



Education & Training

Policies and Procedures



**Somerset Football Association in
partnership with Bridgwater College**

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Equal Opportunities

The Somerset Football Association Ltd are committed to the principles and practices of Equal Opportunities, both as an employer and in the delivery of our Education and Training Program. As the governing body for all football in Somerset we are responsible for setting standards and values to apply throughout the game at every level. Football belongs to and should be enjoyed by everyone equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

The SFA is an equal opportunities employer. We are committed to equality of opportunity within our own organisation and to encourage similar commitment from every organisation or individual acting within the game.

Equality of opportunity at the SFA means that in all our activities we will not discriminate, or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. This includes:

- Advertisement of Jobs
- Selection of candidates for employment or promotion
- Job location or working environment
- Pay and employment terms and conditions
- Internal training and development activities
- External coaching and education activities and awards
- Football Development activities
- Selection for Representative teams
- Appointments to Honorary positions

Somerset FA will try to ensure that all involved with the Somerset FA will be able to work without discrimination, harassment or bullying.

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Somerset Football Association Ltd seeks to maintain a safe and friendly environment for all staff and learners. Somerset FA will not tolerate sexual or racially-based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with the appropriate disciplinary action in whatever context it occurs. Conduct that may constitute this type of behaviour includes the following:

- Remarks which are humiliating or which ridicule
- Physical contact ranging from touching to serious assault
- Bullying, coercion, isolation or non co-operation at work
- Requests or demands for sexual favours
- Compromising invitations which are unwelcome or unwanted
- The display or circulation of offensive material.

If this happens to you

In the first instance, it may be possible to deal with the problem yourself by explaining to the person harassing you that you find the behaviour offensive and ask them to stop.

If you feel that this is not possible, or your initial approach fails to stop the behaviour, or the complaint is too serious, you must notify the Administrator or Football Development Officer.

They will then solve or deal with the problem or contact the people who are trained to help.

The Somerset FA is committed to the development of programme of ongoing training and awareness-raising events and activities in order to promote the eradication of discrimination within its own organisation and, in the wider context, within football as a whole.

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Candidates with Learning Difficulties/Disabilities/Special Needs

In line with Somerset FA Ltd Equal Opportunities, we will endeavour to give everyone who attends a course as part of our Education and Training program the opportunity to fulfil their potential and achieve the highest award or level of competence possible.

We will ensure that assessment requirements and methods used within our Education and Training Program are as flexible as they can be, to enable as many candidates as possible to fairly and reasonably demonstrate the required level of competence.

Once the course assessment criteria and requirements have been explained to you, if you feel that there may be a reason why you might find it difficult to show the required level of competence through the proposed methods, you should discuss the alternatives which might be available to you with the Tutor. The alternative methods available to the Tutor assess your competence include

:

- In situations where candidates are unable to attend scheduled assessments, through illness, injury or acceptable and justified reasons an alternative date for the assessment may be arranged for the candidate.
- For candidates unable to complete written assessments, projects or tasks through a permanent or temporary disability an alternative method of meeting the outcomes should be considered. This might include electronic forms, a scribe, additional time to complete, recording of answers verbally.
- For candidates who through illness or injury are unable to provide effective demonstrations of Football techniques and/or skills may nominate a substitute. However the substitute must be correctly briefed and the candidate must provide feedback to participants on the substitute's demonstrations.

If your particular need is not catered for by the suggestions above, you should discuss it with either the Tutor or Administrator.

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Health and Safety

Somerset Football Association Ltd will provide safe and healthy working and learning conditions and premises, and safe systems of work, to ensure so far as is reasonably practical the safety and well-being of staff, candidates, visitors and the general public. We encourage staff and candidates to be conscious of safety matters in all of their activities.

All reasonable steps will be taken to ensure safe working arrangements are applied and to prevent accidents and risks to health for any of our Coaching Courses.

We must all:

- Take reasonable care for the health and safety of ourselves and others affected by our activities
- Ensure that our activities are carried out safely with no risk of danger to anyone and in accordance with the training and instructions received
- Report any incident affecting health and safety to the Football Development Administrator

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Complaints and Appeals Procedure

If you are unhappy with any decision regarding your assessment or the delivery of your training the following procedure must be followed:

Bring the matter to the attention of the Tutor/Coach Educator concerned who will give you a response as soon as possible and certainly within seven working days. Most matters are resolved at this stage, without you needing to take it further.

If no agreement can be reached with the above parties, then you are asked to put your grievance in writing to Somerset FA's Football Development Administrator or Football Development Officer. They will investigate your case and report back to you as soon as possible and certainly within fourteen working days.

If you are still not satisfied, you may ask for the matter to be investigated further by either a representative of Bridgwater College or if appropriate 1st4Sport Qualifications. They will report back to you as soon as possible. They will provide one of the following outcomes:

- Grievance justified – the outcome of the assessment amended.
- Grievance unjustified – no action taken – assessment outcome confirmed.

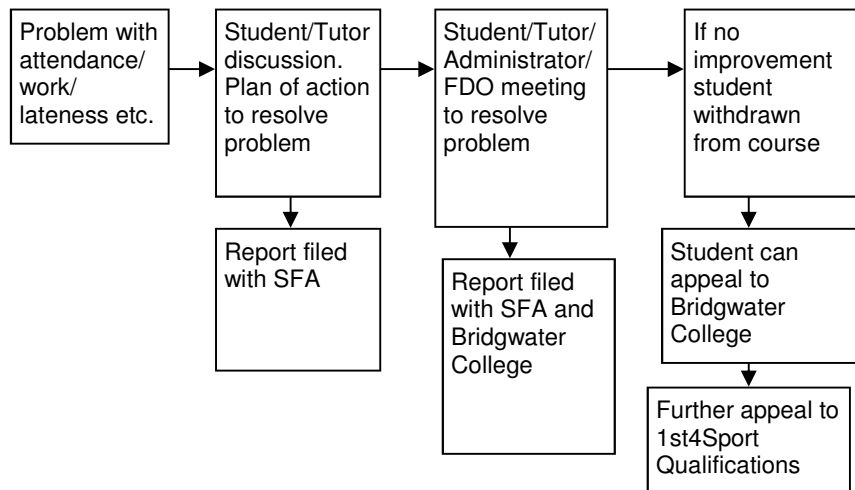
If you wish to Appeal against a decision made by either Somerset Football Association Ltd or Bridgwater College you will have to write to 1st4Sport Qualifications within fourteen days of the decision for the matter to be investigated further.

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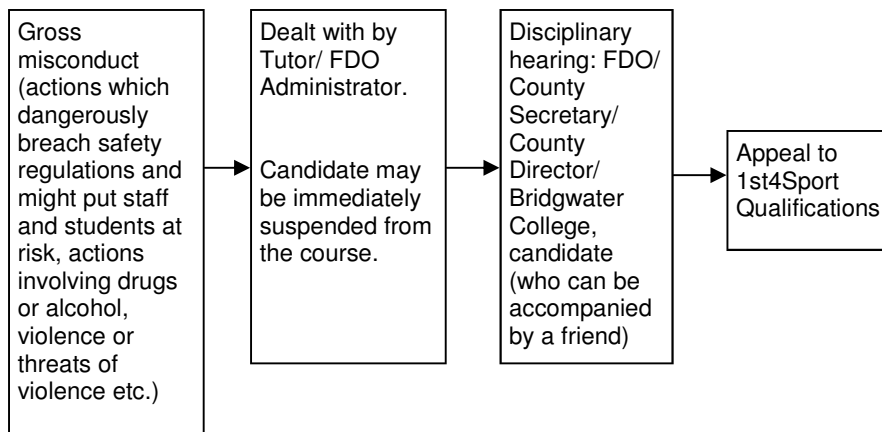
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Referral and Disciplinary Procedure

Referral Procedure



Disciplinary Procedure



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Codes of Conduct

Somerset Football Association Ltd and Bridgwater College

The Somerset FA and Bridgwater College respect the rights, dignity, worth and value of each and every course participant and treat each equally within the context of sport. We promise to do our best to:

- Help each candidate fulfil their potential
- Teach and support the candidates learning effectively
- Develop productive working relationships with the candidate
- Provide the support for each candidate to succeed
- Ensure assessments and reviews are clear and regularly carried out
- Provide resources that meet the candidates needs on the course
- Offer advice on further opportunities for Coaching
- Deal promptly with any complaints the candidate may have

Tutors/Coach Educators/Coaches

The Tutor is responsible for teaching the candidates the elements of a Coaching course they are enrolled on, however each Tutor/Coach Educator must:

- Arrive punctually for all timetabled schedules, in the case of illness or injury they must notify the Administrator or FDO immediately
- Have all the equipment necessary for the designated Coaching Course
- Consistently display high standards of behaviour and appearance
- Explain clearly and concisely what is expected from each candidate at the onset of the Coaching Course
- Ensure the well-being and safety of each candidate
- Treat each candidate equally in accordance with equal opportunities

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Candidate Responsibilities

Somerset Football Association and Bridgwater College want every candidate to succeed on their designated Coaching Course; however each candidate will need to:

- Attend all timetabled sessions punctually, and account for any absences or lateness to the Tutor
- Complete the work to the best of your ability and by agreed deadlines
- Take responsibility for their learning by bringing all they need with them to sessions and by participating fully
- Co-operate fully with all Staff and fellow candidates to maintain a socially acceptable standard of behaviour
- Play an active part in Equal Opportunities by respecting the rights of others, refusing to partake in behaviour which degrades others and by reporting any inappropriate behaviour
- Follow all Health & Safety guidelines
- Take care of site venues buildings, furniture and equipment
- Inform Tutor and Administrator of any change of details/personal circumstances

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Contact Details

For further information on any Coaching Courses or
Coach Education matter please contact the following:

Somerset Football Association Ltd
30 North Road
Midsomer Norton
Radstock
BA3 2QD
01761 410287

Sion Kitson
Football Development Administrator

Please note that certificates will come direct to your
home approximately 4 - 6 weeks after the course end
date, if you do not receive your certificate please
contact Somerset FA.

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*Somerset Football Association and Bridgwater
College wish you every luck in completing your
chosen Coaching Course and hope you have an
enjoyable and successful experience.*

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Somerset FA Ltd
30 North Road
Midsomer Norton
Radstock
BA3 2QD

Phone: 01761 410287

Fax: 01761 410477

Email: development@somersetfa.com