

HUNTINGDONSHIRE LEARNING

COURSE DETAILS AND PROGRAMMES 2011-12



www.HuntsFA.com



Introduction

Contents

- 4 Football For All
- 6 Level 1 Award in Coaching Football
- 10 Level 2 Certificate in Coaching Football
- 12 Level 1 Goalkeeping Coaching Award
- 13 Age-Appropriate Coaching Introductory Module
- 14 Youth Award Module 1
- 15 Youth Award Module 2
- 16 Mentoring Adults
- 17 Coaching Disabled Footballers
- 18 Emergency Aid Workshop
- 19 First Aid for Sport
- 20 Safeguarding Children
- 21 Welfare Officer Workshop
- 22 Refereeing Courses
- 24 Online Booking
- 25 Member Services
- 26 Charter Standard Clubs
- 28 Important Information
- 29 Hunts FA Young Leadership Programme
- 30 Hunts FA Partners
- 31 Contact Information

The Huntingdonshire FA Development team is specifically here to inform, educate and provide all participants in the greatest game with a wealth of knowledge to improve the quality and quantity of football played in the County.

We are entering the fourth year of the FA's National Game Strategy and success has come to the county in many forms – we are showing growth in our teams, our workforce consider that we are doing good work and over 92% of our youth players are now playing in Charter Standard clubs.

Our Education programme has continued at a pace and this year new courses and workshops are offered to supplement the qualifications of our club workforce. Mentorship and Young Leadership programmes together with a very important addition to our First Aid course to improve the treatment of injured players. The new FA Youth Modules are increasingly seen as the progressive route for coaches to develop players and are proving more and more popular.

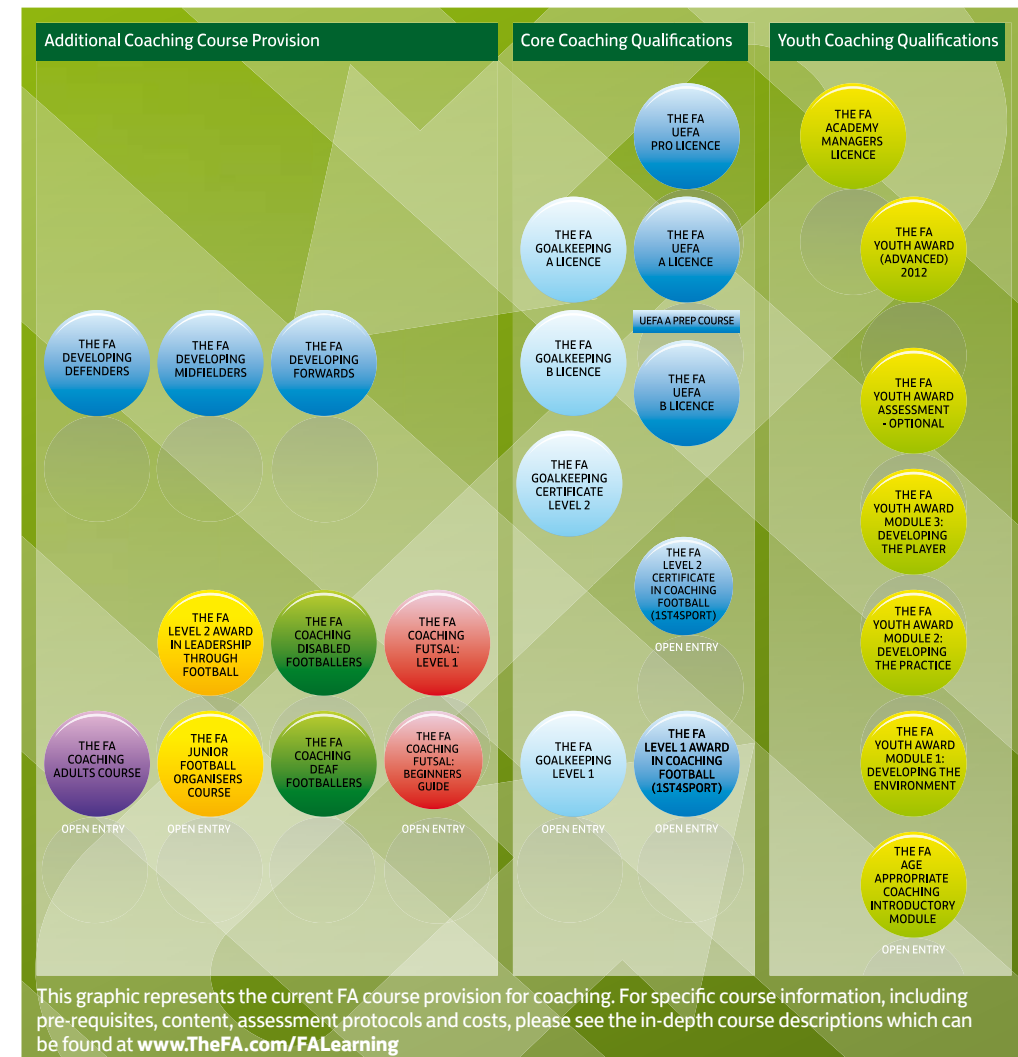
In this brochure I have added sections on Member Services and Online Booking which should assist all from our website.

The development team has been further enhanced by the addition of our new Get into Football Officer based in Peterborough and together with the rest of the County team we are available to help and give guidance in all areas of the game. Our contact details can be found in the back of this brochure and we wish all our participants in whatever they do, a successful season.

Alan Poulain

County Development Manager,
Huntingdonshire FA

The FA Learning Coaching Pathway



Football For All



Equal Opportunities Policy

The Huntingdonshire Football Association 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 the Huntingdonshire Football Association, whether instructors, coach educators, students or providers of any services of our courses are bound by this policy.



Racism In Football

The Huntingdonshire Football Association 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

The Huntingdonshire Football Association 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 the Huntingdonshire Football Association 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 Huntingdonshire Football Association Development Manager, followed by the County Secretary.

Full details of the complaint procedure are available to all candidates at the start of the course.

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 and Level 2 and Level 3 Coaching Awards.

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 (Internal Assessor)

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 internal assessor. 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 internal 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 internal assessor.



The FA Safeguarding Children in Football Workshop

Certificated three-hour course, the Safeguarding Children tutor needs to sign off in your CP. 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 CP 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 CP. 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 CP as evidence of attendance on the course.

Distance learning

- Parents & Carers – Respect and Responsibilities to the Game (TheFA.com/FALearning) – 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/FALearning)

External assessment

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

Final practical assessment

You will receive 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 independent 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

- The cost of this course is £110 per candidate.
- A discount of £10 is available if you are working in a Charter Standard Club.
- Course fees and dates may be subject to change without notice.
- Payments may be made online by credit debit card or to the office using cheque or cash.

For further information or an application form, please visit www.HuntsFA.com/Development/CoachingLevel1/ or contact Wendy Chambers on 01480 447482 or at Wendy.Chambers@HuntsFA.com

Level 1 Award in Coaching Football



2011-12 course programme				
Course No	Course Dates	Description	Time	Venue
L1/1	Tuesday 12 July	Induction Evening	7.00pm – 9.30pm	Alconbury
	Saturday 23 & Sunday 24 July	Practical & Theory	9.00am – 5.00pm	
	Tuesday 19 July	Safeguarding Children	6.30pm – 9.30pm	
	Wednesday 13 OR	Emergency Aid	6.00pm – 9.00pm	
	Wednesday 20 July	Final Assessment	9.00am – 5.00pm	
	Sunday 31 July			
L1/2	Monday 5 September	Induction Evening	7.00pm – 9.30pm	Grange, Netherton
	Saturday 10 & Sunday 11 September	Practical & Theory	9.00am – 5.00pm	
	Monday 12 September	Safeguarding Children	6.30pm – 9.30pm	
	Wednesday 14 OR	Emergency Aid	6.00pm – 9.00pm	
	Friday 16 September	Final Assessment	9.00am – 5.00pm	
	Sunday 18 September			
L1/3	Monday 26 September	Induction Evening	7.00pm – 9.30pm	Buckden
	Saturday 1 & Sunday 2 October	Practical & Theory	9.00am – 5.00pm	
	Monday 10 October	Safeguarding Children	6.30pm – 9.30pm	
	Friday 7 OR	Emergency Aid	6.00pm – 9.00pm	
	Friday 14 October	Final Assessment	9.00am – 5.00pm	
	Sunday 16 October			
L1/4	Monday 7 November	Induction Evening	7.00pm – 9.30pm	Sawtry
	Saturday 12 & Sunday 13 November	Practical & Theory	9.00am – 5.00pm	
	Monday 14 November	Safeguarding Children	6.30pm – 9.30pm	
	Wednesday 16 OR	Emergency Aid	6.00pm – 9.00pm	
	Wednesday 23 November	Final Assessment	9.00am – 5.00pm	
	Sunday 20 November			
L1/5	Monday 6 February 2012	Induction Evening	7.00pm – 9.30pm	Somersham
	Saturday 11 & Sunday 12 February	Practical & Theory	9.00am – 5.00pm	
	Wednesday 8 OR	Emergency Aid	6.00pm – 9.00pm	
	Wednesday 15 February	Safeguarding Children	6.30pm – 9.30pm	
	Monday 20 February	Final Assessment	9.00am – 5.00pm	
	Sunday 19 February			

2011-12 course programme				
Course No	Course Dates	Description	Time	Venue
L1/6	Monday 19 March	Induction Evening	7.00pm – 9.30pm	Hinchingsbrooke
	Saturday 24 & Sunday 25 March	Practical & Theory	9.00am – 5.00pm	
	Monday 26 March	Safeguarding Children	6.30pm – 9.30pm	
	Wednesday 21 OR	Emergency Aid	6.00pm – 9.00pm	
	Wednesday 28 March	Final Assessment	9.00am – 5.00pm	
	Sunday 1 April			
McDonald's Course - free course for Charter Standard clubs only; one place per club on first come-first reserved only				
L1/7	Monday 11 June	Induction Evening	7.00pm – 9.30pm	Grange, Netherton
	Saturday 16 & Sunday 17 June	Practical & Theory	9.00am – 5.00pm	
	Monday 18 June	Safeguarding Children	6.30pm – 9.30pm	
	Friday 15 OR	Emergency Aid	6.00pm – 9.00pm	
	Friday 22 June	Final Assessment	9.00am – 5.00pm	
	Sunday 24 June			

More courses may be added to this list as necessary - visit www.HuntsFA.com to check additional dates.

For all courses attendance is required for all elements. If you already hold a recognised Emergency Aid or FA Safeguarding Children / Child Protection – Best Practice certificate these elements can be omitted and your attendance is not required. You will be asked to supply a copy of these certificates if relevant.

You are only required to attend one of the two scheduled Emergency Aid dates. Please state your preferred date on the booking form and we will endeavour to give you that date, subject to availability.

Reservations will only be accepted when a completed booking form and the full course fee are received by Hunts FA.

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 Hunts 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 Hunts 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 16 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 Award in Coaching Football, candidates must attend all related sessions and show competence in all units.

Booking information

- The cost of this course is £280 per candidate.
- A discount of £30 is available if you are working in a Charter Standard Club.
- Course fees and dates may be subject to change without notice.
- Payments may be made online by credit debit card or to the office using cheque or cash.

For further information or application forms, visit www.HuntsFA.com/Development/Courses/ or contact Wendy Chambers on 01480 447482 or at Wendy.Chambers@HuntsFA.com

2011-12 course programme

Course No	Course Dates	Description	Time	Venue
L2/1	Monday 25 July	Introduction / Theory Practical & Theory	7.00pm – 9.30pm	Hinchingsbrooke
	Monday 1 – Friday 5 August		9.00am – 5.00pm	
	Monday 12 September	Theory	7.00pm – 9.30pm	
	Sunday 18 September	Continuation Day	9.00am – 5.00pm	
	Sunday 23 October	Continuation Day	9.00am – 5.00pm	
	Sunday 13 November	Final Assessment	9.00am – 5.00pm	
Sunday 20 November	Final Assessment	9.00am – 5.00pm		

Reservations will only be accepted when a completed application form and payment of either the full course fee or a £100 non-refundable deposit are received by Hunts FA.

Level 1 Goalkeeping Coaching Award

The FA Goalkeeping Coaching Award is a Level 1 course introduced as the latest qualification in the Goalkeeping Coaching Education structure.

On passing this course you will be equipped to:

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

Course format

The practical aspect of the course will be run over three days, from 9am to 5pm. You must attend all three sessions of the course to qualify for the assessment. The course is delivered by goalkeeping tutors appointed directly by The FA. A qualified physiotherapist is present at all the practical sessions. The course will be completed within a four-week period.

Minimum requirements

All applicants are required to have attended the FA Safeguarding Children in Football workshop and an Emergency or First Aid Workshop*. Copies of these certificates must be sent with completed application forms. There are three on-line distance learning modules which can be found at TheFA.com which

you may find useful to complete before the end of the course: Respect, Laws of the Game and Football Administration.

*Candidates will be required to produce their original certificates. Those who do not hold them should book the courses prior to starting the Level 1 Goalkeeping award; they are not included in the cost of the goalkeeping course.

Booking information

- At the time of printing, this course is being planned. For up-to-date schedule information, please contact Wendy Chambers on 01480 447482 or at Wendy.Chambers@HuntsFA.com
- The cost of this course is £130 per candidate.
- A discount of £10 is available if you are working in a Charter Standard Club.
- Payments may be made online by credit debit card or to the office using cheque or cash.

For further information or application forms, visit www.HuntsFA.com/Development/Courses/ or contact Wendy Chambers on 01480 447482 or at Wendy.Chambers@HuntsFA.com

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

One of:

- Level 1 Award in Coaching Football;
- Qualified Teacher Status.



Booking information

- The cost of this course is £35 per candidate.
- Course fees and dates may be subject to change without notice.
- Payments may be made online by credit debit card or to the office using cheque or cash.

For further information or application forms, visit www.HuntsFA.com/Development/Courses/ or contact Wendy Chambers on 01480 447482 or at Wendy.Chambers@HuntsFA.com

2011-12 course programme

Course No	Course Dates	Description	Time	Venue
AAC1	Sunday 11 September	Practical & Theory	10.00am – 5.00pm	Alconbury
AAC2	Sunday 29 January 2012	Practical & Theory	10.00am – 5.00pm	Sawtry

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 Status + Age Appropriate Coaching – Introductory Module (see opposite).

Booking information

- The cost of this course is £130 per candidate.
- A discount of £30 is available if you are working in a Charter Standard Club.
- Course fees and dates may be subject to change without notice.
- Payments may be made online by credit debit card or to the office using cheque or cash.

For further information or application forms, visit www.HuntsFA.com/Development/Courses/ or contact Wendy Chambers on 01480 447482 or at Wendy.Chambers@HuntsFA.com

2011-12 course programme				
Course No	Course Dates	Description	Time	Venue
FAYA1/1	Saturday 24 September Sunday 25 September Saturday 8 October Sunday 9 October	Practical & Theory Practical & Theory Practical & Theory Practical & Theory	9.00am – 5.00pm 9.00am – 5.00pm 9.00am – 5.00pm 9.00am – 5.00pm	Hinchingsbrooke
FAYA2/1	Saturday 11 February 2012 Sunday 12 February Saturday 25 February Sunday 26 February	Practical & Theory Practical & Theory Practical & Theory Practical & Theory	9.00am – 5.00pm 9.00am – 5.00pm 9.00am – 5.00pm 9.00am – 5.00pm	TBC

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 last 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 cost of this course is £130 per candidate.
- A discount of £30 is available if you are working in a Charter Standard Club.
- Course fees and dates may be subject to change without notice.
- Payments may be made online by credit debit card or to the office using cheque or cash.

For further information or application forms, visit www.HuntsFA.com/Development/Courses/ or contact Wendy Chambers on 01480 447482 or at Wendy.Chambers@HuntsFA.com

2011-12 course programme				
Course No	Course Dates	Description	Time	Venue
FAYA2	Saturday 24 March Sunday 25 March Saturday 31 March Sunday 1 April	Practical & Theory Practical & Theory Practical & Theory Practical & Theory	9.00am – 5.00pm 9.00am – 5.00pm 9.00am – 5.00pm 9.00am – 5.00pm	TBC

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

Demonstrate a depth of knowledge and experience of coaching players.

Booking information

- Details of the dates of this course will be available on www.HuntsFA.com
- The cost of this course is currently £25 per candidate but may be subject to change without notice.

For further information, please contact Andy Coles on 01480 447486 or at Andy.Coles@HuntsFA.com

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

One of:

- Level 1 Award in Coaching Football
- Qualified Teacher Status.

Booking information

- Details of the dates of this course will be available on www.HuntsFA.com
- The cost of this course is currently £35 per candidate, or £30 for Charter Standard CLubs of Coaches' Association members, but may be subject to change without notice.

For further information, please contact Andy Coles on 01480 447486 or at Andy.Coles@HuntsFA.com

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 8 – 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

- The cost of this course is £25 per candidate.
- Course fees and dates may be subject to change without notice.
- Payments may be made online by credit debit card or to the office using cheque or cash.

For further information or application forms, visit www.HuntsFA.com/Development/Courses/ or contact Wendy Chambers on 01480 447482 or at Wendy.Chambers@HuntsFA.com

2011-12 course programme

Course No	Course Dates	Description	Time	Venue
EA1	Wednesday 10 August	Practical & Theory	6.00pm – 9.00pm	Hinchingbrooke
EA2	Wednesday 21 September	Practical & Theory	6.00pm – 9.00pm	Grange
EA3	Friday 18 November	Practical & Theory	6.00pm – 9.00pm	Hinchingbrooke
EA4	Wednesday 25 January	Practical & Theory	6.00pm – 9.00pm	Hinchingbrooke
EA5	Wednesday 22 February	Practical & Theory	6.00pm – 9.00pm	Grange
EA6	Wednesday 18 April	Practical & Theory	6.00pm – 9.00pm	Hinchingbrooke

More courses may be added to this list as necessary – visit www.HuntsFA.com to check additional dates.

First Aid For Sport

The First Aid for Sport course is intended for personnel acting as manager, coach, trainer, therapist, or First Aider for amateur and youth clubs, as well as being suitable for teachers responsible for school teams.

The course provides details and practical training on the following:

- Describe the duties, responsibilities, general treatment principles and priorities or emergency first aid;
- Define the common injuries in football and sport;
- Demonstrate the recognition / identification of injuries using SALTAPS on-field injury assessment routine;
- Describe the signs and symptoms of common injuries and methods used in testing and recognition/ differentiation of injuries;
- Explain the importance of advise and actions to prevent or reduce injury;
- Describe the important aspects of an injury Report Form and an Emergency Information Form.

Assessment is conducted on a continual assessment basis throughout the course, using first aid scenarios for practical assessment.

The FA qualification is valid for three years, after which attendance on another course is required.

2011-12 course programme

Course No	Course Dates	Description	Time	Venue
BFA1	Wednesday 28 September Wednesday 5 October Wednesday 12 October	Module 1 Module 2 Module 3	6.00pm – 9.00pm 6.00pm – 9.00pm 6.00pm – 9.00pm	Hinchingbrooke
BFA2	TBC (2012)			



Minimum requirements

- The FA Emergency Aid Workshop
- The FA Safeguarding Children in Football Workshop

Booking information

- The cost of this course is £75 per candidate, which will be reduced if an Emergency Aid course has been attended within three months.
- Course fees and dates may be subject to change without notice.
- Payments may be made online by credit debit card or to the office using cheque or cash.

For further information or application forms, visit www.HuntsFA.com/Development/Courses/ or contact Wendy Chambers on 01480 447482 or at Wendy.Chambers@HuntsFA.com

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.

Booking information

- The cost of this course is £25 per candidate.
- Course fees and dates may be subject to change without notice.
- Payments may be made online by credit debit card or to the office using cheque or cash.

For further information or application forms, visit www.HuntsFA.com/Development/Courses/ or contact Wendy Chambers on 01480 447482 or at Wendy.Chambers@HuntsFA.com

2011-12 course programme				
Course No	Course Dates	Description	Time	Venue
SC1	Monday 25 July	Practical & Theory	6.30pm – 9.30pm	Huntingdon Town FC
SC2	Monday 19 September	Practical & Theory	6.30pm – 9.30pm	Hinchingbrooke
SC3	Monday 12 December	Practical & Theory	6.30pm – 9.30pm	Netherton
SC4	Monday 27 February 2012	Practical & Theory	6.30pm – 9.30pm	Hinchingbrooke

More courses may be added to this list as necessary – visit www.HuntsFA.com to check additional dates.

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 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 FA CRB enhanced disclosure.

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.

Booking information

This course will be delivered at the earliest opportunity following club requests.

For further information or application forms, visit www.HuntsFA.com/Development/Courses/ or contact Wendy Chambers on 01480 447482 or at Wendy.Chambers@HuntsFA.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, Mark Moffett, on 07876 337722 or at Mark.Moffett@HuntsFA.com.

Contact details for The FA CRB Unit are: 0845 210 8080, FAchecks@TheFA.com or visit www.crb.homeoffice.gov.com

Basic Referees' Course / Mini Soccer Match Day Skills



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 Hunts 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.

Mini Soccer Match Day Skills

This course does not provide a refereeing qualification but outlines the philosophy of Mini Soccer and the importance of understanding the needs of children in football.

The course covers the role of the referee in Mini Soccer and the Laws of Mini Soccer. The course is 2.5 hours in duration, normally held over one session without an examination. It will suit anyone involved in Mini Soccer, not just those wishing to referee.

Candidates will receive a certificate of attendance.

Booking information

The Basic Referees' Course costs are:

- 16 years old and over – £80;
- 14 & 15 year olds – £60.

The Mini Soccer Match Day Skills course costs £5.

For further information or application forms, visit www.HuntsFA.com/Development/Courses/ or contact Wendy Chambers or David Seaman on 01480 447482 or at Wendy.Chambers@HuntsFA.com

2011-12 course programme – Basic Referees' Course				
Course No	Course Dates	Description	Time	Venue
Ref 01	Friday 2 September	Module 1	7.00pm – 9.30pm	Hunts FA (Huntingdon Town FC)
	Friday 9 September	Module 1 (continued)	7.00pm – 9.30pm	
	Saturday 10 & Sunday 11 September	Modules 2 & 3	9.00am – 5.00pm	
Ref 02	Friday 16 September	Module 5 (part)	7.00pm – 9.30pm	Hunts FA (Huntingdon Town FC)
	TBA	Call back meeting	7.00pm – 9.30pm	
	Friday 3 February 2012	Module 1	7.00pm – 9.30pm	
Ref 02	Friday 10 February	Module 1 (continued)	7.00pm – 9.30pm	Hunts FA (Huntingdon Town FC)
	Saturday 11 & Sunday 12 February	Modules 2 & 3	9.00am – 5.00pm	
	Friday 17 February	Module 5 (part)	7.00pm – 9.30pm	
Mini 01	Tuesday 8 November	Practical & Theory	7.00pm – 9.00pm	Hunts FA

More courses may be added to this list as necessary – visit www.HuntsFA.com to check additional dates.

2011-12 course programme – Mini Soccer Match Day Skills				
Course No	Course Dates	Description	Time	Venue
Mini 01	Tuesday 6 September	Practical & Theory	7.00pm – 9.00pm	Hunts FA
Mini 01	Tuesday 8 November	Practical & Theory	7.00pm – 9.00pm	Hunts FA

Online Booking

Step 1

Go to www.HuntsFA.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 you log in details are correct, you will now be logged into your Hunts 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.

Member Services

Members' Services is a new online facility being offered by Hunts FA and The Football Association. 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, visit www.HuntsFA.com/MembersServices/



The FA Charter Standard Clubs Programme



The FA Charter Standard Club Programme was established in February 2001 to provide recognition that clubs are well run, sustainable, with child protection and safety paramount. It also recognises the club's commitment to coaching, player and coach development and the raising of standards of behaviour in the game.

The Football Development Strategy 2001-2006 highlighted the importance of club development and of the need to develop a more effective Club structure. It stated that 'The Football Association must support clubs who have the potential to develop a number of teams, providing 'football for all' and 'football for life'.

The FA Charter Standard Club Programme now has three levels:

- FA Charter Standard Club (Youth, Adult)
- FA Charter Standard Development Club (Youth, Youth and Adult)
- FA Charter Standard Community Club.

Link to the National Game Strategy

As a result of research findings and in line with delivery of the key outcomes of the National Game Strategy, a target of 75% team coverage has been established for The FA Charter Standard Club Programme up to 2012:

Benefits

New Clubs: £100 Umbro voucher
Development Clubs: £150 Umbro voucher
Community Clubs: £200 Umbro voucher

Vouchers can be used on the Umbro website which includes a built-in 15% discount.



Annual health check

The FA Charter Standard Annual Health Check will replace the current three year renewal process from the current season. Having received feedback from various parties, the Football Association has designed a new monitoring and evaluation process for their Charter Standard Clubs. This is to ensure the highest standards are being met year after year.

All Charter Standard Clubs will be required to undertake the annual health check regardless, even if they have completed the renewal process recently.

Charter Standard Clubs have until 31st March 2012 to contact Hunts FA and complete the form, otherwise their FA Charter Standard status will be suspended. If a club has not contacted Hunts FA by 30th June 2012, their FA Charter Standard status will expire.

All Charter Standard Clubs throughout Huntingdonshire will receive a form. This form will require each club to supply the Hunts FA with up to date information. All supporting documentation will also be required to be submitted, if this information is not already held by the County FA.

Hunts FA will be holding FREE workshops to support their Charter Standard Clubs through this process, which will be arranged at a time that will assist the natural completion of these Health Check forms.

For further information on the above workshop, please contact Alan Poulain on 01480 447483 or at Alan.Poulain@HuntsFA.com

Criteria

For full details of criteria, please refer to the Charter Standard pages on the Hunts FA website at <http://www.HuntsFA.com/Development/CharterStandard/>

More information

For further information about the Charter Standard Programme, or if you are interested in taking the next steps towards becoming a Charter Standard Club, please contact Alan Poulain on 01480 447483 or at Alan.Poulain@HuntsFA.com



**CHARTER STANDARD
COMMUNITY CLUB**



**CHARTER STANDARD
DEVELOPMENT CLUB**



**CHARTER STANDARD
CLUB**

Important Information

Disclaimer

The practical aspects of all Hunts 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, Huntingdonshire 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 Charge

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 and does not transfer to another course (see below).

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 will apply of 10% of the relevant course fee.

Course fees and Dates

All course fees and dates are subject to change without notice.

Hunts FA Young Leadership Programme

The FA recognises the vital role that volunteers have in running and assisting football clubs throughout the country. As such, Hunts FA runs a Young Leadership Programme. This Programme looks to provide young volunteers with the experience and skills they need within their current and future roles in football.

Each year, Hunts FA runs recruitment events around the County that are supported by the School Sports Partnerships. The Hunts FA Young Leadership Programme interlinks with the Step into Sport programme that is offered through the Youth Sport Trust. However the Hunts FA Programme is football-specific.

Young Leaders that are selected from the recruitments events (through the completion of a number of tasks and team building exercises) are then invited to enrol on the Hunts FA programme. Once enrolled onto the Hunts FA programme their progress is monitored throughout the year, and support accordingly.

Support offered so far throughout the 2011-12 programme includes:

- Help in find a local Charter Standard club where they can volunteer;
- Coaching support days – which incorporate Long Term Player Development;
- Opportunities to volunteer at Hunts FA events;
- Junior Football Organisers Course;
- Mini Whistler Course;
- Subsidies on Level 1 in Coaching Football;
- Subsidies on Level 2 in Coaching Football;
- Entry to the FA National Young Leadership Camp;
- Certification for 10, 25, 50 and 100 hours voluntary work.



Roles that Young Leaders often take up vary but include some of the following:

- Assisting with coaching sessions;
- Helping on match days;
- Updating club websites or creating promotional material such as flyers and match day programmes;
- Refereeing mini soccer fixtures;
- Assisting at club festivals and tournaments.

If your club has an individual who is interested in being involved in the Hunts FA Young Leaders programme for the 2011-12 season, or if your club is interested in supporting Young Leader development for the 2011-12 season, please contact Andy Coles at Hunts FA on 01480 447486 or at Andy.Coles@HuntsFA.com.

Hunts FA **Partners**

The delivery of the Football Development Plan relies heavily upon key partners, and this year is been no exception, as the size of the programme has increased.

The School Sports Partnerships and their Partnership Development Managers have been instrumental in the roll-out of the School-Club Link and Out of School Hours Learning programmes, while The College of West Anglia has continued to be a funding partner of coach education.

Every County FA has a local Football Partnership consisting of several partners with the key role of being able to create a facility and development investment strategy for their county. It also works with bodies such as the Football Foundation to help applications for investment for many different facility aspects.

Partners in the Huntingdonshire Local Football Partnership are:

- The FA Regional Development and Facilities Manager;
- Huntingdonshire FA;
- Huntingdonshire District Council;
- Cambridgeshire County Council;
- Vivacity.

We are keen to increase the number of partners involved with our programme and consolidate on those relationships already formed.



**The College
of West Anglia** 


LIVING SPORT
Cambridgeshire & Peterborough Sports Partnership
play • achieve • enjoy

Huntingdonshire FA are grateful to Living Sport, the County Sports Partnership, for assisting with funding to enable additional delivery opportunities, funding for bursaries, and external courses to augment our training and education programme. Living Sport also promote events where our coaches may attend and participate in many other sports areas.

Local and National Contacts

Huntingdonshire FA County Secretary

Mark Frost
01480 447480
Mark.Frost@HuntsFA.com

Football Development Manager

Alan Poulain
01480 447483 / 07990 835630
Alan.Poulain@HuntsFA.com

Football Development Officer (including Girls & Women)

Andy Coles
01480 447486
Andy.Coles@HuntsFA.com

Get Into Football Officer

Dean Watson
07943 307125
Dean.Watson@HuntsFA.com

County Welfare Officer

Mark Moffett
01480 447485 / 07876 337722
Mark.Moffett@HuntsFA.com

Governance Administrator

Valerie Bryant
01480 447481
Valerie.Bryant@HuntsFA.com

Finance Administrator

Susan Brydon
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Susan.Brydon@HuntsFA.com

Course Administrator

Wendy Chambers
01480 447482
Wendy.Chambers@HuntsFA.com

Referee Development Officer

David Seaman
07841 510327
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Referee Co-ordinator

Michael Hair
01733 552754
Michael.Hair@HuntsFA.com

Referee Assessing Coordinator

Lawrie Cooke
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lawrence.l.cooke@btinternet.com

Referee Appointment Secretary – Midweek/Saturday

Russell Matthews
01832 710297
russell@matthewsmail.com

Referee Appointment Secretary – Sunday

Michael Hair
01733 552754
Michael.Hair@HuntsFA.com

The FA

**FA Regional Football
Development Manager**
Heather Moir
Heather.Moir@TheFA.com

FA Regional Coaching Development Managers

Ben Bartlett (age 12+)
Ben.Bartlett@TheFA.com

Dmitri Halajko (age 5-11)
Dmitri.Halajko@TheFA.com

FA Regional Facilities Development Manager

Mark Liddiard
Mark.Liddiard@TheFA.com

Living Sport

(Cambridgeshire Sports Partnership)
Operations Director
Simon Fairhall
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www.livingsport.co.uk



Huntingdonshire FA

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**Coaching
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Administration**



FA Learning Hotline: 0870 850 0424