



Durham County FA Level 1 Handbook Procedures

Useful Contacts

Durham County FA	Football Development Department Riverside South, Chester-le-Street, Durham, DH3 3SJ Tel: 0191 3872928 Web: www.DurhamFA.com
Course Certificates	FA Qualifications (1 st 4sport), PO Box35, Leeds LS12 4XY Tel: 0113 290 7610 Email: footballcoaching@1st4sportqualifications.com
FA Emergency 1 st Aid Certificates	Print off certificate from LMS
FA Safeguarding Children Certificates	Print off certificate from LMS

Course Information

Health and Safety

Fire Alarm	Make your way in an orderly manner (DO NOT RUN) to the nearest fire exit and assemble in the main car park unless told otherwise. Wait for register check and further information. Do not go back into the building unless told to do so.
No Smoking Policy	Operates during course times
Mobile phones	To be switched off once entered classroom
Practical sessions	<i>You will be required to take part in the practical sessions and you must have access to players while attending the course</i> Ensure you have suitable clothing for hot/cold/wet weather. Sun protection is advised in appropriate weather. Safe footwear for the playing surface, eg moulded studs or trainers used on 3G.. Screw in studs are not permitted on the synthetic turf pitches. Shin pads are compulsory. Please bring a non-glass drinks bottle. Changing and shower facilities may be available. Please check at venue
Classroom	Informal – You will receive your FA Journal on the first workshop
Behaviour	<ul style="list-style-type: none"> • Respect other views • Be honest • Help each other • Be a role model



Equal Opportunities

	<p>Durham County FA is committed to develop the game of Association football to everyone within the County through the principles and practices of equal opportunities within its Coach Education programme, both as an employer and in the delivery of our service to candidates.</p>
	<p>Employment opportunities, qualifications, services and support are available to all sections of the community and we will not discriminate on the grounds of gender, marital status, race, colour, ability, sexuality, age, occupation, religion or political preference.</p>
<p>Durham County FA will:</p>	<ul style="list-style-type: none"> • Ensure that its equal opportunities policy is communicated to all members of staff and candidates undertaking a course organised by Durham County FA • Provide training for all members of staff in the implementation and evaluation of our equal opportunities policy through in-service training events for the Durham County Coach Education group. • Monitor the effectiveness of our policy through an internal verification strategy to ensure it is maintained and improved. • Collect data which enables the policy to be reviewed to ensure that the courses are accessible to everyone within Durham County and share this information with others who may have a legal right to access the data. <p>Encourage anyone who believes they have been discriminated against to raise the matter to the Course Organiser who will bring it to the attention of the County FA Development Committee for review and any action if necessary.</p>



Complaints/Appeals Procedures

<p>Candidate Appeal against Outcomes of Decision</p>	<ol style="list-style-type: none"> 1. In the event of a Learner having a grievance with Durham County FA or a FA Tutor with regards to the delivery or training for the course leading to a qualification, the Learner should first contact Durham County FA Senior Football Development / Coach Education Officer to air this grievance. 2. If the Learner is unable to gain satisfaction from this then an outline and rationale for the grievance should be forwarded to the Senior Football Development Officer / Coach Education Officer at Durham County FA, supported by the Learners full name and the 1st4sport course number. 3. Following receipt of a grievance the Internal, External verifiers and the FA County Coach Developer will be asked to investigate the allegations, the outcome of which will be presented to the Durham County FA Development Committee and the following outcomes may result: <ul style="list-style-type: none"> • Grievance justified – further investigation and an appropriate action plan developed. Learner will receive an offer to re-take the course or receive a full refund. • Grievance not justified – no action taken. 4. If the Learner is unhappy with the outcome of the appeal from Durham County FA they are advised to follow the appeals procedure of 1st4sport Qualifications 5. Where Learners wish to appeal against the FA Tutor decision they should follow the above procedures and the following outcomes may result: <ul style="list-style-type: none"> • Grievance justified – the Learner will be given another assessment opportunity. • Grievance not justified – no action taken – decision outcome confirmed. 6. If the Learner is unhappy with the outcome of the appeal from Durham County FA they are advised to follow the appeals procedure of 1st4sport Qualifications. 7. Where Learners wish to appeal against any decision provided by FA Tutors, they are advised to follow the appeals procedure of 1st4sport Qualifications.
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FA Level 1 in Coaching Football

FA Resources	FA Level 1 in Coaching Football Learning Journal FA Emergency 1 st Aid Booklet FA Safeguarding Children Booklet
Course of Learning	Will be conducted by a FA Affiliated Tutor
Theory	There will be a 7 workshops which will be delivered by a FA Tutor with an addition of 2 workshops; FA Emergency Aid and FA Safeguarding Children.. Workshop 1 - How We Play – The Coach Workshop 2 – Plan Do Review Workshop 3 – How we Coach – The practice Workshop 4 – Plan Do Review Workshop 5 – The Future Player Workshop 6 – Plan Do Review Workshop 7 – How We Coach – The Game
Practical	The FA Tutor will show the importance of ; Arrival Activities, Practices including players, In Possession, Out of Possession and Transition. You will use the FA Plan, Do, Review Model (workshops 2,4,6) to deliver a maximum of 15 mins over the 3 workshops. After your delivery you will receive feedback from the Tutor, your peers and you must self reflect YOU MUST HAVE ACCESS TO A GROUP OF PLAYERS WHILE ATTENDING THE COURSE
FA Safeguarding – How We Support	Certified 2-hour course. After attending the workshop your attendance will be uploaded onto the FA system, only then can you complete the 1 hr module. On completion you can print off your certificate.



<p>FA Emergency Aid – How We Support</p>	<p>Certified 3-hour course, the first aid tutor needs to sign off in your CP page 8. The certificate will be signed and presented to you directly after the course. If the certificates are unavailable they will be mailed direct to you within 6 weeks. This should be inserted into your candidate pack as evidence of attendance after the course.</p>
<p>Distance learning</p>	<p>You must complete the following modules in order to achieve the FA Level 1 qualification;</p> <ul style="list-style-type: none"> • Introduction to Coaching • Online Introduction to Equality & Diversity • Respect for Coaching • Plan, Do, Review • Long Term Player Development • 1 Hour Safeguarding Online module (After attending the FA Safeguarding Workshop must wait until attendance has been uploaded) • There is no online EM Aid module.
<p>Attainment Levels for Assessment</p>	<p>The following Tasks in your Learning Journal must be complete. This can be done during the workshops or as Home study; Levels:</p> <p>Task 1: Creating a Game Task 2: Game Format Task 3: FA Education Decision Making in Coaching Continuum Task 4: Principles of Play, Technical Components and England DNA Task 5: Knowing Your Players Task 6: Long Term Player Development Task 7: Linking Practice to Competition Task 8: The Importance of Positivity Task 9: Player Ownership Task 10: Managing the Match -day Task 11: Building Relationships Your internal assessment</p>