

# Cambridgeshire Football Association



## **Cambridgeshire Football Association Coach Education Policies and Procedures 2017/2018**



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[www.cambridgeshirefa.com](http://www.cambridgeshirefa.com)



# Cambridgeshire Football Association



## Course Information

### Practical Sessions

- You will be required to take part in the practical sessions. However, inability to participate will not prevent successful completion of the award.
- Ensure you have suitable clothing for hot/cold/wet/dry weather.
- Sun protection is advised.
- Wear appropriate footwear for the playing surface indicated on your course programme.
- Studs and blades are not permitted on synthetic turf pitches.
- Shin pads are compulsory.
- Please bring a non-glass drinks bottle.
- Changing facilities are available.

### Classroom Sessions

- Informal – pen and notepad is advised.
- Football kit is not required to be worn at the Safeguarding Children and Emergency Aid Courses.
- Unless directed otherwise, dress code will be informal.
- Arrive at least 15 minutes before commencement of session.
- All mobiles must be turned **OFF** during the session.

If applicable to the course, portfolio (folders) should be brought to each session

### Behaviour

- Respect others' views.
- Be honest.
- Help each other.
- Be a role model.

### Car Parking

Please park your vehicle in the area designated. Vehicles are left at the owner's risk.

**Please Note:** Cambridgeshire Football Association Limited, the venues, nor their stewards, Agents or employees are under any liability whatsoever in respect the personal injury, loss or damage whilst in attendance on any course. The information provided to the Cambridgeshire Football Association will be stored and used according with the Data Protection Act 1984.



## Health and Safety

### **Fire Alarm**

Make your way in an orderly manner (DO NOT RUN) to the nearest fire exit, which will be advised to you at the start of the course. Assemble at the designated assembly point unless told otherwise. Wait for register check and further information. Do not go back into the building until told so by your course tutor.

### **No smoking policy**

No smoking during course times. However, if you need to smoke you must do so only in designated areas (note school sites are usually smoke free zones).

### **Health**

It is the candidate's responsibility to make the tutor aware of any health problems that may affect their involvement on the course.

**All candidates must follow the direction of the coach educator in any decision on health and safety matters; failure to do so is at their own risk.**

## Risk Assessment/Health and Safety/ Liability Insurance

These forms are held by your course tutor.

# Cambridgeshire Football Association

## Cambridgeshire FA Equality Policy



**Cambridgeshire FA** is responsible for setting standards and values to apply throughout football at any level. Football belongs to, and should be enjoyed by, anyone who wants to participate in it. The aim of this policy is to ensure that everyone is treated fairly and with respect and that the FA is equally assessable to them all.

**Cambridgeshire FA's** commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, region or belief, ability or disability and to encourage equally opportunities.

This policy is fully supported by the Board of the FA and the Director of Football Governance and Regulation is responsible for the implementation of this policy.

**Cambridgeshire FA** in all its activities, will not discriminate, or in any way treat anyone less favourable, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, region or belief, ability or disability. The FA will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy its activities.

**Cambridgeshire FA** will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The FA will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

**Cambridgeshire FA** is committed to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination in football.

**Cambridgeshire FA** is committed to a policy of equal treatment to all members to abide and adhere to this policy and the requirement of the Equality Act 2010 as amended from time to time.

**Cambridgeshire FA** commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination of the above grounds and where such is found to be the case, a requirement that the practise stop and sanctions imposed as appropriate.

We endeavour to ensure there are no unnecessary barriers to assessment, ensuring requirements and methods used are sufficiently flexible to enable the widest range of learners to fairly and reliably demonstrate competence. In accordance with our Equality and Diversity Commitment Statement, we aim to provide access to learners with particular needs to prevent discrimination in the delivery of our qualifications and the assessment of learners.

If you need Cambridgeshire FA to make reasonable adjustments, please email [katoe.critchley@cambridgeshirefa.com](mailto:katoe.critchley@cambridgeshirefa.com) or call 01223 209037 prior to booking.

# Cambridgeshire Football Association



## Safeguarding Children Policy

**Cambridgeshire FA** recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect and bullying. Cambridgeshire FA is committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their ability for as long as they choose to do so. The Safeguarding Children Policy is supported by the FA's Respect program to address verbal abuse and bullying of youngsters by parents and coaches on the sidelines.

The Association's Safeguarding Children policy principles are that:

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, faith, or sexual orientation.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents and carers is essential

**Cambridgeshire FA** is committed to working in partnership with the Police, Children's Services Departments, and Local Safeguarding Children's Boards (LSCB) in accordance with their procedures. This is essential to enable these organisations to carry out statutory duties to investigate concerns and protect all children and young people.

The Association's Safeguarding Children Policy is in response to government legislation and guidance, developed to safeguard the welfare and development of children and young people.

**Cambridgeshire FA County Welfare Officer – Diane Bradshaw**

Email: [Diane.Bardshaw@Cambridgeshirefa.com](mailto:Diane.Bardshaw@Cambridgeshirefa.com)

**Office Telephone: 01223 209021**

**Mobile Number: 07788 215678**

**NSPCC Child Protection Helpline: 0800 800 500**

# Cambridgeshire Football Association



## Candidate Complaints Procedures

A candidate should use the complaints procedure if they have a grievance relating to aspects of their qualification, the centre – Cambridgeshire Football Association, or any employee (paid or unpaid) of the centre.

The procedure is as follows:

### **Stage 1**

An informal complaint can be made to the candidate's tutor/assessor. The tutor/assessor should discuss the complaint and attempt to agree a way forward or a solution that suits both parties. Candidates should allow the tutor/assessor sufficient time to investigate or remedy the grievance in the timescales agreed.

### **Stage 2**

If the complaint cannot be resolved informally to the satisfaction of the candidate or if the candidate feels they cannot make a formal complaint to their tutor/assessor, a 'Candidate complaint form' should be completed or should be requested from the Cambridgeshire Football Association and returned to the Football Development Manager within 14 days of stage 1 above and with full details of the grievance, for the matter to be investigated.

Cambridgeshire Football Association will acknowledge receipt of the complaint within seven days and outline the course of action to be taken. Cambridgeshire Football Association will carry out an investigation and write to the candidate within one calendar month with their findings.

### **Stage 3**

If the candidate has followed stage 1 and 2 of the procedure and is still dissatisfied, candidates have the right to take their complaint to the awarding body (1<sup>st</sup>4Sport Qualifications.) This is shown in the candidate's portfolio, which is allocated at the start of the course.

### **Awarding Body:**

**1<sup>st</sup>4Sport Qualifications, Coachwise Ltd, Chelsea Close, Off Amberley Road, Armley,  
Leeds, LS12 4HP**

**Email: [enquiries@1st4sportqualifications.com](mailto:enquiries@1st4sportqualifications.com)**

# Cambridgeshire Football Association



## Candidate Appeals Procedure

The purpose of the appeal procedure is to ensure that a candidate can, if they wish, appeal against any assessment decision or procedure that they consider to be unfair and/or inaccurate. The procedure is as followed:

### **Stage 1**

Candidate to report their comments to their tutor/assessor who made the original assessment decision. A verbal appeal is accepted, but it is recommended to put the appeal in writing. Candidate should send a copy to the Cambridge Football Association addressed to the Football Development Manager/Head of Centre.

Discuss problem with the tutor/assessor and resolve if possible. The tutor/assessor should record an overview of the appeal and the outcome and forward this to the Cambridgeshire Football Association.

### **Stage 2**

If the candidate is still dissatisfied with an assessment decision and wishes to challenge the outcome of stage 1, the candidate should take their appeal to the County Development Manager/Head of Centre. At this stage an Appeals Form should be obtained from Cambridgeshire FA. Details of the appeal should be submitted in writing and within 14 days of the Stage 1 process. The candidate should include as much detail as possible and return the form to the County Development Manager/Head of Centre.

The County Development Manager/Head of Centre may review/reassess the candidates work against the assessment criteria qualification and consider the appeal.

The decision will be communicated in writing to the candidate, the original tutor/assessor and a copy retained by The County Development Manager/Head of Centre. A further copy is to be retained at Cambridgeshire FA.

### **Stage 3**

If the candidate has followed Stage 1 and 2 of the appeals procedure and is still dissatisfied, the candidate has the right to take their appeal to the awarding body (1st4Sport Qualifications). This is shown in the candidate's portfolio, which is allocated at the start of the course.

### **Awarding Body:**

**1<sup>st</sup>4Sport Qualifications, Coachwise Ltd, Chelsea Close, Off Amberley Road, Armley,  
Leeds, LS12 4HP**

**Email: [enquiries@1st4sportqualifications.com](mailto:enquiries@1st4sportqualifications.com)**

# Cambridgeshire Football Association



## **Booking Terms and Conditions**

Places are secured only upon receipt of an online booking and payment of the course in full. All courses must be paid for, in full, at least 10 working days before the start of the course.

Once booked on a course, you are required to give us at least 10 working days' notice of a cancellation. Otherwise you will not be eligible for any credit note or refund except in extenuating circumstances which will be determined solely at the discretion of Cambridgeshire FA. All cancellations or transferrals will be subject to an administration fee of £15.

Cambridgeshire FA courses include a subsidy provided by Cambridge Regional College. The subsidy is subject to the following conditions:

- (i) you must be over 16 years of age on the 1<sup>st</sup> September prior to the start date of the course; and
- (ii) you must have been born in an EU country; and
- (iii) you must have lived in the UK for the last 3 years.

Cambridgeshire FA reserves the right to alter dates and venues of courses when necessary. If dates and/or venues change, candidates will be informed prior to the start of the course. It is the responsibility of each candidate to check their availability to attend the course dates and venues prior to booking.

Some courses are subject to prerequisite conditions and you should meet these prior to the start of the course. Each individual is responsible for checking that he/she meets the prerequisites before the course starts. Candidates who have not fulfilled the prerequisites may be withdrawn from the course and lose payment in full.

**NB:** (i.) Cambridgeshire Football Association Limited, the venues, their stewards, agents and employees are under no liability whatsoever in respect of personal injury, loss or damage whilst in attendance on any course.

(ii.) The information provided to the Cambridgeshire Football Association will be stored and used in accordance with The Data Protection Act 1984.



# Cambridgeshire Football Association



## **Contact Details**

For more information on the Cambridgeshire FA Coach Education Policies and Procedure booklet, please contact a member of staff:

### **Katie Critchley**

Coaching & Player Development Officer

Office: 01223 209037

Email: [Katie.Critchley@Cambridgeshirefa.com](mailto:Katie.Critchley@Cambridgeshirefa.com)

### **Jo Bull**

Facilities & Participation Manager

Office: 01223 209035

Email: [Joanne.Bull@Cambridgeshirefa.Com](mailto:Joanne.Bull@Cambridgeshirefa.Com)