



BERMUDA FOOTBALL ASSOCIATION

P O Box HM 745

Hamilton HM CX

Tel: 441-295-2199 Fax: 441-295-0773 E-Mail: bfa@northrock.bm

Coaching Licensing Policy

(Amended August 2022)

1. Mission

To improve coaches through a systematic, progressive and comprehensive coaching licensing program that will contribute to the development of players to the highest possible standards at every age level. Our coaching licensing programs will provide the foundation for uniformity and quality coaching throughout our Leagues.

2. Objective

To improve the standard of coaching through a comprehensive systematic coaching education and licensing program.

3. Purpose

To implement a Coaching Licensing Policy applicable to all coaches participating in the Bermuda Football Association (BFA).

All coaches who are members of the Bermuda Football Coaches Association (BFCA); coaches with a Full or Associate Member Club of the BFA; and non- affiliate participants agree to adhere to the following Coaching Licensing Policy as part of their participation under the auspices of the BFA.

- **U7, U9 & U11** Team Head Coaches shall hold a minimum of a **BEA D License**
- **U13-U17** Team Head Coaches shall hold a minimum of a **BEA C License**
- Expansion League, First and Premier Division Head Team Coaches shall hold a minimum of a **BEA B License**

NOTE – See the attached coaching pyramid

4. License

The BFCA and the BFA will hold a series of coaching education programs annually to facilitate any coach wishing to obtain his/her coaching license.

All coaches are required to meet the coaching licensing requirements above before the start of the 2018– 2019 football season but no later than August 31st, 2018.

The following criteria are required to be awarded a BFA Coaching license:

- The minimum age that a candidate can be awarded a BFA Coaching license is sixteen (16) years of age;
- Obtained diploma from the relevant coach education course or its equivalent
- Obtained certification from a recognised child protection program, for example Stewards of Children Training Program(SCARS);
- Obtained certification from a recognized CPR and First Aid Training program.



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If a club would like to add or replace a coach at any time they must obtain authorization from the BFA prior to the new coach participating in any coaching activities.

5. License Application

- All coaches are required to apply for the BFA Coaches License by completing the application form and submitting all applicable certifications with payment of \$10.00 to the BFA Office at #1 BFA Way, Devonshire.
- A color passport photo must also be provided.
- The BFA will process the application and issue the successful applicant with a registered BFA Coaches License that is valid for three years.
- The Coach will also be listed on the registered coach's database.

6. Mentor Program

The Coach Mentor Program is designed to ensure all coaches obtain the minimum standard in order to coach in the Expansion League, Premier and First Divisions. The Program provides the framework for clubs, mentors and coaches to work together to ensure a coach's development continues through the short term. The objective of the Program is to provide coaches with the ability to continue coaching whilst obtaining the necessary certifications to obtain a BFA B Coaching License.

7. Sanctions

Any club which breaches the coaching licensing requirements will be sanctioned by the BFA. Such sanctions could be a deduction of points (where applicable), suspension from coaching, a fine or any other sanction deemed appropriate by the BFA Executive Council.

Schedule of Sanctions

- A. Children's Football:
Club Teams who do not have a BFA D licensed coach will have a \$500 fine levied against the club. The fine must be paid by August 31st. Failure to meet the deadline may result removal from the games program
- B. Youth Football:
Club teams who do not have a BFA C Licensed coach will have a \$500 fine levied against the club. The fine must be paid by August 31st. Failure to meet the deadline may incur a 3-point deduction prior to the start of the league program.
- C. Senior Football (Expansion League, First and Premier)
Club teams who do not have a BFA B Licensed coach will have a \$1000 fine levied against the club. The fine must be paid by August 31st. Failure to meet the deadline may incur a 3-point deduction prior to the start of the league program.



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8. License Renewals

- A. All coaches are required to accumulate a minimum of 15 hours of Continuous Coaching Development (CCD) over a three-year period to ensure their License remains valid.
- B. The BFA and BFCA will facilitate/organize a range of events every year which count towards obtaining the CCD if a coach chooses to attend. All events will be posted on the BFA and BFCA websites.
- C. Coaches are encouraged to attend other external workshops, seminars or events which may contribute towards obtaining CCD hours. It is recommended that coaches contact the BFCA prior to attending to verify that such events qualify toward CCD hours. Examples of seminars/courses that contribute toward CCD hours are: SCARS; First Aid and CPR; BFA Coaches Symposium; NSCAA Convention.

9. Cancellation of License

- A. Coaches are responsible for maintaining their Coaching License. Failure to accumulate the required CCD hours will result in the cancellation of the coaching license and removal of the coach's name from the database of Licensed Coaches. Any coach who has been removed from the database of Licensed Coaches will be unable to coach a team under the Coach License Policy as stated above.
- B. Coaches may be disciplined by the BFA through its Disciplinary Committee and said discipline may include sanctions such as suspension and possible cancellation of the coaching license.
- C. Coaches must apply in writing to the BFA to have their license reinstated. The application should include all of the relevant supporting documentation.



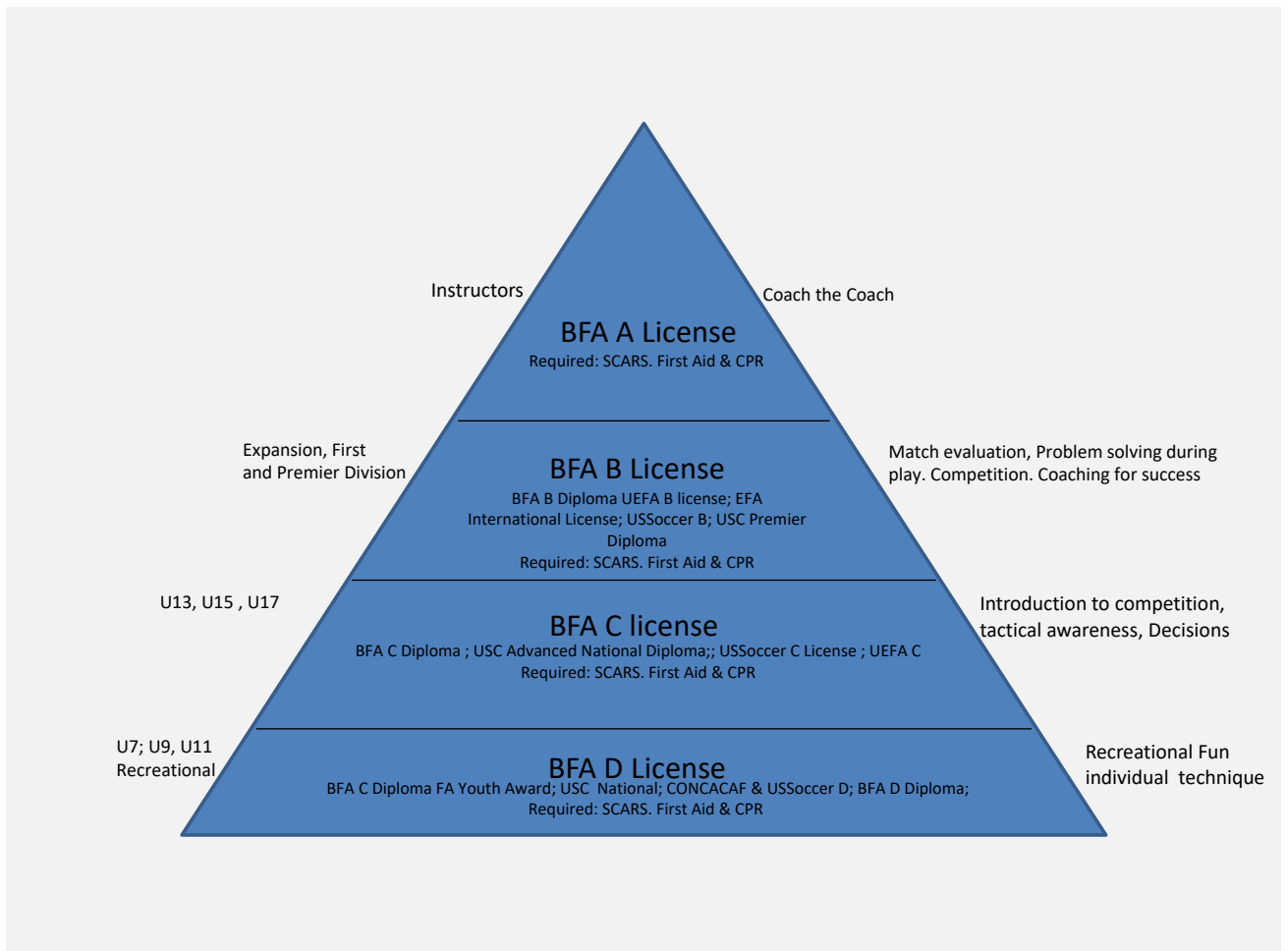
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Coach License Pyramid





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Coach Mentor Program

Introduction

The Coach Mentor Program is designed to ensure all coaches obtain the minimum standard in order to coach in the Expansion League, Premier and First Divisions. The Program provides the framework for mentors and coaches to work together to ensure a coach's development continues through the short term. The objective of the Program is to provide coaches with the ability to continue coaching whilst obtaining the necessary certifications to obtain a BFA B Coaching License.

This Coach Mentor Program is a tool to aid coaches who are desirous of coaching but have not met the requirements to have a successful license application. The Mentoring Program establishes the formal process that requires the registration of Club, Mentor and coach. The Program will set out the requirements, timeframe and milestones.

Prerequisites

Each mentor should be in possession of the Bermuda Football Association B License and be able to produce this license on demand.

Each coach candidate should have the following:

1. Valid certificate from a recognised Stewards of Children Training Program e.g. SCARS
2. Valid First Aid certificate
3. BFA C License.
4. Be enrolled in a course(s), the successful completion of which, will put them in a position to obtain the BFA B Coach License.

Requirements

The coach will be allowed to coach whilst in the Coach Mentor Program up to the next opportunity to sit the required course or a maximum of one (1) football season. The coach should conduct sessions and participate in game day management at all times.

The mentor will observe training sessions and provide the necessary feedback to ensure the continued development of the coach. It is expected that the mentor will observe at least two hours of training per week. In addition, the mentor is required to be in attendance and a part of the game day staff at all matches.

The club must be a signatory to the program.

Reporting

The mentor will submit monthly reports to the BFA Player Development Committee that detail the monthly activities of the coach. The monthly reporting form is attached.

Conclusion

It is the aim of the BFA Player Development Committee to raise the standard of coaching and in turn the standard of player development in Bermuda. This Coach Mentor Program allows for development of C License coaches whilst affording them the ability to still coach in the Expansion League, Premier and First Divisions. It is the aim that this Coach Mentor Program becomes obsolete as the licensing initiative becomes an integral part of football administration.



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Coach License Application Form

COACH REGISTRATION #
(for official use only)

(For official use only)

A		B		C		D	
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NAME:

FIRST	MIDDLE	SURNAME

EMAIL ADDRESS:

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DATE OF BIRTH:

YEAR	MONTH	DAY

ADDRESS:

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PHONE:

HOME	WORK	CELL

CURRENT CLUB:

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**HIGHEST LEVEL
OF
CERTIFICATION:**

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SCARS	
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First Aid	
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AED	
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**Please attach copies of SCARS, First Aid and
Coaching Course Certificates
License Fee \$10**



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COACH RELEASE OF INFORMATION

I hereby give permission to the above name club to release to the Bermuda Football Association any information pertaining to or verification of my status in relation to any "Relevant Conduct" (as defined below) or any other information which may make me unsuitable as a coach with the Bermuda Football Association.

POLICE RELEASE OF INFORMATION

I agree to the release of information by the Commissioner of Police to the Bermuda Football Association any information pertaining to or verification of my status in relation to any "Relevant Conduct" (as defined below) or any other information which may make me unsuitable as a coach with the Bermuda Football Association.

"**Relevant Conduct**" is defined as any conduct or behavior, committed or threatened, in the past or currently, which includes any one or more of the following:

1. Violence of any sort or degree;
2. Any Public Order offence as defined in the laws of Bermuda criminal legislation;
3. Any Misuse of Drugs offence;
4. Gang activity;
5. Gang membership;
6. Gang associations.
7. Endangerment of children

For the avoidance of doubt, Relevant Conduct includes:

- a. Any act at any school, public or private, in or outside of Bermuda;
- b. Any act whether it is in connection with football or not; and
- c. Any act whether it is at a football ground or football match or not.

I HEREBY CONSENT TO BE REGISTERED AS A COACH IN BERMUDA IN ACCORDANCE WITH THE ASSOCIATION'S RULES GOVERNING THE QUALIFICATION OF COACHES (DOMESTIC COMPETITIONS) AS WELL AS ANY OTHER POLICIES OR REGULATIONS PERTAINING TO THE REGISTRATION OF COACHES AS DECIDED BY THE EXECUTIVE COUNCIL FROM TIME TO TIME.

I FURTHER DECLARE THAT THE ABOVE INFORMATION IS CORRECT AND I UNDERTAKE TO OBSERVE THE RULES, REGULATIONS AND BYE-LAWS OF THE BERMUDA FOOTBALL ASSOCIATION.

SIGNATURE OF COACH



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Coach Mentor Program Registration
Form

COACH REGISTRATION #
(for official use only)

COACH

NAME:

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FIRST

MIDDLE

SURNAME

EMAIL ADDRESS:

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DATE OF BIRTH:

--	--	--

MONTH

DAY

YEAR

ADDRESS:

--

PHONE:

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HOME

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WORK

--

CELL

--

CURRENT CLUB

--

BFA C LICENSE ID NUMBER

**Please attach copies of SCARS, First Aid and
Coaching Course Certificates**

SIGNATURE OF COACH

SIGNATURE OF MENTOR

**SIGNATURE OF CLUB
PRESIDENT/SECRETARY**

DATE:_____



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Coach Mentor Program Registration
Form

COACH REGISTRATION #
(for official use only)

MENTOR

NAME:

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FIRST

MIDDLE

SURNAME

EMAIL ADDRESS:

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ADDRESS:

--

PHONE:

--

HOME

--

WORK

--

CELL

BFA B LICENSE ID NUMBER

--

CLUB

--

SIGNATURE OF MENTOR

**SIGNATURE OF CLUB
PRESIDENT/SECRETARY**

DATE:_____