Dear Sir or Madam,

Further to our circular letter no. 1252, of 3 January 2011, we would like to inform you that as of 1 January 2014, FIFA will update its policy on the number of courses for member associations and the financial arrangements for these, specifically related to the payment of USD 5,000 in financial support for these types of courses.

The number of courses a member association may ask for per year has been increased from three to four. The reason for this increase is that FIFA has introduced new programmes and thus created more opportunities for those interested in training up and becoming specialists in the various countries. This will apply for all areas except Olympic Solidarity, the Refereeing Assistance Programme (RAP), medical courses, support for women’s football leagues and grassroots festivals. Below you will find further information and the conditions on applying, which have changed and are of the utmost importance. Please note that the application will only be approved and the course conducted if these conditions are met.

1. Application form and conditions to be fulfilled for the approval of the course application by FIFA (changes in bold)

1.1 The duly completed application form (to be signed by the General Secretary and the Technical Director) must be sent via the respective FIFA Development Offices (FIFA DO) and reach the FIFA Education and Technical Development Department at least three months prior to the start of the course. Please note that for women’s football courses, the existing procedure shall remain in place. The application will be discussed with the respective Development Officer before being approved by FIFA and will be automatically rejected if the timeline is not kept and/or the form is not fully completed or does not contain all the information required. Please note that customs restrictions may apply for the import of equipment and material. The selected course dates should not conflict with other major events in the country (e.g. political elections, elections in the member association, religious festivities, tournaments, national team matches, etc.).
1.2 The course you apply for must be in line with your member association’s long-term development plan and its priorities, which must be attached to the course application and signed by the General Secretary and Technical Director. You must specify the long-term impact of the course for the development of football in the respective area. The member associations that participate in the PERFORMANCE Programme shall take into account the needs and priorities identified during the OR/LR missions when applying for courses.

2. Procedure

2.1 All documents, including the completed course application form, must be sent to the FIFA DO in your region for approval. The FIFA Development Officer will be responsible for examining the quality of the course application and budget and will provide FIFA with his/her assessment of the feasibility of the course. The Development Officer will also contact you if he/she has any questions.

2.2 The criteria for the analysis of the application will include the total number of courses requested from FIFA (max. four courses per year, excl. Refereeing and Olympic Solidarity, medical courses, support for women’s football leagues and grassroots festivals), whether or not the courses are in line with the member association’s Long-Term Development Plan, the general activeness of the member association in terms of technical development programmes, overall follow-up activities for participants of previous courses, the fulfilment of the technical development objectives specified in the PERFORMANCE Programme, any other relevant programmes in place (i.e. no coaching courses without the existence of competitions in the country), etc.

3. Timeline

Once the application has been approved by FIFA, the following timeline must be respected by the organising member association and monitored by the FIFA DO:

3.1 The following information must be provided two months prior to the start of the course:

- The name, position and full contact details (address, phone, e-mail, etc.) of the local coordinator (in Africa, these must be the member associations’ education officers);
- The city where the course is due to take place as well as the venues of the practical (where appropriate) and theoretical lectures, including full addresses;
- The hotel (its full address and contact numbers) where the FIFA instructor(s) will stay;
- The areas that you would like the instructor(s) to deal with and whether or not you require FIFA to draw up the course programme (a draft programme can be very useful for the instructor(s) to prepare the lessons; once the instructor(s) have been appointed, we suggest you finalise the details of the programme with them prior to their arrival);
- Any restrictions or special provisions to be considered (i.e. shipment address different from the member association’s address or request for a confirmation letter from FIFA) must be indicated by that time.
FIFA will not appoint instructors or order the teaching material and sports equipment if the above-mentioned information is not provided in time.

3.2 The following must be provided one month prior to the start of the course:

- A full list of participants, including details such as their date of birth (age) and their current position in the club, member association or other organisation (their CVs are to be handed over to the FIFA instructor(s) on their arrival);
- Previous activities and FIFA courses which the participants have attended;
- The budget for general costs (the FIFA contribution is USD 5,000), plus appropriate accommodation for the FIFA instructor(s).

3.3 Two weeks after the course:

- Separate reports must be submitted by the host member association, the FIFA instructor(s) and the FIFA Development Officer (if present at the course). If FIFA does not receive the reports, the MA in question will not be eligible to apply for further courses.

4. Number of courses within the FIFA/Member Association Course Programme per association and year

In principle, each member association is entitled to apply for a total of four different courses within the FIFA/Member Association Course Programme per year (e.g. one women’s football course, one men’s coaching course, one futsal course and one goalkeeper coaching course). In exceptional circumstances or when a course on a specific topic is urgently required, an additional course per year can be approved after consultation with our DO in the respective region. FIFA has sole responsibility for approving or rejecting course applications.

As mentioned earlier, courses on the topics of Olympic Solidarity, the Refereeing Assistance Programme (RAP), medical courses, support for women’s football leagues and grassroots festivals are excluded from this policy, i.e., they can be organised in addition to the four member association courses.

5. Finance

FIFA will cover the FIFA instructors’ international travel expenses, daily allowances and hotel expenses and will provide a lump sum of USD 5,000 before the course for organisational expenses as well as teaching material and sports equipment (sports equipment and financial support, except the FIFA instructor(s) (international travel and daily allowances), will not be provided for courses lasting fewer than five days). The benefiting member association is responsible for all remaining local expenses.

The budget must be submitted to FIFA one month before the course is due to start together with other necessary information. A confirmation of the hotel reservation for the instructor(s) and relevant information on their accommodation must be included and must be an original copy from the hotel, which will be checked beforehand by the host member association and Development Officer. USD 250 per day will be paid for each FIFA instructor’s accommodation, together with the USD 5,000 lump sum. The payment will be made to the FIFA programme account (former FAP account) and shall be subject to a general audit.
If a course is postponed, cancelled, changed, etc. for reasons which are deemed to have been easily foreseeable had there been accurate planning, FIFA reserves the right to charge the expenses incurred up to that point in time partly or entirely to the respective member association’s account. Furthermore, if payments have already been made or equipment and teaching material dispatched, these will not be duplicated for the newly scheduled course.

6. Selection of participants

The selection of participants is the responsibility of the organising member association and is key to the successful organisation of the course. However, for the continued development of football in the country and the benefit of the hosting member association, we must insist that only people with the necessary knowledge to follow the course content attend. The FIFA instructor(s) conducting the course are entitled to make any adjustments if the group of participants is too heterogeneous. We kindly remind you that the number of participants must be between 25 and 30.

7. National instructors trained under former FIFA course programmes

We absolutely insist that you make use of the knowledge and further education acquired by local instructors in your member association (e.g. as local coordinators and/or assistants for our instructors) during their previous participation in different course programmes, especially in the FUTURO III Instructors’ Programme in Coaching, Refereeing and Administration & Management. The involvement of these specialists increases the capacity for the development of football in your country.

These new conditions and procedures will apply as of 1 January 2014.

For further information on the organisation of courses within the FIFA/Member Association Course Programme, please do not hesitate to contact the FIFA Development Officer in your region and/or FIFA’s Education and Technical Development Department in Zurich.

Thank you for your cooperation.

Yours sincerely,

FÉDÉRATION INTERNATIONALE
DE FOOTBALL ASSOCIATION

Jérôme Valcke
Secretary General

Enc. - Course application form

CC - Confederations
- FIFA Development Offices
FIFA/Member association – course request form

**MEMBER ASSOCIATION:**

**PROJECT DESCRIPTION:**

- Course topic:  
- Course level:  
- Age group of participants:  
- Course objectives:  

- Proposed course venue/s:  
- Proposed course dates:  

- No. of regions involved  
  (e.g. nationwide, regional, etc.):  

- No. of participants (max. 25 to 30):  
  (list of participants to be provided 30 days prior to the start of the course)

Contact person(s) at the member association:  

Customs restrictions (for material):  

Other partners involved (e.g. confederation etc.):  

**THE FOLLOWING DOCUMENTS SHOULD BE ATTACHED TO THIS FORM:**

- Detailed budget for the course  
- Complementary information which could facilitate the organisation of the course

Date:  

Signature:  

(General Secretary of the member association)

Signature:  

(technical Director)

Approved by FIFA:

Date:  

Signature: