



FOOTBALL ASSOCIATION *of*
BRUNEI DARUSSALAM

Coach Education Policy
Edition 2021



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FOREWORD FROM THE GENERAL SECRETARY



Dear readers, dear Coaches,

Welcome to the FABD Coach Education Policy, edition 2021.

FABD is ambitious to develop and deliver superior football programs, for the football of Brunei Darussalam, that develop sportsmanship, fitness, confidence, leadership and team spirit among our talented footballers as outlined in the FABD Strategic Plan. FABD also seeks to provide football training that is fun, supportive of all skill levels, and is inclusive.

Football is not just a game. It is an opportunity and also platform to all other linkage in developing a good personality and professionals. Skillful footballers needs proper coaching regime. To achieve that, it all must start with the education before heading to the learning curves to be the best amongst the best.

I encourage you to be educated, be licensed and go out to reach the footballers and share what you have learnt and what you can offer.

“Melentur buluh biarlah dari rebungnya”

Take care, stay safe.

Thank you.

Mohammad Shahnun Mohd. Salleh
General Secretary

COACH EDUCATION POLICY

¹The FABD Coach Education Policy, edition 2021 aims to mentor candidates to learn and perform in reality-based situations as much as possible focussing on regular formative assessments which aim to encourage greater participation by candidates during courses. Candidates will be prompted to share experiences and use them as a learning tool employing adult learning methods which will attempt to engage participants in an interactive way.

OBJECTIVES

¹The main objectives of the FABD Coach Education Policy are:

- i. To clearly establish how courses are run in the country for the clarity and understanding of all concerned;
- ii. To help participants understand the Pre and Post course procedures;
- iii. To clearly emphasize the teaching methodologies that will be applied during the course;
- iv. To train core competences by encouraging self- reliance, reflection, creativity, problem solving and independent thinking;
- v. To emphasize the importance of continued education for all practising coaches;
- vi. To provide a learning environment that is as real as possible (i.e., club based). Where necessary, to use simulations, role playing, scenarios, coaching in the game etc.

ADMISSION CRITERIA FOR ALL FABD/AFC COACHING COURSES (see also item 10)

¹For admission to the FABD/AFC coaching courses, applicants:

- i. must satisfy the admission criteria for the specific course (see item 10);
- ii. must submit all admission documents required by the course organiser;
- iii. will have their capacity/competence assessed before enrolment;
- iv. must demonstrate that they are sufficiently healthy;
- v. will absolve FABD from any claims relating to their participation in the course;
- vi. must be nationals of Brunei Darussalam or anyone with permanent residency status in the country;
- vii. may also possibly be candidates not residing in Brunei Darussalam provided that:
 - ¹they speak the language in which the course is being delivered (candidates must have sufficient written and oral skills);
 - ²they have not been refused entry to an equivalent AFC coaching diploma course by another Member Association within the preceding two years;
 - ³they have good grounds for attending such course (e.g. they have been hired to train a representative team in Brunei Darussalam);
 - ⁴they must produce a recommendation from their National Football Federation
 - ⁵they have the approval of AFC;
 - ⁶their number does not exceed 10% of the total number of participants in each course. However, under extenuating circumstances, this figure may be reviewed by the FABD;
 - ⁷A coach whose AFC coaching diploma or licence has been revoked is barred for at least three years from applying to attend a new AFC coaching diploma course to re-obtain his diploma or licence.

ATTENDANCE

¹A participant is in principle, required to attend 100% of a coaching course organised by a Convention Member under the Convention;

²Upon written and well-founded request, exceptions may be made to allow a participant to make up missing modules/sessions as long as his total absence does not exceed 10%

³All missed units must be made up within 6 months of the completion of the course.

ASSESSMENTS

¹Assessments will be done for the completion of each course as follows:

- i. practical coaching assignments, i.e., continuous assessment of training sessions or practice matches prepared and run by a course participant with players appropriate to the course level;
- ii. theory of football coaching/management:
 - a. Laws of the Game (B and A levels only);
 - b. match analysis, i.e., a practical exercise where the candidate observes a match and produces a report (A and Pro levels only);
 - c. a project, i.e., a substantial work on a coaching topic (Pro level only);
 - d. report on the student during work experience/ study visit, and a document containing a participant's conclusions and observations on the work of a team and the coaches he has followed (Pro level only);
 - e. logbook of coaching activities, i.e., a diary of the experiences gathered by a participant during the course.

REASSESSMENT

¹A candidate who fails an assessment may apply to repeat it when convenient for both parties i.e., FABD and the applicant. However, no failed assessments may be repeated more than twice, and the deadline for re-assessment may not be more than two years after the first failure.

COURSE COMPLETION

¹Upon completion of each course, each candidate will be given the results of his assessments with the marks given (total number of points achieved compared with the maximum available) and the relevant AFC coaching diploma, certificate of attendance within 30 working days of the end of the course (including completion of work experience or submission of a project, if applicable)

APPEALS

¹Candidates who are unsuccessful in their assessments may appeal to have their cases reviewed.

²An appeal by the candidate has to be submitted in writing to the FABD General Secretary within 7 days after the last day of the course, who will then forward the appeal to the Head of Coach Education for action.

³The Head of Coach Education will in turn activate the FABD Coach Education Appeals' Committee which will comprise the Deputy General Secretary, a member of the FABD Standing Committee for Technical Development and the Technical Director.

⁴The three-member panel will then meet and decide on the appeal within 7 days upon receipt of the appeal.

COACH EDUCATORS/TUTORS

¹All courses will be delivered by FABD appointed Coach Educators/Tutors in conjunction with AFC as appropriate.

²The C course may be delivered by FABD appointed Coach Educators/Tutors.

³All other AFC Diploma courses must be conducted by an AFC approved Coach Educator/Tutor who has the appropriate coaching qualification (i.e., at least an AFC A-Licence for B & A courses, and an AFC Pro-Licence for Pro courses).

FURTHER ADMISSION CRITERIA FOR ALL COACHING COURSES

¹To be admitted to the FABD C Coaching Certificate course, applicants must have:

- i. A Grassroots Award or recognised equivalent qualification for a minimum period of one year;
- ii. Must be 18 years of age or over;
- iii. Interest in Football and Sports Coaching

²To be admitted to an AFC B Diploma course, applicants must have:

- i. A valid FABD/AFC C Coaching Certificate for a minimum one-year period;
- ii. A record of coaching in grassroots/youth football for a minimum one-year period;
- iii. Playing experience.

³To be admitted to an [AFC A Diploma course](#), applicants must have:

- i. A valid AFC B Diploma for a minimum two-year period
- ii. At least one year's coaching experience as an AFC B licence holder or its equivalent.
- iii. The latter may be reduced in special cases (e.g., someone whose competences and experience would permit them to proceed quickly to the next level). This will require AFC approval and the appropriate documentation to back up the request for special dispensation.

⁴To be admitted to an [AFC Pro diploma course](#), applicants must have:

- i. A valid AFC A Diploma for a minimum two-year period;
- ii. At least two years' coaching experience as an AFC A licence holder;
- iii. The latter may be reduced in special cases (e.g., someone whose competences and experience would permit them to proceed quickly to the next level). This will require AFC approval and the appropriate documentation to back up the request for special dispensation.

DURATION OF COURSES

¹The minimum duration of each of AFC coaching diploma course organised by FABD is set out below.

	AFC B	AFC A	AFC Pro
Minimum hours of education (coaching/learning/working)	120	180	360
Minimum hours of theory: football/coaching/sports science	60	90	144
Minimum hours of practical work: coaching, teaching, observing, including work experience and study visits	60	90	216
Plus, minimum hours of assessments	3	6	9

FURTHER EDUCATION FOR AFC COACHING DIPLOMA AND LICENCE HOLDERS

i. Aim

¹Further education courses organised by FABD for AFC coaching diploma and licence holders are aimed at keeping coaches up to-date and stimulating further development.

ii. Staffing

¹A further education course organised by FABD for AFC coaching diploma and licence holders may be delivered by a combination of coach educators, individuals with specific coaching knowhow and experts from other fields.

iii. **Duration and Content**

¹Further education courses organised by the FABD for coaching diploma/licence holders involve at least 15 hours of training and may be broken down into different modules.

iv. **Admission criteria**

¹Further education courses organised by the FABD are open to holders of an AFC coaching diploma issued by the FABD who wish to have their licences renewed for a further two years.

²It is also possible for holders of an AFC coaching diploma issued by a different Member Association to take part in such courses, provided they have the capacity to take part and can justify inclusion (e.g., have a link with the FABD).

FURTHER EDUCATION FOR COACH EDUCATORS

i. **Aim**

¹Further education courses organised by the FABD for its coach educators are aimed at keeping coach educators up-to-date and providing coach educators with an opportunity to exchange best practices and to discuss trends in football coaching and education.

ii. **Staffing**

¹A further education course organised by the FABD or AFC for coach educators may be delivered by a combination of coach educators, individuals with specific coaching qualifications and experts from other fields, all overseen by the FABD or AFC.

iii. **Duration and content**

¹Further education courses organised by AFC for the FABD's qualified coach educators may take place every two years and involves at least 15 hours of training.

iv. **Admission criteria**

¹Admission to the further education courses organised by the FABD for its coach educators will be regulated by the FABD.

VALIDITY OF COACHING LICENCES

¹All coaching licences are valid for three calendar years, after the year of issue or renewal.

²An AFC or FABD coaching licence is renewed for a further three years if its holder has completed a further education course organised by the FABD.

³The validity of an AFC or FABD coaching licence is subject to the licence holder undertaking to adhere to the FABD Statutes, regulations, directives and decisions of the FABD and/or AFC.

AFC SPECIALIZED COACHING COURSES, FUTSAL AND BEACH SOCCER

¹For Specialized Coaching Courses for goalkeeping and fitness coaches, Futsal and Beach Soccer courses, the FABD will be guided by AFC policies and procedures in conjunction with the AFC Coaching Convention Guidelines.