**Standalone Course Guide**

**FALCC CPD Event**

**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 an FA Licensed Coaches Club CPD Event at their own venue.**

Berks & Bucks FA will accommodate BBFA Chartered Standard Clubs & Leagues only to host CPD Events at a venue of their choice, provided the requirements are met. The following events apply:

|  |  |
| --- | --- |
| Content | Duration |
| FALCC CPD Level 1, 2 Event | 2 hours |
| FALCC CPD Level 1, 2 Event | 3 hours |
| FALCC CPD Level 2, 3 Event | 2 hours |
| FALCC CPD Level 2, 3 Event | 3 hours |

**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.

|  |  |
| --- | --- |
| 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 30 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 event, 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 CPD Event on your behalf it is your responsibility to have the following information available or use the form attached to send the details in;

* CPD event you would like to facilitate including the number of candidates available to attend (minimum 12).
* List of compliant course dates and times.
* 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 event that meets the terms above and is fully booked and paid for.

On return of these details Berks & Bucks FA will;

* Register the event with FA Education.
* Publish the event on the website with a £10 deposit booking fee (refunded upon attendance).
* Source the necessary tutors.
* Write to you to confirm course date, and provide the link to for candidates to book their place.

|  |  |  |
| --- | --- | --- |
| Weeks to Go | Organiser/Applicant | BBFA |
| **11** | * Submit Course Booking form to us | * Process Booking & Identify Tutor(s) |
| **10** | * Confirm & book the identified venue * Provide written confirmation from venue of booking * Confirm the age and number of players available for the event. * Signpost candidates to the website to book on the event as the link goes live | * Confirm Booking & Register with FA Education * Publish event on the Berks & Bucks FA website |
| **4** |  | * Ensure a minimum of 12 candidates have booked on the workshop |
| **2** |  | * Send course confirmation to tutors and course organiser |
| **1** |  | * Close course to further bookings |
| **0** | * Course begins, organiser to be present. |  |
| **-2** |  | * Update candidate records to show attendance * Refund £10 booking fee to attendees |

**Post-Course**

On completion of the CPD Event, Berks & Bucks FA will update candidate records on the system and close the course in order for FAN’s to be updated with CPD hours.

For further information, please contact a member of the Development Team on (01235) 558450 or [Development@Berks-BucksFA.com](mailto:Development@berks-bucksfa.com).

**Next Steps**

Select a topic from the COACH & CLUB CPD MENU, complete the below event booking form, and submit to [Ashley.March@Berks-BucksFA.com](mailto:Ashley.March@Berks-BucksFA.com).



|  |  |
| --- | --- |
| CPD Event Booking Details – Expression of Interest | |
| Level and duration of FALCC Event |  |
| Topic |  |
| Course Dates Requested |  |
| Course Times Requested |  |
| Organiser Details | |
| Club/Organisation Name |  |
| Name |  |
| Address |  |
| Contact Telephone Number |  |
| Email Address |  |
| Course Contact (if different from Organiser) |  |
| Contact Telephone Number |  |
| Player Details | |
| Gender |  |
| Age |  |
| Amount of players available |  |
| Venue Details | |
| Name of Venue |  |
| Venue Address |  |
| How many candidates can the venue comfortably seat? |  |
| 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 event will go ahead.**

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

**Signed: Date:**