Joseph Chamberlain College
Sunday 15th April	Practical & Theory	9.30am – 4.30pm	Henley College
Sunday 22nd July	Practical & Theory	9.30am – 4.30pm	City of Wolverhampton College
Sunday 14th October	Practical & Theory	9.30am – 4.30pm	Henley College

Coaching Deaf Footballers

The purpose of the Coaching Deaf Footballers course is to provide coaches with ideas and guidance on how to adapt, where necessary, to include deaf players in regular coaching sessions and match situations at their school or club.



By the end of the programme the participant should be able to:

- Apply and extend their existing coaching skills and experience to meet the needs of deaf players;
- Feel confident when coaching deaf footballers;
- Have improved their awareness of deafness and provide better understanding of the needs of deaf footballers;
- Use basic communication skills for coaching deaf footballers;
- Use basic British Sign Language signs appropriate to coaching football sessions;
- Identify appropriate safety and medical considerations;
- Plan a range of coaching sessions that include deaf footballers;
- Understand how to include deaf footballers in a match situation;
- Understand the player pathways available for deaf footballers including the appropriate structures for competition.

Minimum requirements

Level I Award in Coaching Football.

Booking information

The current cost of this course is £25. Course fees and dates may be subject to change without notice.

Places can be booked online by visiting <http://eventspace.thefa.com/birminghamfa/participant/s.aspx>

For further information, please contact the Coach Education Team on 0121 357 4278 option 2 or email Development@BirminghamFA.com.

2012 course programme

Course Dates	Description	Time	Venue
Sunday 8th January	Practical & Theory	9.30am – 4.30pm	Henley College
Sunday 22nd April	Practical & Theory	9.30am – 4.30pm	City of Wolverhampton College
Sunday 12th August	Practical & Theory	9.30am – 4.30pm	Birmingham County FA
Sunday 18th November	Practical & Theory	9.30am – 4.30pm	City of Wolverhampton College

Coaching Futsal

A Beginners' Guide

It's fun, it's fast, it's Futsal – and now you can learn how this super-quick game of football is played.

The FA is committed to developing Futsal, the FIFA and UEFA approved format of Small Sided Football. To support the development of the game in England, The FA has devised an introductory six hour coaching course consisting of four hours of practical and two hours of theory tutoring.

On completion of the course the candidate 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.

Minimum requirements

The course is an open access course, although candidates must be at least 16 years of age.



Booking information

The current cost of this course is £35. Course fees and dates may be subject to change without notice.

Places can be booked online by visiting <http://eventspace.thefa.com/birminghamfa/participant/s.aspx>

For further information, please contact the Coach Education Team on 0121 357 4278 option 2 or email Development@BirminghamFA.com.

2012 course programme

Course Dates	Description	Time	Venue
Sunday 15th January	Practical & Theory	9.30am – 4.30pm	Birmingham International Futsal Arena
Saturday 10th March	Practical & Theory	9.30am – 4.30pm	Birmingham International Futsal Arena
Saturday 12th May	Practical & Theory	9.30am – 4.30pm	City of Wolverhampton College
Saturday 1st September	Practical & Theory	9.30am – 4.30pm	City of Wolverhampton College
Saturday 8th December	Practical & Theory	9.30am – 4.30pm	Birmingham International Futsal Arena

Charter Standard

In-service Training Events

Birmingham County FA offers an in-service programme to all of its Charter Standard Clubs and Leagues to ensure continual professional development is implemented throughout grassroots football in the county.

Birmingham County FA implement its Charter Standard In-service programme to support the development of skills and knowledge throughout the volunteer workforce. All who are connected with Charter Standard clubs are eligible to attend these workshops for free.

Workshops offered as part of the Charter Standard In-service programme include:

- Practical Coaching Workshops provided by Regional and National FA coaching staff
- Administration Workshops, which include support for online resources such as Members Services and Full Time
- Funding Workshops
- Mentoring and Leadership Workshops
- First Aid and Injury Management Workshops
- Match Day Preparation Workshops
- Buddy Groups
- Refereeing Workshops

To book on any of the events simply download the application form and return it to us at the County Headquarters or through booking online at <http://eventspace.thefa.com/birminghamfa/participant/s.aspx>

If Charter Standard Clubs would like to see any specific workshops added to our In-service programme, then we are willing to consider this. Please contact Jasbir Batt at Jasbir.Batt@BirminghamFA.com if you have any specific requests.

Our aim is to make the in-service programme as interesting and as interactive as possible. We try to ensure that we have a large variety of workshops to ensure that all are catered for. It is a requirement that Charter Standard clubs attend one or two workshops per year (depending on the level of their award).

These Charter Standard In-service events also allow our member clubs to network with each other, share good practice, and highlight the excellent work that is often being implemented throughout the county.

2012 course programme

Event Topic	Course Dates	Time	Venue
Ball Mastery	7th February	6.30pm – 8.30pm	Birmingham International Futsal Arena
7 v 7	8th May	6.30pm – 8.30pm	Rugby Town FC
9 v 9	7th June	6.30pm – 8.30pm	Rugby Town FC
11 v 11	21st August	6.30pm – 8.30pm	Rawlett School

The FA **Emergency Aid** Workshop

The FA considers it important that each club should have officials trained to deal with first aid and the treatment of injuries. It is strongly recommended that each club has a person in attendance at every game that holds at least the Emergency Aid qualification.

This is a three hour workshop which offers basic advice on how to preserve life, limit the effects of an injury and promote recovery. Topics covered include mouth to mouth resuscitation, heart-lung resuscitation, control of bleeding, dressing of wounds, minimising shock, dealing with choking and heart attacks.

The Emergency Aid Workshop is a module in all coaching qualifications but separate workshops can also be arranged. If your club has from 10 – 12 interested people, then a workshop can be organised specifically for you.

You are advised to wear loose, comfortable clothing as part of the workshop will involve being put into the recovery position. Upon successful completion of the workshop you will receive a Football Association Emergency Aid Certificate, which is valid for three years.



Renewals

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.

Booking information

For further information, please visit www.BirminghamFA.com/Development/Courses/ and select the appropriate course from the list on the left. Any additional information is then available via the links on the right

The FA **Basic First Aid** for Sport

The FA Basic First Aid for Sport 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.

This is a 9-hour course run over one day or a series of evenings, and provides details and practical training on the following:

- 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 illness/injury when engaged in sports activity, or in sports environments.

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.

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.

The Emergency Aid Module (module 1) is valid for three years, while the remaining part of the course (modules 2 and 3) have no need for renewal.

Booking information

The current cost of this course is £75. Places can be booked online by visiting <http://eventspace.thefa.com/birminghamfa/participant/s.aspx>

For further information, please contact the Coach Education Team on 0121 357 4278 option 2 or email Development@BirminghamFA.com.

2012 course programme

Course Dates	Description	Time	Venue
Wednesday 18th January Sunday 22nd January	Practical & Theory	6.30pm - 9.30pm 9.30am - 4.30pm	Birmingham County FA
Wednesday 8th February Sunday 12th February	Practical & Theory	6.30pm - 9.30pm 9.30am - 4.30pm	Birmingham County FA
Sunday 15th April	Practical & Theory	8.30am - 6.00pm	Birmingham County FA
Saturday 29th September	Practical & Theory	8.30am - 6.00pm	Birmingham County FA

The FA **Safeguarding Children** Workshop

The aim of this workshop is to ensure that participants are made aware of the issues and best practices involved with children in football.

The three-hour course is nationally recognised and will help the participant to be able to:

- Explain the reason why football needs to tackle child protection and best practice;
- Describe The FA's commitment to making sure people follow best practice and protect children;
- Describe what is meant by best practice and identify where you can make some changes;
- Recognise the signs, symptoms and forms of abuse;
- Identify behaviour in football that would give cause for concern;
- Examine your attitudes and feelings in relation to concerns about poor practice and abuse;
- Explain the action to take if you are concerned about the welfare of a young person (including the FA / NSPCC Helpline);
- Describe the action to take if a child discloses he or she has been abused or is concerned about someone's behaviour;
- Explain why children find it difficult to tell someone about their concerns;
- Describe the roles and responsibilities of agencies, organisations and staff involved in child protection in football;
- Give details of where to find out more about The FA policy and procedures and other support mechanisms.

This course lasts for three years after which a renewal needs to be followed either by attending a three hour workshop or online via Member Services.



Booking information

Dates for this course are available via the website at www.BirminghamFA.com/Governance/Welfare/CoursesandWorkshops/.

The current cost of this course is £25. Course fees and dates may be subject to change without notice.

For further information, please contact Anna King, Referee & Welfare Administrator, on 0121 357 4278 option 1 or email Anna.King@BirminghamFA.com.

The FA **Club Welfare Officer** Workshop

The FA requires all affiliated Clubs to appoint a designated Club Welfare Officer. The CWO is required to have completed an accepted FA CRB enhanced disclosure through The FA CRB Unit as part of the affiliation criteria.

Club Welfare Officers will promote best practice throughout each club, playing a key role in dealing with poor practice concerns in line with the club or respective league's own disciplinary process.

Minimum requirements

All candidates must hold a valid FA Safeguarding Children in Football (formerly The FA Child Protection – Best Practice) Workshop certificate and completed an accepted FA CRB enhanced disclosure designed specifically for Club Welfare Officers.

Workshop outcomes

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;
- Understand the CRB process to take responsibility for the club personnel;
- Affiliate as a Club Welfare Officer.

Booking information

The current cost of this course is £25. Course fees and dates may be subject to change without notice. Available dates can be viewed on the website at www.BirminghamFA.com/Governance/Welfare/.



For further information, please contact Anna King, Referee & Welfare Administrator, on 0121 357 4278 option 1 or email Anna.King@BirminghamFA.com.

New Enhanced FA CRB Disclosure Forms

New disclosure forms came into force as from 1 July 2010 and these can be accessed from The FA CRB Unit at Nottingham. These are original forms with their unique FA number and must not be photocopied.

There are differences from the previous Disclosures, so Club Welfare Officers should take time to read the guidance notes.

Any queries should be directed to the County Welfare Officer, Paul Milne, on 0121 357 4278 (option 1) or at Paul.Milne@BirminghamFA.com.

To obtain an enhanced CRB disclosure, contact The FA CRB Unit on 0845 210 8080, FAchecks@TheFA.com or visit www.crb.homeoffice.gov.com

Basic Referees' Course

This course is ideally suited to those wanting to become a referee involved in the 9- or 11-a-side game both in youth and adult football.

This course will provide an introduction to the laws of the game as well as developing the practical skills required to be a football referee.

The course is run over five modules including the completion of six matches as a trainee referee, two of which should be observed by a referee mentor. The Birmingham County FA course will be mainly practical based and, dependant on venue, will be run over a weekend and several sessions.

Module 1 – introduction

This module will introduce some key aspects in:

- Laws of the Game;
- The role of the referee;
- Consider the skills require to control a game of football.

Module 2 – practical element

Practical elements of the course will provide an introduction to:

- Warming up and cooling down activities;
- Positioning and movement at both set pieces and in open play;
- Managing game situations;
- Signals and communication techniques;
- FA Safeguarding Children workshop (included in the course programme).

Module 3 – examination

Both a multiple choice examination paper and a practical on field assessment are used to establish theory and practical knowledge.



Module 4 – refereeing

- Six games are used to establish both the knowledge as well as the practicalities of refereeing.
- Two of the games are observed by a referee mentor who offers immediate feedback and development points.

Module 5 – the next steps

- Written element – theoretical and practical courses.
- Theory DVD – used in mainly theoretical courses.
- Practical on field assessment for use on practical courses.

Successful candidates will receive an FA Certificate and will qualify as an FA Registered Referee. Further modules are available in order to referee areas of disability football.

Booking information

For further information, visit the website at www.BirminghamFA.com/Governance/Refs/ or contact Daniel Meeson or David Nixon on 0121 357 4278 (option 1) or at Referees@BirminghamFA.com

Internal Course Process

Authorisation

To organise an FA Learning Local Course, Birmingham County FA firstly needs to obtain authorisation from FA Learning. Birmingham County FA will also need to establish and confirm the availability of tutor(s) required. Please allow a minimum of 30 working days (ie., six weeks) before the course start date.

Number of Courses

Provided the requirements are met, the organisation may organise any number of the following courses:

- FA Age Appropriate Coaching – Introductory Module
- FA Basic First Aid for Sport
- FA Coaching Disabled Footballers
- FA Coaching Deaf Footballers
- FA Coaching Futsal: A Beginner's Guide
- FA Mentoring Adults Course
- FA Youth Award Module 1 – Developing the Environment
- FA Youth Award Module 2 – Developing the Practice
- Basic Referees' Course

Course Organisation

- Organisation to have a minimum amount of candidates (see Note at end of this section)
- Organisation to request the course(s) from Birmingham County FA
- Organisation to provide a venue and tutor if applicable
- Birmingham County FA to invoice the organisation, including an administration fee
- Birmingham County FA to source tutor(s)
- Birmingham County FA to source resources
- Birmingham County FA to produce an application form for candidates



- Organisation to complete the application form(s) and return to the Coach Education team at Birmingham County FA
- Organisation to pay Birmingham County FA
- Birmingham County FA to complete the appropriate Candidate Records

Note: please take into consideration that all courses do not have the same requirements, so please do contact the Coach Education team before setting up a course.

Successful Completion

FA Learning aim to despatch certificates (where applicable) within 6-8 weeks of the candidate record receipt. If a candidate is unsuccessful, there is a re-assessment process.

For further information, please contact the Coach Education Team or 0121 357 4278 (option 2) or Development@BirminghamFA.com.

Online Booking

Step 1

Go to www.BirminghamFA.com and click on the 'Development' tab at the top of the page.

Step 2

Click on the 'Events/Courses – Book Online' tab on the left hand side.

Step 3

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

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, club 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 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 Birmingham County 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 onto 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 onto 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.

Members' Services

Members' Services is a new online facility being offered by Birmingham County FA and The FA. It's free to all affiliated leagues, clubs, referees and coaches.

Our aim is to provide online information to leagues, clubs, referees and coaches, giving them access to their football, reducing the administrative burden and giving them up-to-date information instantly, whenever they need it. Members' Services is available from our website, via the Members link. You'll need to know your FA Number (FAN number) and you'll need to get a password, which can be obtained automatically from the The FA systems.

At present Members' Services is available to the following people:

- Club Official: Secretary, Chairman or Treasurer
- League Official: Secretary, Chairman or Treasurer
- Registered Referee
- Qualified Coach.

When you first request access, the system will check your details (cross-referencing with the FA/ County records), and once you have a password, you can login and access your information. These services enable you to have access to information 24 hours a day, seven days a week.

To register, go to www.BirminghamFA.com/MembersServices



FA Learning/Online courses

The FA trains over 50,000 coaches a year through regional and national courses. These courses cover a range of disciplines across every level of the game. They are produced and administered by FA Learning, the educational arm of The FA.

As well as National and Regional courses, FA Learning also offers a range of online courses ranging from Laws of the Game, Psychology courses, Fitness courses, Respect guide.

Details of all FA learning courses can be found at TheFA.com/FALearning

To register for a course online you will need a FAN (FA Number) and password which you can obtain by emailing GetOnline@TheFA.com

Important Information

Disclaimer

The practical aspects of all Birmingham County FA courses may involve opposed practices and games which by their very nature will include physical contact.

Candidates must be aware that participation in practical aspects of a course is entirely their own decision and based upon their own assessment of their ability to undertake the level of physical activity required. The Football Association, Birmingham County Football Association, its coaching staff, the venues, nor their servants, agents or employees are liable for personal injury, loss or damage incurred on any course.



Cancellation Clause

Refunds of course fees will not be made to any participant who fails to turn up for a course or who cancels within two weeks of the start of the course.

Transfer Fee

If a participant cancels within two weeks of the start of a course they may, if there is availability, transfer to another course but a transfer fee based on an administration charge will apply.

Cost of Courses

All course fees will be published in a separate document which is available as a supplement with this handbook, or from our website at www.BirminghamFA.com. All course fees and dates of courses are subject to change.

Football For All

Equal Opportunities Policy

Birmingham County FA is committed to provide a non-discriminatory environment for all its learners and is active in providing policies and procedures which enables equal rights regardless of sex, race parental or marital status, age, religion, sexual orientation, disability or any other criteria not specifically related to skills and abilities.

All participants on courses organised by Birmingham County FA, whether instructors, coach educators, students or providers of any services of our courses are bound by this policy.

Racism In Football

Birmingham County FA will not tolerate racism in any form. Football provides us with a unique opportunity to show unity between people of different origins.

However; the experience of some participants is of abuse and / or harassment because of their ethnic origin or the colour of their skin.

All participants are reminded that racist abuse (such as name calling) is not to be tolerated and should be reported to the Association as soon as is practical after the incident.

Racism in football is a problem that we all have a responsibility to address and challenge for the good of the game.

Health & Safety Policy

Birmingham County FA is committed to ensuring that all of its courses are organised at safe and comfortable venues appropriate to the course being delivered.

All participants have a responsibility to ensure that the environment in which they are working is safe both to themselves and to any other user whether that person or persons are connected with the course or organising body.

Any dangerous or hazardous occurrence must be reported to the course tutor and/or venue manager or their deputy. Providing that the person making the report is not placed in danger personally, he or she should tell others of the hazard.

Any accident or incident must be reported to Birmingham County FA and recorded accordingly.

Complaints Procedure

In the unlikely event that a course candidate has a complaint about any aspect of the course. This should, where appropriate, initially be taken up with the course tutor when the problem arises. If the issue is not addressed to the satisfaction of the candidate, the matter should be referred, in order, to the Birmingham County FA Development Manager, followed by the County Secretary.

Birmingham County FA

Contact Details

Governance

Telephone
0121 357 4278 – option 1

Emails
Info@BirminghamFA.com
Discipline@BirminghamFA.com

Chief Executive Officer
Mike Pennick

PA to Chief Executive Officer
Claire Aston

Business Development Executive
Dave Shelton

Discipline Manager
Mike Fellows

Discipline Assistant Manager
Pat Edwards

Discipline Assistant
Anne Parker

Compliance and Competitions Officer
Mandy Garner

Business Support Officer
Sunny Sahota

BCFA Administration – Business Support
Stefan Pennick

Football Development

Telephone
0121 357 4278 – option 2

Emails
Development@BirminghamFA.com
Referees@BirminghamFA.com
Welfare@BirminghamFA.com

Football Development Executive
Chad Ehlertsen

PA to Football Development Executive
Kath Tranter

Coach Education Officer
Jasbir Batt

Coventry, Solihull & Warwickshire
Development Team

National Game Strategy Manager
Amy Sproson

National Game Strategy Officers
Rachael Blunt
Claire Mulvenna
Will Perkins

Black Country Development Team
National Game Strategy Manager
Heidi Lockyer

National Game Strategy Officers

Mohammed Juned
Shelley Gudgeon

College Coordinator (Dudley focus)
Oliver Hitchcox

Birmingham Get into Football Team
Get into Football Team Manager
Alex Bedford

Get into Football Officers
Gemma Kehoe
Matthew Price

Referee & Welfare Team
Referee and Welfare Manager
Daniel Meeson

National Game Strategy Referee Officer
David Nixon

National Game Strategy Welfare Officer
Paul Milne

Referee & Welfare Administrator
Anna King

BCFA Chaplain
Rev Hugh Baker

Keep training.



You wouldn't send your children to a school where the teachers weren't regularly trained and had no qualifications. The same applies to football coaches. That's why The FA has launched a licensing scheme for football coaches in England – The FA Licensed Coaches' Club.

Its goal is to transform coaching from a hobby into a recognised profession. How? By providing ongoing specialist training and development for its members. In turn, they'll be expected to commit time every year to retain their licence.

Join today from £12 and benefit from:

- Access to a members only website with 3D session plans, interviews with elite coaches and videos
- Ballot entry for 100 pairs of free tickets to every England team home match.
- Discounts on FA Learning courses
- Photo ID Licence

TheFA.com/LicensedCoachesClub

Enrol in your future.



Birmingham County FA

County Offices, Ray Hall Lane, Great Barr, Birmingham, B43 6JF

Telephone: 0121 357 4278

Facsimile: 0121 358 1661

Email: Info@BirminghamFA.com

Development@BirminghamFA.com

Visit: www.BirminghamFA.com

Twitter: www.twitter.com/BirminghamFA



FA Learning Hotline: 0870 850 0424

