

To the member associations affiliated to FIFA**Circular no. 1252**

Zurich, 3 January 2011
SG/jne/rpe

FIFA/member association courses

Dear Sir or Madam,

Further reference is made to our circular letter no. 1127 of 19 December 2007. We would like to inform you that FIFA has updated its policy for the approval of courses within our "FIFA/Member Association Course Programme" for all topics *excluding* Olympic Solidarity, the Refereeing Assistance Programme (RAP) and Grassroots. Hereafter you will find information and conditions which have changed and are of the utmost importance. It is imperative that these guidelines are fulfilled in order to get the application approved and the course conducted.

1. Application form and conditions to be fulfilled for the approval of the course application by FIFA

1.1 The duly completed application form has to reach the FIFA Education and Technical Development Department at least four months prior to the start of the course. The application will be discussed with the respective Development Officer before final approval and will be automatically rejected if the timeline is not kept and/or the form is not fully completed with all the information required. Special attention should be drawn to possible customs restrictions for the import of 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, etc.).

1.2 The course you apply for has to be compatible with your member association's long-term development plan and its priorities. You have to specify the long-term impact of the course for the development of football in the respective area.

2. Timeline

Once the application has been approved by FIFA, the following timeline has to be respected by the organising member association:

2.1 The following information has to be provided two months prior to the start of the course:

- The name, function and full contacts (address, phone, e-mail etc.) of the local coordinator.
- The city where the course takes place as well as the venues of the practical (where appropriate) and theoretical lectures, including full addresses.
- The topics you would like the course to deal with as well as whether or not you request elaboration of the course programme by FIFA (a programme proposal can be very useful).
- A confirmation that neither the import of the FIFA material nor the adidas sports equipment will cause any problems. 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) have to be indicated by that time.

FIFA will neither appoint an instructor nor order the teaching material and sports equipment if the above-mentioned information is not provided in time.

2.2 The following has to be provided one month prior to the start of the course:

- A full list of participants with details such as their date of birth (age) and their current function in the club, member association or other organisation. The CVs of all participants have to be handed over to the FIFA instructor on his arrival.
- The hotel (including full address and contact numbers) where the FIFA instructor(s) will stay.
- The budget for general costs (the FIFA contribution is USD 5,000), plus appropriate accommodation of the FIFA instructor.

3. 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 three 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). In exceptional circumstances when a course on a specific topic is needed at a specific time, an additional course per year on the same topic or a different one can be approved after consultation with our Development Office in the respective region. FIFA has the sole responsibility to approve or cancel course requests.

As mentioned earlier, courses on the topics of Olympic Solidarity, Grassroots and the Refereeing Assistance Programme (RAP) are excluded from this policy, that is, they can be organised in addition to the three member association courses.

4. Finance

FIFA will cover the FIFA instructor's international travel expenses, daily allowances and hotel expenses and will provide a lump sum of USD 5,000 for organisational expenses as well as teaching material and sports equipment (no sports equipment will be provided for courses lasting fewer than five days). The benefiting member association is responsible for all remaining local expenses.

The budget must be provided to FIFA one month before the course is due to start. An advance payment of 50% is to be made before the course begins. The remaining sum shall be transferred upon receipt of the final financial statement and receipt of a full report by the hosting member association, no later than two weeks after the course has finished.

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 this date partly or entirely to the respective member association's account.

5. 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 have to insist that only people with the necessary knowledge to follow the course content attend. The FIFA instructor conducting the course is entitled to make any adjustments if the group of participants is too heterogeneous. We kindly remind you that the maximum number of participants is 30.

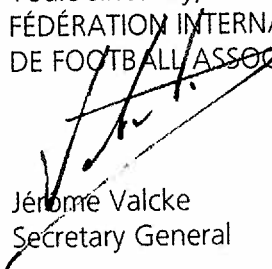
6. National instructors formed in former FIFA course programmes

We absolutely recommend 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) during their previous participation in different course programmes, especially in the FUTURO III Instructors' Programme in Coaching, Refereeing, Administration & Management and Football Medicine. The involvement of these specialists increases the capacity for the development of football in your country.

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:

Financial and organisational arrangements: as described in our circular letter no. 1252

Customs restrictions (for material):

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

Date: Signature:
(General secretary of the member association)

Approved by FIFA:

Date: Signature:
