

SUBJECT: COACHING POLICY

DATE: 18TH AUGUST, 2020

PREPARED FOR: EFA CEO/ GENERAL SECRETARY



1.0 INTRODUCTION

1.1 EFA education policy and procedures intends to define the EFA policy and procedures in education by shedding the light on the education methods and educational activities carried out by the EFA coach education programmes which, through continuous learning, can enhance the participants' education development. This document also covers certification and licensing procedures.

2.0 POLICY PROCEDURES

2.1 The EFA coach education policy and procedures shall be communicated to all affiliates especially coaches to provide its partners in education with the guidelines that will assist them in adopting the proposed educational system.

2.2 EFA acknowledges the necessity to enhance its bilateral commitment by creating effective learning opportunities, facilitating education and development, and by actively supporting members.

2.3 In turn the members/affiliates need to be proactive in the education of their memberships by prioritizing their needs, using the support that the EFA provides to implement activities or events that creates educational opportunities.

3.0 BRIEF HISTORY

3.1 The EFA coaching education activities started in 2000 when the association established its Technical Department which is headed by the Technical Director. A year later the coach education programme was implemented as an enhancement of the coaching education structure provided by CAF and FIFA through their coaching courses and workshops. Initially the coach education programme was structured into seven levels which are; basic, intermediate, advance, CAF C, CAF B, EFA diploma and CAF A. When developing the contents and course outlines, the EFA engaged its Senior Instructors in coach education.

3.2 The EFA Coach Licensing System was introduced in phases; with the first CAF licence C course delivered in 2011 and followed by CAF licence B in 2013. Some few years later, the

EFA introduced specialized courses as part of its coach education curricula and they include; *goalkeeping, conditioning/fitness, grassroots, instructorship and futsal.*

3.3 All member associations/ affiliates are expected to adopt the EFA comprehensive coach education programme, whose objective is to produce and develop the required number of quality coaches for all levels of football.

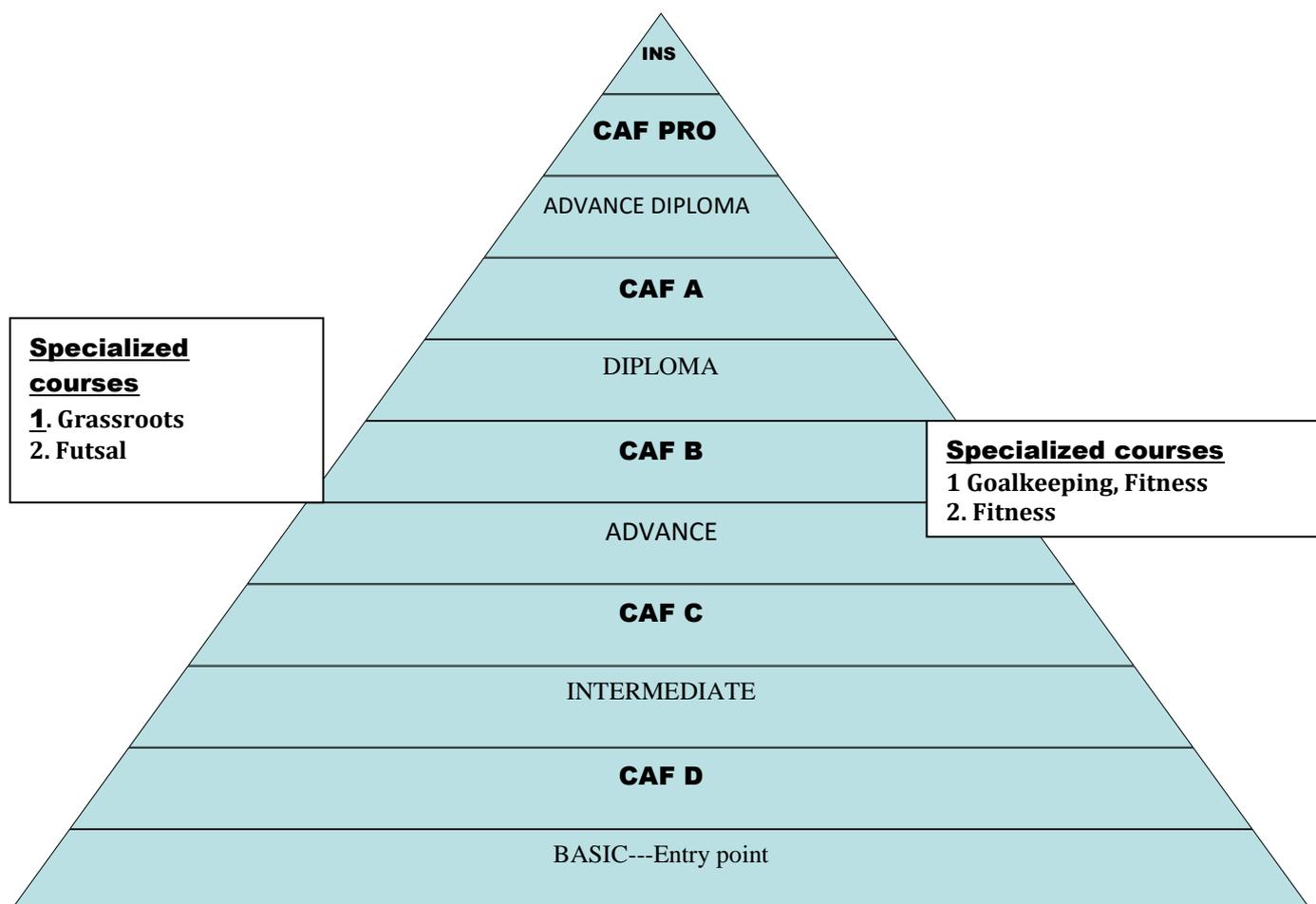
4.0 PROGRESSION

4.1 All EFA coaching courses are examinable courses.

4.2 The refresher courses provided by CAF and FIFA are non- examinable courses.

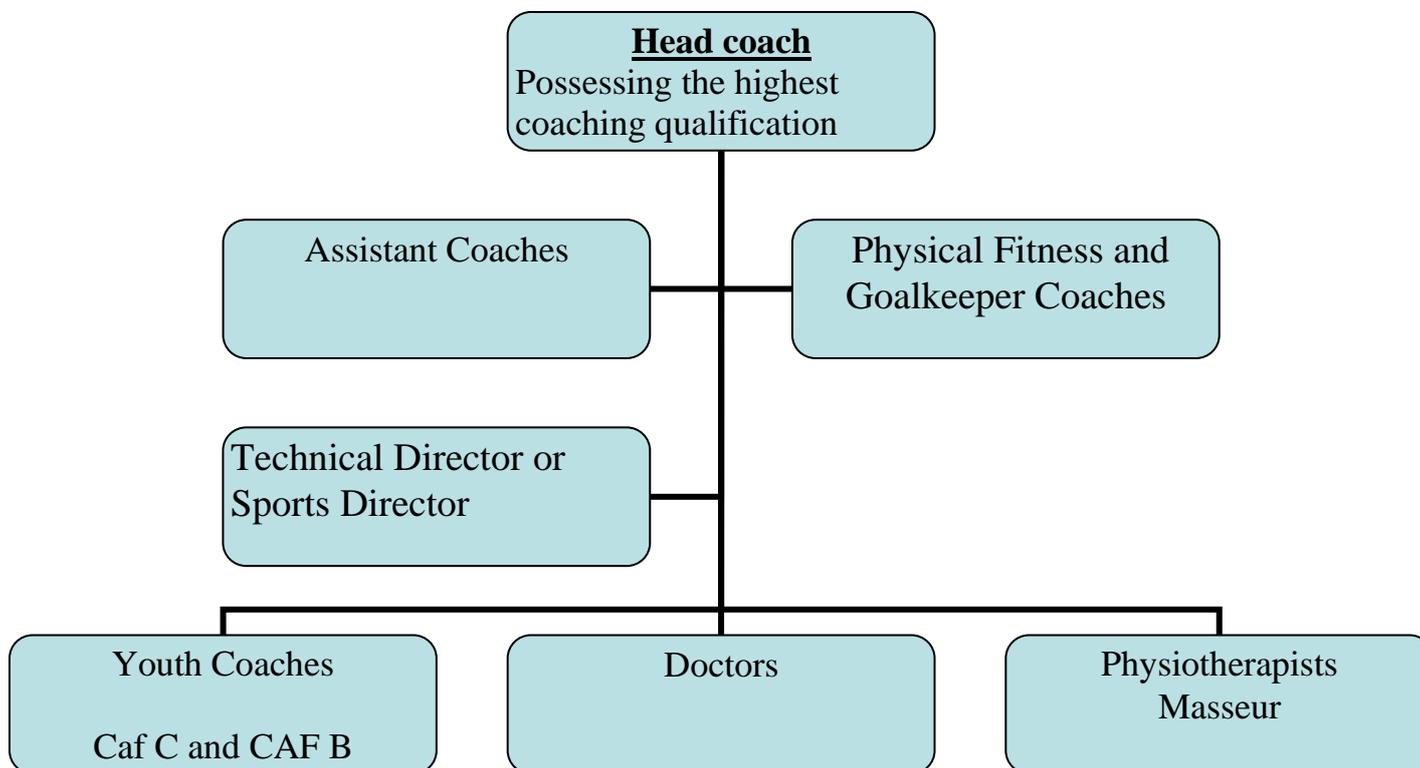
4.3 The EFA has designed and developed the grassroots, fitness and futsal courses for members and schools who wish to prepare their coaches for the EFA coaching courses.

EFA coach ladder



5.0 IDEAL TECHNICAL BENCH

All football clubs playing association football inside the territory of EFA are expected to comply as per the technical structure mentioned below:



6.0 EFA COACH EDUCATION STRUCTURE

No	Course	Duration	Passing mark
1	CAF PRO	360 HOURS	60%
2	EFA ELITE COACHING COURSE	12months—720 HOURS	50%
3	CAF A	240 HOURS	60%
4	EFA DIPLOMA COACHING COURSE	12 months-720 HORS	50%
5	CAF B	160 HOURS	60%
6	ADVANCE COACHING COURSE	45 DAYS—360 HOURS	60%
7	CAF C	120 HOURS	50%
8	INTERMEDIATE COACHING COURSE	30 DAYS- 240 HOURS	60%
9	CAF D	60 HOURS	60%
10	BASIC COACHING COURSE	30 DAYS-240 HOURS	60%
1	specialized courses	Duration	Passing mark
	Advance goalkeeping	20 days-160 hour	50%
	Intermediate goalkeeping	15 days-120 hours	50%
	Basic goalkeeping	10 days-80 hours	50%
2	specialized courses	Duration	Passing mark
	Advance Futsal coaching	20 days-160 hour	50%
	Intermediate futsal coaching	15 days-120 hours	50%
	Basic futsal coaching	10 days-80 hours	50%
3	specialized courses	Duration	Passing mark
	Advance grassroots football	20 days-160 hour	50%
	Intermediate grassroots football	15 days-120 hours	50%
	Basic grassroots football	10 days-80 hours	50%
4	specialized courses	Duration	Passing mark
	Advance fitness	20 days-160 hour	50%
	Intermediate fitness	15 days-120 hours	50%
	Basic fitness	10 days-80 hours	50%

6.1 The courses are progressive, encompassing all levels of coaching, from fundamentals of coaching to advanced coaching principles.

6.2 After completion of a course, coaches will be assessed and awarded certificates or diploma upon meeting the required passing criteria stipulated in the education syllabus.

6.3 These courses are comprehensively documented in the EFA coaching manuals.

6.4 The details of all courses shall be communicated to all members/ affiliates in advance.

6.5 EFA shall appoint Coaching Instructors for all EFA courses to be implemented.

7.0 EFA COACHING LEVELS

7.1 Structure of the programmes

7.1.1 Basic

The course encompasses theoretical and practical content of basic coaching. The course is designed to educate and develop coaches about the fundamentals of the game.

7.1.2 Intermediate

The course is engineered to educate and develop coaches on the construction and teaching of the basic techniques and tactics of the game.

7.1.3 Advance

The course is designed to educate and develop coaches on the science of coaching and also on the artistic delivery of the football content to an individual player, a group of players and the whole team.

7.1.4 CAF License D and C

This course helps the coaches to master grassroots football and youth coaching processes from 5 years old to 12 years old children. It gives the coaches international recognition because it is regulated by the Confederation of African Football (CAF).

7.1.5 CAF License B

This course is designed to help coaches have a better understanding and knowledge about youth players (12-19 years old) and the development of playing styles.

7.1.6 THE EFA Diploma

This course help the coaches acquire better knowledge on all- round demands of the coaching profession such as team management, game management, anatomy and physiology, technical-tactical preparation, physical preparation and mental preparation. It is designed to introduce all the related subject disciplines to coaching.

7.1.7 CAF License A

The course help the coaches acquire better skills to handle senior players at regional level.

7.1.8 EFA Elite Coaching

The course is designed to develop special coaching skills needed by professional coaches such as leadership skills, team management, match analysis, and tactical development to name but a few.

7.1.9 CAF PRO

This course enhances the development of coaches and takes them to the level of master coaches. It is designed to sharpen the specialized skills of the coaches.

7.2 Basic Entry Requirements

- Medically fit.
- Physical fit.
- Minimum education: Form 5 qualification.
- 21 to 35 years old for –Basic coaching.
- Playing experience (attach supporting curriculum vitae).
- Member of the Eswatini Coaches' Association.

7.3 Distribution of Marks

<u>Course</u>	<u>Theory</u>	<u>Practicals</u>	<u>Laws of the game</u>	<u>Oral</u>	<u>Overall passing mark</u>
LICENCE D	30%	50 %	10 %	10 %	50 %
CAF C	20 %	60 %	10 %	10 %	60 %
CAF B	20 %	60 %	10 %	10 %	60 %
EFA DIPLOMA	30 %	50 %	10 %	10 %	50 %
CAF A	20 %	60	10 %	10 %	60 %
EFA ADVANCED DIPLOMA	30 %	50 %	10 %	10 %	50 %
CAF PRO	20 %	60 %	10 %	10 %	60

Note: all candidates will be required to **pass** the practical examination.

8.0 COACH EDUCATION ACTIVITIES

8.1 The EFA shall organize relevant coach education activities, such as seminars, symposiums, clinics, workshops and conference, as and when deemed appropriate.

8.2 The minimum requirements for candidate to participate in any EFA and international (FIFA/CAF) course shall be reviewed and amended periodically to ensure quality and the right candidacy.

8.3 The EFA shall communicate in writing to EFCA with regards to details of the course, seminars, conferences and other coach education activities it organizes.

8.4 The office of the Technical Director in conjunction with the office of the EFCA General Secretary shall nominate the appropriate candidates who must meet the

requirements/criteria of the stipulated course, seminar, symposium, workshop, conference and clinic.

8.5 The EFA shall request a post activity report from the Regional Technical Coordinators.

9.0 PRE- COURSE PROCEDURES

9.1 The Regional Technical Coordinators must submit the list of the participants who meet the basic requirements at least one month prior to the commencement of the course. The number of participants shall not exceed the maximum of 30 participants for each course.

9.2 The EFA shall appoint/approve an instructor for all courses.

9.3 The EFA shall be responsible for determining the course fee and the EFA must ensure that no individual is denied a rightful space in these courses due to any requirement not demanded by the education programme.

10.0 MEDIUM OF INSTRUCTION

10.1 The official language for all courses shall be English.

10.2 All participants in these courses must be able to read and write in English language.

10.3 All participants should be computer literate.

11.0 LICENCE CONDITIONS OR REQUIREMENTS

11.1 The EFA is the only institution that certifies participants under the coach education programme, and it is the only entity that license coaches in Eswatini under the auspice of FIFA and CAF.

11.2 Any coach license granted to a coach shall be subject to the terms and conditions of the EFA coach licensing system.

11.3 The coach must possess the right coaching qualifications. This is also applicable to the national team coaches.

11.4 The coach must have paid the relevant registration fee prescribed by EFCA.

11.5 The EFA reserves the right to seek further information relating to the qualifications, training record and suitability of the applicant and the EFA may deemed it appropriate to its jurisdiction to investigate any misconduct by the coach and if found guilty, impose sanctions against him/her.

11.6 All practising coaches including the national team coaches must be in possession of the following: coach licence, log book, scheme of work, daily training plan,

attendance register, and appearance register and player profile and be in a position to produce these documents when called upon by the EFA.

11.7 All practicing coaches must uphold the high standards of the dress code. Coaches are to look smart and properly dressed at all times during the official games.

11.8 The EFA will carry out random visits to the clubs to assess the coaches mainly to ensure that they are maintaining the high standards of work ethics.

11.9 All practicing coaches shall avail themselves for both the pre-match and post-match media interviews.

12.0 LICENCE REFUSAL

12.1 The EFA may refuse to grant a licence to an applicant due to the following reasons:

12.1.1 Where the coach does not have the relevant qualifications of that particular level of the league.

12.1.2 Where the applicant concerned has been found to have committed a disciplinary offence by **EFA OR EFCA** or by any other sports governing body such as **FIFA CAF**.

12.2 In the event that the EFA refuses to grant a license to an applicant, the coaching licensing administrator shall provide brief reasons to the applicant as to why the applicant has been refused.

12.3 The applicant can forward a written appeal to the EFA's Chief Executive Officer/ General Secretary within 14 days upon receiving the documentation dismissing his/her application.

13.0 validity period of license and renewal

13.1 The validity period for each license is one year.

13.2 The license shall be in effect starting from the issue date.

13.3 To renew their license, the coaches shall first get the approval letters from EFCA indicating the valid of their membership, proof of course attendances, workshops and seminars, conferences, symposiums and clinics.

13.4 Acceptable documents are certificates of attendance, letter of acknowledgement, payment receipts, and attendance sheets.

14.0 SUSPENSION, RESTRICTION OR WITHDRAWAL OF A COACH LICENCE

14.1 The EFA may suspend or restrict for a specified period or withdraw a coach's license forthwith in any of the following circumstances:

14.1.1 The EFCA/Technical Director/Member affiliate recommends that a coach licence be suspended or restricted for a specified period or withdrawn and/or either no appeal can be made by the coach within that period and/ or, following an appeal to the disciplinary panel the decision should be upheld.

14.2 Without prejudice the disciplinary panel shall also have the power to suspend, restrict or withdraw a coach's license pending investigations of the coach's conduct (whether following a complaint to the EFA /EFCA or otherwise).

14.3 The EFA shall be entitled to elect a representative to make presentations to the disciplinary panel during hearings whereby a suspension, restriction or withdrawal of the coach's license will be considered.

14.4 The EFA may impose any of the following sanctions on the coach:

14.4.1 Give the coach an official warning;

14.4.2 Require the coach to undergo further training;

14.4.3 Suspend the coach's license pending further training;

14.4.4 Impose restrictions on the extent of the coach's license;

14.4.5 Suspend the coach;

14.4.6 Withdraw the coach's license;

14.5 The withdrawal of a coach's license shall cease to hold himself or herself out as a licensed coach.

14.6 The EFA shall inform all clubs and players about the status of the said coach

14.7 The reacquisition/acquisition of the coach's license is as follows:

14.7.1 A coach whose license has been withdrawn for a fixed period may, after the fixed period has expired reapply to the EFA for his/her licence to be reinstated

14.7.2 Any application shall be considered by the EFA in accordance to the criteria set above.

15.0 RENEWAL

15.1 Prior to expiry of the license, the coach may submit a renewal application which will be considered by the EFA in accordance to the above obligations.

15.2 In addition to the application of a license requirements; renewed will be applicable if the coach has attended all the EFA approved technical activities.

15.3 The EFA reserves the right not to renew a license where it has reasonable grounds for suspecting that the coach may not have complied with the terms of the coaching policy.

16.0 DATA PROTECTION AND PUBLICATION

16.1 The EFA is the custodian of all data related to the coaching policy.

16.2 The EFA shall manage a register of licensed coaches and indicate any actions taken in relation to a particular license.

16.3 The register shall be uploaded on the EFA website.

17.0 QUALITY CONTROL (*IDEAL WORK ETHICS*)

17.1 Coaches are expected to be professional.

17.2 Coaches are also expected to maintain integrity and credibility.

17.3 Coaches shall maintain a clean disciplinary record, both on and off the field. Those who bring disrepute to the profession and/or the game through their conduct shall be deemed guilty of gross misconduct.

17.4 Coaches shall recognize the importance of enjoyment when delivering their coaching and that the best learning is achieved when players are engaged in active participation.

17.5 Coaches shall adopt a player centered approach when coaching.

17.6 Coaches shall encourage players to take responsibility of their own behaviour at all times especially in the football environment.

17.7 Coaches shall clarify expectations for players, technical staff and administration.

17.8 Coaches shall develop an awareness of nutrition as part of a more extensive life style management.

- 17.9 Coaches shall keep winning and losing in perspective and encourage players to win with modesty and lose with dignity.
- 17.10 Coaches shall respect the referees and also respect that their decisions are final and should promote that spirit to the players.
- 17.11 Coaches shall promote fair play.
- 17.12 Coaches shall insist on player's respect to their opponents.
- 17.13 Coaches shall provide positive verbal feedback in a constructive and encouraging manner to every player, both during and after the coaching sessions and matches.
- 17.14 Coaches shall adapt a coaching practice that matches the players', age and abilities, as well as their physical and mental development.
- 17.15 Coaches shall ensure that all players are coached in a safe environment.
- 17.16 Coaches shall avoid over- playing players.
- 17.17 Coaches shall advise players not to train or play when injured.
- 17.18 Coaches shall encourage good behavior and performance of players.
- 17.19 Coaches shall recognize that players should not be exposed to extremes of heat, cold or unacceptable conditions which may lead to injury.
- 17.20 Coaches shall be transparent, trustworthy and accountable to their jobs.
- 17.21 Coaches shall be adequately qualified and demonstrate current knowledge of coaching.
- 17.22 Coaches shall strictly maintain a clear boundary between friendship and intimacy with players and not conduct unprofessional relationships with players.
- 17.23 Coaches shall not allow intimate relationships between themselves and players.
- 17.24 Coaches shall comply with the regulations of FIFA, CAF, COSAFA, EFA and EFCA.
- 17.25 Coaches shall make it their responsibility to develop and improve themselves.

18.0 EFA MEMBERS/ AFFILIATES:

- 18.1 All affiliates are expected to adopt a minimum coaching requirement policy.
- 18.2 This must be incorporated into all tournaments rules and regulations as well as club licensing regulations.
- 18.3 The EFA through its affiliates will ensure that only clubs/ teams with qualified and licensed coaches are allowed to participate in official competitions.
- 18.4 Other areas where some of the coaching policy requirements will be enforced are in schools, academies, youth leagues and women league.

- 18.5 The requirements will be reviewed periodically and adjusted as the game develops with the coaches acquiring knowledge.
- 18.6 The EFA will protect the coaches' interests by raising the standards of coaching in such a way that only qualified coaches are offered coaching jobs at club and national level.

19.0 MONITORING

- 19.1 The EFA's Technical Director and the Regional Technical Coordinators will monitor all coach education activities in Eswatini with the collaboration of the Eswatini Football Coaches' Association (EFCA).
- 19.2 The development of coaches will also be monitored through the coach education system under the office the Technical Director.
- 19.3 The office of the Technical Director and EFCA shall keep the data base of the coaches' register.
- 19.4 The database will generate useful reports and statistics necessary for the evaluation of the status quo of coaching in Eswatini.
- 19.5 Each member affiliate should establish and maintain a database of all coaches who have undergone the EFA coach education system.
- 19.6 A notice with regard to an invitation to a meeting, workshop, clinics, ceremonies, courses will be issued 14 days in a normal situation and 7 days for emergency cases.
- 19.7 The invitee (coach) will be expected to respond within a period of 72 hours from the date of issue.
- 19.8 The official communication for the above mention invitations are; email, letter and WhatsApp.

20.0 AMENDMENTS OF THE POLICY

- 20.1 The EFA technical department is responsible for the periodic amendment of the EFA coach education policy and procedures.
- 20.2 All member affiliates shall be informed about the amendments in writing through a circular.

21.0 REGISTRATION OF COACHES

- 21.1 Every person employed or intending to be employed as a coach in Eswatini shall apply to the Eswatini Football Association in order to be registered.

21.2 A person shall qualify to be registered if he/she has successfully completed a football coaching course and has been awarded a qualification approved by the relevant bodies in football such as FIFA, CAF, COSAFA and EFA.

21.3 The applicant shall produce the following as a proof;

21.3.1 A certified copy of the national identity card;

21.3.2 A certified copy of the coaching certificate;

21.3.3 Curriculum vitae.

21.3.4 A certified copy of the birth certificate.

21.3.5 All registered coaches shall sign the EFA's declaration form of registration.

21.3.6 Non registered coaches will not be part of the EFA education system will not be allowed to practice coaching in Eswatini.

22.0 REQUIREMENTS FOR FOREIGN COACHES

22.1 As a principle, all foreign coaches who are sought or who wish to practice coaching in the country shall be expected to possess the minimum applicable license requirements applicable to that particular division under the auspice of the EFA. The application of this requirement will come into effect takes from the effective date of this policy.

22.2 Further to the above and as a principle, foreign coaches, are expected to apply for and obtain work permits from the Government of the Kingdom of Eswatini (Immigration Department of the Ministry of Home affairs) before being allowed to practice as coaches of football in the country. Foreign Coaches, over and above the requirements of obtaining work permits and other statutory requirements in conformity to the laws of the country, shall be expected to conform to all the requirements of this policy and that of the Coaching Policy, once in place.

22.3 The EFA shall not grant permission to a foreign coach who shall not satisfy the requirements of this coaching policy. In the quest to ascertain the qualifications of a foreign coach, the EFA, if not satisfied with the qualifications presented before it, may decide to give the coach an Oral, Theoretical and Practical Examination equivalent to the minimum license qualification of the applicable division, to determine if the coach may be allowed to practice coaching in the territory of the EFA.

22.4 Neither the coach nor the club which seeks or has sought for his or her services shall refuse the undertaking of such examination. A coach who will refuse shall not be allowed to practice as a coach in any league of the country whilst the club, if found

guilty, shall be liable to a fine and any further sanctions as may be determined by the EFA, in relation to this subject.

22.5 In essence, this Coaching Policy governs all football coaches (irrespective of their nationality) who are practicing in the territory of the EFA.

23.0 MISCONDUCT

23.1 A coach who:

23.1.1 Does or attempt to do anything, which is likely to bring football into disrepute such as making derogative statements against football officials, clubs, players and fellow colleagues etc.

23.1.2 Is disobedient in the course of his/ her duties.

23.1.3 Is negligent or lazy in the performance of his/her duties

23.1.4 For any reason encourage hatred or contempt towards the EFA and her affiliates.

23.1.5 For any reason abuses intoxicants and drugs.

23.1.6 Does not train and prepare the team for both friendly and official games.

23.1.7 Dresses unprofessionally while on duty.

23.1.8 Fails to produce a log book, annual plan, daily plan, weekly, monthly and annual reports about his/her work.

23.1.9 Does not attend EFA activities.

24.0 DISCIPLINARY PROCEDURES

24.1 A coach who is found guilty of misconduct:

24.1.1 Shall be sanctioned and appear before the EFA Disciplinary Committee.

24.1.2 Shall be given the opportunity to present his/her defense.

25.0 Offences and penalties

25.1 Expatriates coaches will pay extra fees for coaching courses to be determined by the EFA.

25.2 For failing to attend EFA and EFCA official activities, offending coaches shall be liable to a fine of E1 000.00. Perennial offenders shall be liable to suspension or expulsion.

25.3 For being disobedient in the course of his/ her duties, offending coaches shall be liable to a fine not exceeding E2 000.00.

25.4 For being negligent or lazy in the performance of his/her duties, offending coaches shall be liable to a fine not exceeding E3 000.00 or a six months suspension.

25.5 For utterances of derogative statements, offending coaches shall be liable to fine of E10 000.00. Perennial offenders shall be liable to suspension or expulsion.

- 25.6 For abusing intoxicating or drugs, offending coaches shall be liable to a fine not exceeding E5 000.00.
- 25.7 For failing to produce log book, annual plan, daily plan, weekly, monthly and annual reports offending coaches shall be liable to fine not exceeding E2 000.00 or a three months suspension.
- 25.8 For failing to train and prepare the team for both friendly and official matches, offending coaches shall be liable to a fine of E5 000.00 or an expulsion.
- 25.9 For dressing unprofessional during official games, offending coach shall be liable to a fine of not exceeding E2000 or three games suspension.

26.0 Implementation body

- 26.1 The Technical Director under the supervision of the Chief Executive Officer is the sole monitor of the adherence of the Coaching Policy by the coaches who practice coaching under the territories of the EFA.
- 26.2 It shall be the duty of the coaches to ensure that their licenses are verified before every match.
- 26.3 The Technical Director is expected to submit a report about the coaching licensing system the Chief Executive Officer of the EFA.