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**Standalone Course Guide  
1st4Sport FA Level 1 in Coaching Football**

**Berks & Bucks FA want to ensure that all customers are provided with the best service possible. Below we have outlined details on how to book a course at their own venue and convenience.**

Berks & Bucks FA will accommodate Clubs, Leagues, Schools and Organisations to host courses at a venue of their choice, provided the requirements are met. The following courses apply:

**1st4sport FA Level 1 in Coaching Football**

The FA Level 1 in Coaching Football, leading to the achievement of the 1st4sport Level 1 Award in Coaching Football qualification, provides learners with an introduction to coaching the game and working with players from under 7 to open age.   
Learners will gain an insight into the game in England, how it’s played and how they can coach to better support the development of future players. The qualification is designed to prepare learners to coach football at the grassroots level.

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| Content | Duration |
| Block 1 – How We Coach & How We Play | 3.5 hours |
| Block 2 – Plan, Do, Review & Reflection | 3.5 hours |
| Block 3 – How We Play | 3.5 hours |
| Block 4 – Plan, Do, Review & Reflection | 3.5 hours |
| Block 5 – How We Support (Emergency Aid) | 3 hours |
| Block 6 – How We Support (Safeguarding Children) | 2 hours |
| Block 7 – The Future Player & How We Play | 3.5 hours |
| Block 8 – Plan, Do, Review & Reflection | 3.5 hours |
| Block 9 – How We Coach | 3.5 hours |

**Course Prices & Requirements**

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| Level 1 (including Safeguarding Children & Emergency Aid) |
| * BBFA Affiliated and Charter Standard Clubs & Leagues - £145.00 per person * Flat rate - £170.00 per person * Maximum 18 candidates * All candidates must be aged 16 or over * Club to notify Berks & Bucks FA of dates and times they’d like to run the course |

**Venue Requirements**

All Venues must be booked and paid for by the organising party, Berks & Bucks FA will require written confirmation of this from your chosen venue. It is also a necessity that any room being used for the purposes of delivering any course shall be solely for that use and not open to the general public at that time.

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| Aspect | Requirement |
| Playing Surface | Suitable playing surface (Grass, 3G, Astro) a minimum size of 60x40 yards. |
| Toilet/Changing Facilities | Separate facilities for male and female candidates. |
| Room Size | Adequate space for all students on the course to undertake both theory and practical work. |
| Cleanliness | A clean, tidy and hygienic environment. |
| Floor Covering | A carpeted surface (or alternatively training mats) for use during practical sessions. |
| Ventilation | Sufficient ventilation to generate acceptable ‘air quality’. |
| Heating | Ambient temperatures sufficient to permit ‘shirt sleeve’ order. |
| Seats | One seat per student. |
| Writing surfaces | Adequate surface area for each student to record notes. |
| Lighting | Sufficient ambient / artificial light to enable students to read. |
| Noise Level | To be at a level that does not compromise student learning. |
| Audio-visual Equipment | A projector, screen or any other audio-visual equipment, e.g. flip charts, paper and pens etc, as appropriate to the workshop. |
| Access / Egress | Should be safe, well lit and cater for people with additional access requirements. The venue should be accessible to the course tutor/s at least 45 minutes prior to each course date. |
| Bar | If the venue has a bar area then this should be closed through-out the course duration to avoid interruptions. |

**Cancellation**

**BY YOU:** 4 weeks’ notice of cancellation is required

**BY BERKS & BUCKS FA:** We will do our upmost to deliver the course, however, to meet FA requirements we reserve the right to cancel or postpone a course at any time if any of the criteria outlined above are not met or unforeseen circumstances occur.

In order for Berks & Bucks FA to progress with a request to run a course on your behalf it is your responsibility to have the following information available or use the form attached to send the details in;

* Course you would like to organise including the number of candidates that are interested in booking on the course.
* A contact name, telephone number, email address and address for the course organiser as well as details, if different, of a responsible individual contactable during the course.
* Venue details where you are planning to host the course that meets the terms above.

**Pre-Course**

On receipt of interest, Berks & Bucks FA will;

* Visit the venue to ensure it meets requirements.
* Propose and agree course dates with the organiser.
* Register the course and create an online link for people to book on the course.
* Order the appropriate resources.
* Source the necessary tutors.
* Write to you to confirm the course.

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| Weeks to Go | Organiser/Applicant | BBFA |
| **16** | * Submit expression of interest form to Berks & Bucks FA | * Visit venue at the earliest convenience |
| **13** | * Confirm & book the identified venue on agreed times & dates * Provide written confirmation from venue of booking | * Agree times/dates with organiser * Source tutors for each element of the course |
| **12** | * Signpost candidates to the website to book on the course as the link goes live | * Put link to the course on the website for all to book on |
| **4** |  | * Confirm number of candidates on the course |
| **2** |  | * Send course confirmation to tutors and course organiser |
| **1** |  | * Deliver resources |
| **0** | * Course begins. Organiser to be present. |  |
| **-2** |  | * Update candidate records to show attendance and passes from course Tutor/s * Results go to 1st4 Sport/FA Learning for certification |

**Post-Course**

On completion of the course, Berks & Bucks FA will;

* Update candidate records on the system and close the course in order for certification.

On completion of the course, FA Education and/or 1st4sport will;

* Dispatch your certificate in approximately 4-6 weeks after candidate records have been updated.

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| Tailored Course – Expression of Interest form | |
| Course Requested |  |
| Number of Candidates interested in attending |  |
| Dates & Times |  |
| Organiser Details | |
| Club/Organisation Name |  |
| Name |  |
| Address |  |
| Contact Telephone Number |  |
| Email Address |  |
| Course Contact (if different from Organiser) |  |
| Contact Telephone Number |  |
| Venue Details | |
| Name of Venue |  |
| Venue Address |  |
| Site Contact name |  |
| Site Contact Number |  |
| Emergency Site Contact & Number (if different) |  |

**N.B: Please be advised that by submitting this form, it does not guarantee that the course will go ahead.**

**Courses will be run at the discretion of the Football Development Team at Berks & Bucks FA.**

**Signed: Date:**