



Coaching Convention

**UEFA Directives governing the
UEFA Coaching Convention and the
UEFA Coach Education Programme**

2010 Edition



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Coaching Convention

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Preamble

Upon proposal of the UEFA Development and Technical Assistance Committee and based on Article 3 (2) in relation to Article 1 (4), Article 1 (5) as well as Article 9 (1b) of the UEFA Coaching Convention Contract (2009 edition), the UEFA General Secretary has adopted these Directives.

Article 1

Definition of terms and abbreviations

- 1 For the purpose of these Directives, the following definitions and abbreviations apply:
- a) **Applicant:** a UEFA member association that wishes to sign the UEFA Coaching Convention or change its status under the convention.
 - b) **Candidate:** an individual who sends a request to a convention party to attend a coaching course within the framework of the UEFA Coach Education Programme and the UEFA Coaching Convention.
 - c) **Convention contract:** UEFA Coaching Convention Contract, 2009 edition.
 - d) **Convention party:** a UEFA member association that has signed the Convention Contract (2009 edition).
 - e) **Diploma:** award issued to an individual by a convention party confirming that the individual has successfully completed a UEFA coaching diploma course and passed all the required examinations. A different award is issued at each UEFA coaching level.
 - f) **Directives:** UEFA Directives governing the UEFA Coaching Convention and the UEFA Coach Education Programme, 2010 edition.
 - g) **DTA Committee:** UEFA Development and Technical Assistance Committee, responsible for the UEFA Coaching Convention.
 - h) **Evaluator:** a member of the UEFA Jira Panel appointed to evaluate a UEFA member association's national coaching programme against UEFA's minimum requirements and to provide support, experience and expertise.
 - i) **UEFA director:** appointed director from the UEFA administration responsible for education and technical football matters.
 - j) **FES Unit:** the UEFA administration's Football Education Services Unit, responsible for ensuring the proper implementation and application of the UEFA Coaching Convention and these Directives.
 - k) **Initial convention party:** a UEFA member association that issues a coach his first UEFA coaching diploma (B diploma).
 - l) **Jira Panel:** UEFA expert panel dedicated to coach education.
 - m) **Licence:** permit to coach at a certain level for a limited period of time.
 - n) **NCEP:** a national coach education programme established and adopted by a UEFA member association.
 - o) **Qualified coach educator:** an experienced coach with the appropriate coach education/coaching licence to educate UEFA coaching diploma and further education course participants as monitored by the Jira Panel.
 - p) **UEFA CEP:** UEFA Coach Education Programme.
 - q) **Recognised football organisation:** any legal entity which is duly recognised by UEFA and/or a convention party and which deals with the organisation of football matches or competitions.
- 2 In these Directives, the use of the masculine form refers equally to the feminine.



Article 2

UEFA Coaching Convention

- 1 The following documents form an integral part of the 2009 UEFA Coaching Convention:
 - a) Convention Contract: defines the contractual relationship (objectives, rights and duties) of the parties to the 2009 UEFA Coaching Convention.
 - b) Directives: define the provisions for the implementation of the 2009 UEFA Coaching Convention and UEFA CEP.
 - c) Declaration (Protocol): document signed by UEFA to confirm to a UEFA member association its current convention membership status.
 - d) Any other documents issued by the competent UEFA bodies for the implementation of the 2009 UEFA Coaching Convention (decisions, forms, templates, guidelines, recommendations, etc.).
- 2 The Convention Contract was approved by the UEFA Executive Committee at its meeting of 12 December 2008 and came into force on 1 January 2009.
- 3 It marks the start of a new UEFA CEP cycle and introduces a new UEFA coaching diploma with clearly defined minimum requirements.
- 4 The mutual recognition of all UEFA coaching diplomas issued by the convention parties remains valid and is ensured under the 2009 UEFA Coaching Convention.

Article 3

Scope of application

- 1 These Directives govern the implementation and application of the 2009 UEFA Coaching Convention and defines the UEFA CEP.
- 2 These Directives are valid on the territory of UEFA member associations that have signed the Convention Contract.

Article 4

Competent UEFA and member association bodies

- 1 The decision-making powers of the following two competent bodies are duly defined in the *UEFA Organisational Regulations*:
 - a) DTA Committee;
 - b) Jira Panel.
- 2 Within the UEFA administration the following individuals are competent to deal with and responsible for matters relating to the UEFA Coaching Convention:
 - a) UEFA director;
 - b) FES Unit staff.
- 3 Each convention party must also nominate coach education experts who are competent to deal with and are responsible for matters relating to the UEFA Coaching Convention and its NCEP.
- 4 Under the leadership of the UEFA director, the FES Unit supports all convention parties in the proper implementation and application of the UEFA Coaching Convention and these Directives.
- 5 The FES Unit maintains close contact with the convention parties, applicants, other UEFA member associations, FIFA, the confederations and other relevant bodies (e.g. the Alliance of European Football Coaches' Associations, AEFCA).

Article 5

Convention party technical and administrative staff

- 1 Each convention party must appoint a (full or part-time) technical director and/or a coach education director with the necessary qualifications and experience in coaching matters, as well as qualified coach educators and administrative and/or technical support staff.
- 2 The technical director or coach education director, as decided by the convention party, has the following responsibilities vis-à-vis UEFA:
 - a) to establish and monitor the convention party's NCEP;
 - b) to draw up a yearly coaching course calendar for all courses offered by the convention party (UEFA coaching diploma courses, further education courses and other courses) and to publish it on the convention party's website;
 - c) to instruct and educate coach educators on the territory of the convention party according to UEFA principles;
 - d) to organise regular courses at all coaching levels achieved by the convention party under the UEFA Coaching Convention, as well as further education and other courses in accordance with UEFA's minimum requirements;
 - e) to provide information to UEFA and the convention party's clubs and coaches regarding all coaching matters.
- 3 The names of convention party staff involved in coaching matters and an organisational chart must be communicated to the FES Unit.
- 4 The technical director or the coach education director, as decided by the convention party, may delegate specific tasks to his staff and specialists involved in coaching matters (e.g. coach educators).





Coaching Convention

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UEFA Coaching Convention

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Article 6

Convention membership status

- 1 The UEFA Coaching Convention defines three convention membership statuses:
 - a) limited convention membership (B or A level);
 - b) full convention membership;
 - c) partnership.
- 2 Each of the aforementioned membership statuses is based on the number and level of UEFA coaching diploma courses introduced as part of an NCEP or a partnership agreement with a convention party with full membership status.
- 3 Subject to the approval of the DTA Committee, a convention party's status may change at any time on the basis of:
 - a) a request by the convention party following the successful introduction of an additional UEFA coaching diploma in its NCEP;
 - b) a re-evaluation of the convention party's membership status by an evaluator;
 - c) conclusion or termination of a partnership agreement with a convention party with full membership status.
- 4 Convention membership status is confirmed in writing to the UEFA member association concerned by means of a declaration signed by UEFA (see Annexes N, O and P). Any change in membership status is published on the UEFA website so that it is acknowledged and applicable on the territory of all UEFA convention parties.

Article 7

Limited convention membership status

- 1 There are two levels of limited convention membership available:
 - a) B level;
 - b) A level.
- 2 Limited B-level membership is given to a UEFA member association which has successfully introduced the UEFA B diploma as part of its NCEP.
- 3 Limited A-level membership is given to a convention party with limited membership at B level that has successfully added the UEFA A diploma to its NCEP.

Article 8

Full convention membership status

Full convention membership status is given to a convention party with limited membership status at A level that has successfully added the UEFA Pro diploma to its NCEP to complete its introduction of all three UEFA coaching diplomas (B, A and Pro).

Article 9

Partnership status

- 1 A UEFA member association that, due to size, number of affiliated clubs and/or number of registered teams, has very limited demand for coach education or has no qualified coach educators at the necessary coaching level, may enter into a partnership agreement with a convention party with full membership status.
- 2 Partnership status is given to a UEFA member association that has successfully concluded a UEFA-approved coach education partnership agreement with a convention party that has had full convention membership status for at least the last three years.
- 3 The two parties must sign a partnership agreement which includes at least the following items:
 - a) preamble with objectives/purposes;
 - b) scope of application;
 - c) rights and duties of the UEFA member association without full convention membership status (e.g. recognition of admission and examination requirements laid down by the convention party with full membership status);
 - d) rights and duties of the convention party with full membership status;
 - e) description of NCEP and courses offered by the convention party with full membership status (coaching levels, schedule, number of places available, etc.);
 - f) application procedure and admission requirements for candidates;
 - g) role of UEFA and its competent bodies (approval, advice, monitoring, dispute resolution, etc.);
 - h) final provisions (entry into force, duration of agreement, termination clause, applicable law, jurisdiction, etc.).
- 4 The Jira Panel approves partnership agreements and any changes to them prior to signature and may require amendments. UEFA signs a declaration confirming to the UEFA member associations concerned the approval of the partnership agreement as well as the partnership status.
- 5 If either partner terminates the partnership agreement, the Jira Panel must be informed immediately and in writing so that it can decide on the consequences for UEFA coaching diploma holders. Termination of a partnership agreement takes effect at the start of the next football season at the earliest, unless the DTA Committee decides otherwise.



Article 10

Rights and duties in an approved partnership

- 1 A partnership provides the UEFA member association without full convention membership status with access to coaching courses organised by the convention party with full membership status as detailed in the partnership agreement.
- 2 Unless stipulated otherwise within the partnership agreement, a candidate with residency on the territory of the UEFA member association without full convention membership status has the same rights and duties as a candidate with residency on the territory of the convention party with full membership status.
- 3 UEFA coaching diplomas issued by the convention party with full membership status are recognised on the territory of all UEFA convention parties.

Article 11

Changes in convention membership status

- 1 A convention party's membership status is changed by UEFA if a review of its current coaching courses establishes non-compliance with UEFA's current minimum requirements or a violation of these Directives.
- 2 The same applies to UEFA member associations with partnership status if any provision of the approved partnership agreement is violated or if one of the partners declares the termination of the partnership agreement.
- 3 Evaluators review convention parties' NCEPs and provide written reports to the Jira Panel for evaluation and a preliminary decision.
- 4 The Jira Panel may invite a convention party to explain its position in writing or it may organise a hearing.
- 5 The Jira Panel may issue instructions to a convention party, such as to:
 - a) amend its NCEP;
 - b) amend a particular course (UEFA coaching diploma course, further education course, etc.);
 - c) train coach educators;
 - d) suspend qualified coach educators;
 - e) cancel a course;
 - f) revoke UEFA coaching diplomas and/or licences;
 - g) require a participant to partially or fully repeat a course;
 - h) take other appropriate measures to comply with these Directives.
- 6 Based on the results of the Jira Panel's report and its own evaluation, the DTA Committee has full discretion to:
 - a) confirm a convention party's membership status;
 - b) downgrade a convention party's membership status;
 - c) annul a partnership agreement;
 - d) suspend a convention party for a limited period of time; or
 - e) exclude a party from the UEFA Coaching Convention in case of serious and/or repeated violation.
- 7 The FES Unit informs UEFA member associations of changes in their convention membership status. The association must inform its clubs and coaches about the UEFA decision and the consequences for UEFA coaching diploma holders and UEFA coaching diploma course participants.
- 8 A suspended party may neither organise any UEFA coaching courses nor issue any UEFA coaching diplomas. Holders of a UEFA coaching diploma issued by a suspended convention party may not attend coaching courses abroad without the prior approval of the Jira Panel.
- 9 Suspensions last no more than one year, unless extended by the Jira Panel. After a maximum of two years' suspension, a convention party must either regain its previous convention membership status or be excluded from the convention.
- 10 The introduction or withdrawal of the UEFA Elite Youth A diploma in an association's NCEP has no effect either on limited or full membership status.



Article 12

Regaining previous convention membership status

- 1 To regain its previous convention membership status, a UEFA member association may submit a re-evaluation request to the DTA Committee. No request may be submitted within three months of receiving the DTA Committee's original decision.
- 2 In its request, the UEFA member association must detail all the measures it has taken to rectify the relevant non-compliance and follow any instructions issued.
- 3 The Jira Panel appoints another evaluator to re-evaluate the UEFA member association's convention membership status.
- 4 The evaluator submits a report to the Jira Panel, which forwards a recommendation to the DTA Committee for decision. The DTA Committee has full decision-making power.

Article 13

Non-compliant coaching courses

- 1 The Jira Panel decides whether to revoke coaching diplomas issued on the basis of non-compliant coaching courses. It may order holders of such a diploma to attend a revised course (in full or in part) in order for their diploma to be recognised. The UEFA member association concerned informs the coaches accordingly.
- 2 A coach whose UEFA diploma is revoked is invited to attend a revised coaching course at the same level within the next three years.
- 3 A coach whose UEFA diploma is revoked may not attend a UEFA coaching course organised by a convention party other than his own without the prior approval of the Jira Panel.

Article 14

Communication of convention membership status

- 1 The FES Unit archives the original, signed UEFA Coaching Convention documents and provides the DTA Committee with annual status reports on:
 - a) the number and name of convention parties;
 - b) each convention party's membership status;
 - c) any changes in the last football season.
- 2 This report is forwarded to the UEFA Executive Committee for acknowledgment and is published on the UEFA website.
- 3 Each convention party must publish this duly acknowledged report on its website and in its own official language(s) within 30 working days of receipt.
- 4 UEFA publishes changes in convention membership status on its website and may publish other relevant information.

Article 15

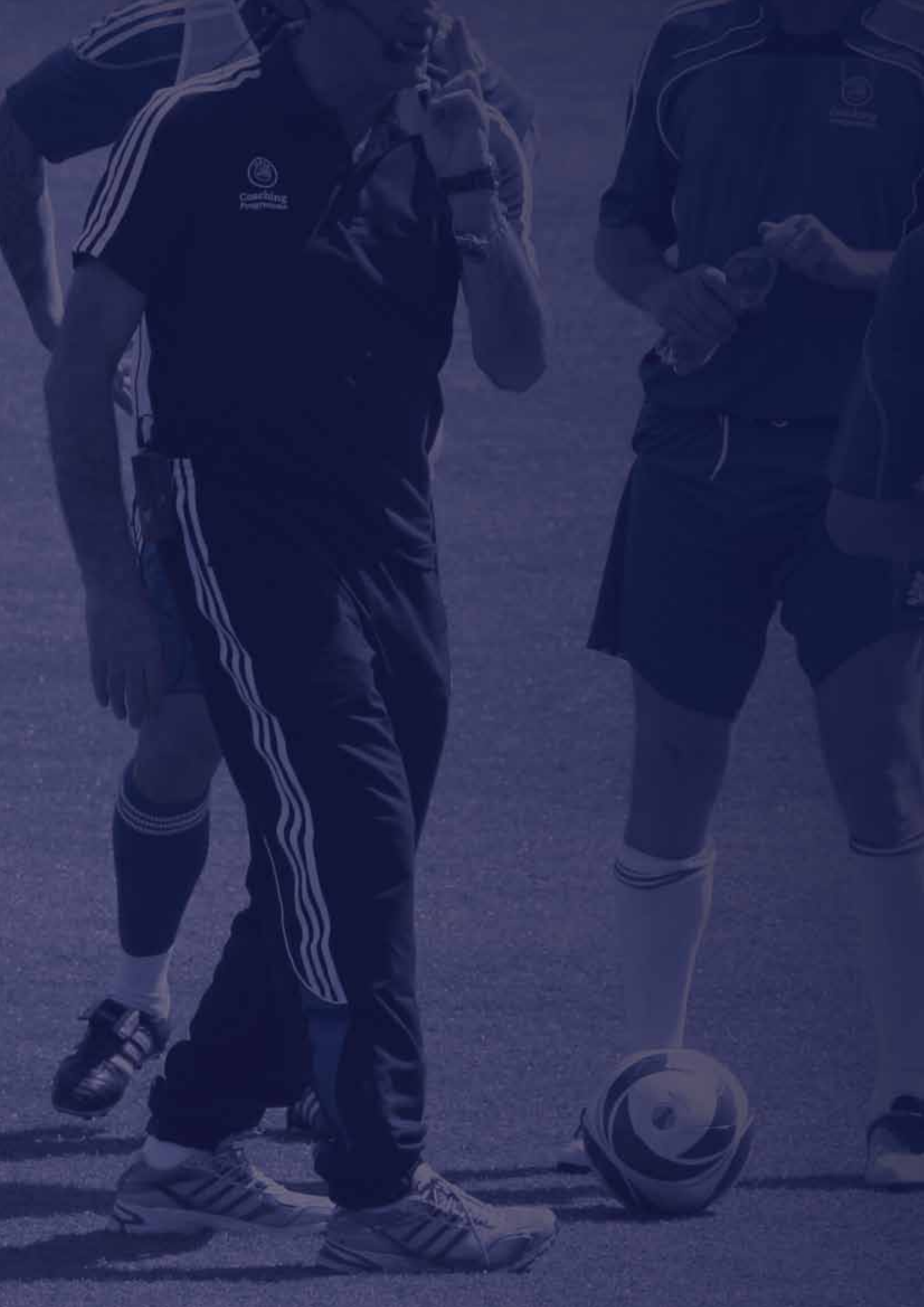
Bilateral agreements

- 1 Once a UEFA member association has signed the Convention Contract and any new edition of the UEFA Coaching Convention, UEFA considers any previous bilateral agreements with regard to mutual recognition as null and void.
- 2 Convention parties are therefore requested to annul any previous bilateral agreements in accordance with the corresponding termination provisions and update the Jira Panel accordingly.

Article 16

Convention membership status as at 31 December 2008

- 1 By the end of 2008, the UEFA Coaching Convention approved by the UEFA Executive Committee on 6 December 1997 (version 1, 1998 edition) and the revised version approved by the UEFA Executive Committee on 16 December 2004 (version 2, 2004 edition) had achieved their main objective of admitting all UEFA member associations as convention parties.
- 2 Convention membership statuses as at 31 December 2008 apply under the 2009 UEFA Coaching Convention.
- 3 UEFA coaching diplomas issued before 31 December 2008 remain valid under the 2009 UEFA Coaching Convention and any revised UEFA Coaching Convention adopted by the UEFA Executive Committee and duly signed by the UEFA member associations that issued the diplomas.





Coaching Convention

III.

UEFA Coach Education Programme (CEP)

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Article 17

UEFA CEP content

- 1 The UEFA Executive Committee approved the UEFA CEP as containing the following:
 - a) aims of promoting and fostering football coach education throughout its territory;
 - b) the categories of football covered by the UEFA CEP;
 - c) the coaching diplomas that form an integral part of the UEFA CEP and, therefore, the UEFA Coaching Convention;
 - d) other specific coaching courses (coach educator courses, further education courses, upgrading courses, etc.);
 - e) minimum requirements for each UEFA coaching diploma issued by convention parties under the UEFA Coaching Convention;
 - f) measures to be taken by UEFA member associations and clubs to comply with the *UEFA Club Licensing and Financial Fair Play Regulations* and UEFA competition regulations, which require the appointment of UEFA coaching diploma holders;
 - g) coach educator seminars;
 - h) support for practising UEFA coaching diploma holders (workshops, conferences, forums, etc.);
 - i) cooperation with coach associations;
 - j) general support in coach education matters.
- 2 Upon proposal of the DTA Committee, the UEFA CEP may be adapted from time to time by the UEFA Executive Committee.

Article 18

UEFA CEP pyramid

- 1 The UEFA CEP is a two-tier pyramid (see Annex A): the top tier deals with further education and the second with UEFA coach education diploma courses.
- 2 The top tier covers further education for coach educators, technical directors and coach education directors and practical courses for UEFA coaching diploma holders. Courses may be organised by UEFA or the convention parties.
- 3 The UEFA director and the FES Unit are responsible for courses and technical events organised by UEFA. The FES Unit is supported by the Jira Panel, the DTA Committee and the convention parties.
- 4 As defined by the convention party, either its technical director or coach education director is responsible for national courses and technical events for coach educators, technical staff of clubs and UEFA coaching diploma holders.
- 5 The second tier of the UEFA CEP pyramid covers the UEFA coaching diplomas and associated minimum requirements. The DTA Committee, supported by the Jira Panel, is responsible for establishing the requirements and the convention parties are responsible for their proper implementation and application on their territory.
- 6 The UEFA CEP focuses on the following categories of football:
 - a) professional;
 - b) amateur;
 - c) women's;
 - d) youth;
 - e) futsal.

7 The UEFA CEP may in future also include the following specialist diplomas which already exist in different UEFA member associations:

- a) goalkeeper;
- b) fitness;
- c) futsal.

Article 19

Qualified coach educators

1 Any course falling under the UEFA CEP or the NCEP must use instructors who are qualified coach educators.

2 They must have at least the same UEFA coaching diploma level as offered by the coaching diploma course on which they teach (e.g. a UEFA Pro diploma is required to teach at UEFA Pro level).

3 During further education courses for qualified coach educators and for UEFA coaching diploma holders, non-qualified coach educators may also hold training sessions or give instructions if approved by the Jira Panel for UEFA courses or by the technical director or coach education director of the convention party concerned, as decided by the latter, for national courses.

4 However, for the first UEFA coaching diploma course organised by a convention party in order to achieve a specific convention membership status, the Jira Panel may approve individuals as coach educators if they:

- a) are holders of the corresponding UEFA coaching licence issued by another convention party; or
- b) have at least five years' experience in football coaching at top level within a UEFA member association and prove that they have the necessary know-how and expertise in football education.

5 The convention party must submit the CVs of the instructors proposed as coach educators for its first coaching course, for approval by the Jira Panel.

6 UEFA may allow the convention party to also issue the corresponding UEFA coaching diploma and licence to approved coach educators who taught on this first diploma course and completed the rest of the course as participants.

7 With the prior approval of the Jira Panel, a technical director or coach education director, as defined by the convention party concerned, may, upon well-founded and written request, grant exceptions to individuals with specific coaching qualifications, expertise and experience allowing them to become qualified coach educators for any course under the NCEP without being holders of the highest available UEFA coaching diploma from the convention party concerned.

8 A qualified coach educator is entitled to instruct on any UEFA CEP or NCEP course of the convention party concerned. This status is valid for three years after completion of a further education course at UEFA or convention party level (see Articles 26 and 40).

9 In order to keep the status of qualified coach educator, a coach educator has to attend a further education course for qualified coach educators organised by UEFA or a convention party every three years.



Article 20

UEFA coaching diplomas

- 1 For the five categories of football listed in Article 18 (6), the following four UEFA coaching diplomas have been established and approved by the UEFA Executive Committee as part of the UEFA CEP:
 - a) UEFA Pro diploma (Professional level);
 - b) UEFA A diploma (Advanced level);
 - c) UEFA B diploma (Basic level);
 - d) UEFA Elite Youth A diploma (Advanced level).
- 2 The Jira Panel is responsible for proposing any new UEFA coaching diploma and its minimum requirements, including the minimum number of course hours.
- 3 A proposal by the Jira Panel is evaluated by the DTA Committee, which may then submit it to the UEFA Executive Committee for approval and integration into the UEFA CEP.

Article 21

Further UEFA CEP courses

- 1 Besides the courses for the aforementioned UEFA coaching diplomas, the following additional courses are part of the UEFA CEP:
 - a) further education for coach educators;
 - b) further education for practising UEFA coaching diploma holders;
 - c) specific courses for long-serving professional players;
 - d) upgrading courses for holders of a national diploma to achieve a UEFA coaching diploma.
- 2 The Jira Panel is responsible for proposing the following minimum requirements for all UEFA-approved courses:
 - a) minimum duration;
 - b) minimum requirements for qualified coach educators who are used as course instructors;
 - c) admission criteria;
 - d) minimum requirements for successful course completion and diploma issuing.
- 3 The DTA Committee evaluates the Jira Panel's minimum requirement proposals in collaboration with the UEFA director and the FES Unit and forwards its recommendation to the UEFA Executive Committee for approval.
- 4 If approved by the UEFA Executive Committee, the course becomes an integral part of the UEFA CEP.

Article 22

Reality-based learning

- 1 UEFA CEP courses consist in interactive, reality-based training and education.
- 2 This involves learning mainly in the club context, using knowledge, skills and attitude to solve realistic situations and problems in football.
- 3 This method stimulates an attitude of life-long learning and develops competence through:
 - a) knowledge transfer during the course in practical situations/sessions;
 - b) work experience (individual and collective learning);
 - c) the learning circle (activity, reflection, theory building and planning);
 - d) new concepts (distance learning and learning in the workplace).
- 4 Reality-based learning requires an assessment of each candidate's body of knowledge during education and training by a qualified coach educator.

Article 23

Specialist coaching diplomas

- 1 UEFA envisages the creation of special fitness, goalkeeper and futsal coaching diplomas.
- 2 None of these specialist coaching diplomas are currently UEFA-endorsed diplomas and will become part of the UEFA CEP only if so decided by the UEFA Executive Committee.
- 3 For the time being, UEFA provides technical support to the member associations in order for them to gain experience in such specialist coaching diploma courses.
- 4 The Jira Panel has defined the recommended, detailed minimum course content for national futsal coaching diploma (basic level) (see Annex M, Futsal B diploma requirements).
- 5 The member associations are responsible for futsal coaching diploma courses and may only issue national diplomas or licences, which may not contain any reference to UEFA as such or any UEFA logo.
- 6 There is no UEFA admission requirement for candidates for a national futsal coaching diploma course. The convention party may define all admission requirements.



Article 24

UEFA minimum organisational requirements

- 1 When organising a course, a convention party must:
 - a) evaluate the need for the course and the demand from coaches or candidates with permanent residency on its territory, as well as from affiliated clubs;
 - b) schedule the course on the basis of the annual national coaching course calendar;
 - c) set measurable course objectives;
 - d) define the main coaching topics to be studied;
 - e) choose a suitable venue with the necessary football infrastructure;
 - f) draw up a detailed course programme and timetable (dates and times) which cover physical, technical, tactical coaching and other relevant areas of football;
 - g) define a suitable marking system in accordance with these Directives;
 - h) set a maximum number of participants per course and a maximum number of places for candidates residing on the territory of another UEFA convention party in accordance with Article 38 of these Directives;
 - i) set mandatory examinations as defined by UEFA (e.g. preparation and direction of a practical session, submission of a thesis, theory test);
 - j) set requirements for qualified coach educators and course speakers;
 - k) set an admission deadline and requirements (e.g. aptitude test);
 - l) fix reasonable admission fee, course fee, licence fee, etc.;
 - m) define requirements for course completion and diploma issuing;
 - n) provide instructions for post-course follow-up.
- 2 An evaluator reviews the final content of each individual course and submits a report to the Jira Panel, which may forward it to the DTA Committee for approval.

Article 25

Minimum duration of UEFA coaching diploma courses

- 1 For each UEFA coaching diploma course the following has to be defined:
 - a) minimum hours of education in total;
 - b) percentage of theory;
 - c) percentage of practical teaching;
 - d) percentage of work experience;
 - e) minimum hours of assessment/examination.
- 2 The table opposite specifies the minimum duration of each UEFA coaching diploma course and provides a framework for the reality-based learning:

	UEFA B diploma	UEFA A diploma	UEFA Elite Youth A diploma	UEFA Pro diploma
Minimum hours of education in total	120	120	140	240
Theory units off the pitch	40% or at least 48 hours	40% or at least 48 hours	40% or at least 56 hours	40% or at least 96 hours
Practical units on the pitch	60% or at least 72 hours	60% or at least 72 hours	60% or at least 84 hours	40% or at least 96 hours
Work experience required as part of the diploma course	0	0	0	20% or at least 48 hours
Minimum hours of assessment/examination (practical and theory)	3	3	3	6

Article 26

Further education for coach educators by UEFA

- 1 With the convention parties, UEFA organises further education courses for coach educators, technical directors and coach education directors, which comprise at least 15 hours of training. As a rule, UEFA organises such courses every two years.
- 2 The aim of UEFA further education courses is to prepare and train the convention parties' technical directors, coach education directors and coach educators so that they themselves can organise further education courses for coach educators, UEFA coaching diploma courses and any other NCEP courses. The UEFA courses also provide a platform for exchange of best practice and trends in football.
- 3 UEFA further education courses are open to selected convention party technical directors, coach education directors and/or coach educators and neither an aptitude test nor an examination is required.
- 4 Coach educators, coach education directors or technical directors who have completed a UEFA further education course get a certificate of attendance (Annex G), which is recognised as evidence of mandatory further education and is valid for licence renewal at national level (see Article 30).



Article 27

Further education for UEFA coaching diploma holders

- 1 Under the leadership of its technical director or coach education director, as decided by the convention party, and in collaboration with its qualified coach educators, each convention party organises mandatory further education courses (seminars, workshops, symposiums, etc.) within its NCEP for UEFA coaching diploma holders.
- 2 Such national further education courses comprise at least 15 hours of training over three years. They may be broken down into a maximum of five modules on different days.
- 3 The aim of such national further education courses is to update the know-how and expertise of UEFA coaching diploma holders and to train them in current educational and training methods and other football matters.
- 4 Participation in such national further education courses is mandatory for all UEFA coaching diploma holders and qualified coach educators in order for their coaching licences to remain valid.
- 5 Each convention party's technical director or coach education director, as decided by the convention party, must ensure that sufficient further education courses are scheduled in order to allow all UEFA coaching diploma holders to participate at least in one every three calendar years.
- 6 A further education course may be open to any UEFA coaching diploma holders or only to holders of specific diplomas depending on needs and demand within the convention party.
- 7 Articles 21, 22 and 24 above apply to national further education courses, as do the following additional requirements:
 - a) the convention party must specify the main course topics for a three-year cycle;
 - b) neither an aptitude test nor an examination is required;
 - c) participants must attend the whole course/module to get a certificate of attendance;
 - d) it must be clearly indicated whether the course is open to any UEFA coaching diploma holders or only to holders of specific diplomas.
- 8 Participants may be excused from active involvement in practical sessions in the event of serious injury. A convention party may ask such participants to provide a doctor's certificate and is free to invite them to repeat the further education course, in full or in part, before awarding a certificate of attendance.
- 9 As a rule, a UEFA coaching diploma holder applies to attend a further education course with his initial convention party.
- 10 As an exception, a UEFA coaching diploma holder may apply to attend a further education course on the territory of another convention party.
- 11 The candidate must submit all the necessary admission documents as defined by the convention party organising the further education course, as well as a cross-border education form (see Annex D), to be completed by the candidate and his initial convention party.
- 12 The convention party organising the course must formally accept or reject the candidate, taking into account the recommendation of the initial convention party, and must inform the involved parties accordingly.

Article 28

Long-serving professional players

- 1 Under the leadership of its technical director or coach education director, as decided by the convention party, and in collaboration with its qualified coach educators, a convention party may organise a special combined UEFA A diploma course within its NCEP for long-serving professional players.
- 2 The technical director or coach education director, as decided by the convention party, must submit requests to organise such courses to the Jira Panel.
- 3 The Jira Panel appoints an evaluator to monitor such courses. He drafts a report for the Jira Panel based on his observations of the theory and practical units and the assessment/examinations. In his report the evaluator also gives an opinion on whether the admission criteria for candidates and all UEFA minimum requirements were fulfilled.
- 4 The Jira Panel recommends courses to the DTA committee for approval.
- 5 A combined UEFA A diploma course integrates the content of the UEFA B diploma course with that of the UEFA A diploma course, to form a single course that must comprise at least 150 hours of education.
- 6 A convention party may organise one combined UEFA A diploma course each year if it has applications from at least seven football players who have played for at least five full years as professional players in a top division of a FIFA member association. The convention party may impose additional eligibility requirements.
- 7 Articles 24 and 25 above apply by analogy to combined UEFA A diploma courses, as do the following additional requirements:
 - a) 40% of the course must contain theory units off the pitch;
 - b) 60% of the course must contain practical units on the pitch;
 - c) the participant must pass the UEFA A diploma assessment/examinations totalling a minimum of three hours;
 - d) the participant's follow-up must be defined.
- 8 A UEFA A diploma may only be awarded to the successful participant on the UEFA-approved combined course with the prior approval of the Jira Panel.
- 9 A long-serving professional player who has played for at least five full years as a professional player in a top division of a FIFA member association and at least 20 times for the national A team may upon written request to the Jira Panel:
 - a) be exempted from the requirement of acquiring one year's coaching experience as a UEFA A diploma holder before being admitted to the UEFA Pro diploma course; or
 - b) be allowed to have individual educational arrangements in order to achieve the next level of UEFA diploma.
- 10 The Jira Panel may appoint an evaluator to interview the player in question. The evaluation may cover the player's education, his football experience, his know-how in coaching matters and any other criteria deemed necessary. The Jira Panel receives the evaluation report and has full discretion to approve or refuse the request.



Article 29

Rights and duties of UEFA coaching diploma holders

- 1 All UEFA coaching diplomas within the UEFA CEP are granted for life.
- 2 A UEFA coaching diploma holder has the following rights:
 - a) to be registered and retain his file with one convention party, which is generally the initial one;
 - b) to attend further education courses organised by the initial convention party and subject to fulfilment of all admission requirements;
 - c) to attend coaching diploma courses organised at the next level up by his initial convention party, subject to fulfilment of all admission requirements;
 - d) to receive a diploma and licence corresponding to the UEFA coaching level achieved after completion of the corresponding UEFA coaching course and fulfilment of its requirements;
 - e) to have access to his course marks and certificate of attendance archived by his initial convention party;
 - f) to get information via the website of the initial convention party about its NCEP, any programme amendments and the national coaching course calendar;
 - g) to apply, with the administrative support of his initial convention party, to attend coaching diploma courses at any level organised by another convention party.
- 3 A UEFA coaching diploma holder has the following duties:
 - a) to provide his initial convention party with the necessary documents and evidence to set up and update his archived file;
 - b) to actively coach the team of a football club, UEFA member association or other recognised football organisation;
 - c) to attend further education courses according to the schedule fixed by his initial convention party to keep his UEFA coaching licence valid (see Article 27 above).
- 4 A UEFA coaching diploma holder's initial convention party is responsible for keeping and updating a file on him containing all required data and documents received.
- 5 A UEFA coaching diploma holder's initial convention party must be able to provide information about him, his diplomas, his course evaluation reports, the validity of his coaching licence and the dates and locations of all courses he has attended on the territory of the initial convention party and abroad.
- 6 Upon written request by a UEFA coaching diploma holder, the initial convention party must promptly provide him with a copy of the requested information.

Article 30

UEFA coaching licence

- 1 The UEFA coaching licence is valid from the date the corresponding UEFA coaching diploma is issued by the convention party until 31 December three calendar years later (e.g. if the UEFA coaching diploma is issued on 25 August 2010, the licence is valid from 25 August 2010 to 31 December 2013).
- 2 While his licence is valid, a licence holder may be mandated/employed as a coach of:
 - a) a specific team of a football club (e.g. first squad);
 - b) a representative team of a UEFA member association (e.g. Under-19); or
 - c) a team of any other recognised football organisation.
- 3 A licence holder may coach at different levels depending on his coaching qualifications and the requirements set by the issuing convention party (e.g. UEFA Pro diploma required to coach top division teams).
- 4 A licence is renewed for a further three years if the licence holder has completed:
 - a) a further education course organised by a convention party; or
 - b) a UEFA coaching diploma course at the next level up (e.g. UEFA A licence holder attends UEFA Pro diploma course).
- 5 After his licence has expired, a UEFA coaching diploma holder loses the right to coach in accordance with this Article and must attend a further education course organised by a convention party to obtain a new licence.
- 6 A new, more advanced UEFA coaching diploma and licence supersedes any previous UEFA coaching licence.
- 7 No convention party may reduce or extend the three-year UEFA licence validity period.

Article 31

Further UEFA coaching licence conditions

- 1 The validity of a UEFA coaching licence may be subject to further conditions defined by the convention party. For example:
 - a) (yearly) registration by the licence holder with the UEFA member association concerned, acknowledging the legal authority of the UEFA member association and recognising its statutes, regulations, directives and decisions;
 - b) active coaching.
- 2 Active coaching means being under contract/mandated as a coach with a football club, UEFA member association or other recognised football organisation. The DTA Committee may provide an opinion as well.



Article 32

UEFA coaching licence for club and national team coaches

- 1 Based on the UEFA Coaching Convention, a convention party may stipulate in its competition, club licensing or other regulations that the head coach of all teams participating in domestic competitions must have a specific UEFA coaching licence.
- 2 A convention party may also require the technical staff on teams in domestic competitions to hold specific UEFA coaching licences.
- 3 The specific licence gives its holder the right to enter the dressing room and the technical zone before, during and after a competition match in order to instruct the players and other technical staff.
- 4 The highest UEFA coaching licence available on the territory of a convention party (based on its convention membership status), is required by head coaches of its football clubs and representative teams participating in UEFA competitions according to the relevant UEFA regulations. Convention parties are free to impose the same requirement in its domestic club competitions.
- 5 A holder of a UEFA coaching diploma may only be mandated/employed as a UEFA-qualified coach with a valid UEFA licence.

Article 33

Honorary diplomas

- 1 UEFA member associations are free to issue honorary diplomas at national level to honour coaches without the required qualifications who have given outstanding service to the game.
- 2 However, honorary diplomas are not recognised under the UEFA Coaching Convention or *UEFA Club Licensing and Financial Fair Play Regulations* and therefore cannot replace any UEFA coaching diplomas.

Article 34

Cross-border education

- 1 A holder of a UEFA coaching diploma may in exceptional cases attend coaching diploma courses organised by a convention party other than his initial one. However, the candidate must:
 - a) comply with all the requirements in these Directives;
 - b) fulfil the admission requirements defined by the convention party organising the course;
 - c) speak the official language of the convention party organising the course (sufficient written and oral skills);
 - d) provide evidence of his permanent residency;
 - e) not have been refused entry to an equivalent UEFA coaching diploma course by another convention party within the last three years for having failed the aptitude test(s);
 - f) have good grounds for attending a coaching diploma course organised by another convention party (e.g. intends to move for professional reasons and take up residency on the territory of the organising convention party or is a member of a club affiliated to the organising convention party and has been hired to train one of its teams);
 - g) provide the convention party organising the course with all the necessary documents required for admission to the specific course in question and a recommendation from his initial convention party (e.g. UEFA or national diploma).
- 2 All documents must be sent in the official language of the convention party organising the course, with a copy also sent to the initial convention party.
- 3 The initial convention party must provide the convention party organising the course with any requested information about the candidate.
- 4 UEFA provides a specific form to be used for such cross-border education requests (see Annex D).
- 5 The convention party organising the course must formally accept or reject the candidate, taking into account the recommendation of the initial convention party.
- 6 If rejected, the candidate has ten working days to lodge a written appeal to UEFA in one of UEFA's official languages. The Jira Panel takes a final decision on admission.



Article 35

Recognition of non-UEFA coaching qualifications

- 1 Requests for recognition of coaching diplomas issued by a party outside the UEFA Coaching Convention to allow holders of such diplomas to actively coach on the territory of a UEFA convention party are dealt on a case by case basis by UEFA.
- 2 The FES Unit requests all relevant documents from the organiser of the non-UEFA coaching diploma course and submits them to the Jira Panel for an evaluation of the equivalence of the diploma issued and the corresponding UEFA diploma.
- 3 The Jira Panel may appoint an evaluator, who is supported by the FES Unit.
- 4 The Jira Panel or evaluator analyses the content of the non-UEFA coaching diploma in comparison with the minimum requirements of the UEFA coaching diplomas as laid down by these Directives.
- 5 The convention party with which the candidate is registered, either through permanent residency or by signing a contract or mandate as a coach with one of the convention party's top division clubs, invites the candidate for an interview and, with the help of its technical director or coach education director and/or qualified coach educators, as decided by the convention party, assesses his credentials and expertise. The results of the interview are reported to the Jira Panel.
- 6 For coaches of a convention party's representative team, such interview may be conducted by an independent member of the Jira Panel.
- 7 The Jira Panel may also take into account the candidate's coaching record and, in particular, assess whether he has a minimum of five years' experience as the head coach of a professional top division club or national A team of a FIFA member association.
- 8 The Jira Panel decides whether to recognise the non-UEFA course and submits its final decision to the requesting convention party. If the Jira Panel's decision is positive, the convention party may issue the corresponding and equivalent UEFA coaching diploma. The convention party must archive all evaluation documents in the candidate's file and is considered the initial convention party of the coach in question if the coach is not yet registered with another initial convention party.

Article 36

Certificate of attendance

- 1 The organiser of a further education course (UEFA or convention party) issues a certificate of attendance for participants who have completed the course.
- 2 The certificate must contain at least the following (see Annex G):
 - a) name of the further education course and the organiser;
 - b) place and date of issue;
 - c) participant's first name, family name and date and place of birth (alternative: place of origin);
 - d) number of hours of further education completed.
- 3 If applicable, the course organiser also sends a copy of the certificate of attendance to the initial convention party.
- 4 Such certificates of attendance are mutually recognised by all convention parties as long as the participant and the course meet all of UEFA's minimum requirements.

Article 37

Course fee

- 1 Convention parties may charge a reasonable course fee for UEFA coaching diploma courses, but must submit amounts to the Jira Panel for approval before announcing the year's courses.
- 2 The course fee covers the cost of:
 - a) food and beverage;
 - b) accommodation;
 - c) local transport;
 - d) materials provided, etc.





Coaching Convention

IV.

National Coach Education Programme (NCEP)

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Article 38

General provisions

- 1 Based on the courses defined by the UEFA CEP, each convention party defines its NCEP and fixes the number of coaching courses offered on a yearly basis according to its own needs and the demands of its clubs and candidates.
- 2 Quality, not quantity, is the key principle and basic philosophy behind NCEPs. This should be reflected in the national coaching course calendar.
- 3 Convention parties must refrain from coach education tourism. Therefore, the number of places offered to candidates with residency on the territory of another convention party are limited to:
 - a) 20% of the total number of participants for further education courses;
 - b) 10% of the total number of participants for UEFA coaching diploma courses.

These quotas do not include candidates from a UEFA member association that has signed a partnership agreement with the convention party organising the course.

- 4 The Jira Panel may grant exceptions to those limits upon well-founded request.

Article 39

UEFA Pro diploma courses

- 1 UEFA requests that convention parties comply with the following criteria with regard to UEFA Pro diploma courses:
 - a) Convention parties with less than 20 affiliated professional clubs may not organise a UEFA Pro diploma course more than once every two years;

- b) All convention parties must submit to the FES Unit an annual list of candidates applying for the UEFA Pro diploma. Based on the data received, the DTA Committee may restrict the number of courses and/or cancel courses already announced in national coaching course calendars.

- 2 Information on those who obtain a UEFA Pro diploma must be sent to UEFA for inclusion in the UEFA database as soon as the course has been completed.
- 3 The DTA Committee may grant exceptions to the limitation of paragraph 1 above.

Article 40

Further education for coach educators by convention parties

- 1 Under the leadership of its technical director or coach education director, as decided by the convention party, the latter organises within its NCEP mandatory further education courses for qualified coach educators.
- 2 They are open to at least all qualified coach educators registered with the convention party and to qualified coach educators from other convention parties within the limits set by Article 38 above.
- 3 Such national further education courses comprise at least 15 hours of training over three years. They may be broken down into a maximum of five modules on different days.
- 4 Neither an aptitude test nor an examination is required.

- 5 The participants who have completed the minimum hours as fixed by the convention party get a certificate of attendance, which renews their status as qualified coach educators for another three years.

Article 41

Further education for UEFA coaching diploma holders within the NCEP

- 1 Each convention party organises mandatory further education courses for UEFA coaching diploma holders within its NCEP.
- 2 They are open to at least all UEFA coaching diploma holders registered with the convention party and to UEFA coaching diploma holders from other Convention parties within the limits set by Article 38 above.
- 3 For all such further education courses, Article 27 applies.

Article 42

International courses

- 1 Coaching diploma or further education courses organised by a convention party or third party on the territory of another convention party or outside the territory of UEFA for non-resident candidates are not recognised by UEFA. The same applies to any UEFA coaching diploma and/or licence issued to participants of such courses.
- 2 No convention party may host UEFA coaching diploma courses for any other convention party or a third party without the prior approval of the Jira Panel.

- 3 Technical directors, coach education directors, qualified coach educators or UEFA coaching diploma holders are not entitled to run UEFA-endorsed coaching courses outside the UEFA CEP or their NCEP.
- 4 Convention parties and UEFA coaching diploma holders must inform UEFA immediately if they know of such courses being offered.

Article 43

NCEP re-evaluation

- 1 In order to maintain the credibility of the UEFA Coaching Convention and ensure continual NCEP quality control, each convention party is re-evaluated every three years according to the course calendar as determined by the Jira Panel.
- 2 If the person responsible for coach education within a convention party changes, this automatically necessitates an immediate re-evaluation.
- 3 Re-evaluations are based on up-to-date documentation and at least one visit by an evaluator.
- 4 Quality control questionnaires have been developed to aid the Jira Panel (see Annex H for a UEFA Pro diploma course example).
- 5 Irrespective of re-evaluations, any key NCEP changes must be communicated immediately to the Jira Panel, which may forward the information to the DTA Committee for approval if necessary.
- 6 Additional visits by Jira Panel members may be carried out, as appropriate.





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V.

Convention membership applications

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Article 44

Sequence of requests

- 1 A UEFA member association that wishes to run a UEFA coaching diploma course on its own territory may at any time submit a request to the FES Unit for the relevant convention membership status.
- 2 For non-convention parties, the first request must be for limited membership status at B level.
- 3 For convention parties, the request may be for more advanced membership status.
- 4 However, requests for full membership status may only be submitted by convention parties whose UEFA B and A diploma courses have been approved by the DTA Committee. Likewise, requests for limited membership status at A level may only be submitted by convention parties whose UEFA B diploma course has been duly approved.

Article 45

Formulation of requests

- 1 Applicant associations must submit written requests in any of UEFA's official languages with the following documents:
 - a) description of current NCEP;
 - b) detailed syllabus for the new diploma, in accordance with UEFA's minimum requirements;
 - c) technical department organisational chart and names, functions, tasks and qualifications of all involved;
 - d) current annual coaching course calendar and, in particular, a schedule for the course to be ratified.

- 2 The FES Unit verifies and confirms the completeness of the documentation with the applicant. It also provides information about the evaluation process and a provisional schedule.

Article 46

Submission to Jira Panel and evaluator

- 1 The FES Unit submits a complete request to the Jira Panel, which appoints an evaluator and deputy to deal with the application.
- 2 The evaluator examines the documentation against UEFA's minimum requirements as laid down in these Directives, holds preliminary meetings during the preparation phase and attends the first coaching diploma course/modules including assessments/examinations.
- 3 The evaluator further provides advice and support and may propose modifications and improvements and discuss details with the applicant's technical director, coach education director or qualified coach educators.
- 4 The evaluator produces a draft report detailing the work he has executed and his evaluation of the coaching diploma course in question.
- 5 The evaluator sends his draft report to the applicant for final comments, which must be provided within 30 working days.
- 6 The evaluator finalises his report and includes the applicant's final comments before submitting it to the Jira Panel for review and approval.
- 7 If the evaluator is unable to execute his tasks, his deputy takes over.

Article 47

Jira Panel evaluation

- 1 The Jira Panel has 120 working days to discuss the evaluator's course report, including the applicant's comments.
- 2 It approves the final wording of the report and forwards it, with its recommendation, to the DTA Committee. The Jira Panel's recommendation contains a statement of approval or refusal of the course in question.

Article 48

DTA Committee evaluation and decision

- 1 The DTA Committee meets to discuss a report approved by the Jira Panel and has full discretion to decide whether to approve the coaching diploma course in question.
- 2 The DTA Committee's decision is final.

Article 49

Approvals and refusals

- 1 The FES Unit forwards the DTA Committee's decision and confirmation of convention membership status to the applicant.
- 2 If a non-convention party's request is approved, it is invited to sign the UEFA Coaching Convention (Convention Contract). An existing convention party whose request for advanced status is approved gets a duly signed declaration from UEFA specifying its new convention membership status (see Annexes N and O).
- 3 In case of refusal, the evaluator presents the decision to the applicant's technical director, coach education director or qualified coach educators and proposes amendments. A re-evaluation may be requested the following year.
- 4 A new evaluation process starts with a new request from the applicant.
- 5 The Jira Panel is free to appoint a different evaluator and deputy for re-evaluations.





Coaching Convention

VI.

UEFA coaching diploma course admissions

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Article 50

Admission process

- 1 Convention parties must set up an efficient admission process for any UEFA coaching diploma courses they organise and designate a body that is competent to take final decisions.
- 2 Convention parties must provide qualified personnel to evaluate candidates on the basis of the different admission criteria and ensure the necessary football infrastructure is available for aptitude test days.
- 3 Only candidates who submit complete applications on time may be admitted to a course. The competent body has the discretion to grant short deadline extensions.
- 4 The FES Unit may provide templates and forms for different admission criteria.
- 5 A final decision must be forwarded to the candidate.
- 6 A candidate who fails twice the aptitude test to get a place on a course for the same UEFA coaching diploma must wait at least three years before applying for an equivalent course organised by any convention party.

Article 51

Admission criteria

- 1 In order to be admitted to any UEFA coaching diploma course, candidates must:
 - a) submit an application form;
 - b) pay the admission fee;
 - c) confirm practical experience at current coaching level.
- 2 The convention party may further require from a candidate to pass a mandatory aptitude test. Only candidates who fulfil requirements a) to c) are invited to sit such aptitude test, which takes place at a venue with the necessary football infrastructure.
- 3 For UEFA Pro diploma courses, candidates further undergo a competence assessment, which relates to knowledge, skills, attitude and personal qualities.
- 4 Such competence assessment may be carried out by qualified coach educators holding the UEFA Pro diploma and duly appointed by the technical director or coach education director, as decided by the convention party.
- 5 If a coach's licence and/or diploma is revoked by the competent body of the convention party concerned, this coach is barred for at least three years from applying to attend a new coaching diploma course to re-obtain the diploma/licence.

Article 52

Application form

- 1 Convention parties produce application forms with which candidates must provide personal and football-related information.
- 2 Application forms must be drafted in the convention party's official language(s) and published on its website.
- 3 Candidates must complete and submit an application form by the given deadline.
- 4 Completed application forms must be addressed to the headquarters of the convention party where the candidate has permanent residency (for UEFA B diploma course) or to the convention party organising the course (for any further UEFA coaching diploma course).
- 5 Candidates must provide all evidence required by the convention party and submit the required documents (e.g. proof of permanent residency).
- 6 Candidates sign the application form to confirm they accept the application procedure and admission requirements as well as any other provisions defined by the convention party concerned.



Article 53

Admission fee

- 1 A convention party may request a reasonable admission fee for each course it organises.
- 2 In order to be admitted candidates must make the payment at least 30 days before the course starts.
- 3 Candidates who fail to pay the admission fee on time are not admitted to the course.
- 4 Admission fees are, as a rule, not refunded to candidates who are not admitted.

Article 54

Practical football experience

- 1 Candidates must demonstrate practical experience in football and/or coaching on the territory of the course organiser.
- 2 Written confirmation from a football club or other recognised football organisation of a candidate's practical experience must be attached to the application form.
- 3 Written confirmation of practical experience must include the candidate's function, responsibilities and activities and the length of his mandate/contract. If he has coached a team, the name of the team as well as the age group must be indicated.

Article 55

Aptitude test

- 1 To be admitted to a UEFA coaching diploma course, candidates may be asked to sit an aptitude test prepared by the convention party organising the course. The full test may comprise a maximum of three parts:
 - a) physical test;
 - b) practical football test (technical and teaching demonstration);
 - c) theory test.
- 2 All aptitude tests must be approved by the Jira Panel in advance.
- 3 In order to pass each part of the aptitude test, candidates must achieve at least 50% of the maximum available points.
- 4 A convention party organising a course holds aptitude tests on specific days during the season, as announced in their national coaching course calendar. Where coaching course modules last more than ten days, the first day may be scheduled as the aptitude test day.
- 5 Candidates who cannot complete the physical and/or practical test due to health problems or serious injury may repeat the test within the next six months. The convention party may also ask for a doctor's certificate.
- 6 Candidates who fail the aptitude test before the course starts are not admitted to the course.
- 7 Failed aptitude tests can be repeated in accordance with the terms (e.g. frequency and waiting period) defined by the convention party in its NCEP.





Coaching Convention

VII

UEFA coaching diploma course assessment

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Article 56

Assessment criteria

- 1 To receive a UEFA coaching diploma, candidates must:
 - a) achieve the required course attendance record and
 - b) achieve the necessary marks in all required assessments/examinations.
- 2 The convention party gives details of all the specific attendance and assessment/examination requirements.

Article 57

Attendance

- 1 Candidates must attend all units in the course programme.
- 2 Qualified coach educators evaluate each candidate during the course.
- 3 Absence at short notice may only be authorised by the qualified coach educators in serious cases (health problems, family reasons, etc.).
- 4 If a participant's authorised absence exceeds 10% of the course, he must retake the whole course.
- 5 Upon written and well-founded request, the convention party may allow a candidate to make up missed units on one of its next courses at the same level. However, all missed units must be made up within two years and cannot be split across more than one additional course.

Article 58

Assessment and examination

- 1 A convention party may give candidates assessments or examinations on the following topics:
 - a) practical coaching assignment;
 - b) theory of coaching/management;
 - c) Laws of the Game;
 - d) match/training analysis;
 - e) thesis/special study about child/player development;
 - f) background report during internship;
 - g) logbook of coaching activities.
- 2 The convention party may add other assessments or examinations to its coaching diploma courses (e.g. psychological, physiological, medical tests), but must inform the evaluator.
- 3 The convention party decides which of the aforementioned assessments/examinations are mandatory for each of its UEFA coaching diploma courses in accordance with these Directives.
- 4 A practical coaching assignment is a training session prepared and run by a course participant with available players.
- 5 Theory of coaching/management is tested in a written examination with questions prepared by the qualified coach educators.
- 6 Knowledge of the Laws of the Game is tested in a written examination (incl. multiple-choice questions).
- 7 Match/training analysis is a practical exercise where the candidate observes a training session or match and produces a report.
- 8 A thesis/special study on child/player development is a substantial work on a coaching topic (e.g. tactics) submitted within the deadline fixed by the convention party, which may not exceed one year after the end of the course. A participant may propose a topic during the course, for approval by the qualified coach educators.
- 9 A background report is a document containing a participant's conclusions and observations on the work of a team and coaches he has monitored during his internship.
- 10 A logbook of coaching activities is a diary of the experiences gathered by a participant during the course.
- 11 Failed assessments/examinations can be repeated no more than twice. The convention party defines in its NCEP the requirements and deadline for partial or full reassessment/re-examination. Such deadline may not be more than two years after the failed assessment/examination. If a candidate fails an assessment/examination three times, he must retake the whole coaching diploma course after the defined waiting period has elapsed.



Article 59

Internship

- 1 Participants of a UEFA Pro diploma course must complete an internship, the length of which is determined by the convention party organising the course with a minimum of 48 internship hours.
- 2 The internship is where the participant observes the first squad of one or more professional clubs or representative teams of a UEFA member association during their training and/or matches.
- 3 The qualified coach educator for the course assesses the background report.

Article 60

Marking system

- 1 Convention parties must define suitable marking systems for their courses.
- 2 As an example, the following UEFA marking system could be used for each aptitude test and assessment/examination:
 - a) Very good = 4 points (maximum);
 - b) Good = 3 points;
 - c) Satisfactory = 2 points;
 - d) Unsatisfactory = 1 point (minimum).
- 3 Whatever the marking system, participants must achieve at least 50% of the maximum points available to pass an aptitude test or assessment/examination.

Article 61

Course completion and decisions

- 1 Qualified coach educators complete an evaluation form for each participant, with the results of the aptitude test and assessments/examinations, an attendance record and the total number of points achieved compared with the maximum available.
- 2 Within 30 working days of the end of the course (including completion of the internship or submission of the thesis, if applicable), the convention party's technical department gives each participant his results, a copy of the marks given and his internship evaluation (if applicable), as well as a diploma certificate and a licence if successful.
- 3 A participant that fails may appeal against the qualified coach educator's decision within ten working days of receiving his results. Appeals are submitted to the convention party's examination board in writing.

Article 62

Examination board

- 1 The technical director or coach education director, as decided by the convention party organising the UEFA coaching diploma course, sets up an examination board comprising an appropriate number of experts with the necessary coaching qualifications. UEFA recommends that at least five experts be appointed.
- 2 At least one examination board member must be present at the aptitude test and assessments/examinations. His role is to monitor and write a report on the execution of the tests. He may not at the same time evaluate course participants.
- 3 The examination board also deals with any appeals by participants who fail an aptitude test or an assessment/examination. One or three members (number defined by the convention party) who were not monitors of the course in question form an appeals body that decides on the merits of the appeal.
- 4 The technical director or coach education director, as decided by the convention party, appoints examination board members to the ad hoc appeals body on a case by case basis.
- 5 The appeals body may decide after deliberation that:
 - a) an assessment/examination was passed;
 - b) an assessment/examination was failed;
 - c) an assessment/examination may be retaken (in part or in full).
- 6 If an assessment/examination is to be retaken, the appeals body may fix a deadline for the re-sit.
- 7 The appeals body's decision is final.

Article 63

Active coaching

- 1 A UEFA coaching licence holder undertakes to coach a football team affiliated to a convention party (club, UEFA member association or other football organisation recognised by the convention party).
- 2 One year's active coaching is the minimum requirement for admission to a UEFA coaching diploma course at the next level up. In special circumstances the convention party may ask the Jira Panel to reduce this required minimum period of one year, in particular when reality-based learning programmes are used by the convention party and where their course candidates are based at clubs for a specific period of time.
- 3 Candidates are responsible for proving practical work experience by means of an employment contract or other appropriate documentation.





Coaching Convention

VIII

UEFA coaching diploma course eligibility and content

Article 64	
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Article 65	
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Article 66	
UEFA Pro diploma	72
Article 67	
UEFA Elite Youth A diploma	73



Article 64

UEFA B diploma

- 1 To be admitted to a UEFA B diploma course candidates must have:
 - a) a preliminary coaching licence if required by the convention party organising the course (e.g. national C licence issued under the UEFA Grassroots Charter or equivalent educational coaching diploma issued by the convention party);
 - b) at least one year's experience as coach or at least five years' experience as player;
 - c) passed the aptitude test set by the convention party (if applicable; see Article 55).
- 2 The detailed minimum course content defined in Annex I applies.

Article 65

UEFA A diploma

- 1 To be admitted to a UEFA A diploma course candidates must have:
 - a) a valid UEFA B licence or equivalent coaching diploma approved by UEFA;
 - b) at least one year's coaching experience as a UEFA B licence holder (see Article 63);
 - c) passed the aptitude test set by the convention party (if applicable; see Article 55).
- 2 The detailed minimum course content defined in Annex J applies.

Article 66

UEFA Pro diploma

- 1 To be admitted to a UEFA Pro diploma course candidates must have:
 - a) a valid UEFA A licence or equivalent coaching diploma approved by UEFA;
 - b) at least one year's coaching experience as a UEFA A licence holder (see Article 63);
 - c) passed the aptitude test set by the convention party (if applicable; see Article 55);
 - d) passed the competence assessment set by the convention party (see Article 51 (3)).
- 2 The detailed minimum course content defined in Annex K applies.

Article 67

UEFA Elite Youth A diploma

- 1 To be admitted to a UEFA Elite Youth A diploma course candidates must have:
 - a) a valid UEFA B licence, UEFA A licence or equivalent coaching diploma approved by UEFA;
 - b) at least one year's coaching experience as a UEFA B or A licence holder (see Article 63);
 - c) passed the aptitude test set by the convention party (see Article 55).
- 2 The detailed minimum course content defined in Annex L applies.



Coaching
Programme



Coaching Convention

IX.

National coaching diploma compliance with UEFA diplomas

Article 68

Upgrading courses for existing national coaching qualifications

63



Coaching Convention

Article 68

Upgrading courses for existing national coaching qualifications

- 1 Holders of national coaching diplomas that do not comply with UEFA's minimum requirements may attend upgrading courses to achieve the corresponding UEFA coaching diploma.
- 2 At any time, a convention party may request that the Jira Panel assesses an upgrading course for any UEFA coaching diploma within the UEFA CEP.
- 3 The convention party must provide the necessary documentation on the upgrading course. An evaluator assesses the proposed course, which must be approved by the Jira Panel before it is announced. The evaluator attends the course and monitors the modules (including the assessment/examinations).
- 4 For diploma upgrades, the following applies and must be taken into account:
 - a) upgrading on the basis of coaching experience alone is not allowed;
 - b) UEFA may provide upgrading course models to assist convention parties;
 - c) convention parties may organise their own courses but the proposed methodology must be submitted to the Jira Panel for prior approval;
 - d) technical units which did not exist under the previous system must be identified;
 - e) modules must be drawn up accordingly;
 - f) licensed coaches must make up the content during a further education course or other similar means;
 - g) module timetables must be defined;
 - h) participants must be continuously assessed by qualified coach educators for the entire additional training period (in particular in practical units);
 - i) participants must keep a logbook of their training work in each module;
 - j) the candidates' practical experience under previous systems should be taken into account when designing the course;
 - k) the Jira Panel needs a guarantee about the quality of the teaching methods used.
- 5 Convention parties may issue the corresponding UEFA coaching diploma to participants of upgrading courses approved by the Jira Panel.





Coaching Convention

X.

Amending criteria for UEFA coaching diplomas

Article 69

Updating UEFA coaching diploma requirements

67



Coaching Convention

Article 69

Updating UEFA coaching diploma requirements

- 1 UEFA reserves the right to update its minimum requirements for each of the UEFA coaching diplomas within the UEFA CEP at any time. Updates proposed by the Jira Panel must be approved by the DTA Committee.
- 2 The FES Unit communicates any amendments to all convention parties before they enter into force. As a rule, such information is issued at least 12 months before the amendments enter into force.
- 3 Convention parties are invited to update their coaching diploma courses accordingly and provide the Jira Panel with the necessary documentation.
- 4 For updates of UEFA's minimum requirements, the following applies and must be taken into account:
 - a) UEFA may provide update models to assist convention parties;
 - b) Convention parties may organise their own courses but the proposed methodology must be submitted to the Jira Panel for prior approval.
- 5 The Jira Panel must approve any updated courses proposed by convention parties before they are announced. An evaluator may monitor the updated courses.
- 6 Holders of existing UEFA coaching diplomas may be required to attend an updated UEFA diploma course in order to keep their UEFA licence.
- 7 Updates may also be integrated into further education courses.





Coaching Convention

XI.

Convention party issuing duties

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Coaching Convention

Article 70

UEFA coaching diplomas and licences

- 1 The FES Unit authorises the convention parties to issue UEFA B diplomas, UEFA A diplomas, UEFA Elite Youth A diplomas and UEFA Pro diplomas as well as the corresponding licences in accordance with their convention membership status.
- 2 To facilitate the mutual recognition of UEFA coaching diplomas, the FES Unit provides the convention parties with standard templates for UEFA coaching diploma certificates and corresponding licences, containing the logos of UEFA (Annex F) and the relevant UEFA member association and the master text to be used (see Annex E).
- 3 The diploma certificate contains the following information (see example in Annex E):
 - a) coach's first name, family name and date and place of birth (alternative: place of origin);
 - b) title of national diploma as defined by the convention party (e.g. FA Pro Coaching Award);
 - c) title of equivalent UEFA diploma (e.g. UEFA Pro diploma);
 - d) electronic signatures of the convention party representatives (e.g. president, general secretary and technical director/coach education director);
 - e) place and date of issue.
- 4 The convention party is required to use the templates issued electronically by UEFA.
- 5 The licence is in the form of an ID card and contains the following (see example in Annex E):
 - a) coach's first name, family name and date and place of birth (alternative: place of origin);
 - b) title of national diploma as defined by the convention party (e.g. FA Pro Coaching Award);
 - c) title of equivalent UEFA diploma (e.g. UEFA Pro diploma);
 - d) UEFA Coaching Convention logo (Annex F);
 - e) Convention party logo including name of association;
 - f) licence number in digits;
 - g) expiry date (until dd/mm/yyyy);
 - h) photo of licence holder;
 - i) the following text on the back: *"The holder of this [level of diploma] is authorised to coach, in accordance with the UEFA Coaching Convention, on the territory of [name of convention party] as well as within all other associations which have signed the UEFA Coaching Convention."*;
 - j) the following text on the back: *"This licence may not be transferred to a third party."*;
 - k) electronic signature of convention party representatives (e.g. president, general secretary and technical director/coach education director).
- 6 The convention party may require a reasonable licence fee from the successful candidate in order to issue the diploma certificate and corresponding licence.



Article 71

Convention party input

- 1 Convention parties may at any time submit proposals for improvements to the UEFA Coaching Convention.
- 2 All proposals must be made in writing and submitted to the FES Unit with a short reasoning.
- 3 The FES Unit submits requests to the competent body, i.e. the Jira Panel, DTA Committee and/or UEFA Executive Committee, if appropriate.

Article 72

Information flow

- 1 The FES Unit and the convention parties ensure information flows between them.
- 2 The FES Unit regularly updates the convention parties about coaching news and developments.
- 3 Available documents are distributed through UEFA circular letters or other means.
- 4 Convention parties must ensure a regular exchange of information between themselves and reply promptly to requests submitted by other convention parties and/or UEFA.
- 5 Convention parties must also inform potential candidates about the coaching diploma system.

Article 73

Coach database and statistics

- 1 Each convention party must set up and regularly update an NCEP database that provides the following information on each of its registered UEFA coaching diploma holders as well as the qualified coach educators:
 - a) personal data of diploma holder (first name, family name, date and place of birth (alternative: place of origin), permanent residency, nationality and languages);
 - b) diploma(s) achieved (date(s) of issue);
 - c) licence held (date of issue and expiry);
 - d) evaluation form from each course attended;
 - e) activities executed as a UEFA-licensed coach (club(s)/team(s) and duration of mandate(s));
 - f) date and place of further education courses attended.
- 2 Upon written request by FIFA, UEFA, a convention party, a football club affiliated to a convention party or the UEFA coaching diploma holder himself, the initial convention party must promptly provide a copy of the requested information.
- 3 Convention parties must also submit statistics to the FES Unit, upon request and by the given deadline, such as:
 - a) number and kind of coaching courses organised during a specific period;
 - b) number of UEFA coaching diplomas issued at the different levels during a specific period (UEFA B diploma, UEFA A diploma, UEFA Elite Youth A diploma and UEFA Pro diploma);
 - c) total number of UEFA coaching diplomas issued, as at a fixed date (UEFA B diploma, UEFA A diploma, UEFA Elite Youth A diploma and UEFA Pro diploma);
 - d) number of UEFA coaching diploma course participants from another convention party;
 - e) number of coaches on their territory with non-UEFA diplomas that have not received UEFA recognition;
 - f) number of candidates on their territory who have not completed or passed a coaching course during a specific period;
 - g) number of qualified coach educators on their territory;
 - h) other data requested by the FES Unit.
- 4 As a rule, a coach is included in the statistics of his initial convention party.
- 5 Each coach may appear in the statistics of only one convention party.
- 6 If a coach attends a course on the territory of a convention party other than his initial one, he is counted in the yearly statistics of the convention party that organised the course.
- 7 Coaches are always categorised according to the highest UEFA diploma they have achieved (e.g. a coach who obtains a UEFA A diploma appears in the A diploma statistics of his initial convention party and must be deleted from the B diploma section).
- 8 A coach only appears in the statistics of the convention party that issued his highest UEFA coaching diploma. The latter informs the convention party that issued the coach's previous diploma about his new diploma status. Consequently, this coach will no longer appear in the statistics of the convention party where he obtained his previous diploma.
- 9 Further instructions in this respect may be issued by the FES Unit at any time.





Coaching Convention

XII.

Final provisions

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Article 74

Disciplinary provisions

Any breach of these Directives is penalised by UEFA in accordance with the UEFA Disciplinary Regulations, unless otherwise regulated.

Article 75

Annexes

All annexes to these Directives form an integral part thereof.

Article 76

Implementation

The FES Unit is entitled to take appropriate decisions to implement these Directives if the competence is not attributed to another UEFA body.

Article 77

Matters outside these Directives

Any matter not covered by these Directives is dealt with by the UEFA General Secretary after consultation with the DTA Committee.

Article 78

Authoritative version

If any discrepancies arise between the German, English or French wording of the Directives, the English version is authoritative.*

Article 79

Adoption, entry into force, abrogation and modification

- 1 These Directives were adopted by the UEFA General Secretary on 20 September 2010.
- 2 The Directives come into force on 1 October 2010.
- 3 They replace any previous provisions in this respect.

Article 80

Transitional provisions

- 1 Any issue occurring before these Directives come into force are dealt by the DTA Committee, which may apply the annexes of the UEFA Coaching Convention adopted in 2004. If any matter is not covered by these annexes, the DTA Committee decides according to right and justice.
- 2 As of 1 October 2010, any convention membership application submitted under the previous UEFA Coaching Convention is dealt with under the provisions of these Directives.

Nyon, 20 September 2010

Gianni Infantino
UEFA General Secretary





Coaching Convention

Annexes

Annex I:

Status of UEFA Coaching Convention membership as at 31 August 2010

Annex A:

UEFA Coach Education Programme pyramid

Annex B:

UEFA Coach Education Programme structure

Annex C:

UEFA Elite Youth A diploma obtainment routes

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UEFA cross-border education form

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Instructions on the use of UEFA coaching diploma (award) and licence (ID card) templates

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Annex K:

UEFA Pro diploma requirements

Annex L:

UEFA Elite Youth A diploma requirements

Annex M:

Futsal B diploma requirements

Annex N:

UEFA declaration of recognition of limited UEFA Coaching Convention membership status (at B and A level)

Annex O:

UEFA declaration of recognition of full UEFA Coaching Convention membership status

Annex P:

UEFA declaration of recognition of partnership status

Annex Q:

A brief history of the UEFA Coaching Convention



Annex 1:

Status of UEFA Coaching Convention membership as at 31 August 2010

No	Convention Signatory	UEFA B diploma ratification date	UEFA A diploma ratification date	UEFA Pro diploma ratification date
1	ALB	16/05/2005	12/12/2008	
2	AND	11/12/2003	13/07/2006	*
		*Partnership with Spain at UEFA Pro level		
3	ARM	13/07/2006	21/11/2008	
4	AUT	19/05/1999	19/05/1999	19/05/1999
5	AZE	08/11/2006	30/01/2008	
6	BEL	23/09/1999	23/09/1999	23/09/1999
7	BIH	19/01/2001	13/12/2002	04/10/2006
8	BLR	14/08/2006	30/01/2008	
9	BUL	07/02/2001	07/02/2001	24/04/2002
10	CRO	24/04/2002	24/04/2002	17/09/2003
11	CYP	24/04/2002	13/12/2002	**04/10/2010
12	CZE	23/09/1999	23/09/1999	23/09/1999
13	DEN	17/01/1998	17/01/1998	17/01/1998
14	ENG	24/06/1999	24/06/1999	08/11/2002
15	ESP	17/01/1998	17/01/1998	17/01/1998
16	EST	13/12/2002	11/12/2003	31/01/2008
17	FIN	24/06/1999	24/06/1999	24/04/2002
18	FRA	17/01/1998	17/01/1998	17/01/1998
19	FRO	31/10/2002	12/11/2007	
20	GEO	17/10/2003	12/12/2008	
21	GER	17/01/1998	17/01/1998	17/01/1998
22	GRE	11/12/2003	11/12/2003	09/03/2007
23	HUN	19/01/2001	19/01/2001	08/11/2002
24	IRL	16/05/2002	13/12/2002	29/10/2008
25	ISL	30/07/2003	26/01/2006	*
		*Partnership with England at UEFA Pro level		
26	ISR	22/08/2005	22/08/2005	31/10/2007
27	ITA	17/01/1998	17/01/1998	17/01/1998
28	KAZ	22/08/2005	14/08/2006	24/03/2010
29	LIE	*	*	*
		*Partnership with Switzerland at UEFA B level, UEFA A level and UEFA Pro level		
30	LTU	22/08/2005	12/11/2007	

No	Convention Signatory	UEFA B diploma ratification date	UEFA A diploma ratification date	UEFA Pro diploma ratification date
31	<i>LUX</i>	01/09/1999	01/09/1999	
32	<i>LVA</i>	22/08/2005	13/07/2006	
33	MDA	16/05/2005	30/01/2008	24/03/2010
34	MKD	31/10/2002	11/08/2004	04/10/2006
35	<i>MLT</i>	19/01/2001	24/04/2002	
36	<i>MNE</i>	12/12/2008		
37	NED	17/01/1998	17/01/1998	17/01/1998
38	NIR	31/10/2002	31/10/2002	16/12/2004
39	NOR	08/02/2001	08/02/2001	08/02/2001
40	POL	24/04/2002	24/04/2002	08/11/2002
41	POR	22/08/2005	26/01/2006	26/01/2006
42	ROU	21/06/2000	21/06/2000	16/12/2004
43	RUS	26/03/2006	26/03/2006	04/10/2006
44	SCO	13/04/2000	13/04/2000	13/04/2000
45	<i>SMR</i>	22/08/2005	*	*
		*Partnership with Italy at UEFA A level and UEFA Pro level		
46	SRB	17/10/2003	25/10/2004	04/10/2006
47	SUI	19/05/1999	19/05/1999	19/05/1999
48	SVK	17/09/2003	17/09/2003	17/09/2003
49	SVN	19/06/2000	19/06/2000	08/11/2002
50	SWE	23/09/1999	23/09/1999	23/09/1999
51	TUR	23/06/2007	12/11/2007	31/12/2008
52	UKR	13/12/2002	13/12/2002	16/12/2004
53	WAL	02/02/2000	02/02/2000	24/04/2002

In bold: Convention signatories with full membership status

In italics: Convention signatories with limited membership status

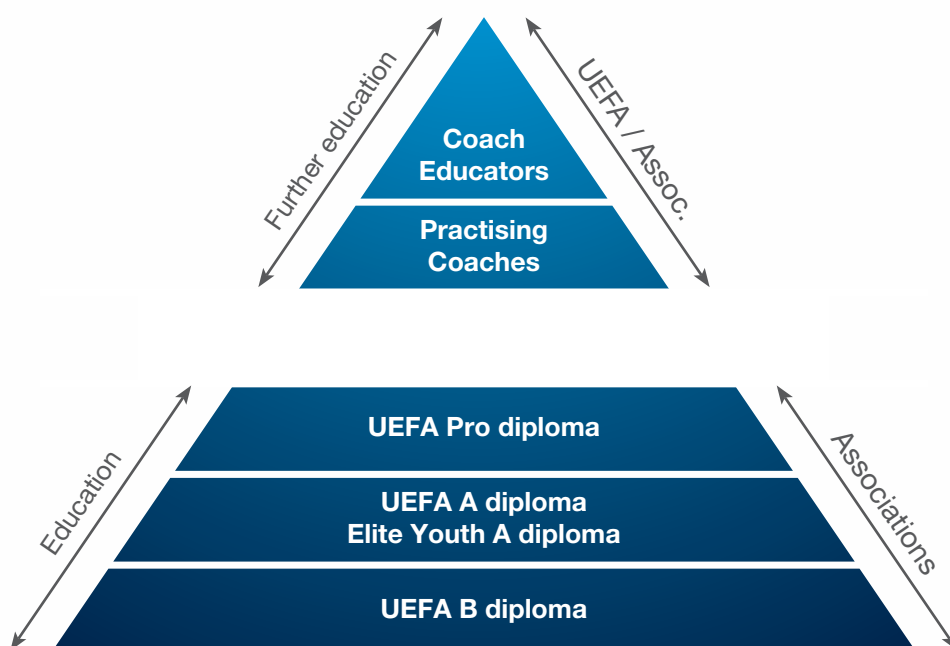
* Partnership agreements

** Subject to the approval of the UEFA Executive Committee on 4 October 2010



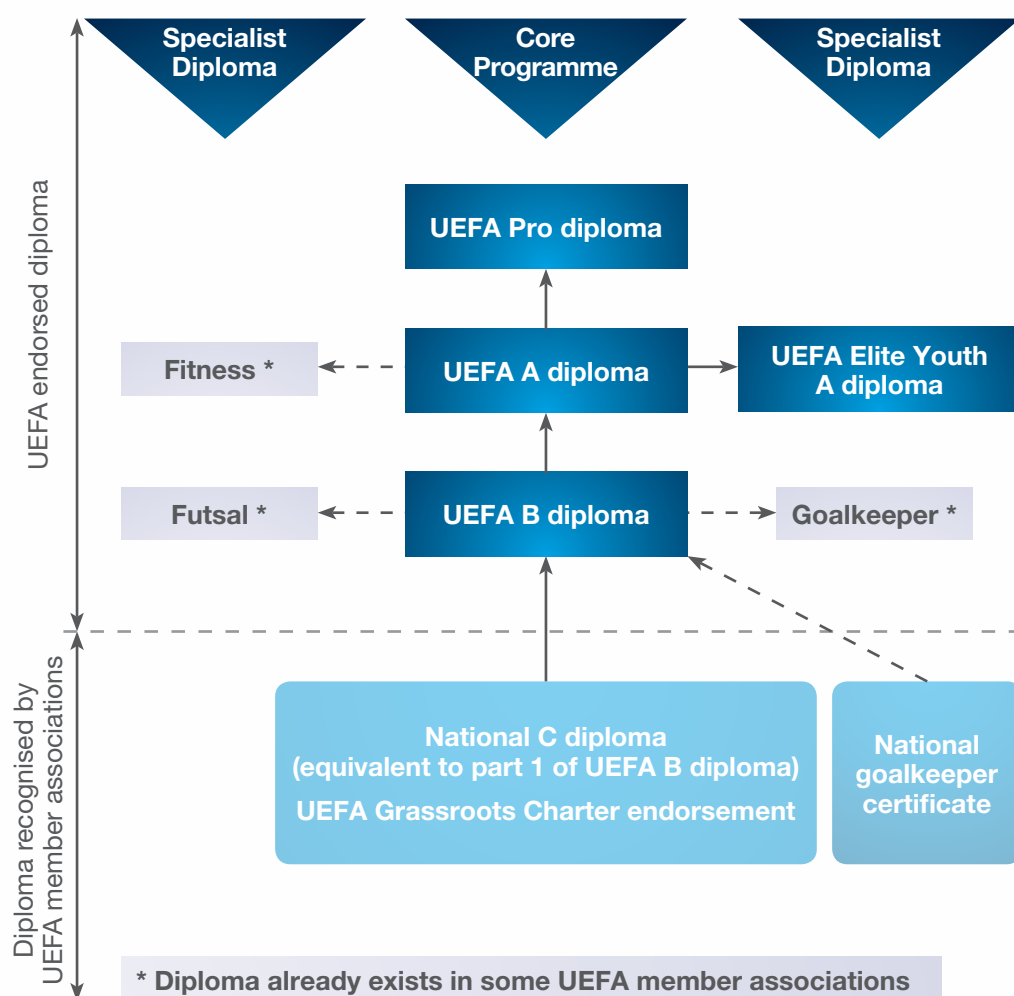
Annex A:

UEFA Coach Education Programme pyramid



Annex B:

UEFA Coach Education Programme structure





Annex C:

UEFA Elite Youth A diploma obtainment routes

There are two options available to get the UEFA Elite Youth A diploma:

Option 1:

Starting point is the UEFA A diploma: with additional and specific modules the UEFA Elite Youth A diploma can be achieved.

Option 2:

Starting point is the UEFA B diploma: with a full Elite Youth A diploma course the diploma can be achieved.

Option 1:



Option 2:



Annex D

UEFA cross-border education form

This form must be used by any candidate applying to participate in an education course organised by a convention party other than his initial one. The organising and initial convention parties must complete and exchange this form.

CANDIDATE

Surname:

First name:

Date and place of birth (alternative: place of origin):

Permanent place of residence:

Coach education/qualification:

.....

.....

Coaching experience/relationship to course-organising convention party:

.....

.....

COURSE-ORGANISING CONVENTION PARTY

Name:

Course level and dates which the candidate is applying for:

.....

We confirm that the above candidate has proven his/her linguistic proficiency.

It will allow him/her to participate in the course without the need for interpretation.

Place and date:

Stamp and signature of General Secretary [or equivalent]:

INITIAL CONVENTION PARTY

Name:

Remarks:

.....

.....

Objection/approval:

Place and date:

Stamp and signature of General Secretary [or equivalent]:



Annex E:

Instructions on the use of UEFA coaching diploma (award) and licence (ID card) templates

- 1 Each convention party has the right to use the official coaching diploma (awards) and licence (ID card) templates produced by UEFA.
- 2 The UEFA administration provides the convention party with a CD-Rom or other appropriate storage device containing templates and detailed instructions with regard to the inclusion of the UEFA Coaching Convention logo as well as the issuing of the UEFA diplomas and licences.
- 3 All artwork on the UEFA diplomas and licences, including the integrated UEFA logos, are the sole property of UEFA and may only be used in relation to the UEFA Coaching Convention.
- 4 The convention party must use the templates provided without any changes or modifications unless otherwise instructed or given prior written approval by the UEFA administration.
- 5 The convention party must archive the UEFA storage device provided carefully and safely (i.e. in a safe) and only a clearly defined number of people may be given permission to access and use it.
- 6 Upon request of the UEFA administration, the convention party must communicate the names of the people with access to the device as well as the name of the local supplier/printing company.
- 7 These instructions must be respected and draft diplomas/licences must be submitted to the UEFA administration for written approval.

Instructions for preparing UEFA diplomas

Replace with own national association logo

Cannot be changed

Coaching Convention

The Football Association

Example: The FA

Replace text with local translation

This is to certify that

Insert recipient's name

[First Name, Family Name]

Insert recipient's date and place of birth (alternative: place of origin)

Born on [dd/mm/yyyy] [in place of birth, Country/Origin]

Replace text with local translation

has successfully completed the

Replace with title if applicable

[FA PRO Coaching Award]

Cannot be changed

UEFA Pro Diploma

Insert applicable title

[President]

[General Secretary]

[Technical Director/Coach Education Director]

Insert actual signatures

Signature A

Signature B

Signature C

Insert First Name and Family Name

[First Name, Family Name]

[First Name, Family Name]

[First Name, Family Name]

Insert place and date of issue

[Place] [dd/mm/yyyy]



Coaching Convention

Further UEFA diplomas

 **Coaching Convention**

Place association logo within this area

This is to certify that

[First Name, Family Name]
[dd/mm/yyyy] and [Place of Birth/Country]

has successfully completed the

[Name of Association's Award]
UEFA B Diploma

[President] [General Secretary] [Technical Director/Coach Education Director]

Signature A *Signature B* *Signature C*

[First Name, Family Name] [First Name, Family Name] [First Name, Family Name]

[Place] [dd/mm/yyyy]

 **Coaching Convention**

Place association logo within this area

This is to certify that

[First Name, Family Name]
[dd/mm/yyyy] and [Place of Birth/Country]

has successfully completed the

[Name of Association's Award]
UEFA A Diploma

[President] [General Secretary] [Technical Director/Coach Education Director]

Signature A *Signature B* *Signature C*

[First Name, Family Name] [First Name, Family Name] [First Name, Family Name]

[Place] [dd/mm/yyyy]

 **Coaching Convention**

Place association logo within this area

This is to certify that

[First Name, Family Name]
[dd/mm/yyyy] and [Place of Birth/Country]

has successfully completed the

[Name of Association's Award]
UEFA Elite Youth A Diploma

[President] [General Secretary] [Technical Director/Coach Education Director]

Signature A *Signature B* *Signature C*

[First Name, Family Name] [First Name, Family Name] [First Name, Family Name]

[Place] [dd/mm/yyyy]

 **Coaching Convention**

Place association logo within this area

This is to certify that

[First Name, Family Name]
[dd/mm/yyyy] and [Place of Birth/Country]

has successfully completed the

[Name of Association's Award]
UEFA Pro Diploma

[President] [General Secretary] [Technical Director/Coach Education Director]

Signature A *Signature B* *Signature C*

[First Name, Family Name] [First Name, Family Name] [First Name, Family Name]

[Place] [dd/mm/yyyy]

Instructions for preparing UEFA licenses

Front

Replace with own national association logo

Insert the title of own national association award

Cannot be changed

Cannot be changed

Example: The FA

Cannot be changed

*Replace with local translation

Cannot be changed

*Replace with local translation

Cannot be changed

*Replace with local translation

Alternative: Place of origin

*Replace with local translation

Cannot be changed

*Replace with local translation

Cannot be changed

*Replace with local translation

Insert recipient's details

Place recipient's photo here

Back

Replace with name of own national association

Text cannot be changed

Insert actual title

Insert actual signatures

Insert First Name and Family Name

or 'Coach Education Director', where applicable



Coaching Convention

Further licenses

 **Name of Association's Award**
UEFA B Licence

Place association logo within this area

Family name: (Local translation) [Family name]
First name: (Local translation) [First name]
Date of birth: (Local translation) [dd/mm/yyyy]
Place of birth: (Local translation) [Place of Birth]
Licence no. (Local translation) 000000000
Valid until: (Local translation) [dd/mm/yyyy]

Place photo within this area

The holder of this UEFA B licence is authorised to coach, in accordance with the UEFA Coaching Convention, on the territory of The Football Association, as well as within all other associations which have signed the UEFA Coaching Convention.
This licence may not be transferred to a third party.

[Insert text above with local translation]

[President] [General Secretary] [Technical Director]

Signature A Signature B Signature C

[First Name, Family Name] [First Name, Family Name] [First Name, Family Name]

 **Name of Association's Award**
UEFA A Licence

Place association logo within this area

Family name: (Local translation) [Family name]
First name: (Local translation) [First name]
Date of birth: (Local translation) [dd/mm/yyyy]
Place of birth: (Local translation) [Place of Birth]
Licence no. (Local translation) 000000000
Valid until: (Local translation) [dd/mm/yyyy]

Place photo within this area

The holder of this UEFA A licence is authorised to coach, in accordance with the UEFA Coaching Convention, on the territory of The Football Association, as well as within all other associations which have signed the UEFA Coaching Convention.
This licence may not be transferred to a third party.

[Insert text above with local translation]

[President] [General Secretary] [Technical Director]

Signature A Signature B Signature C

[First Name, Family Name] [First Name, Family Name] [First Name, Family Name]

 **Name of Association's Award**
UEFA Elite Youth A Licence

Place association logo within this area

Family name: (Local translation) [Family name]
First name: (Local translation) [First name]
Date of birth: (Local translation) [dd/mm/yyyy]
Place of birth: (Local translation) [Place of Birth]
Licence no. (Local translation) 000000000
Valid until: (Local translation) [dd/mm/yyyy]

Place photo within this area


The holder of this UEFA Elite Youth A licence is authorised to coach, in accordance with the UEFA Coaching Convention, on the territory of The Football Association, as well as within all other associations which have signed the UEFA Coaching Convention.
This licence may not be transferred to a third party.

[Insert text above with local translation]

[President] [General Secretary] [Technical Director]

Signature A Signature B Signature C

[First Name, Family Name] [First Name, Family Name] [First Name, Family Name]

 **Name of Association's Award**
UEFA Pro Licence

Place association logo within this area

Family name: (Family name)
First name: (First name)
Date of birth: (Date of birth) [dd/mm/yyyy]
Place of birth: (Place of birth) [Place of Birth]
Licence no. (Licence no.) 000000000
Valid until: (Valid until) [dd/mm/yyyy]

Place photo within this area

The holder of this UEFA Pro licence is authorised to coach, in accordance with the UEFA Coaching Convention, on the territory of The Football Association, as well as within all other associations which have signed the UEFA Coaching Convention.
This licence may not be transferred to a third party.

[Insert text above with local translation]

[President] [General Secretary] [Technical Director]

Signature A Signature B Signature C

[First Name, Family Name] [First Name, Family Name] [First Name, Family Name]

Annex F:

Terms and conditions of UEFA Coaching Convention logo use

- 1 Each convention party may use the UEFA Coaching Convention logo for their own convention-related communication and promotional purposes, subject to the prior written approval of the UEFA administration.
- 2 The four different UEFA Coaching Convention logos are the sole property of UEFA and are made available to convention parties as follows:
 - a) Two logos in colour:
- 3 The convention party may print its own logo on its communication material using the same layout as the UEFA Coaching Convention logo. However, the convention party cannot build a composite logo with its own logo and the UEFA Coaching Convention logo in one box or otherwise linked to each other.
- 4 Any commercial usage is prohibited. No UEFA Coaching Convention logo may be used by any third party, which includes convention party sponsors.



- b) Two logos in black and white:



- -
 -
 -
 - 5 No modifications, deletions or additions may be made to these UEFA logos (including changes of colour and of spacing between the graphic elements).
 - 6 No derivatives of the UEFA Coaching Convention logos may be produced.
 - 7 Only the UEFA Coaching Convention logos as presented above may be used. Neither the UEFA roundel, nor the UEFA arch nor the wording "Coaching Convention" may be used separately or be linked to any other logo or third party.
 - 8 All intended uses of the UEFA Coaching Convention logos must be submitted to the UEFA administration for prior written approval.
 - 9 For the internet, the UEFA Coaching Convention logos must be used in a purely editorial manner, away from any third party advertising and in a clearly delineated area linked to www.uefa.com.
 - 10 All proposed web pages must be submitted to the UEFA administration, with an explanation of the intended use of the UEFA Coaching Convention logos, for prior written approval.



Coaching Convention

Annex G:

Certificate of attendance

Certificates of attendance must be issued by any convention party organising a further education course for qualified coach educators or UEFA coaching diploma holders.



The certificate template features a blue and white design with a large blue wave graphic. At the top left is the UEFA logo and the text 'Coaching Convention'. At the top right is the The Football Association logo and the text 'The Football Association'. The main title 'Certificate of Attendance' is centered in a large blue font. Below the title, the text reads: 'This is to certify that: [First Name, Family Name] attended the [Title of Course/Further Education Event] From [dd/mm/yyyy] To [dd/mm/yyyy] [City, Country] Total number of hours:'. Below this, a note states: 'This certificate is to be recognised as further education in accordance with the UEFA Directives.' At the bottom, there are three signature lines, each with a placeholder for a signature and a name: '[Signature A] [First Name, Family Name]', '[Signature B] [First Name, Family Name]', and '[Signature C] [First Name, Family Name]'. Below the signature lines is a placeholder for the date: '[Place] [dd/mm/yyyy]'.

UEFA Coaching Convention

The Football Association

Certificate of Attendance

This is to certify that:

[First Name, Family Name]

attended the

[Title of Course/Further Education Event]

From [dd/mm/yyyy] To [dd/mm/yyyy]

[City, Country]

Total number of hours:

This certificate is to be recognised as further education in accordance with the UEFA Directives.

[President] [General Secretary] [Coach Education Director]

Signature A Signature B Signature C

[First Name, Family Name] [First Name, Family Name] [First Name, Family Name]

[Place] [dd/mm/yyyy]

Instructions for preparing certificates of attendance

Insert own national association logo

Place association logo within this area

Replaced by local translation

Replaced by local translation

Insert First Name and Family Name

Replaced by local translation

Insert title of course or further education event

Insert start and end dates

Replaced by local translation

Insert city and country

Insert total number of hours completed for the course

Replaced by local translation

Replaced by local translation

Insert actual titles

Insert actual signatures

Insert First Name and Family Name

Insert place and date of issue

Coaching Convention

Certificate of Attendance

This is to certify that:

[First Name, Family Name]

attended the

[Event Title]

From [dd/mm/yyyy] To [dd/mm/yyyy]

[City, Country]

Total number of hours:

This certificate is to be recognised as further education in accordance with the UEFA Directives.

[President] [General Secretary] [Coach Education Director]

Signature A Signature B Signature C

[First Name, Family Name] [First Name, Family Name] [First Name, Family Name]

[Place] [dd/mm/yyyy]

Except where indicated in red, no changes can be made to the certificate



Annex H:

Re-evaluation form for evaluators

The appointed evaluator uses a questionnaire during the re-evaluation of a convention party. The following questionnaire applies for the UEFA Pro diploma:

Jira Panel

Pro diploma

QUALITY CONTROL QUESTIONNAIRE

Re-evaluated association:

Original admission date:

Jira Panel member:

Date:

- 1 How is the Pro diploma course anchored in the member association structure (please provide organisation chart)?
- 2 Please give the name of the persons in charge of the coach education programme, their qualification and their exact function within the association:
 - a) Surname, first name:
 - b) Qualification:
 - c) Function within the association:
 - d) Please provide the name of the higher controlling body:
- 3 Is the Pro diploma offered by the association legally recognised (by the state), and does the association have sole – independent – responsibility for the course organisation and content?
- 4 Does the association have the exclusive right to train football coaches on its territory?
- 5 Is the Pro diploma compulsory for top division clubs' first team coaches?
- 6 If yes, what measures (sanctions) are taken against clubs or coaches who do not respect this rule?

- 7 How often are Pro diploma courses held?
- 8 What are the requirements to be met by Pro diploma course candidates?
 - a) Experience as a player:
 - b) Experience as a coach:
 - c) Aptitude test:
 - d) Previous education or training:
- 9
 - a) How many professional clubs are registered with your association?
 - b) How many division(s) (please name them)?
 - c) How many clubs in each division?
 - d) How many coaches have a valid Pro diploma?
 - e) What is the maximum number of candidates admitted to a course and the percentage in relation to the number of professional clubs?
 - f) What is the minimum number of candidates required to hold a course?
- 10
 - a) How are the courses organised: modules, weekly blocks, etc., total number of hours, exact duration (please attach a detailed course schedule)?
 - b) What are the topics that are addressed to cover the latest developments in professional football (findings based on major international competitions)?
 - c) What kind of teams are used for the practical sessions (professional, U19, U17, other)?
 - d) What kind of teams are used for the practical exams (professional, U19, U17, other)?
- 11 What criteria must be met for successful completion of the course?
 - a) Attendance:
 - b) Theory exams:
 - c) Practical exams:
 - d) Course logbook/thesis:
 - e) Internship report:
 - f) Other:
- 12 What are the rules concerning licence validity periods?
- 13 How extensive is the mandatory further training (number of hours and intervals); what disciplinary measures are taken if the requirements are not met?
- 14 On what conditions are applicants with permanent residency in another country admitted to a course; is the number limited?



Annex I:

UEFA B diploma requirements

Each UEFA B diploma course must have the following minimum content:

UEFA B DIPLOMA – Basic Coaching Award	
	Duration
A. THEORY UNITS	minimum 48 hrs
1. Football Knowledge <ul style="list-style-type: none">- Reading the Game (basic)- Match Analysis Guidelines- Principles of Play (depth, width, etc.)- Basic Techniques/Tactics/Strategies- Player Development Phases	
2. Leadership/Management <ul style="list-style-type: none">- The Role of the Coach (e.g. aims)- Leadership Principles- Planning (e.g. training sessions)- Use of Resources (e.g. equipment)- The Foundations of Team Building	
3. Basic Football Physiology/Football Medicine <ul style="list-style-type: none">- First Aid- Fundamentals of Diet/Fluid Intake- Principles of Fitness Training (youth and adult)- Player Physiology- Child and Youth Development (physical and psychological)	
4. Teaching Methods <ul style="list-style-type: none">- Principles of Teaching (e.g. feedback)- Organising Practices and Games- Styles of Instruction- Dos and Don'ts of Coaching	
5. Laws of the Game <ul style="list-style-type: none">- Role of the Referee- The 17 Laws- Fair Play Principles	

UEFA B DIPLOMA – Basic Coaching Award (cont.)	
	Duration
B. PRACTICAL UNITS	minimum 72 hrs
1. Technical/Tactical	
<ul style="list-style-type: none"> - Team Organisation (including small-sided games) - Positional Training (e.g. striker) - Principles of Goalkeeping - Individual Skills - Group Tactics (e.g. overlap) - Basic Strategies 	
2. Football Fitness	
<ul style="list-style-type: none"> - Warm-ups/Cool-downs - Basic Endurance Training - Basic Speed/Speed Endurance - Flexibility - Strength - Coordination - Recovery 	
3. Teaching Practice	
<ul style="list-style-type: none"> - Coaching in the Game (especially small-sided games) - Basic Coaching Themes (e.g. crossing and finishing) - Technical/Tactical Practices (e.g. 1v1) - Drills (e.g. shooting) 	
C. ASSESSMENTS/EXAMINATIONS	min. 3 hrs per candidate
1. Practical Coaching Assignment	1 hour
<ul style="list-style-type: none"> - Youth and Amateur Levels – Coaching in the Game - Youth and Amateur Levels – Training Sessions (including demonstration ability) 	
2. Theory of Coaching	1 hour
<ul style="list-style-type: none"> - Football Knowledge - Team Leadership - Basic Football Physiology - Teaching Methods 	
3. Laws of the Game (basic)	1 hour
4. Logbook of Coaching Activities	
TOTAL HRS	minimum 123 hrs



Annex J:

UEFA A diploma requirements

Each UEFA A diploma course must have the following minimum content:

UEFA A DIPLOMA – Advanced Coaching Award	
	Duration
A. THEORY UNITS	minimum 48 hrs
1. Football Knowledge <ul style="list-style-type: none">- Reading the Game (group & team play)- Formations/Playing Systems- Technical/Tactical Themes (e.g. counterattack)- Set Play- Goalkeeper Training- Types of Analysis (e.g. scouting, next opponent, own team, etc.)- Team Strategies (e.g. pressing)- Positional Requirements- Player Development (16+)- Analysis of Top Football (e.g. trends)- History of the Game (e.g. styles)	
2. Leadership/Management <ul style="list-style-type: none">- Presentation Skills (demonstrations, audio-visual equipment, etc.)- Communication (e.g. methods of instruction)- Football Psychology (e.g. skill acquisition, principles of motivation, etc.)- Planning (e.g. camp, season, etc.)- Management (e.g. team-building process, team talks, staff organisation, etc.)- Philosophy of Football	
3. Basic Football Physiology/Football Medicine <ul style="list-style-type: none">- Basic Treatment of Injuries- Fitness Programmes (e.g. pre-season)- Aerobic/Anaerobic/Muscle Training- Performance Testing- Food/Fluid Requirements for Football- Physiological Demands of the Game	
4. Teaching Methods <ul style="list-style-type: none">- Teaching Games (e.g. tactical themes)- Creative Teaching (e.g. imaginative technique)- Coaching in the Game (small-sided and 11v11)- Problem-solving (analysing mistakes)- The Tools of Coaching (e.g. use of equipment, numbers, space, etc.)- Designing Training Sessions	
5. Laws of the Game <ul style="list-style-type: none">- The Laws and the Coach (e.g. offside)- Coaching Implications (e.g. new Laws)- Coaching Attitudes (e.g. towards referees, players, etc.)	

UEFA A DIPLOMA – Advanced Coaching Award (cont.)	
	Duration
B. PRACTICAL UNITS	minimum 72 hrs
1. Technical/Tactical <ul style="list-style-type: none"> - Team Strategies and Styles (e.g. counters) - Coaching Themes (e.g. switch of play) - Technical/Tactical Goalkeeper Training - Combination Play (e.g. 1-2 variations) - Team Organisation (including set play) - Individual Tuition (e.g. striker's movement in the penalty box) 	
2. Football Fitness <ul style="list-style-type: none"> - Warm-ups/Cool-downs - Aerobic Training (e.g. endurance) - Anaerobic Training (e.g. speed) - Muscle Training (e.g. strength) - Training Drills - Recovery and Regeneration Activities - Game Related Training 	
3. Teaching Practice <ul style="list-style-type: none"> - Coaching in the Game (11v11) - Coaching Themes (e.g. counter) - Drills and Routines (e.g. passing) - Tactical Games (e.g. pressing) 	
C. ASSESSMENTS/EXAMINATIONS	min. 3 hrs per candidate
1. Practical Coaching Assignment <ul style="list-style-type: none"> - Technical/Tactical Training and Coaching in the Game (including practical demonstration ability) 	90 minutes
2. Theory of Coaching <ul style="list-style-type: none"> - Football Knowledge - Leadership - Football Physiology/Football Medicine - Teaching Methods 	90 minutes
3. Match Analysis <ul style="list-style-type: none"> - To be related to the coach's team, based on real matches and producing objective data 	
4. Logbook of Coaching Activities	
TOTAL HRS	minimum 123 hrs



Annex K: UEFA Pro diploma requirements

Each UEFA Pro diploma course must have the following minimum content:

UEFA PRO DIPLOMA – Professional Coaching Award	
	Duration
A. THEORY UNITS	minimum 96 hrs
1. Football Knowledge	
<ul style="list-style-type: none">- Reading the Game (top level)- Methods of Analysis (top-level football)- Styles of Play- Scouting- Playing Roles- Technical and Tactical Trends	
2. Leadership	
<ul style="list-style-type: none">- The Difference between Leadership and Management- Team-building Process (group dynamics)- Inspiring Others- Communication Skills (team meetings, media, board, etc.)- Decision-making- Football Philosophy/Vision- Handling Crisis/Stress- Developing other Leaders (i.e. players, staff)	
3. Management	
<ul style="list-style-type: none">- Seasonal Planning- Team Organisation- Establishing Targets- Discipline/Motivation at Pro Level- Setting Standards- Feedback Techniques- Assessment Tools (e.g. questionnaires, personality profiles)- Principles of Selection- Management Styles- Psychological Preparation- Technology (e.g. IT skills, tracking systems, etc.)	
4. Football Physiology/Football Medicine	
<ul style="list-style-type: none">- Diet- Recovery and Regeneration- Conditioning for Pros- Injuries and Rehabilitation- Drug Testing- Fitness Testing- Environmental Problems	
5. Teaching	
<ul style="list-style-type: none">- Problem Solving- Teaching Styles- Match Preparation- Specialist Training- Organisation	
6. The Laws and the Coach	
<ul style="list-style-type: none">- Cooperation with Colleagues, Referees, Players- Promotion of Football- The Laws and the Spirit of the Game- Analysis of New Proposals	

UEFA PRO DIPLOMA – Professional Coaching Award (cont.)	
	Duration
A. THEORY UNITS (cont.)	
7. Business Management	
<ul style="list-style-type: none"> - Association and Club Structure - Administration - Record-keeping - Contracts and Law - Economics - Office Organisation 	
B. PRACTICAL UNITS	minimum 96 hrs
1. Technical/Tactical	
<ul style="list-style-type: none"> - Warm-ups - Squad Training (drills, games, etc.) - Set Play - Technical/Tactical Themes (e.g. counters, pressing) - Specialist Coaching (e.g. goalkeeping) - Global Training Methods 	
2. Football Fitness	
<ul style="list-style-type: none"> - Specific Fitness Training for Pros (e.g. speed) - Fitness Testing for Pros - Recovery and Regeneration 	
3. Teaching Practice	
<ul style="list-style-type: none"> - Training Sessions - Tactical Problem-solving - Squad Preparation (including set play) - Coaching in the Game 	
C. ASSESSMENTS/EXAMINATIONS	min. 6 hrs per candidate
1. Practical Coaching Assignment	2 hours
<ul style="list-style-type: none"> - Training, Team Talk, Coaching in the Game 	
2. Theory of Coaching and Management	2 hours
<ul style="list-style-type: none"> - Football Knowledge - Physiology - Leadership (and Psychology) - Teaching Methods 	
3. Match/Training Analysis (international professional football standard)	2 hours
4. Thesis	
<ul style="list-style-type: none"> - Approved Topic 	
5. Background Report	
<ul style="list-style-type: none"> - Coaching and Playing Experience, Attitude 	
6. Logbook of Coaching Activities	
D. WORK EXPERIENCE	min. 48 hrs per candidate
1. Internship	
TOTAL HRS	minimum 246 hrs



Annex L:

UEFA Elite Youth A diploma requirements

Each UEFA Elite Youth A diploma course must have the following minimum content:

UEFA ELITE YOUTH A DIPLOMA - Advanced Coaching Award	
	Duration
A. THEORY UNITS	minimum 56 hrs
1. Football Knowledge	16 hours
<ul style="list-style-type: none"> - Reading the Game (group & team play) - Formations/Playing Systems - Technical/Tactical Themes (e.g. counterattack) - Set Play - Goalkeeper Training (youth) - Types of Analysis (e.g. scouting, next opponent, own team, etc.) - Team Strategies (e.g. pressing) - Positional Requirements - Individual Training - Analysis of Top-level (youth) Football (e.g. trends) - Talent Identification and Recruitment 	
2. Leadership	7 hours
<ul style="list-style-type: none"> - The Role of the Youth Coach (e.g. philosophical aspects, child protection) - Communicating with Parents, Agents, Media, Players - Presentation Skills (demonstrations, audio-visual equipment, etc.) - Methods of Instruction - Philosophy of Football - Inspiring Young Talents - Promoting Football, Development, Club, etc. - Training Leadership on the Pitch - Nurturing Professionalism 	
3. Management	7 hours
<ul style="list-style-type: none"> - Development of 'The Whole Child Concept' - All Aspects of Youth Development (e.g. psychological, emotional, physical, cultural) - Psychology of Development and Learning - Football Psychology (e.g. skill acquisition, principles of motivation, etc.) - Planning (e.g. camp, season, etc.) - Management (e.g. team-building process, team talks, staff organisation, etc.) 	
4. Football Physiology/Football Medicine	5 hours
<ul style="list-style-type: none"> - Growth of Youth; Influence of Year and Month of Birth - Planning Game-related Conditioning - Injury Prevention; Basic Treatment of Injuries - Aerobic/Anaerobic/Muscle Training - Performance Testing - Food/Fluid Requirements for Football - Physiological Demands of the Game 	
5. Teaching Methods	11 hours
<ul style="list-style-type: none"> - Teaching Games (e.g. tactical themes) - Creative Teaching (e.g. imaginative technique) - Coaching in the Game (small-sided and 11v11) - Problem-solving (analysing mistakes) - The Tools of Coaching (e.g. use of equipment, numbers, space, etc.) 	
6. Management and Organisation	8 hours
<ul style="list-style-type: none"> - Designing appropriate Technical Programmes - Profiling and Monitoring - Assessment, Evaluation and Feedback 	

UEFA ELITE YOUTH A DIPLOMA - Advanced Coaching Award (cont.)	
	Duration
A. THEORY UNITS (cont.)	
7. Laws of the Game	2 hours
<ul style="list-style-type: none"> - The Laws and the Coach (e.g. offside) - Coaching Implications (e.g. new Laws) - Coaching Attitudes (e.g. towards referees, players, etc.) 	
B. PRACTICAL UNITS	minimum 84 hrs
1. Technical/Tactical	40 hours
<ul style="list-style-type: none"> - Training with different Age Groups (8-20 yrs) - Game-related (and youth-related) Coaching and Training - Team Strategies and Styles - Coaching Themes - Technical/Tactical Goalkeeper Training - Combination Play (e.g. 1-2 variations) - Team Organisation (including set play) - Individual Tuition (e.g. striker's movement in the penalty box) 	
2. Football Fitness	20 hours
<ul style="list-style-type: none"> - Warm-ups/Cool-downs - Aerobic Training (e.g. endurance) - Anaerobic Training (e.g. speed) - Muscle Training (e.g. strength) - Training Drills - Recovery and Regeneration Activities - Game-related Conditioning Training 	
3. Teaching Practice	24 hours
<ul style="list-style-type: none"> - Coaching in the Game (11v11) - Coaching Themes (e.g. counter) - Drills and Routines (e.g. passing) - Tactical Games (e.g. pressing) 	
C. ASSESSMENTS/EXAMINATIONS	min. 3 hrs per candidate
1. Practical Coaching Assignment	90 minutes
<ul style="list-style-type: none"> - Technical/Tactical Training and Coaching in the Game (with talented players, i.e. youth academy U17/U19 players) 	
2. Theory of Coaching	90 minutes
<ul style="list-style-type: none"> - Football Knowledge - Leadership (of youth) - Football Physiology/Football Medicine - Teaching Methods 	
3. Match Analysis	
4. Special Study about Child/Player Development	
5. Logbook of Coaching Activities	
TOTAL HRS	minimum 143 hrs



Annex M:

Futsal B diploma requirements

Each Futsal B diploma course should have the following recommended minimum content:

FUTSAL B DIPLOMA – Basic Coaching Award	
	Duration
A. THEORY UNITS	minimum 48 hrs
1. Futsal Knowledge	6 hrs
- History	
2. Leadership/Management	10 hrs
3. Futsal Physiology/Football Medicine	12 hrs
4. Teaching Methods	12 hrs
5. Futsal Laws of the Game	8 hrs
B. PRACTICAL UNITS	minimum 72 hrs
1. Technical Futsal	27 hrs
- Guidelines	
2. Tactical and Systems of Play	15 hrs
3. Basic Physical Condition and Ball Coordination	15 hrs
4. Training Practice	15 hrs
C. ASSESSMENTS/EXAMINATIONS	3 hrs
TOTAL HRS	minimum 123 hrs



Annex N:

UEFA declaration of recognition of limited UEFA Coaching Convention membership status (at B and A level)

Declaration of recognition of limited ... [B or A-level] UEFA Coaching Convention membership status

UEFA confirms herewith that its competent bodies have properly evaluated and decided to approve the UEFA ... [B or A diploma] course of the ... [name of UEFA member association].

With the signatures of the UEFA President and General Secretary, UEFA therefore declares that on ... [dd/mm/yyyy] the ... [name of UEFA member association] was granted limited ... [B or A-level] membership status under the UEFA Coaching Convention.

This declaration accords the ... [name of UEFA member association] the right to organise UEFA ... [B and/or A diploma] courses and to issue the corresponding UEFA diplomas and licences under the UEFA Coaching Convention.

.....
[Place]

.....
[dd/mm/yyyy]

For UEFA

President

General Secretary

.....
Michel Platini

.....
Gianni Infantino

NB. The convention party may choose to countersign this declaration to confirm its acknowledgment of its new membership status (=Protocol).

For ... [name of UEFA member association]

President

General Secretary [or equivalent]

.....

.....

[First Name, Family Name]

[First Name, Family Name]

Annex O:

UEFA declaration of recognition of full UEFA Coaching Convention membership status

Declaration of recognition of full UEFA Coaching Convention membership status

UEFA confirms herewith that its competent bodies have properly evaluated and decided to approve the UEFA Pro diploma course of the ... [name of UEFA member association].

With the signatures of the UEFA President and General Secretary, UEFA therefore declares that on ... [dd/mm/yyyy] the ... [name of UEFA member association] was granted full membership status under the UEFA Coaching Convention.

This declaration accords the ... [name of UEFA member association] the right to organise UEFA B, A and Pro diploma courses and to issue the corresponding UEFA diplomas and licences under the UEFA Coaching Convention.

.....
[Place]

.....
[dd/mm/yyyy]

For UEFA

President

General Secretary

.....
Michel Platini

.....
Gianni Infantino

NB. The convention party may choose to countersign this declaration to confirm its acknowledgment of its new membership status (=Protocol).

For ... [name of UEFA member association]

President

General Secretary [or equivalent]

.....

.....

[First Name, Family Name]

[First Name, Family Name]



Annex P:

UEFA declaration of recognition of partnership status

UEFA recognition of partnership status under the UEFA Coaching Convention based on the conclusion of a partnership agreement between two UEFA member associations

UEFA confirms herewith that on ... [dd/mm/yyyy] the ... and the ... [names of both UEFA member associations] submitted a partnership agreement for evaluation and approval by UEFA's competent bodies.

With the signatures of the UEFA President and General Secretary, UEFA declares that on ... [dd/mm/yyyy] the ... [name of UEFA member association without full convention membership status] was granted partnership status under the UEFA Coaching Convention.

This signed declaration accords the ... [name of UEFA member association without full convention membership status] the right to send candidates with permanent residency on its territory to participate in UEFA ... [B, A, Elite Youth A and/or Pro diploma] courses organised by the ... [name of UEFA member association with full convention membership status] according to the partnership agreement concluded. The UEFA member association with full convention membership status is entrusted with the education and administration of the coaches sent by its partner association and may issue the corresponding UEFA diplomas and licences under the UEFA Coaching Convention.

.....
[Place]

.....
[dd/mm/yyyy]

For UEFA

President

General Secretary

.....
Michel Platini

.....
Gianni Infantino

NB. The convention parties may choose to countersign this declaration to confirm their acknowledgment of the new partnership status (=Protocol).

For the convention party with partnership status: ...

[name of UEFA member association]

.....
[Place]

.....
[dd/mm/yyyy]

President

General Secretary [or equivalent]

.....

.....

[First Name, Family Name]

[First Name, Family Name]

For the convention party with full membership status: ...

[name of UEFA member association]

.....
[Place]

.....
[dd/mm/yyyy]

President

General Secretary [or equivalent]

.....

.....

[First Name, Family Name]

[First Name, Family Name]



Annex Q:

A brief history of the UEFA Coaching Convention

The story of the UEFA Coaching Convention dates back to December 1991 when the UEFA Executive Committee approved a proposal from the Technical Committee to introduce a coaching licence which would be recognised throughout Europe. The aims were to keep UEFA and its member associations in control of coach education (rather than outside agencies), to raise standards, to facilitate cross-border movement, to encourage greater technical exchange, and to establish football coaching as a recognised, regulated profession. As a member of the Technical Committee at the time, I was invited to join a working group, chaired, until his untimely death, by the Czech coach Dr Václav Jira (a former UEFA Technical Committee chairman) and thereafter by Switzerland's René Hussy. We proceeded to explore the coaching licence concept under the watchful eye of our chairman and Executive Committee member Angel María Villar Llona of Spain. The group, which included top technicians such as Rinus Michels of the Netherlands, met for the last time in February 1993, having drawn up some general guidelines and having made a recommendation for the employment of a full-time technical coordinator to develop and implement the project.

Following 18 years directing technical matters at the Scottish FA, I was appointed UEFA Technical Director in 1994. An important part of my UEFA remit was to fine-tune the European Coaching Licence concept, promote the idea to coaching colleagues throughout Europe, and bring the programme to life. In April 1994, we appointed a special task force of coach education directors. They convened in Brussels in order to continue the efforts of the original working group and, in particular, to further define the criteria for coach education at three levels (B, A and Pro). With the groundwork completed, the inaugural meeting of the Jira Commission (named in memory of the former Technical Committee chairman and later classed as a panel) took place in Paris on 14/15 March 1995 – this was a group of nine leading coach education specialists, including personalities such as Gérard Houllier, Michel Sablon, Jozef Vengloš and Henk van de Wetering, who were charged by the UEFA Executive Committee with supporting and evaluating the member associations in their efforts to join UEFA's endorsement programme (i.e. the convention on coaching licences).

In June 1995, we organised the first UEFA Coach Education Directors Conference in Nyon, and UEFA's coaching programme, including the concept of a European Coaching Licence/Convention, was launched. Two and a half years later, with the guidelines defined and the first wave of evaluations completed by our technical experts, six associations signed UEFA's Coaching Convention. Germany, Denmark, Italy, Netherlands, France and Spain put pen to paper in Gent on 17 January 1998, and the European Coaching Licence became a reality.

By the end of 2008, all 53 UEFA member associations were signatories of the UEFA Coaching Convention (38 of them authorised to provide training at professional level) and approximately 160,000 coaches throughout Europe had a coaching licence endorsed by UEFA. A renewal policy for associations' membership of the convention, with a three-year cycle of re-evaluation, was introduced in 2005 in order to maintain the programme's credibility and to avoid complacency. Three years later, a new specialised diploma for coaches working in the area of elite youth football was added to the core programme. The previously mentioned conference for the associations' coach education directors was established as a biennial event, and this has provided a vehicle for exchanging information and keeping up to date with the latest trends in the coaching field, but has mainly served as a workshop for Coaching Convention issues and developments. In addition, courses for staff coach educators (17 practical events were organised between 1995 and 2008) have supported the specialised work of those responsible for training the next generation of coaches.

All of these developments have, of course, required solid administrative support, and thanks must go to UEFA's professional staff, including valued colleagues Maik Kiss and Frank Ludolph, Head of Football Education, for their contribution.

Since 2007, UEFA's Development and Technical Assistance Committee has been monitoring and approving the work of the Jira Panel on behalf of the Executive Committee. Preserving the integrity of the coaching licence and constantly improving its quality and scope is vital for the project, which was the forerunner to the UEFA Referee Convention and the UEFA Grassroots Charter. It should be noted that the close link between the convention and the UEFA club licensing system has also added to the importance and acceptance of coaching qualifications within the professional game. The move towards reality-based training, which was introduced in 2009, will improve the quality of coaching course delivery.

When the concept of a European Coaching Licence was first accepted by UEFA's Executive Committee back in 1991, the underlying philosophy was to protect and develop the game, the players, the coaches, and the coaching profession. Many things have transpired during nearly two decades of intense development work, but the project's original principles and values have remained at the heart of everything that has been done by UEFA in the important field of coach education.

Andy Roxburgh (2010)
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