

## Durham County FA Level 2 Handbook Procedures

### Useful Contacts

Durham County FA	Football Development Office Riverside South, Chester-le-Street, Durham, DH3 3SJ
	Tel: 0191 3872928 <a href="http://www.durhamfa.com">www.durhamfa.com</a>
Course Certificates	FA Qualifications (1 <sup>st</sup> 4sport), PO Box35, Leeds LS12 4XY
	Tel: 0113 290 7610
	<a href="mailto:footballcoaching@1st4sportqualifications.com">footballcoaching@1st4sportqualifications.com</a>

### Course Information

#### *Health and Safety*

<b>Fire Alarm</b>	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.
<b>No Smoking Policy</b>	Operates during course times
<b>Mobile phones</b>	To be put on silent once entered classroom
<b>Practical sessions</b>	<b><i>You will be required to take part in the practical sessions and you must have access to players while attending the course</i></b> 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
<b>Classroom</b>	Informal – You will receive your FA Journal on the first workshop of Block 1
<b>Behaviour</b>	<ul style="list-style-type: none"> <li>• Respect other views</li> <li>• Be honest</li> <li>• Help each other</li> <li>• Be a role model</li> </ul>

## **Equal Opportunities**

	<p><b>Durham County FA</b> 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><b>Durham County FA will:</b></p>	<ul style="list-style-type: none"><li>• Ensure that its equal opportunities policy is communicated to all members of staff and candidates undertaking a course organised by Durham County FA</li><li>• 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.</li><li>• Monitor the effectiveness of our policy through an internal verification strategy to ensure it is maintained and improved.</li><li>• 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.</li></ul> <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><b>Candidate Appeal against Outcomes of Decision</b></p>	<ol style="list-style-type: none"><li>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.</li><li>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 1<sup>st</sup>4sport course number.</li><li>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"><li>• 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.</li><li>• Grievance not justified – no action taken.</li></ul></li><li>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 1<sup>st</sup>4sport Qualifications</li><li>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"><li>• Grievance justified – the Learner will be given another assessment opportunity.</li><li>• Grievance not justified – no action taken – decision outcome confirmed.</li></ul></li><li>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 1<sup>st</sup>4sport Qualifications.</li><li>7. Where Learners wish to appeal against any decision provided by FA Tutors, they are advised to follow the appeals procedure of 1<sup>st</sup>4sport Qualifications.</li></ol>
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<b>FA Resources</b>	FA Level 2 in Coaching Football Learning Journal
<b>Course of Learning</b>	Will be conducted by a FA Affiliated Tutor
<b>Theory</b>	<p>This qualification consists of four mandatory components. Learners must successfully complete all mandatory components.</p> <p><b><u>How we coach football</u></b></p> <p>To provide coaches with the opportunity to create their own coaching philosophy and style, developing skills and qualities required to coach football. Coaches will learn about the different ways that players learn and how this is linked to the stages of player development, helping them create engaging and positive learning environments, supporting them to become an excellent teacher of the game.</p> <p><b><u>How we play football</u></b></p> <p>Coaches will develop technical and tactical knowledge of the game, helping them link practice to competition, recognising the suitable balance of planning, doing and reviewing as part of their role within their own context. Coaches will learn about level appropriate technical detail associated with the England DNA.</p> <p><b><u>How we support in football</u></b></p> <p>To enable coaches to recognise the contribution of significant others (eg parents) and members of the multi-disciplinary team (eg sports scientists), who support player development, appropriate to each stage of the player development pathway. Coaches will grasp how building relationships with those individuals and/or groups of people helps to create and sustain the appropriate support mechanisms for players throughout their development journey. The unit will help coaches make the most of resources available in order to create a positive learning environment for players.</p> <p><b><u>The future football player</u></b></p> <p>Coaches will gain the knowledge, understanding and skills required to support the development of English players who are creative, innovative and excellent decision makers, with the capability of developing to their full potential. The unit will introduce and promote the concept of players taking ownership of their own learning, and consider how coaches must be able to deal with difference in order to ensure individual player needs are met, promoting learning and development in line with The FA's 4 Corner Development Model.</p>
<b>Practical</b>	<p>The FA Tutor will show the importance of ; Arrival Activities, Practices including players In Possession, Out of Possession and Transition.</p> <p>You will use the FA Plan, Do, Review Model to coach practices during the course and you will receive feedback from your Tutor, Peers and you will have time to reflect.</p> <p>feedback from the Tutor, your peers and you must self-reflect</p> <p><b>YOU MUST HAVE ACCESS TO A GROUP OF PLAYERS WHILE ATTENDING THE COURSE</b></p>
<b>Attainment Levels for Assessment</b>	<p>Achievement of the qualification is normally through attendance on a course of learning and assessment. The assessment specification requires learners to:</p> <ul style="list-style-type: none"> <li>• complete a series of assessed tasks contained within their learning journal provided by The FA and/or located on The FA Learner Management System.</li> <li>• plan, deliver and reflect on a minimum of eight football coaching sessions. Six of the eight sessions should be linked and progressive, and working with the same group of players in order to monitor and review progress. Ideally learners should also complete eight match day observations linked to the developed sessions.</li> <li>• demonstrate their ability to coach football session(s) for a minimum of 40 minutes which can be made up of multiple practices on separate occasions or a single 40-minute session. This can be completed in the coach's workplace or a simulated environment. Observed sessions may be taken from the eight</li> </ul>

planned sessions.

The learning journal and the practical demonstrations of football coaching are inclusive of all assessment criteria. Successful completion will result in the achievement of the qualification.