



Huntingdonshire Football Association Policies and Procedures



HUNTINGDONSHIRE F.A. COACH EDUCATION

POLICIES AND PROCEDURES





Huntingdonshire Football Association Policies and Procedures



Course Information

Practical Sessions

- You will be required to take part in the practical sessions.
- Ensure you have suitable clothing for hot/cold/wet/dry weather.
- Sun protection is advised.
- All candidates are required to attend each session throughout the course and to attend in the appropriate clothing, regardless if they are taking part in the courses activities. Any candidate in none appropriate clothing will be sent home by the course tutor to get changed and return.
- Moulded studs are not permitted on the synthetic turf pitches.
- Shin pads are compulsory.
- Please bring a non-glass drinks bottle.
- Changing facilities are available.

Classroom Evening Sessions

- Informal – pen and note pad is advised
- Football Kit is not required to be worn at the Child Protection and Emergency Aid Courses, although comfortable clothing is advised (a proportion of the FA Emergency Aid involves floor based demonstrations)

Behaviour

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

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 to do so by your course tutor

No smoking policy

There is no smoking during course times and if you need to smoke you must do so only in the designated areas, (Note school sites are normally smoke free zones)

Health

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



Huntingdonshire Football Association Policies and Procedures



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 liability.

Risk Assessment/Health and Safety/Liability Insurance

A risk assessment will be completed at the facility used prior the course start, and the coach educator will be expected to conduct a risk assessment check prior to all sessions to reduce the health and safety risk of all involved.

Usually the facility will conduct a 'house keeping' and/or 'ground rules' talk on the first session of a course, or may have informed the coach educator prior.

These forms are held by your course tutor.

Classroom Evening Sessions

- Unless directed otherwise, dress code will be informal
- Arrive at least 15mins before commencement of session
- A pen and note book is essential
- All mobiles must be turned **OFF** During the session
- If applicable to the course, portfolios (folders) should be brought to each session

Conduct of Behaviour

- Respect the view of others
- Be Honest
- Help each other
- Be a role model
- Please use the bins placed around the facility for rubbish or discarded items

Car Parking

Please park in the area designated. The parking of the vehicle will be at the owner's risk

Note: *Huntingdonshire Football Association Limited, the venues, nor the stewards, agents or employees are under any liability whatsoever in respect of the personal injury, loss or damage whilst in attendance on any course. The information provided to the Huntingdonshire Football Association will be stored and used in accordance with the Data Protection Act 1998.*



Huntingdonshire Football Association Policies and Procedures



HUNTINGDONSHIRE FA EQUALITY POLICY

Huntingdonshire FA is responsible for setting standards and values to apply throughout football at every 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 accessible to them all.

Huntingdonshire FA's commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal 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.

Huntingdonshire FA, in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion 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.

Huntingdonshire 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.

Huntingdonshire 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 within football.

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

Huntingdonshire FA commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and



Huntingdonshire Football Association Policies and Procedures



where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.

SAFEGUARDING CHILDREN POLICY

Huntingdonshire 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 or bullying. Huntingdonshire 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 abilities for as long as they choose to do so. The Safeguarding Children Policy is supported by The FA's Respect programme 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.

Huntingdonshire 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 their 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.



Huntingdonshire Football Association Policies and Procedures



HUNTINGDONSHIRE FA SOCIAL NETWORKING POLICY

Huntingdonshire FA appreciates that your social internet site is an important tool to communicate with course candidates, friends and the wider community. Social internet sites and club websites provide an opportunity to disseminate key information to all including relevant news, key contacts, fixtures and results and also your match report.

It is becoming a regular occurrence that players, coaches and match officials are being warned about disparaging comments that are made on websites towards opposition, teams, match officials and fellow candidates involved in course. Individual involved in football are responsible for ensuring all content contained on their website, social network area, or any message boards or blogs abide by the Rules and Regulations of the Football Association. It is against FA rules to include comments on your website that are or maybe;

- Offensive
- Insulting
- Abusive
- Threatening
- Racist
- Discriminatory
- Any reference that may cause offensive or harm to others

Please be aware that any individual on a coach education course that is found to have made comments on Social Media that contravenes FA Law will face sanctions which may include expulsion from the course.



Huntingdonshire Football Association Policies and Procedures



Candidate Complaints Procedure

A candidate should use the complaints procedure if they have a grievance relating to aspects of their Qualification, the Centre – Huntingdonshire 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 that they cannot make an informal complaint to their tutor/assessor, a 'Candidate Complaint Form' (*Candidate Complaint Form, Stage Two, attached to the rear of policy document*) should be completed or should be requested from the Huntingdonshire 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.

Huntingdonshire Football Association will acknowledge receipt of the complaint within seven days and outline the course of action to be taken. Huntingdonshire 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 & 2 of the procedure and is still dissatisfied, candidates have the right to take their complaint to the awarding body (1st4Sport Qualifications) this is shown in the candidates' portfolio, which is allocated at the start of the course.



Huntingdonshire Football Association Policies and Procedures



Candidate Appeals Procedure

The purpose of the appeals 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 follows:

Stage 1

Candidate to report their comments to the tutor/assessor who made the original assessment decision, a verbal appeal is acceptable, but it is recommended to put the appeal in writing. Candidates should send a copy to the Huntingdonshire Football Association addressed to the Football Development Manager.

Discuss the problem with the tutor/assessor and resolve if possible. The tutor/assessor should record an overview of the appeal and the outcome of the discussion and forward this to the Huntingdonshire 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 Internal Verifier. At this stage an Appeals Form should be obtained from Huntingdonshire FA (*Appeals Form, Stage one can also be found at the rear of the policy document*), 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 Internal Verifier, C/O Huntingdonshire Football Association.

The Internal Verifier may review/reassess the candidates work against the assessment criteria for the qualification and consider the appeal. One of the following decisions will be made:

- Uphold the original assessment decision
- Offer the candidate an opportunity to re sit / reassessment free of charge
- Overturn the decision

The decision will be communicated in writing to the candidate, the original tutor/assessor and a copy retained by the internal verifier and a further copy sent to the County Football Development Manager at Huntingdonshire Football Association

Stage 3

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



Huntingdonshire Football Association Policies and Procedures



Contact Details

For more information on the Huntingdonshire FA Coach Education Policies and Procedure please contact either:

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Or

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